



# Student Handbook and Code of Conduct 2024-2025

This handbook belongs to:

Name: \_\_\_\_\_

## Hampton Middle School

4589 School Drive  
Allison Park, PA 15101-2516

Telephone: (412) 486-6000

Fax: (412) 487-6674

Website: [www.ht-sd.org](http://www.ht-sd.org)

### MISSION STATEMENT

Hampton Township School District works collaboratively with the community to support all children in becoming creative and innovative problem-solvers and communicators. The District maintains high expectations by furthering our Tradition of Excellence as our students develop the knowledge, character and integrity to impact the world.

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# MESSAGE FROM THE PRINCIPAL

Welcome to Hampton Middle School!

Dear Students and Parents:

The administration, faculty, and staff are looking forward to an exciting school year. Every year we produce this handbook in order to assist students and parents with the understanding of how the middle school functions. While this handbook is a communication tool, the main purpose is to outline the opportunities we make available to students to ensure their success. The educators in this building are prepared and trained to provide an inviting, supportive and safe environment for young adolescents. We have high expectations for all students in our school and we look to you and the community as partners to maintain these goals. When we work together, we all succeed.

Hampton Middle School offers a diverse learning environment. We maintain a rigorous and relevant curriculum with an emphasis on discovery and exploration. Our teachers differentiate their instruction which allows them to respond to the students' varied learning styles. We have created school wide efforts and policies, as outlined in this handbook, that foster health, wellness and safety. Lastly, we encourage our students to build healthy and meaningful relationships with their peers through our advisory program and bully prevention program.

This handbook describes in detail the tradition and proven procedures that Hampton Middle School uses for success. Each student and parent is expected to read this handbook and have knowledge of its contents. **Parents need to please sign the signature form found on page 34 and have their child return the signature page to his or her homeroom teacher.** Please feel free to contact the school if there are any questions.

Thank you,

Dr. Marlynn Lux  
Principal

# HAMPTON MIDDLE SCHOOL

4589 School Drive  
Allison Park, PA 15101-2516  
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[lux@ht-sd.org](mailto:lux@ht-sd.org)

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(Assistant Principal).....412.492.6358  
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Mrs. Jill Kampmeyer  
(School Counselor for 6<sup>th</sup> Grade Last Name A-K, 7<sup>th</sup> Grade Challengers,  
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[kampmeyer@ht-sd.org](mailto:kampmeyer@ht-sd.org)

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(School Counselor for 6<sup>th</sup> Grade Last Name L-Z, 7<sup>th</sup> Grade Explorers,  
and 8<sup>th</sup> Grade Lewis Team).....412.492.6360  
[wike@ht-sd.org](mailto:wike@ht-sd.org)

Mrs. Amy Baxter  
(School Nurse) .....412.492.6361  
[baxter@ht-sd.org](mailto:baxter@ht-sd.org)

Mrs. Stacie Sespico  
(Library Media Specialist) .....412.492.6362  
[sepicco@ht-sd.org](mailto:sepicco@ht-sd.org)

Ms. Renee Michalowski  
(Administrative Assistant to the Middle School Principal) .....412.492.6356  
[michalowski@ht-sd.org](mailto:michalowski@ht-sd.org)

Mrs. Melissa Sosso  
(Administrative Assistant to the Middle School Assistant Principal) .....412.492.6355  
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Mrs. Amy Hardman  
(Library Assistant) .....412.486.6000 ext. 2002  
[amy.hardman@ht-sd.org](mailto:amy.hardman@ht-sd.org)

TBD (Administrative Assistant to the Middle School Counselors).....412.492.6372

## FACULTY

Mr. Stephen Adametz ..... 7<sup>th</sup> Gr. English  
 Mr. Jeremy Bassett.....8<sup>th</sup> Gr. Science  
 Mrs. Kelsey Ehnlé Bassett .....German  
 Mrs. Amy Baxter .....Nurse  
 Mr. Jesse Belitz..... 6<sup>th</sup> Gr. Social Studies  
 Mrs. Janeen Bentz.....7<sup>th</sup> Gr. Reading  
 Mrs. Megan Brower .....Physical Ed  
 Ms. Mary Bukovac.....6<sup>th</sup> Gr. Math  
 Ms. Lauren Clark.....8<sup>th</sup> Gr. English  
 Mrs. Cathy Close ..... 7<sup>th</sup> Gr. English  
 Mr. Jay D’Ambrosio 8<sup>th</sup> Gr. Social Studies  
 Mrs. Kristen DeMichiei Computer Science  
 Mr. Ken DiDonato .....8<sup>th</sup> Gr. Science  
 Mrs. Bethann Dolan ..... Math Support  
 Mr. Nick Endres..... Physical Ed  
 Ms. Lisa Ferrero.....6<sup>th</sup> Gr. Math  
 Mr. Sam Flowers..... Tech Ed  
 Mr. Mark Gartner.....Physical Ed  
 Mr. Glenn Geary ..... Tech Ed  
 Mr. David Hartman.....6<sup>th</sup> Gr. English  
 Mrs. Heather Heere..... Chorus  
 Mrs. Rebecca Heller..... 7<sup>th</sup> Gr. Math  
 Mrs. Shannon Hetrick ..... Band  
 Mrs. Amy Holtz ..... Special Ed  
 Mrs. Elizabeth Howe ..... Art  
 Mrs. Michele Hurst .....6<sup>th</sup> Gr. Science  
 Mrs. Jill Kampmeyer ..... School Counselor  
 Mr. Joe Lagnese ..... 6<sup>th</sup> Gr. Social Studies  
 Mrs. Angela Lamers..... 7<sup>th</sup> Gr. Science  
 Mrs. Julia Lang ..... 7<sup>th</sup> Gr. Science  
 Mrs. Sheree Lucas.....6<sup>th</sup> Gr. Reading

Mrs. Karen Males-Benson .....French  
 Mrs. Elizabeth Maxa..... Math Support  
 Mr. Ryan Meyer..... Chorus  
 Mrs. Jennifer Miller.....8<sup>th</sup> Gr. Math  
 Mr. Brian Molinero ..... 7<sup>th</sup> Gr. Math  
 Ms. Elizabeth Morris.....6<sup>th</sup> Gr. English  
 Mr. Derek Nichols ..... Special Ed  
 Ms. Kate Owens.....Art  
 Mr. Bill Paholich..... 8<sup>th</sup> Gr. Math  
 Mrs. Lori Palmer ..... 7<sup>th</sup> Gr. Reading  
 Mrs. Jessica Patouillet .....8<sup>th</sup> Gr. English  
 Ms. Susan Perry .....FCS  
 Mr. Brandon Pickett..... Spanish  
 Mrs. Jamie Pillar .....7<sup>th</sup> Gr. Social Studies  
 Ms. Jenna Rosenfeld.....8<sup>th</sup> Grade Reading  
 Mrs. Genna Roskey .....Speech/Language  
 Mrs. Stacie Sespico ..... Librarian  
 Mr. Dave Sheets.....6<sup>th</sup> Gr. Science  
 Mr. Greg Shumaker ..7<sup>th</sup> Gr. Social Studies  
 Dr. Brooke Stebler ..... STEM/Enrichment  
 Mrs. Amy Stepson ..... Orchestra  
 Mr. William Stiglitz ..... Special Ed  
 Dr. Melissa Survinski..... Enrichment  
 Mrs. Elizabeth Trent .....Physical Ed  
 Mrs. Lori Valentine.....Reading Support  
 Mr. Mark Weaver.....8<sup>th</sup> Gr. Social Studies  
 Mrs. Mary West..... 6<sup>th</sup> Gr. Reading  
 Mrs. Danielle Wike .....School Counselor  
 Mrs. Lisa Woods.....Art  
 Mrs. Xiaojing Zhang.....Mandarin

*Hampton Township School District does not discriminate in its educational programs, services, activities, employment practices, or administration of policies based on race, color, national origin, genetic information, sex, sexual orientation, disability, age, religion, ancestry, or any other legally protected category, and is required by Title IX not to discriminate in such a manner. Announcement of this policy is in accordance with local, state, and federal laws including the Pennsylvania Human Relations Act, Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1967 and the Americans with Disabilities Act of 1990.*

Inquiries concerning the application of Title IX, civil rights, school district policies, and grievance procedures should be referred to the Title IX Coordinator, Dr. Rebecca Cunningham, Assistant Superintendent, at 4591 School Drive, Allison Park, PA 15101 or at [Cunningham@ht-sd.org](mailto:Cunningham@ht-sd.org) or (412) 492-6305.

*All policies contained in the Student Handbook are subject to change based on the adoption of new policies and revision of current procedures by the School Board.*

# ACTIVITIES/CLUBS/INTRAMURALS/SPORTS

## Activities and Clubs

Students are encouraged to get involved in some of the many activities and clubs offered at the Middle School. Clubs allow students the opportunity to explore interests and establish friendships with students who share the same interests. Listed below are some of the extracurricular opportunities and sponsors a student can contact for more information. Sponsors utilize the morning announcements, website announcements and the Activity Calendar (located in the D corridor) to indicate when the club meets. For information regarding additional clubs and/or questions contact Mrs. Hurst, Activities Director. Information about club and interscholastic sports may be obtained in the Athletic Office at the High School.

American Sign Language Club .....	Ms. Wagner
Art Club.....	Mrs. Woods
Best Buddies Club.....	Ms. Morris/Mrs. Close
Book Club.....	Mrs. Lucas/ Mrs. West
Chinese Club .....	Mrs. Zhang
Cooking Club .....	Ms. Rosenfeld
Creative Writing.....	Ms. Morris/Ms. Clark
Digital Design .....	Dr. Survinski
Drama Club .....	Mr. Shumaker
Fitness Club.....	Mr. Gartner/Mrs. Brower
French Club .....	Mrs. Males-Benson
Gardening Club .....	Mr. Flowers
German Club .....	Mrs. Ehnle Bassett
Green Team .....	TBD
HMS Color Guard .....	Ms. Nowak
HMS Jazz Band .....	Mrs. Hetrick
HMS Symphonic Band.....	Mrs. Hetrick
HMS Voices .....	Mr. Meyer
Helping Hands Club.....	TBD
Mock Trial.....	Dr. Survinski
Musical .....	Mr. Shumaker
Newspaper .....	TBD
Show Choir.....	Mrs. Heere
Sixth Grade Cross Country .....	Mr. Belitz/Ms. Morris
Ski Club .....	Ms. Rosenfeld/Ms. Clark
Spanish Club.....	Mrs. Males-Benson
Spontaneous Problem-Solving .....	Dr. Stebler
Stock Market Club.....	Mrs. Ferrero/Dr. Stebler
Student Ambassadors .....	Mrs. Wike/Mrs. Kampmeyer
Student Council .....	Mrs. Palmer
Talbot Chamber Orchestra .....	Mrs. Stepson
Talbot Readers.....	Mrs. Sespico
Yearbook .....	Mr. Hartman

## **ATTENDANCE PROCEDURES**

To receive the maximum benefit from classroom experiences and instruction, it is important that students report to school each day. However, when a student must be absent the following procedures apply:

- Parents/guardians should call the Middle School Attendance Line before 9:00 a.m. to report a student absent. To reach the Middle School Attendance line dial 412-486-6000 press 2 for the attendance and 2 for the Middle School.
- All absences will be marked as unexcused until a student brings either a note from a doctor or a written excuse signed by a parent/guardian stating the reason for the absence and the exact dates of the absence. This note should be brought to the main office the morning the student returns to school. Students will not receive credit for work if the absence remains unexcused.
- All excuses must be in the office no later than 2 weeks before the end of the grading period. \* Notes received from a previous grading period or after the close of the school year **will not** be accepted. **Upon returning from an absence, it is the responsibility of the student to see each teacher about the work that may have been missed.**  
*\* If an absence occurs after the two week cut off a student will have 4 days to turn in an appropriate note.*
- After 3 consecutive days of absence, homework may be requested. Homework requests should be left on the attendance line before 10:00 a.m. in order to receive homework that day.
- If a student does not attend four periods (11:01 am is the end of fourth period), it will be considered a half-day absence.
- The email alert feature of the parent portal can be a valuable tool in monitoring your child's attendance.

### **EXCUSED ABSENCES**

- **Medical excuses:** All doctors' excuses for any reason should be submitted on doctor's script or letterhead and include the doctor's office phone number.
- **Parental excuse:** A maximum of ten (10) parental excuses for personal illness, quarantine, or other exceptional or urgent reasons will be accepted. A doctor's note stating that the illness was reported by the parent and that the student was not seen in their office will be treated as a parental excuse, as opposed to a medical excuse. Absences exceeding ten (10) days will be considered unexcused unless they are documented as a medical excuse, are for pre-approved educational travel, a funeral, or for the observance of a religious holiday.

- **Pre-Approved Educational/Travel:** An Educational Travel Form must be completed 2 weeks prior to missing school for a trip. Pre-approval forms are available in the office and on the Hampton Township School District website. A completed form signed by the parent/guardian, the school counselor, and the principal and all of a student's teachers must be returned to the office **before the trip**. Family educational travel should be limited to no more than five days per school year. Assignments are due the day the student returns to school. **Trips will not be approved if scheduled during PSSA or Keystone testing, local standardized testing, or during final exams. If the school calendar changes for unforeseen reasons, each request will be reviewed on an individual basis.**

### **Funeral**

### **Religious observance**

### **UNEXCUSED ABSENCE**

- Failure to turn in a completed Educational/ Travel Form before departing for travel.
- Failure to turn in an absence excuse in a timely manner.
- Failure to bring in a note from a medical care provider after exceeding ten (10) parental excused days.

### **MISSED WORK**

- It is the **student's responsibility** to see each of his/her teachers about making up any work he/she may have missed during an absence. It will not always be possible for a student to make up instructional time or school work; therefore, it is important to keep the number of days a student spends out of school to a minimum and should be limited to the reasons stated in the School Code as "excused absences."
- It is expected that students will make up all missed work **immediately** following their absence(s) from school. If a student missed one day, the student has one day to make up the work; if a student missed two days, the student has two days to make up the work, etc.
- Receiving credit for the work is contingent upon receiving an appropriate parental or medical excuse within the timeframe stated in the attendance policy. Students will not receive credit for work if the absence remains unexcused.
- Being absent for any reason the day before a previously announced exam or assignment due date does not excuse a student from taking the exam or completing and turning in the assignment on the due date.
- Work assigned during educational travel is due the day the student returns to school and the student is responsible to prepare for any missed tests. **If this**

procedure is not followed, the missed day(s) will be marked unexcused.

#### PENALTY FOR NONCOMPLIANCE

- **Three (3) unexcused absences will result in a first violation of the compulsory school attendance law. A letter will then be sent home explaining the student's attendance status.**

Prior to filing charges with the magistrate, the administration, nurse and/or counselor will implement a student attendance improvement plan.

**Four (4) or more unexcused absences may result in a referral to the District Magistrate's Office.** The Administration will look at each case on an individual basis. Please call with individual concerns.

#### TARDY TO SCHOOL

- Students are expected to be in school on time. A student will be considered tardy if he/she is not in homeroom by the time the bell rings. The tardy will be considered unexcused if the student arrives at school without a parental note or medical excuse. A note will not be accepted after the next school day. Students who arrive at school after 11:01 will be marked absent for half a day.
- Parental excused tardies will be limited to three (3) per semester. **Any additional tardies will be unexcused unless accompanied by a doctor's note.** Students who have accrued more than three (3) unexcused tardies will be subject to the Code of Conduct.

#### TARDY TO CLASS

- Teachers who hold students after class should issue the student a hall pass to his/her next class.
- Excuses for being late to class will not be written by the office. Students should report to their class first and ask permission to go to the office.
- Classroom teachers will keep a record of students who are tardy to class. Teachers may assign detentions for tardiness and/or may refer students to the office for tardies. After three (3) unexcused late arrivals to class, the student will be subject to the Code of Conduct.

#### CUTTING CLASS, TUTORIAL, ACADEMIC SUPPORT

- Illness is the only acceptable excuse for not reporting to class, tutorial, or academic support. If a student becomes ill, he/she must report to the school nurse immediately. Spending the class period in the rest room is not acceptable.
- Class cuts will result in no credit for any work or exams missed. The teacher will notify the student's parents by mail or phone and send a referral form to the administration. **Refer to the CODE OF CONDUCT for potential disciplinary action.**

#### EARLY DISMISSALS

- An early dismissal will be granted for the same reasons allowable for a legal absence. Parents are encouraged to schedule appointments with doctors or dentists before or after school hours. However, when emergency demands, the appointments should be made as early or late in the school day as possible.
- To obtain an Early Dismissal Pass, students must bring a note (reason and time included) signed by a parent/guardian to the office before the end of homeroom. At the designated time, students must show the Early Dismissal Pass to the teacher and report to the office. **Parents/guardians must show an accepted form of identification and sign-out students in the office before dismissal.** Students returning to school must report to the office before going to class.

*For further information, please refer to Board Policy No. 204.0.*

### A.M. DROP OFF/ P.M. PICK UP

For the safety of all students, during the busy time of student arrival and dismissal, we are asking parents to adhere to the following procedures:

**AM Drop-Off** – Parents should proceed down School Drive to the rear of the building and drop off students at exit 11. This door will be locked until 7:30 am. **For the safety of all our students we ask you to not drop off students in the front of the building.**

**PM Pick-Up** – Parents should proceed to the rear of the building, pull into the lot, and pick up students at exit 11.

### AUTOMATED MASS NOTIFICATION SYSTEM

The District utilizes an automated mass notification system, which will allow us to send a telephone, text, or email message to you regarding important information about school events or emergencies. The system will notify you of school delays or cancellations due to inclement weather and student attendance. In the event of an emergency at school, you can have peace of mind knowing that you will be informed immediately by the system. The successful delivery of information is dependent upon accurate contact information for each student. The **Contact Preference** section of the Infinite Campus Parent Portal has communication preferences settings for parents. It is important to routinely verify and adjust these settings to ensure that you are receiving all District communications through the desired media (home phone, cell phone, email, text, etc.).



# **BULLYING POLICY**

## **School Board Policy No. 249**

The Hampton Township School District is committed to providing a safe, positive learning environment for District students. The Board recognizes that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to more serious violence. Therefore the Board prohibits bullying by district students, and it is a violation of this policy for any HTSD staff member to tolerate bullying.

**Bullying** shall mean an intentional electronic, written, verbal or physical act, or a series of acts:

1. Directed at another student or students;
2. Which occurs in a school setting and/or (in some instances) outside a school setting;
3. That is severe, persistent or pervasive; and
4. That has the effect of doing any of the following:
  - i. substantially interfering with a student's education;
  - ii. creating a threatening environment; or
  - iii. substantially disrupting the orderly operation of the school

Bullying, as defined in this policy, includes cyber-bullying.

“Cyberbullying” as defined in this policy, includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student, teacher or employee of the district by sending or posting inappropriate or derogatory e-mail messages, instant messages, text messages, digital pictures or images, or web site postings (including blogs). All forms of cyberbullying are unacceptable and, to the extent that such actions are disruptive of the educational process of the district, offenders shall be the subject of appropriate discipline, which may include legal and/or police proceedings.

Bullying includes but is not limited to:

1. Physically harming a student;
2. Damaging, extorting or taking a student's personal property;
3. Placing a student in reasonable fear of physical harm;
4. Placing a student in emotional unrest by spreading rumors, manipulating social relationships or environment, engaging in social exclusion, extortion, intimidation, or ridicule;
5. Cyber-bullying: forms of verbal and psychological bullying may also occur on the Internet through e-mail, instant messaging, or personal profile web sites;
6. Creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities;
7. Creating verbal statements or written remarks that are taunting, malicious, threatening or sexual.

Bullying includes retaliation against another student for reporting bullying or for assisting or testifying in the investigation or hearing. Students who retaliate may be

subject to consequences as defined in the Code of Student Conduct.

**School Setting** shall mean in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the school.

The term **bullying** shall not be interpreted to infringe upon a student's right to engage in legally protected speech or conduct.

The Board prohibits all forms of bullying by District students.

Each student shall be responsible to respect the rights of others and to ensure an atmosphere free from bullying; therefore, the Board encourages students who have been bullied to promptly report such incidents to the building principal or designee. It is the obligation of the HTSD professional and support staff to report any incident of bullying to the building principal.

Students are encouraged to use the District's report form, available from the building principal, or to put the complaint in writing; however, oral complaints shall be accepted and documented. The person accepting the complaint shall handle the report objectively, neutrally, and professionally, setting aside personal biases that might favor or disfavor the student filing the complaint or those accused of a violation of this policy.

The Board directs that verbal and written complaints of bullying shall be investigated promptly, and appropriate corrective or preventative action shall be taken when allegations are substantiated. The Board directs that complaint of bullying brought pursuant to this policy shall also be reviewed for conduct which may not be proven to be bullying under this policy but merits review and possible action under other Board policies. Confidentiality of all parties shall be maintained, consistent with the District's legal and investigative obligations.

When a student's behavior indicates a threat to the safety of the student, other students, school employees, school facilities, the community of others, district staff shall report the student to the threat assessment team, in accordance with applicable law and Board policy.

### **Title IX Sexual Harassment and Other Discrimination**

Every report of alleged bullying that can be interpreted at the outset to fall within the provisions of policies addressing potential violations of laws against discrimination shall be handled as a joint, concurrent investigation into all allegations and coordinated with the full participation of the Compliance Officer and Title IX Coordinator. If, in the course of a bullying investigation, potential issues of discrimination are identified, the Title IX Coordinator shall be promptly notified, and the investigation shall be conducted jointly and concurrently to address the issues of

alleged discrimination as well as the incidents of alleged bullying.

#### Confidentiality

Confidentiality of all parties, witnesses, the allegations, the filing of a complaint and the investigation shall be handled in accordance with applicable law, regulations, this policy and the district's legal and investigative obligations.

#### Retaliation

Reprisal or retaliation relating to reports of bullying or participation in an investigation of allegations of bullying is prohibited and shall be subject to disciplinary action.

Each student shall be responsible to respect the rights of others and to ensure an atmosphere free from bullying.

The Superintendent or designee shall ensure that this policy is appropriately reflected in administrative guidelines and any Code of Student conduct and that such codes are reviewed annually with students.

The Superintendent or designee, in cooperation with other administrators, shall review this policy every three (3) years and recommend necessary revisions to the Board.

District administration shall annually provide the following information to PDE through the Safe School Report:

1. Board's Bullying Policy
2. Report of bullying incidents.
3. Information on the development and implementation of any bullying prevention, intervention or education programs.

The Student Handbooks, which shall contain this policy, shall be disseminated annually to students. This policy shall be accessible in every classroom. The policy shall be posted in a prominent location within each school building and on the District Website.,

#### **Additional Reporters:**

The school district strongly encourages all students and parents/guardians who become aware of any act of bullying to immediately report that conduct to the teacher, school counselor, building principal, or other school authority figure.

#### **Investigation Procedures:**

Each building principal or designee is authorized and directed to investigate reports of bullying brought to their attention by students, parents/guardians, school employees or bus drivers.

#### **Education:**

The district may develop and implement bullying prevention and intervention programs. Such programs shall provide district staff and students with appropriate training for effectively responding to, intervening in and reporting incidents of bullying.

#### Consequences for Violations

Consequences for students who are found to have bullied others may include counseling within the school, parent/guardian conference, loss of school privileges, exclusion from school-sponsored activities; detention, suspension, expulsion, or referral to law enforcement agency, in accordance with the district's disciplinary policies and Code of Conduct.

#### Interplay With Other School District Policies

Nothing in this policy shall prevent school employees from enforcing, or imposing discipline, or fulfilling their professional responsibilities under other school district policies or student disciplinary rules.

This policy shall not be interpreted as preventing a student or parent/guardian from filing a complaint under the school district's Unlawful Harassment policy.

## **CAFETERIA**

The cafeteria is maintained as a vital part of the health program of the school. All students are required to eat lunch in the cafeteria, unless otherwise directed by the staff. Lunch may be brought from home and/or purchased in the cafeteria. To ensure that all students are well mannered and conduct themselves in a respectful fashion, cafeteria rules will be strictly enforced.

- Arrive at the cafeteria on time.
- Sit at your table until directed to buy food or drink.
- Go to the salad bar or the condiment table only when buying a school lunch.
- Maintain a clean eating area.
- Return your individual tray to designated area.
- Remain seated in your original seat at all times unless proceeding to the lunch line, wastebasket or lavatory.
- Students need to secure a pass before using the lavatory. Only four (4) students are allowed in the lavatory at one time.
- Remain seated until the cafeteria monitor dismisses table.
- Eat only at the tables.
- Be courteous to cafeteria staff and monitors.
- Sharing of food and/or treats from home is not permitted at lunch.
- Using another student's account number to purchase products in the cafeteria is prohibited. Such action will be considered stealing and students may face prosecution.
- Theft of any kind in the cafeteria is a suspendable offense and may result in the prosecution of a student under the criminal code of retail theft.
- Charging without available funds on the food service system is not permitted at the middle school. Students and staff will only receive a bag lunch if funds are not available.
- Any parent may block their child's account from "buying extras" or "buying their friend's lunch." The parent or guardian must call or email the Food Service Office of their child's school or contact the High School Food Service Office to put this

information onto their child's account. Phone: 412-492-6365.

***Students must refrain from the following:***

- Taking food and/or drink out of the cafeteria.
- Soliciting for funds or selling for fundraisers in the cafeteria (unless school sponsored).
- Bringing glass bottles to the cafeteria.
- Throwing food.
- Throwing any objects.
- Borrowing money from other students.

***Refer to the Code of Conduct for potential disciplinary actions.***

## **CHEATING & PLAGIARISM**

Academic dishonesty involves stealing intellectual or academic information that does not belong to you. It includes, but is not limited to, copying another's homework, classwork, plagiarism which is submitting someone else's work as the student's own (this includes having parents do a student's paper or work), copying any part of another's work without proper attribution to the original source and author (such as using MLA or APA documentation), filling in answers for another student, using or attempting to use unauthorized aids during a test, quiz, project, or other academic exercise intended for assessment or evaluation purposes. This also includes copying information from Internet sources or using someone else's work from Internet sites and passing it off as your own. Cheating and/or plagiarism in any form will be reported to the administration on a disciplinary referral form. The incident will become part of the disciplinary record and the parent will be notified. Penalties for cheating and plagiarism apply to the student who steals or copies another's work and, where it is applicable, the student whose work is copied. At a minimum the student(s) will receive a zero on the assignment or assessment.

Additionally, when students are working on a group assessment, all students in the group are responsible for ensuring the product is free from plagiarism. Students are prohibited from using artificial intelligence (AI) to generate original work. If students use AI to assist with research, they must properly cite the information they used from the AI tool in their work to avoid plagiarism.

**Refer to the Code of Conduct for potential disciplinary actions.**

## **COMPUTER AND INTERNET POLICY**

### **Student Device User Agreement**

As a student in the Hampton Township School District, you are being provided access to technology for educational purposes. In order to maintain the privilege of accessing

technology, you must follow the Student Handbook, Code of Conduct, and the following:

- Understand that the devices, as well as other District-issued technology, are the property of the District.
- Understand that the District reserves the right to review, monitor, and restrict information stored on or transmitted by the device.
- Use the device in a responsible and ethical manner that upholds the standards of Hampton Township School District.
- Understand that the device is to be used for educational use, not for personal or private purposes.
- Do not uninstall, disable and/or modify any hardware or software installed on the device or install new or additional programs (such as games) on the device.
- Students will not attempt to bypass or change any security settings or administrative credentials on District devices, including Internet content filtering.
- Only Hampton teachers, school counselors, principals, and Technology Services Department personnel can access, repair, or service the devices.
- Devices used off school property are also subject to Hampton Board Policies, rules, and regulations.
- Report loss and/or damage of the device to the Student Help Desk located in the Library Media Center. If the loss and/or damage is a result of negligence, your parent or guardian may be held financially responsible.
- Adhere to this Student Device User Agreement in the event you are issued a "loaner" device while your device is being repaired.
- Notify the principal immediately if you receive an electronic communication containing materials that may be unlawful, inappropriate, affected by a virus, and/or a potential violation of the Student Behavior Expectations or Code of Conduct.
- To stay safe, when using the devices, do not reveal personal information such as your home address, phone number, names or addresses of family members, or the addresses or phone numbers of other people you know.
- Do not send or respond to anonymous messages.
- Do not share log-in credentials, and log off and secure your device to protect your work and information.
- Be polite and use appropriate language in all communications.
- Have a fully charged device prior to the start of the school day.

## CONDUCT

A climate for learning must be maintained throughout the school. Students who threaten this climate with inappropriate behavior will be dealt with promptly, consistently, and fairly. Penalties may vary with the frequency and seriousness of the infraction. Refer to the section on Code of Conduct for potential disciplinary options. All rules of conduct apply to any school-sponsored event including those that are held off of school property.

### CONDUCT ON THE SCHOOL BUS

Transportation privileges will be lost for a period extending to a maximum of the remainder of the school year for a pupil who persistently violates the rules or commits a major violation.

Destructive behavior on the bus will not be tolerated. Students need to report any damage to the bus driver. If the bus driver reports damage to building administrators, a full inquiry will result. Parents may be asked to make restitution to the bus company to repair the damage.

**Bullying and harassment will not be tolerated. Students should report incidents to the administration or through the use of the anonymous bullying form found in the main office and the guidance office and on the guidance webpage.**

### BUS SAFETY

- Report to the bus stop at least five to ten minutes ahead of the scheduled pick-up time.
- Form an orderly group while avoiding traffic lanes.
- Embark and disembark the bus in an orderly manner
- Embark and disembark at the correct bus stop assigned to you by the district.
- No throwing of objects in or out of the bus.
- Observe the same conduct as required in the classroom.
- Be courteous; use appropriate language.
- Do not eat or drink on the bus.
- Keep the bus clean.
- Cooperate with and follow the bus driver's directions.
- Go directly to your seat and remain seated for the entire ride.
- Keep head, hands, and feet inside the bus.
- Do not be destructive.
- The school district is not responsible for lost or stolen articles.
- The bus driver is authorized to assign seats.

### CROSS THE ROAD SAFELY

**STAY** on your side of the road – far away from traffic.  
**WAIT** for the bus to stop and the driver to signal to cross.  
**CHECK** traffic both ways – then check again.  
**CROSS** by walking directly across – checking traffic both ways.  
**WALK** 10 feet ahead of the bumper and board the bus quickly.

## PROCEDURES FOR RIDING AN UNASSIGNED BUS

- Please do not ask permission to ride an unassigned bus during the first two weeks of school.
- When a student is riding a bus home with a friend, **both** students must bring notes to the office from their parents making this request. If space is available, this request will be honored and the students will be issued a bus pass that must be presented to the bus driver. Students are permitted to bring a maximum of two friends on their bus.

If an item was left on the bus and it is after 4:00 p.m., you may call the bus garage at 724-443-5355

### CONDUCT AT SCHOOL DANCES/ACTIVITIES

Student Council, Hampton Middle School PTO and Middle School teams may sponsor school dances/activities. Students' behavior and dress code are expected to be the same as during the school day. Students who do not attend school the day of a dance/activity may not be admitted to the dance/activity. Students who owe obligations may not attend. Students may be sent home from the dance/activity for inappropriate behavior. **Visitors are not allowed to attend Hampton Middle School dances/activities.**

## DISCIPLINE PROCEDURES

### DISCIPLINE

Positive behavior is expected from all Hampton Middle School students. Those students who choose not to follow classroom and/or building rules will be referred to the office. All consequences for referral will be at the discretion of the administration and teachers. Each student will be considered individually.

Referrals to the office will result in one or more of the following consequences depending on the severity and frequency of the referrals.

### DISCIPLINARY ACTIONS:

#### Warning

#### Teacher/Student Meeting

#### Parent Meeting

**Detention will be held** after school Monday through Friday from 2:40 p.m.– 3:40 p.m. Administration or faculty may assign detention. Students who fail to report to detention will receive additional consequences.

**Social Probation** will be used for repeated minor offenses, major offenses, and for those students who have failed to complete a "disciplinary obligation." Students will be excluded from assemblies, hall pass usage, athletics, clubs, dances, evening activities or trips as necessary.

\*\* "Disciplinary Obligation" is acquired by failing to attend and appropriately complete an assigned detention or in-school suspension; it is not removed

until the student fulfills the assigned disciplinary obligation.

**In-School Suspension** will be used for repeated minor offenses and for other major offenses. Students will be required to complete all class work assigned during this time.

**Out-Of-School Suspension** will be used for major offenses. Parents must meet with the administration, and possibly the School Resource Officer, to determine re-admittance.

**Expulsion** will be used only in extreme situations. After a formal hearing, students will be excluded from school for a period exceeding ten school days.

Other consequences may be assigned that relate to the student's misbehavior (e.g. lunch detention, building clean-up, assigned seating in cafeteria or auditorium, hallway restriction, etc.).

*Refer to the Code of Conduct for a list of major offenses.*

*For further information, please refer to the Board Policy No. 218.0. Also refer to 218.2.*

## DRESS CODE

The appearance of any young student is the responsibility of that individual and his/her parents/guardians. A student's clothing should be neat and clean in appearance and appropriate for a learning environment. The school is a workplace for staff and students, so adequate and modest dress is required. The administrators in the building will use broad discretionary authority concerning attire, not listed below, but found to be inappropriate for the school environment.

A student in violation of the dress code will be asked to change the inappropriate clothing. He/she may also call home to have appropriate clothing brought to school. Repeated offenses may result in disciplinary action. Refer to **Code of Conduct**. (Board policy 221)

**Students need to avoid the following:**

- Clothing and jewelry must be free from obscene, profane, dangerous, socially inappropriate slogans, drug/alcohol related messages, and tobacco/nicotine or vaping products.
- Clothing must be worn in the appropriate manner (eg. Pants above the hips, no undergarments exposed, leggings and tights must be worn with an appropriate length top).
- No wallet chains, sharp objects, safety pins, sewing needles, etc.
- Shorts, skorts, or skirts, including slits, must be at mid-thigh length and/or with arms extended, fingertips must touch shorts, skorts, and skirts.
- Tops must be appropriate for school: bare midriffs, see-through garments, bare backs, halter tops, low-cut tops and tank tops are inappropriate. Dress or top shoulder straps must be at least 3 inches in width.

- Shirts or blouses must not reveal undergarments.
- Jeans may not have holes on the upper thigh or buttocks.
- No clothing or footwear deemed to be unsafe.
- No hats, hoods, or bandanas, except for medical or religious reasons.
- No sunglasses are to be worn in the building.
- For physical education classes students must wear a shirt and gym shorts that follow the school dress code. Appropriate athletic footwear must be worn.
- Footwear must be worn at all times. Slippers are not considered appropriate footwear.
- Student dress should be respectful of other students and all diverse cultures.
- The wearing of costumes, pajamas, robes, or blankets is prohibited.
- During an instructional period, headphones, AirPods, and earbuds should not be worn without the expressed approval of the classroom teacher.

## DRUG AND SUBSTANCE ABUSE

The purpose of the District's Substance Abuse Policy is to send a clear message that the possession of illegal substances and substance abuse, including the unlawful use and/or possession of alcohol or other drugs or medications, will not be tolerated by Hampton Township School District. Violations of the Substance Abuse Policy will be zealously prosecuted. These Administrative Procedures establish fair and comprehensive rules for investigating and resolving allegations of violation of the District's Substance Abuse Policy, as well as establishing guidelines for violations. It is the desire of the School Board that similar offenses will result in similar consequences, although the Administration and Board may and should consider the totality of the circumstances in determining the consequences that are most appropriate in each circumstance. Some situations involving inadvertent possession of over-the-counter or prescribed medications may be addressed under the District's Medication Policy. However, the administration will have discretion in determining the type of violation and the appropriate consequences.

**Refer to the Code of Conduct for disciplinary options.**

*For further information, please refer to the Board Policies No. 227.0 and 227.1.*

## **ELIGIBILITY AND RULES FOR ATHLETIC, CO-CURRICULAR AND EXTRA-CURRICULAR ACTIVITIES**

- Students must fulfill the requirements of the school as well as those of the Pennsylvania Interscholastic Athletic Association (PIAA) and/or the Western Pennsylvania Interscholastic Athletic League (WPIAL).
- Hampton Middle School student athletes must not be failing more than 1 class on a weekly basis and have a minimum QPA of 2.0. The school administration may revoke the privilege of participating in athletics at any time for disciplinary reasons, flagrant misconduct, poor sportsmanship, excessive absenteeism, and/or failure to meet minimum scholastic eligibility standards.
- No athlete can participate in a practice or game on the day that they serve an in-school or out-of-school suspension.
- All players must travel to and from away games on the team bus, unless permission is otherwise granted by the sponsor or coach. Misbehavior on the team bus could lead to players being excluded from participating at the discretion of the coaching staff.
- Athletes must seek permission from their coach to use their cell phones.
- Hazing is absolutely forbidden. Hazing is a Level III Code of Conduct violation. Students violating this will be subject to the Code of Conduct.
- Students must be present at least one half of a school day (a minimum of four academic periods not including lunch) in order to participate that day or evening in athletics or other school-related activity. Students who were sent home by the nurse due to illness may not participate in afterschool or evening events.
- Any student holding a “Disciplinary Obligation” will not be eligible to participate in any co-curricular activities including, but not limited to the following:
  1. Athletic Events
  2. Athletic Practices
  3. Club Meetings
  4. School- Sponsored Dances, Social Events
  5. Practice or Performances for band, chorus, orchestra, etc.
  6. The Musical
  7. Talent show
  8. Field Trips

\*\* “Disciplinary Obligation” is acquired by failing to attend and appropriately complete an assigned detention or in-school suspension and is not removed until the student fulfills the assigned disciplinary obligation.

Other rules for Middle School athletes will be at the discretion of the coach.

## **EMPLOYMENT CERTIFICATES / WORK PERMITS**

Working papers are required for students 14 years of age and over who are employed part-time during the school year or during the summer. The working papers may be secured through in the high school office. The parent and student must be present and sign the application and present a birth certificate. The application must then be completed and signed by the employer. The completed application is to be returned in person to the high school office. The official work permit will then be issued.

## **FACULTY CONTROL**

Students should be aware that all middle school staff and faculty members have the responsibility of exercising control over all students anywhere in the school building or on the school grounds during the school day or during school activities. If a student fails to follow directions by faculty, he or she is subject to disciplinary action as outlined in the Code of Conduct. Refer to the Code of Conduct for disciplinary options.

## **FACULTY ROOMS**

No students are permitted in the faculty rooms at any time, unless accompanied by a teacher.

## **FIELD TRIPS, SPECIAL EVENTS AND ASSEMBLIES**

It is a privilege for students to attend field trips, special events, assemblies and other school-sponsored activities. Students negligent in payment of fines or obligations, causing discipline issues or behavioral problems in school may forfeit their opportunity to attend school-sponsored events. Administrators and teachers will work together to decide if a student may attend a school-sponsored event based on past behavioral issues. Money paid in advance to attend an event will not be refunded. If you encounter a financial difficulty when paying for an activity, please contact the principal or activities director for assistance. All students must complete and return the required forms and meet their monetary obligations by the given deadline to participate in an activity. Inappropriate behavior in an activity will result in automatic exclusion from the next scheduled field trip for that same school year.

## GRADING SYSTEM

Report cards are issued every nine weeks. They will be available on Infinite Campus.

- A = Excellent (90.00%-100%)
- B = Above Average (80.00%-89.99%)
- C = Average (70.00%-79.99%)
- D = Poor (Passing) (60.00%-69.99%)
- F = Failure (59.99% and below)
- M = Medical Excuse for Physical Education
- W = Withdrawal Passing
- WF = Withdrawal Failing

Any student who earns grades of all B's or above will qualify for the Honor Roll and receive recognition from the Middle School.

## HALLS/ HALL PASSES

- Students must have a hall pass or Assignment Book while in the hallways. The passes will be color coded to designate the reason the student is in the hall. Passage shall be by the shortest and quickest feasible route without stopovers or disturbing other classes in session. Lavatory passes will designate which lavatory to use, as follows: sixth grade is yellow, seventh grade is blue, eighth grade is green and fine arts wing is white. Students must ask permission from the teacher and must sign out and sign in when leaving the classroom noting the time on the classroom sheet.
- Keep corridors open to traffic by walking to the right. Do not block traffic by standing in groups.
- Pass through corridors quietly. Be considerate of others in the halls and classrooms.
- Pick up and discard trash in the containers provided in order to keep the school clean.
- Refrain from running, pushing and other unsafe activities.
- If you arrive at a class and the teacher and other classmates are not present, the proper procedure is to go to the Main Office to receive information about location of instruction.

## HEALTH SERVICES

Under Pennsylvania law, all students in grade 6 are required to have a physical examination; while students in grade 7 must have a dental examination. Both the physical and dental exams must have been completed within a year from the first day of school. All students will have their vision tested and height and weight measured yearly. Students in grade 7 will participate in a hearing screening. During their physical education classes students in grade 6 and 7 will be screened for scoliosis. Referrals will be mailed home after failed screening results. Height, weight and BMI (Body Mass Index) results will be mailed home to parents/guardians in the spring of the school year.

Students who become ill or are injured in school should report to the nurse who will determine appropriate treatment. Students must be signed out in the office by a parent / approved adult before leaving the building.

Written instructions from a health care provider must accompany any prescription or non-prescription medication sent to school. All medications must be in a prescription bottle or original packaging. **The school nurse must dispense these medications.** Under certain circumstances students may be permitted to possess asthma inhalers and/or epinephrine auto injectors. The nurse must be notified, a physician statement giving permission must be on file and a parent / guardian must have completed a parental permission form. The parent/guardian is responsible for providing any medication to be taken during a school-sponsored trip or field trip.

Prescription or non-prescription medication drugs, which are not registered in accordance with the "Medication Administration Policy 210" developed by the Hampton School Board, shall be considered illegal substances until proven otherwise. Holders of unregistered prescription or non-prescription medications shall be treated as offenders. These presumptions may be rebutted by competent evidence to the contrary.

*For further information, please refer to Board Policy Nos. 209.0 and 210.*

## HOMEBOUND INSTRUCTION

In cases of serious illness where a prolonged absence from school is necessary, homebound instruction may be provided to the student. In order to obtain appropriate physician forms, the parents of such students should contact the School Counseling Department by calling 412-492-6372. These physician forms are necessary in order to receive services. Regular subject area teachers will be provided in academic subject areas, up to a total of 5 hours per week in order to tutor the homebound student and to assist him/her in keeping up with his/her regular work. The cost of this service is borne by the school district. *The effectiveness of homebound instruction depends on the early notification of school personnel by the parents of the homebound student.* Participation of a student in homebound instruction is subject to review every six weeks.

## HOMELESS STUDENTS

Under McKinney Vento all school districts are responsible for identifying students experiencing homelessness and connecting them with the resources needed to ensure academic success.

Who is considered homeless? Children or youth living in a shelter, transitional housing, hotel/motel, vehicle, campground, on the street or doubled up with friends or family due to a lack of alternate resources are considered homeless. An unaccompanied homeless youth is a child or

youth that is not in the care of their parent or legal guardian and meets the definition of homeless under McKinney Vento.

Where can students experiencing homelessness attend school? The law indicates that homeless students have the right to remain in their school origin (the school they attended at the time of the homeless episode or last school attended) through the end of the school year in which they find permanent housing, provided it is in the child/youth's best interests.

If through consultation between the school and the family and/or unaccompanied youth it is determined that remaining in the school of origin is not in the student's best interest, then the student has the right to immediately enroll in the school that non-homeless students living in the attendance area in which the child/youth is actually living are eligible to attend, even if they do not have all of the required documentation. Additionally, unaccompanied homeless youth have the right to immediately enroll in school, even if they do not have a legal guardian present.

What support can school districts provide to homeless students? Homeless students are eligible for supports and services to remove barriers to educational success. This may include transportation to the school of origin, free meals, referrals to physical/ mental health providers, clothing to meet school requirements, access to school supplies and resources, assistance with credit recovery, tutoring supports, expedited evaluations and assistance to participate in school activities including parent engagement opportunities, sports, club, etc.

Homeless Dispute Process- If at any time there is a disagreement about homeless status or best interest for school placement, the district will notify the family in writing of their determination that the family/ unaccompanied youth is ineligible for McKinney Vento Services. At this time, the district will provide the family/unaccompanied youth with the ability to dispute their determination. Throughout the dispute process, the child/youth, including unaccompanied youth, will continue to be educated in the school of origin or immediately enrolled in the school they are seeking enrollment until the dispute process is finalized. Transportation will continue throughout the dispute process. All disputes will be sent to the ECYEH Regional Coordinator who will issue a determination. If any party is unhappy with the determination, they can elevate the dispute to the state coordinator.

What if I think that I am eligible for services under McKinney Vento? If you believe you may be eligible for services under McKinney Vento, please contact Dr. Rebecca Cunningham, Assistant Superintendent, at (412) 492-6305 or [cunningham@ht-sd.org](mailto:cunningham@ht-sd.org).

## **HOMEWORK**

It is the belief of the Hampton Township School District that homework extends and enriches the instructional program and benefits students by helping them develop a strong work ethic, a sense of personal accountability and an opportunity for independent review and practice. Homework is an essential part of the total education of students.

Students should demonstrate personal responsibility by:

- Writing assignments in the assignment book.
- Asking for further explanation if original directions are not understood.
- Making-up and turning in missed assignments.
- Practicing good study habits and organizational skills.
- Submitting all assignments by due date.

**Assignments can be monitored nightly by accessing HOMEWORK HOTLINKS on the district website: [www.ht-sd.org](http://www.ht-sd.org) (choose homework hotlinks from the menu on the left on the middle school homepage).**

## **INSURANCE**

School insurance is available to each student at the beginning of the school year. The basic insurance plan covers accidents occurring on school property and is highly recommended.

Students who participate in interscholastic athletics have some benefits provided through the School District's Sports Accident Insurance Policy.

All accidents must be reported to the nurse as soon as possible. To file a claim against the school insurance, one must complete a form in the Health Office. If this is not handled properly, the insurance company may refuse to pay the claim.

## **LIBRARY SERVICES**

HMS Library serves our school community by offering print and digital resources, device support, reading clubs, special events, instructional partnerships, and collaborative learning experiences across a variety of inviting reading and learning zones. Library hours extend from 7:25 am – 2:55 pm daily. Students may borrow two books for a four-week loan period. Using Destiny software, students independently access our collection catalog to check book availability, place holds on books, and borrow eBooks and audiobooks. Featured print collections include biographies, graphic novels, and young adult (YA) fiction. Marked with a yellow dot on the spine, YA fiction titles are noted by publishers to contain content and/or themes appropriate for middle grade readers. YA titles are reserved for circulation to 8<sup>th</sup> grade students. Parents wishing to restrict their 8<sup>th</sup> grade student from borrowing print titles in the YA fiction collection should email Mrs. Stacie Sespico, HMS Library/Media Specialist,



at [sespico@ht-sd.org](mailto:sespico@ht-sd.org). Written permission through email may be given for a single title or for student access to the entire YA collection. For more information about HMS Library, please visit our page on the HMS website.

## LOCKERS

Students are assigned lockers for the storage of books, equipment and material for school purposes. All student lockers are the property of the Hampton Township School District. **The outside of lockers cannot be decorated without permission from the office.** Students shall have no expectations of privacy in their locker and the administration reserves the right to inspect lockers at any time by any means. Any item uncovered by a search can be used for disciplinary action and may be turned over to law enforcement officials. It is the responsibility of the student to see that the locker is kept in order at all times. Since lockers are a permanent part of the building, students are expected to keep them in good, usable condition. Students should get study materials for their morning classes before first period and materials for their afternoon classes after their lunch period. No one should leave class to go to their locker without permission. Students are not permitted to change originally assigned lockers unless an Administrator approves the change. Students who change lockers without administrative permission may be responsible for any damage or illegal substances found in their originally assigned locker. **All property is subject to being searched by canine units without prior notice.** Students may purchase their own combination locks for their locker; however, the office must be informed of the combination. **The school is not responsible for any lost, stolen or damaged items.**

*For further information, please refer to Board Policy No. 226.0.*

## LOST AND FOUND

Small articles, which have been found, should be taken to the office where they may be claimed with proper identification. Students are encouraged to clearly mark items with their name so they can be returned without delay. This also discourages unauthorized borrowing of items.

## LOST OR DAMAGED SCHOOL MATERIALS

Students are responsible for all school-owned material that is entrusted to them. Therefore, it is the responsibility of the student or his/her parent to pay the replacement cost for any textbook or school material that is lost, stolen, or damaged while it is assigned to the student. A student will be placed on social probation and **no grades, transcripts or records will be released for any student who has a financial obligation to the district.** Students should carefully examine the condition of materials as soon as the materials are assigned to them and inform the teacher of any damage. Students may be

prohibited from participating in school activities until fees are paid.

## MTSS

Multi-Tiered System of Supports (MTSS)

MTSS is a "standards aligned, comprehensive school improvement framework for enhancing academic, behavioral, and social-emotional outcomes for all students." (pattan.net) At Hampton Middle School, a school-wide Positive Behavioral Intervention and Supports program exists to help all students to understand and practice behavioral and academic expectations at school. A variety of resources exist at our school to assess students' academic, behavior, and social-emotional needs. These resources, along with input from teachers and parents help faculty and staff partner with families to determine which students may benefit from additional support, and which specific supports will yield the most effective results for each individual student. As students engage with the high-quality practices surrounding learning and behavior, and student-specific supports, we monitor students' progress and increase or decrease the level of supports as needed.

## OFFICE PHONES

Students are permitted to use the main office telephone to communicate with their parents/guardians. To use the office phone, students should obtain a pass from their teacher before they come to the office. Students are not permitted to use their cell phones during the school day unless authorized to do so by the principal or designee, or in the event of a true emergency.

## PARENT PORTAL

Technology now allows us to give parents the opportunity to view their child's grades in a timely manner. Grades and attendance will continue to be entered by teachers into their electronic grade books at normal intervals. Once this information is entered, you will be able to view a number of different electronic reports containing information relevant to your child. You will find some of these reports to be more valuable than others and, over time, most likely will choose to view only one or two of the available reports.

You can access the Parent Portal via the Quick Links section on the District Website.

## PERSONAL ELECTRONIC DEVICES

Personal electronic devices shall be defined as any personal device capable of capturing, storing, and/or transmitting information, including text, audio, and/or video data. Personal electronic devices include, but are not limited to, such devices as: cellular devices (those that receive and send messages electronically), iWatches, digital cameras, MP3

players/IPODs, personal digital assistants (PDAs), laser pointers, and student owned laptop computers.

The Board prohibits the use of personal electronic devices including cellular telephones, by students during the regular school day, unless expressly authorized by a building administrator or designee. **All cellular devices and any electronics not specifically being used for educational purposes must be powered off during the school day.**

Further, students will not be permitted to use such devices while participating in extracurricular activities unless expressly authorized by the building administrator or the sponsor of the activity. If a student chooses to bring an electronic device to school to use before or after school hours, the school is not responsible for any loss or damage to the device.

If a student violates this policy, the administration will have discretion in determining the type of violation and the appropriate consequences. Refer to the Code of Conduct for disciplinary options.

*For further information, please refer to the Board Policy No. 237.0.*

## **SCHOOL COUNSELING SERVICES**

School Counseling services are available to every student in the school. These services include assistance with educational planning, career information, study help, social concerns, or help with any situation the student may wish to discuss. Students may visit the counselor at any time during the school day or by contacting the counselor's office to arrange an appointment. Parents may contact school counselors to discuss student progress or concerns.

**Mrs. Kampmeyer EXT. 6359**

**Mrs. Wike EXT. 6360**

## **SCHOOL GROUNDS BEFORE AND AFTER HOURS**

No unauthorized personnel should be in the building before 7:25 a.m. Students are to leave the school grounds immediately after school is dismissed unless participating in school-sponsored events. Students are not permitted to attend a school activity, leave school property, and return to the activity. Students should not come into the school when night meetings are being held unless accompanied by a parent. Students staying after school for activities or games must report to the designated area on time. Students are not permitted to loiter in the halls or walk around the building. If a student needs to return to school to retrieve a book or materials for an assignment, he/she needs to be accompanied by a parent. The parent and student should stop by the office between 3:00 p.m. and 4:00 p.m. to obtain permission to

enter the academic areas. No unauthorized personnel will be permitted into the academic areas after 4:00 p.m. unless accompanied by a custodian or authorized personnel. A parent wishing to meet with school personnel should call to make an appointment.

## **SPECIAL EDUCATION**

### **Special Education Services for School Age Students with Disabilities**

HTSD provides a free, appropriate, public education to eligible students. To qualify as an eligible student, the child must be of school age, in need of specially designed instruction, and meet eligibility criteria for one or more of the following physical or mental disabilities, as set forth in Pennsylvania State Regulations: Autism, Deaf Blindness, Deafness, Emotional Disturbance, Hearing Impairment, Intellectual Disability, Multiple Disabilities, Orthopedic Impairment, Other Health Impairment, Specific Learning Disability, Speech or Language Impairment, Traumatic Brain Injury, or Visual Impairment including Blindness.

The District engages in identification procedures to ensure that eligible students receive an appropriate educational program consisting of special education and related services. At no cost to the parents, these services are provided in compliance with state and federal laws and are reasonably calculated to yield meaningful educational benefit and student progress. To identify students who may be eligible for special education, various screening activities are conducted on an ongoing basis. These screening activities include: review of group-based data (cumulative records, enrollment records, health records, report cards, ability, and achievement test scores); hearing, vision, physical, and speech/language screening; and review by a Child Study Team, Pupil Personnel Team, or Student Assistance Program (SAP) Team. When screening results suggest that the student may be eligible for special education services, the District seeks parental consent to conduct a multidisciplinary evaluation. Parents who suspect that their child is eligible for special education services may request a multidisciplinary evaluation at any time through a written request to the Building Principal, Director of Pupil Services or the school psychologist.

Services designed to meet the needs of eligible students include the annual development of an Individualized Education Program (IEP), bi-annual or tri-annual multidisciplinary re-evaluation, and a full continuum of services, which include Itinerant, Supplemental, or Full-Time Levels of Intervention. The extent of special education services and the location for the delivery of such services are determined by the IEP team and are based on the student's identified needs and abilities, chronological age, and the level of intensity of the specified intervention. The District also provides related services, such as speech and language therapy, physical therapy, and occupational therapy if identified as a need in the student's IEP. Parents may obtain additional information regarding special education services and programs and parental due process rights by contacting the child's Building Principal or the Director of Pupil Services Department at 412-492-6301.

## SPORTSMANSHIP

All students are urged to join in the enthusiasm common to interscholastic sports and are expected to support the teams that represent the school. This implies full cooperation with the cheerleaders and compliance with W.P.I.A.L. regulations, which ban the use of artificial noisemakers, such as bells, horns, whistles, etc. Students who do not abide by these rules are subject to the Code of Conduct.

## STUDENT ASSISTANCE PROGRAM

Pennsylvania Student Assistance programs are formal and systematic approaches to early identification of students who are at risk due to drug/alcohol, mental health or other personal problems. All secondary schools in Allegheny County have state mandated Student Assistance Programs. Students are referred to Student Assistance by school personnel, peers, self-referral or family. Any concerned person who observes high-risk behavior is encouraged to refer that student to the Student Assistance program by contacting one of the school counselors. Please call 412-492-6372

*For further information, please refer to the Board Policy No. 236.*

## STUDENT SAFETY

Students may not walk off the middle school campus without parent permission. Hampton Middle School is not responsible for students going to the recreation center after school. **All other students are expected to go directly home after school and following any school activity. Students are prohibited from walking to or near the Route 8 and Wildwood Road area. Safety is of the utmost importance and walking in this area is dangerous and unnecessary.**

Following after-school activities or supervised events, students will only be released to parents/guardians or other persons designated on the Alternate Transportation form. Students may not be transported by commercial services, such as Uber and Lyft, since they have policies in place prohibiting unaccompanied minors from utilizing their services. Additionally, students must be picked up by a parent, guardian, or designee following evening events. Students are not permitted to walk home, to local businesses, or to be picked up at locations outside of the school, unless with express parent permission.

## TEAM CONFERENCES

To arrange a conference with your child's team of teachers or to discuss academic progress you may call your child's school counselor or team leader. Messages can be left for individual teachers either through voicemail or email.

## TOBACCO POSSESSION AND USE

- Possession and/or use of any tobacco product on school property, buses, or at any school sponsored event is strictly prohibited. Violations of the District Tobacco Use Policy No. 222 will be prosecuted under the provisions of the BOCA, Basic Fire Prevention Code.
- Possession of any tobacco product is punishable by a fine through the District Magistrate. Following citation by the Administration, those convicted by the local Magistrate will be subject to a fine.
- Students using a tobacco product on school property, buses or at school-sponsored events will be suspended three (3) days in addition to receiving a citation.
- Students possessing or using any look alike tobacco product, such as an electronic cigarette on school property, buses, or at a school sponsored event will result in a Level III disciplinary consequence.
- Possession of a lighter or matches will result in a Level II disciplinary consequence.

*For further information, please refer to the Board Policy No. 222*

## TUTORIAL

The purpose of the tutorial period is to provide each student with the appropriate amount of remediation and/or enrichment in each subject area. Students are assigned to a tutorial with one of their subject area teachers; however, this assignment will change throughout the year. Teachers are encouraged to analyze student assessment data to group students appropriately. Students may also be required to attend Reading or Math support during this time through the MTSS model (see MTSS section). Students having difficulty in a subject should seek out that teacher during this time to receive one-on-one or group instruction. Teachers may also seek out students who are not progressing in their subject. Tutorial may also be used for enrichment workshops. Students should plan to complete homework after school hours or during unassigned independent time. Lastly, band and orchestra ensemble takes place during tutorial on Wednesdays for 6<sup>th</sup> and 7<sup>th</sup> graders.

## VISITORS

Students are not permitted to invite visitors to attend school with them during the school day. All visitors to the school must report to the office. Outside guests are not allowed to attend HMS dances. Any HMS alumni wishing to visit a teacher need to contact the teacher by phone or email to secure clearance. The teacher is responsible for contacting the office for approved visitors.

## **WEAPONS**

Possession or use of a weapon on school property, buses, or at any school sponsored event is a level four offense in the student Code of Conduct. The Hampton Township School District recognizes that the possession of weapons on school property, buses, at a school-sponsored activity or in vehicle is a criminal offense in the Commonwealth of Pennsylvania. Section 912 of the PA Crimes Code reads:

### **912. Possession of Weapon on School Property**

1. Definition – Notwithstanding the definition of “weapon” on section 907 (relating to possessing instruments of crime), “weapons” for purposes of this section shall include but not be limited to
2. Offense– A person commits a misdemeanor of the first degree if he possesses a weapon in the buildings of, on the grounds of, or in any conveyance providing transportation to or from any elementary or secondary publicly-funded educational institution, any elementary or secondary private school licensed by the Department of Education or any elementary or secondary parochial school.
3. Defense – It shall be a defense that the weapon is possessed and used in conjunction with a lawful supervised school activity or course or is possessed for other lawful purpose.

*For further information, please refer to the Board Policy No. 218.1*

# POSITIVE BEHAVIORAL INTERVENTION AND SUPPORT

The Hampton Township Middle School Code of Conduct is designed to help teach children responsible behavior. Just as students must learn academic skills, they must also acquire the requisite knowledge that will enable them to become ethical and responsible citizens.

A positive school climate is characterized by quality teaching by instructors and effective learning by students. This requires a safe and orderly environment for all who work in and attend the schools, along with an emphasis on citizenship and adherence to rules applied equitably and fairly to all in the Hampton Township community. We believe that parents/guardians and the community are essential partners in the educational process and must be properly involved and accountable for the achievement and behavior of their children.

## *The Positive Behavior Support Model in the Hampton Township School District*

### *What is Positive Behavioral Intervention and Support (PBIS)?*

Positive Behavior Interventions and Supports, is an evidence-based tiered framework supporting students' behavior, academic, social, emotional, and mental health. When implemented with fidelity, PBIS improves social and emotional competence, academic success, and school climate... It is a way to create positive, predictable, equitable, and safe learning environments where everyone thrives." (pbis.org)

Our PBIS team consists of administrators, teachers, and students. These individuals meet frequently throughout the year to discuss issues in the school, potential solutions to problems, incentives for positive behavior, and methods for promoting a positive and supportive school culture.

PBIS provides a positive focus to encourage desirable student behaviors. The core values that have been decided by the PBIS team are Responsibility, Respect, and Motivation. The team has developed set expectations centered around these values for various areas in and around our school, including classroom, hallways, cafeteria, restrooms, buses, field trips, and on social media. Interventions and strategies are implemented to teach and reinforce these expectations. These include:

- *Explicit and repeated direct instruction in specific student behaviors that demonstrate the core values in various locations in the school.*
- *Generous quantities of positive adult/teacher attention and other kinds of reinforcement to students for demonstrating positive behaviors, especially specific behavioral expectations identified by the school.*
- *Predictable consequences for behavioral infractions that are delivered consistently by all staff in a professional manner throughout the entire school. Consequences are not primarily punitive in nature; they are an opportunity for the student to learn from his or her mistakes and to accept responsibility for the choices that he or she made.*

PBIS also incorporates a few simple systems practices that are crucial to sustaining the program over time. These include:

- *The establishment of a representative, school-based PBIS team with a strong administrative presence and support. The PBIS team uses the "framework" of school-wide PBIS to design that school's unique set of practices.*
- *PBIS activities are embedded into existing school activities such as Multi-Tiered System of Supports (MTSS).*
- *The school establishes a system for using behavioral data (e.g., office discipline referrals and the positive behavior ticketing system). This data is analyzed and used in a robust way to guide the design and implementation of additional behavior supports, especially at the targeted and intensive levels.*

Our Positive Behavioral Intervention and Support team, consisting of administrators, teachers, and students analyzed Hampton Middle School's structures, routines, behaviors, strengths, and needs to develop a set of expectations that can be applied in various areas of the school. Additionally, classroom teachers have the opportunity to develop their own classroom expectations within the overarching framework of the school. The expectations that the team developed are listed below:

### **Hallway:**

- Respectful
  - Keep hands feet and objects to self.
  - Use kind words and greetings with appropriate volume.
  - Leave it better than you found it.
- Responsible
  - If you see something, say something.
  - Have a pass.
  - Walk on the right side.
- Motivated
  - Be helpful to others.
  - Report to class on-time.
  - Move with a purpose.

### **Cafeteria:**

- Respectful
  - Keep your hands, feet, and objects to self.
  - Use kind words and greetings with appropriate volume.
  - Leave it better than you found it.
- Responsible
  - If you see something, say something.
  - Have a pass to exit the cafeteria.
  - Remain at your assigned table and listen to directions.
- Motivated
  - Be helpful to others.
  - Report to lunch on-time.
  - Make healthy choices.

### **Restroom:**

- Respectful
  - Keep your hands, feet, and objects to self.
  - Leave it better than you found it.
- Responsible
  - If you see something, say something.
  - Have a pass.
- Motivated
  - Go, flush, wash, leave.
  - Return to class quickly.

### **Bus:**

- Respectful
  - Keep your hands, feet, and objects to self.
  - Use kind words and greetings with appropriate volume.
  - Leave it better than you found it.
- Responsible
  - If you see something, say something.
  - Use technology appropriately.
  - Stay in your assigned seat.
- Motivated
  - Be helpful to others.
  - Report home after the bus stop.

### **Social Media:**

- Respectful
  - Use appropriate language and kind words.
  - Respect the privacy of others and yourself.
  - Engage in positive interactions.
- Responsible
  - If you see something, say something.
  - Report bullying and safety concerns.
  - Understand postings are permanent.
- Motivated
  - Be helpful to others.
  - Leave group chats when they are problematic.

## **Purpose Statement**

The Hampton Middle School fosters a positive school community. All students, staff, parents and community members will collaboratively be responsible for building and maintaining a learning environment that promotes the academic, behavioral, and social growth of children.

# **CONSEQUENCES OF STUDENT MISCONDUCT**

*Should infractions of the Behavioral Expectations occur, the following misconduct/response structure will be initiated. This structure includes four levels that represent a continuum of misbehavior based on the seriousness of the act and the frequency of the occurrence. Students should exhibit good conduct and avoid the behaviors listed as examples under each level.*

## **CODE OF CONDUCT**

### ***STUDENT RIGHTS & RESPONSIBILITIES***

The administration will comply with all aspects of Chapter 12 of the Pennsylvania Code entitled Regulations and Guidelines on Student Rights and Responsibilities, commonly referred to as the “Student Bill of Rights.” All students are expected to comply with the section on Student Responsibilities, which is printed below as it appears in the “Student Bill of Rights.”

#### **I. Student Responsibilities**

- A. Student responsibilities include regular school attendance, conscientious effort in classroom work, and compliance with school rules and regulations. Most importantly, students share with the administration and faculty a responsibility to develop a climate within the school that is conducive to wholesome learning and living.
- B. No student has the right to interfere with the education of his/her fellow students. It is the responsibility of each student to respect the rights of teachers, students, administrators, staff and all others who are involved in the educational process.
- C. Students should express their ideas and opinions in a respectful manner so as not to offend, slander or disrupt others.
- D. Responsibility of Students:
  1. Be aware of all rules and regulations for student behavior and conduct themselves accordingly.
  2. Be willing to volunteer information in matters relating to the health, safety and welfare of the school, community and the protection of school property.
  3. Dress and groom themselves so as to meet fair standards of safety and health, and so as not to cause substantial disruption to the educational processes.
  4. Assume that until a rule is waived, altered or repealed it is in full effect.
  5. Assist the school staff in operating a safe school for all students enrolled therein.
  6. Be aware of and comply with state and local laws.
  7. Exercise proper care when using public facilities and equipment.
  8. Attend school daily, except when excused, and be on time to all classes and other school functions.
  9. Make all necessary arrangements for making up work when absent from school.

10. Pursue and attempt to complete prescribed standards set by state and local school officials.
11. Avoid inaccuracies in student newspapers or publications and indecent or obscene language.

#### **II. Student Rights**

All school-age students are entitled to a free education in Pennsylvania.

- A. Student Expression and Distribution and Posting of Materials. Students have the right to speak or express themselves in a respectful, accurate manner and to distribute and post materials in areas designated for posting as part of that expression. The exercise of these rights shall be subject to and in accordance with Hampton Township School District Policy #220 located on the District’s website.

Students have the responsibility to avoid the following whenever they speak, write or otherwise express themselves:

- Obscenity, vulgarity, or profanity
- Ridiculing or causing a person to be ridiculed
- Damaging a person’s reputation
- Advocating or advertising any direct and serious danger such as the use or availability of tobacco/nicotine, alcohol or illegal drugs
- Causing unlawful behavior or serious harm or disruption to the educational process, school or community
- Using minority or racial slurs

Engaging in unprotected expression or distributing or posting materials in violation of Policy #220

- B. Searches: The administration may authorize a search of a student, a student’s locker, or other belongings if there is a reasonable suspicion that there is a possible threat to the health, welfare and/or safety of any student or staff member. **All property is subject to being searched by canine units without prior notice.**

1. Personal Searches - a student’s person or personal property (purse, book-bag, jacket, trousers) will be searched whenever the administration has reasonable suspicion to believe that a student is in possession of illegal or unauthorized materials or dangerous substances.
2. Locker Searches - Student lockers are school property and remain at all times under the control

of the school. Students shall have no expectation of privacy in their lockers, and the administration reserves the right to inspect lockers at any time by any means. Students are expected to assume full responsibility for the contents of their lockers. Students will be given the opportunity to be present during a locker search when appropriate. Any item disclosed by a search can be used for disciplinary action and may be turned over to law enforcement officials. Students are encouraged to lock their lockers. Students must present the combination or duplicate key to his/her homeroom teacher.

C. Flag Salute:

Every citizen should show proper respect for our country and its flag. Students who choose to refrain from the Pledge of Allegiance and Flag Salute shall respect the rights and interests of classmates who do wish to participate.

D. Confidential Communication:

Statutes and regulations govern use of a student's confidential communications to school personnel in legal proceedings. Information received in confidence from a student may be revealed to the student's parents, the principal or other appropriate authorities where the health, welfare or safety of the student or other persons is clearly in jeopardy.

E. Unlawful Harassment:

The Board prohibits all forms of unlawful harassment of all employees, students, and third parties by all district students and staff members, contracted individuals, vendors, volunteers, and third parties in the schools. The Board encourages students and third parties who have been harassed to promptly report such incidents to the appropriate authorities.

F. Dress Guidelines:

Student appearance and dress is the responsibility of the individual student. The school is a workplace for staff and students so adequate and modest dress is required. Guidelines are published in the student handbook.

G. Due Process Procedures for Exclusion of Students from School:

A student who breaks school rules may receive a temporary suspension, full suspension, or expulsion, depending upon the nature of the offense. The Principal, or designee, may temporarily suspend a student for up to three (3) days without a hearing.

The Principal is required to establish the facts, allow the student to respond to the charges, and notify parents if the suspension is imposed. A full suspension may be issued for up to ten (10) days. However, the student must have an informal hearing conducted by the Principal within the first five (5) days of suspension. Prior to the hearing, the student and parents must receive notice stating the nature of the alleged charges and all information to which they are entitled. Students are permitted to make up exams and work missed while on suspension. Expulsion is exclusion from school for more than ten (10) consecutive school days, and it may be permanent. Expulsion proceedings require a formal hearing before members of the School Board. Appropriate notices and appropriate information to which students and parents are entitled will be furnished. Students have the right to legal counsel at a formal hearing before the School Board.

H. Removal from Classes for In-School Suspension:

A Principal or designee may place a student in in-school suspension from one (1) to ten (10) days without an informal hearing. Prior to the suspension, the student shall be informed of the reasons and be given an opportunity to respond. The parent shall be given notice of the suspension. If the suspension exceeds the ten (10) school days, an informal hearing with the Principal shall be offered to the student and the student's parents.

I. Temporary/ Full Suspension:

A Principal or designee may assign a student temporary suspension one (1) to three without an informal hearing. Prior to the suspension, the student shall be informed of the reasons and be given an opportunity to respond. The parent shall be given notice of the suspension. A Principal or designee may assign a full suspension four (4) to ten (10) days. When a full suspension has been assigned, the student must have an informal hearing conducted by the Principal within the first five (5) days of the suspension. Prior to the hearing, the student and parents must receive notice stating the nature of the alleged charges and all information to which they are entitled. Students are permitted to make up exams and work missed while on suspension.

*For further information, please refer to  
Board Policy No. 218*



# CONDUCT PROGRESSION LEVELS

## LEVEL I

Misbehavior on the part of the student which IMPEDES ORDERLY CLASSROOM PROCEDURES or INTERFERES with the ORDERLY OPERATION OF THE SCHOOL.

These misbehaviors are usually handled by individual staff members but sometimes require the intervention of other school support personnel.

### Examples But Not Limited To:

- Excessive tardies to school
- Classroom tardiness and first offense class cut
- Classroom/school disturbance
- Non-defiant failure to complete or carry out directions
- Misconduct in school, at school-sponsored functions, or on a school bus
- Running or shouting in the halls
- Littering
- Loitering (7:25 am – 2:55 pm)
- Unauthorized presence in the halls or other school areas
- Inappropriate language
- Inappropriate display of affection
- Lying
- Unauthorized/inappropriate use of electronic devices
- Unauthorized sale of non-harmful items
- Unauthorized food or drink outside the cafeteria
- Poor sportsmanship
- Violation of the dress code
- Chewing gum

### Examples of Disciplinary Options:

- Verbal or written reprimand
- Special assignment
- Written agreement
- Denial of privileges
- Hall restriction
- Detention\*
- Confiscation

*\*See "Definitions of Key Terms" for further explanation.*

## LEVEL II

Misbehavior whose frequency or seriousness tends TO DISRUPT THE LEARNING CLIMATE OF THE SCHOOL.

These infractions, which usually result from the continuation of LEVEL I misbehaviors, require the intervention of personnel on the administrative level because the execution of LEVEL I disciplinary options has failed to correct the situation. Also included in this level are misbehaviors which DO NOT represent a direct threat to the health and safety of others, but whose EDUCATIONAL CONSEQUENCES ARE SERIOUS ENOUGH to require corrective action on the part of administrative personnel.

### Examples But Not Limited To:

- Extreme Level I misconduct
- Continuation of Level I misconduct
- Open defiance of authority; willful refusal to do as directed, or any form of insubordination
- Harassment of others
- Bullying
- Being outside of the building without authorization
- Failure to serve assigned detentions
- Violation of dress guidelines
- Using forged notes or excuses
- Plagiarism/Cheating
- Excessive unexcused absences / excessive unexcused tardiness/recurrent class cuts
- Obscene language, writing, or gestures
- Unsafe bus misconduct
- Inappropriate use of cellular phones during school hours
- Using, installing, or downloading unauthorized software (i.e. games, music, etc.)
- Unauthorized possession of use of school property, facilities, or lockers
- Possession of lighter or matches

### Examples of Disciplinary Options:

- Modified Day\*
- Detentions\*
- Denial of privileges/extra-curricular activities
- Social probation
- In-school suspension\*
- Temporary suspension\*
- Confiscation
- No credit for assignment

*In cases of temporary or full suspension or exclusion, students shall be entitled to due process rights as outlined in the Bill of Rights & Responsibilities.*

*\*See "Definitions of Key Terms" for further explanation*

## LEVEL III

Acts which tend to disrupt the learning climate of the school and/or ACTS DIRECTED AGAINST PERSONS OR PROPERTIES and which COULD ENDANGER THE HEALTH OR SAFETY OF OTHERS IN THE SCHOOL.

### Examples But Not Limited To:

- Continuation of or extreme Level II misconduct
- Minor theft
- Destruction of private or school property
- Violations on the school regulations on the use of tobacco/nicotine
- Fighting
- Hazing
- Bullying
- Trespassing on or in school property when closed
- Refusal to leave school property when ordered to do so
- Lewdness or indecent exposure
- Possession and/or use of tobacco products
- Possession of drug paraphernalia
- Second offense of cheating or plagiarism
- Third offense truancy

### Examples of Disciplinary Options:

- Detention\*
- Confiscation
- Temporary removal from class
- In-school suspension\*
- Temporary suspension\*
- Full suspension\*
- Denial of privileges/extra-curricular activities
- Social probation
- Restitution of property or damages
- Referral to police or district magistrate
- Referral to outside agency
- 59% of total points for the nine weeks for cheating/plagiarism
- BOCA code enforcement

*\*In cases of temporary or full suspension or exclusion, students shall be entitled to due process rights as outlined in the Bill of Rights & Responsibilities. Accumulation of three or more Level II and Level III suspensions may result in referral to Superintendent of Schools for possible School Board Hearing.*

## LEVEL IV

Acts which tend to DISRUPT the learning climate of the school. ACTS DIRECTED AGAINST PERSONS OR PROPERTY WHICH COULD OR DO POSE A THREAT TO THE HEALTH, SAFETY, OR WELFARE OF OTHERS IN THE SCHOOL. Such acts will require administrative action, which could result in the immediate removal of the students from school and the possible intervention of law enforcement authorities.

### Examples But Not Limited To:

- Continuation of or extreme Level III misconduct
- Third offense of cheating and/or plagiarism
- Major theft
- Possession, sale, or use of drugs or alcohol on school property, buses or at school-sponsored functions
- Minority, ethnic, or racial slurs
- Intimidating others
- Harassment
- Possession or use of dangerous weapons\*
- Assault
- Terroristic threats or acts
- Arson or attempted arson
- Possession, sale or use of firecrackers, cherry bombs, or other fireworks
- Bomb threat or threatening phone calls
- Lighted or ignited objects
- Unauthorized use of fire alarm or equipment
- Bullying
- Retaliation against a student for reporting bullying or for assisting in an investigation

### Examples of Disciplinary Options:

- Confiscation
- In-school suspension\*\*
- Temporary suspension\*\*
- Full suspension\*\*
- Restitution of property or damages
- Expulsion\*\*
- Referral to police or district magistrate
- Referral to outside agency
- 59% of total points for the nine weeks for cheating/plagiarism
- BOCA code enforcement

*\*In cases of temporary or full suspension or exclusion, students shall be entitled to due process rights as outlined in the Bill of Rights & Responsibilities*

*\*\*A Level IV suspension may result in a School Board Hearing for further disciplinary action, possible expulsion.*

## **DEFINITIONS OF KEY TERMS**

**BOCA Code:** the Basic Fire Prevention Code which makes it unlawful to smoke, throw or deposit any lighted or smoldering substance in places where No Smoking signs are posted

**Detention:** requiring a student's presence before or after the regular school day or during lunch time for disciplinary reasons

**Due Process:** a student's right to be informed of charges and be heard before the designated authority

**Expulsion:** exclusion from school, after formal hearing, for an offense for a period exceeding ten school days; this may be a permanent expulsion from school rolls

**Full suspension:** exclusion from school for an offense for a period of up to ten days, after an informal hearing with the principal is offered to the student and the student's parents

**In-School Suspension:** exclusion from classes for disciplinary reasons and assignment to a supervised area following a student conference with the principal

**Modified Day:** a change designated in a student's daily schedule by the principal

**Temporary Suspension:** exclusion from school for an offense for a period of up to three school days, by the principal, after a conference with the student

**Terroristic Act:** shall mean an offense against property or involving danger to another person.

**Terroristic Threat:** shall mean a threat to commit violence communicated with the intent to terrorize another; to cause evacuation of a building; or to cause serious public inconvenience, in reckless disregard of the risk of causing such terror or inconvenience.

**Weapon:** an instrument of offensive or defensive combat; something to fight with; anything used, or designed to be used in injuring someone else; the administration retains final authority in determining what constitutes a weapon, especially when evaluating potential danger

**Below please find a list of the Board Policies referred to in this handbook:**

204.0	Attendance
209.0	Health Examinations/Screenings
210.0	Medication Administration
218.0	Student Discipline
218.1	Weapons
218.2	Terroristic Threats/Acts
218.3	Disorders or Protests
220.0	Student Expression/ Distribution and Posting of Materials
221.0	Dress and Grooming
222.0	Tobacco Use
226.0	Searches
227.0	Drug and Substance Abuse
227.1	Drug and Alcohol – Targeted Testing Procedures
233.0	Suspension and Expulsion
236.0	Student Assistance Program
236.1	Threat Assessment
237.0	Electronic Devices
247.0	Hazing
248.0	Unlawful Harassment
249.0	Bullying
815.2	Computers

**For further information on the below-mentioned Board Policies, please refer to the Hampton Township School District’s website at <http://www.ht-sd.org> or you may contact either the Middle School or the Administrative offices.**

# SCHOOL BOARD POLICY

## *Drug & Substance Abuse Policy*

Policy No. 227 and 227.1

### HAMPTON TOWNSHIP SCHOOL DISTRICT ADMINISTRATIVE PROCEDURE

#### CHEMICAL USE, ABUSE, POSSESSION

To implement the provisions of School Board Policy 227, the following procedures and directives have been developed as school measures for principals and staff members to assist pupils in keeping themselves and the school environment free of substance abuse so that optimum learning can occur and be maintained.

#### Prevention

- 1) Planned courses of instruction on substance abuse are taught in Grades K-6, 8, 9 and 11.
- 2) Whenever possible, planned courses of instruction will address pupil self-esteem, self-awareness, personal worth, and decision making to enable students to make informed choices involving the use and abuse of drugs, alcohol, and other substances, which could be abused.
- 3) Principals and staff shall work toward a positive school climate which promotes a "good feeling" about the school as a place to learn.
- 4) School Board Policy and building rules of discipline related to chemical use, abuse and possession shall be consistently and fairly enforced.

#### Intervention

The principal, with his/her staff, will adhere to the procedures set forth herein. Rules and procedures shall be published and distributed with teacher and student handbooks, supplemental contracts, and rules for chaperones and followed as published in all school sponsored activities as well as classes.

## APPENDIX A

### DRUG AND SUBSTANCE ABUSE

#### Purpose

The purpose of the District's Substance Abuse Policy is to send a clear message that the possession of illegal substances and substance abuse, including the unlawful use and/or possession of alcohol or other drugs or medications, will not be tolerated by Hampton Township School District. Violations of the Substance Abuse Policy will be zealously prosecuted. These Administrative Procedures establish fair and comprehensive rules for investigating and resolving allegations of violation of the District's Substance Abuse Policy, as well as establishing guidelines for violations. It is the desire of the School Board that similar offenses will result in similar consequences, although the Administration and Board may and should consider the totality of the circumstances in determining the consequences that are most appropriate in each circumstance. Some situations involving inadvertent possession of over-the-counter or prescribed medications may be addressed under the District's Medication Policy. However, the administration will have discretion in determining the type of violation and the appropriate consequences.

#### I. Responsibility of School Personnel

- A. All personnel of the Hampton Township School District are to report to their immediate supervisor any student or employee involved in the use, transfer or possession of alcohol, drugs, steroids, narcotics, or other health endangering compounds while on or about the school property or while attending or traveling to or from any school related function.
- B. All personnel of the Hampton Township School District are to report to their immediate supervisor any person who is not a student or employee and who is found to be using, soliciting, or transferring to a student or employee any alcohol, drugs, steroids, narcotics or health endangering compounds while on or about the school property or while attending or traveling to or from any school related function.
- C. The supervisor is to report such information to the Superintendent immediately and to confirm the same to the Superintendent as soon as possible in writing, relating the specific sequence of events in each case.

- D. The supervisor or the Superintendent will immediately notify the appropriate law enforcement agency in any case involving persons not related to the District.

## II. Students

- A. Possession and/or Under the Influence – A student who, while under the school’s jurisdiction, on or about or off school property or while attending or traveling to or from any school related function is found to possess or use or consume alcohol or other drugs, steroids, narcotics, or other health endangering compounds shall be subject to the following action:
  - 1. Immediate Response
    - a. Parents or guardian shall be immediately contacted by administration and the student shall be sent home or removed from the school for medical attention if necessary. If parents or guardians cannot be reached, the decision to get medical attention for the student or to isolate the student from other students shall be made by school administration.
    - b. The police department having jurisdiction over the area, in which the school is located, may be notified by the Superintendent or his/her designee and the student may be referred for appropriate action. Parents are to be notified as promptly as possible that the police are being involved and their presence and direct communication with the police should be requested.
    - c. The student initially will be suspended for ten- (10) school days pending an expulsion hearing by the Board of School Directors.
    - d. Written verification indicating that parents have received written notice of the date, time, and location of the informal hearing must be obtained from the parents. (Certified mail is acceptable)
  - 2. Procedural Sequence - The Administration shall offer to hold an informal hearing within five- (5) days with the student, his/her parents or guardian, any witness the student might want on his or her behalf, and the school administration. As a result of the meeting, the administration may recommend or require one or more of the following:
    - a. Referral to the Board of School Directors or a committee thereof for an expulsion hearing unless administration recommends and parents and/or student agree to sign a waiver in lieu of a formal Board hearing. Any such waiver shall be consistent in outcome with the sanctions described in connection with formal Board proceedings, below.
    - b. Referral to the appropriate law enforcement agency with or without strong recommendations that the student be prosecuted.
    - c. Citation for a summary offense by the appropriate authorities and a request that a copy of the police report and disposition be provided to the District.
    - d. Referral to the school’s Student Assistance Team.
    - e. Prompt assessment by a licensed drug and alcohol facility acceptable to the Administration, within 10 days where possible.
    - f. Compliance with all recommendations of that licensed facility.
    - g. Compliance with all School District requirements.
  - 3. Board Hearing - A Hearing before the Board of Directors of the school system, a committee thereof, or an examiner as selected by the Board shall be conducted in accordance with applicable state regulations and, where a violation is found based on the evidence at such hearing, the sanction imposed shall minimally be as follows:
    - a. First-time offenders: expulsion from school and extra-curricular activities for a minimum period of twenty- (20) school days. Other circumstances including, but not limited to, the non-cooperation of the student may result in an administrative recommendation to the Board for a period of expulsion of sixty- (60) school days. The Board may impose additional sanctions, including permanent expulsion.
    - b. Second-time offenders: expulsion from school and extra-curricular activities for a minimum period of ninety- (90) school days. Other circumstances including, but not limited to, the non-cooperation of the students may result in an administrative recommendation to the Board for a period of expulsion of one hundred eighty-four (184) school days. The Board may impose additional sanctions, including permanent expulsion.
    - c. Third-time offenders shall be permanently expelled from school, and shall be barred from participating in extra-curricular activities.
- B. Transfer or Intent to Transfer - A student who, while under the school’s jurisdiction, or on or about school property or while attending or traveling to or from any school related functions is found to have transferred or possessed with intention to transfer alcohol, other drugs, steroids, narcotics or other health endangering compounds, regardless of whether the substance transferred or intended to be transferred is actually the substance represented shall be subject

to conditions outlined herein:

1. All steps described in Paragraph (C) 1. Procedural Sequence.
2. A hearing of the Board of Directors of the School District, a committee thereof, or any examiner selected by the Board, shall be conducted as follows:
  - a. First-time offenders: expulsion from school and extra-curricular activities for a minimum period of ninety- (90) school days. Other circumstances including, but not limited to, the non-cooperation of the students may result in an administrative recommendation to the Board for a period of expulsion of one hundred eighty-four (184) school days. The Board may impose additional sanctions, including permanent expulsion.
  - b. Second-time offenders found guilty shall be permanently expelled, and shall be permanently barred from participation in extra-curricular activities.

### III. Procedures and Practices

#### A. Dealing with Suspects

1. All students and staff members of the Hampton Township School District shall report to the principal or designee any person suspected of soliciting, giving, or using alcohol or other drugs, steroids, narcotics, or other health endangering compounds while on or about the school property or while at school related functions.
2. Persons who have been in a position to make such a report and have failed to do so shall be subject to disciplinary action by their immediate supervisor when reasonable evidence is presented indicating that such person has ignored the responsibility.
3. School administrative personnel shall have the authority to require students [or other persons under the jurisdiction] to submit to a thorough search and test to determine the presence of alcohol, drugs and other controlled substances based upon reasonable suspicion as interpreted by the courts.
4. Students who refuse to submit to a search based upon reasonable suspicion as outlined in this Policy shall be immediately suspended from school and referred to the Superintendent's office for disposition.
5. Persons found to possess, use, be under the influence of, or transfer alcohol or other drugs, steroids, narcotics, or other health endangering compounds are subject to the steps outlined in this Policy.
6. Persons who, after submitting to a search, are found not to be using, under the influence of, or in possession of alcohol, or other drugs, steroids, narcotics, or other health endangering compounds, are to be promptly excused and no further action taken. A report of the incident shall be filed with the building administrator for future reference, but shall not be retained for a period of more than one year from the date of the report if no similar instances are reported.

#### B. Medicine in the Schools (Storage and Taking of Medicine) - In accordance with Administrative Procedure 210-AP, principals, in cooperation with school nurses, shall develop rules and procedures for registering prescription and non-prescription medicine and drugs.

1. Student and teacher handbooks and/or building procedures manuals will contain these rules and instructions.
2. Prescription or non-prescription medication drugs which are not registered in accordance with rules and procedures developed by building administrators shall be considered illegal substances until proven otherwise. Holders of unregistered prescription or non-prescription medications shall be treated as offenders. These presumptions may be rebutted by competent evidence to the contrary.
3. See the Health Service section of the handbook for more detailed information concerning allowed medication.

#### C. Students Who Come Voluntarily - A student seeking help and not under the immediate influence of, or transferring or in the possession of alcohol or other drugs, steroids, narcotics, or other health endangering compounds within the school, who comes or is referred to the principal, is not subject to the provisions of this Policy, and will be referred to appropriate help. Although the School Board has employed appropriate specialists (psychologists, school counselors, nurses, Child Study Team, Student Assistance Team, etc.) for staff members to use in helping students involved in substance abuse, the school is not a rehabilitative organization. School personnel must not attempt to perform services of agencies, which are specially trained and/or dedicated to correcting problems regarding chemicals. Referral by school personnel, in accordance with building rules and procedures, to appropriate outside agencies may be made as soon as the problem becomes apparent to assist students in solving problems, which may or may not be related to chemical usage.

### IV. Definitions

- A. Superintendent refers to the Superintendent of Hampton Township School District or his/her designee.
- B. Building Administrator refers to the principal or his/her designee.
- C. Immediate supervisor refers to administrative and supervisory members of the certified staff.
- D. Alcohol or other drugs, steroids, narcotics or other health endangering compounds includes but is not limited to

alcohol, alcoholic beverages, tranquilizers, amphetamines, synthetic opiates, marijuana, LSD, and other hallucinogens, glue or other solvent-containing substances. A more specific and comprehensive list would include all substances consistent with state and federal laws which include but are not limited to the following laws:

1. Drug, Device, and Cosmetic Act 1971 (Commonwealth of Pennsylvania) as amended.
  2. Public Law 91-513 Comprehensive Drug Prevention and Control Act of 1970 (Federal Law) as amended.
  3. The Controlled Substance Drug, Device, and Cosmetic Act of April, 1972 (P.L 233, No. 64) as amended.
- E. Look-a-like drugs - any substances manufactured or designed to resemble drugs, steroids, narcotics or other health endangering compounds included under section 'D' above. It may also include any substance represented in any way to be a substance included in 'D' above.
- F. Drug/Mood Altering - Substance/Alcohol - shall include any alcohol or malt beverages, any drug listed in Act 64 (1972) as a controlled substance, chemical, abused substance, or medication for which a prescription is required under law and/or any substance which is intended to alter mood. Examples of the above include but are not limited to beer, wine, liquor, marijuana, hashish, chemical solvents, glue, look alike substances, over the counter drugs, and any capsules or pills not registered with the nurse, annotated within the school's health record and given in accordance with the School District Policy for the administration of medication to students in school.
- G. Student Assistance Team - is a multi-disciplinary team composed of school personnel: teachers, staff, administrators, nurses, and counselors and community professionals (mental health liaison and drug and alcohol liaison). This team has been trained to understand the issues of adolescent chemical use, abuse, and dependency and will communicate this information to the faculty. It will also play the primary role in the identification and referral of students coming to its attention through the procedures outlined in these procedures.
- H. Transfer - deliver, sell, pass, share or give any alcohol, drug, or mood altering substance, as defined by this Policy, from one person to another or to aid therein.
- I. Possession – means to possess or hold or consume, without any attempt to distribute, any alcohol, drug, or mood altering substance determined to be illegal or other substances referred to in 'D,' 'E,' or 'F' above or any substance represented to be such a substance, in any amount whatsoever.
- J. Cooperative Behavior - the willingness of a student to work with the principal and school personnel in a reasonable and helpful manner, complying with requests and recommendations made by the members of the Student Assistance Team.
- K. Uncooperative Behavior - is the resistance or refusal, verbal, physical, or passive, on the part of the student with the reasonable request or recommendations of the principal or school personnel. Defiance, assault, deceit, destruction of property, and flight shall constitute examples of uncooperative student behavior. Uncooperative behavior shall also include parent/guardian and/or a student's refusal to comply with the recommendations made by the principal and/or Student Assistance Team.
- L. Drug Paraphernalia - includes any utensil or item, which, in the school's judgment, can be associated with the use of drugs, alcohol, or mood altering substances. Examples include but are not limited to roach clips, pipes, and bowls.
- M. School Property - includes all buildings and property owned or operated by the Hampton Township School District. It shall also include school buses, bus stops, school parking lots, facilities rented or used for school-sponsored activity such as a hotel, or any property where a school sponsored activity is occurring which involves Hampton students.
- N. School Related Activity/Function - school sponsored or board approved activity that includes any activity or project, which is under the direction of the school or any authorized person acting on behalf of the school. These activities or projects may or may not be held on "School Property." Authorized persons include chaperones, volunteers, coaches, activity sponsors, all professional staff members, and all other District employees.

## **Drug Testing Policy**

The districts targeted student Drug Testing Policy (Board Policy 227.1) took effect in January 2004. Student who creates "reasonable suspicion" may undergo oral fluids testing for controlled substances by the administration or designee. If an administrator determines that reasonable suspicion exists that a student is engaged in drug or alcohol use that administrator will inform the relevant student and his/her parent/guardian(s) that drug testing will be or has been conducted.

## **Testing Procedures**

- A. If a building administrator determines that reasonable suspicion exists, the District will order a saliva methodology sample to be taken from the student in question.
- B. The test shall be conducted by a Title 18 certified laboratory. The student and his/her parent(s)/guardian(s) shall be informed of the name of the laboratory performing the test.



- C. The saliva methodology sample will be obtained in the presence of at least one building administrator and designee and, in accordance with acceptable testing practice; the sample will be labeled, sealed and sent to a certified laboratory chosen as described above to ensure legal chain of custody for the test.
- D. The certified testing laboratory will be authorized to report the results only to the building administrator or to such persons as the building administrator may designate in his/her absence non-disciplinary sanctions and procedures.
- E. If a student refuses to give consent to the taking of the saliva methodology sample, or if the test is otherwise obstructed, compromised or adulterated, a violation of this drug policy shall be presumed and the student shall be subject to any and all of the appropriate disciplinary and non-disciplinary sanctions and procedures which accompany a positive test or other finding of drug or alcohol use.
- F. Any test sample which the certified laboratory reports to be adulterated, substituted or otherwise corrupted shall be deemed to be a positive test for drug or alcohol use and the relevant student shall be subject to any and all of the appropriate disciplinary and non-disciplinary sanctions which apply to students found to test positive for this policy or otherwise found to be using drugs or alcohol. If any student targeted for testing is using prescription medication at the time said student is targeted, that student must report the taking of said medication to the administrator present, the school nurse or the lab-testing agent.
- G. Any administrator, teacher, staff member or other individual who may have knowledge of the results of a particular student's drug test shall not divulge to anyone the results of the test or the disposition of the student involved, other than to the student or his/her parent(s) / guardian(s) or otherwise in the case of a legal subpoena being made upon that person in the course of a legal investigation.
- H. Any samples obtained from a student shall be screened for the presence of any or all of the following drugs:
 

Alcohol	Amphetamines
Barbiturates	Benzodiazepines
Cocaine	Marijuana
Methadone	Opiates
Propoxyphene	
- I. Any student or parent(s)/guardian(s) may challenge the positive results of the drug test by submitting the required fee to the certified lab which conducted the initial test. Further, students who were subjected to targeted testing and who tested positive may request to be re- tested provided that such request is received within 72 hours of the initial test result report. Any such re-testing requests must be made in writing and must be accompanied by a cashier's check or money order sufficient to cover the cost of the shipping and re-testing process. Alternately, parent(s)/guardian(s) may wish to have the sample obtained re-tested by another certified laboratory. In those cases, parent(s) / guardian(s) must make their requests in writing and must accompany their requests with a cashier's check or money order sufficient to cover the cost of shipping and re-testing.
- J. If a student or his/her parent(s) / guardian(s) claims that a positive drug test was caused by the student's taking of prescription or otherwise permissible medication, the student shall submit proof of such medication, either through showing that a prescription was registered with the District or otherwise that a medication was taken. If the District is satisfied with said proof, the drug test result may be discarded or the test may be re-administered at a later date.

# **SIGNATURE FORM**

## **STUDENT HANDBOOK**

Dear Students and Parents:

Please sign the form below indicating that you have read and understand the information presented in the Hampton Middle School Handbook. Please return this signed form to your homeroom teacher within the first week of school.

\_\_\_\_\_  
**(Student Name -- Please Print)**

\_\_\_\_\_  
**(Parent/Guardian Name -- Please Print)**

\_\_\_\_\_  
**(Student Signature)**

\_\_\_\_\_  
**(Parent/Guardian Signature)**

\_\_\_\_\_  
**(Date)**

\_\_\_\_\_  
**(Date)**

# Civic Virtues

January – Tolerance

Recognizing and respecting the beliefs and practices of others, even if different from one's own.

February – Fairness

Showing impartiality; treating others equally.

March – Perseverance

Refusing to give up, even when faced with difficulties, obstacles, or discouragement

April – Honesty

Being truthful, sincere, and trustworthy

May – Courage

Possessing the quality of spirit that enables one to overcome fear and face trouble,  
Challenge, or danger

June – July – August – Patriotism

Exhibiting national loyalty; demonstrating devoted love, support, and defense of one's country.

September – Cooperation

Working together to achieve a common goal or benefit

October – Responsibility

Having personal accountability; being dependable and doing what is expected.

November – Respect

Showing consideration or regard

December – Humanitarianism

Working to improve the health and happiness of others