

ASBESTOS

The Hampton Borough School has been inspected for asbestos. Although asbestos containing building materials are present in the building, they have been determined to not be of danger to the occupants.

ASSEMBLIES

Assemblies are special programs planned for the educational benefit and enjoyment of all students and staff. During these activities, students shall:

- Enter and exit all programs in a quiet and orderly manner
- Sit with their class in the area designated by their teacher
- Respond to and respect the direction of all staff members

ATTENDANCE: Absence/Tardiness/Early Dismissal

Absence

Absence from school is excused only for the following reasons:

- Illness
- Family Emergencies
- Urgent reasons that directly affect the child
- Religious holidays

Parents are to call the Health Office Hotline, 908-537-6428, **before 8:35 a.m.** on the day your child is absent. ***This procedure has been instituted to provide accountability and safety of our students, thus it is essential that parents accept responsibility for calling the school. A voice message can be left during non-school hours.***

A written excuse to the homeroom teacher stating the reason for absence, date(s) of absence(s) and signed by parent/guardian is required when the child returns to school. After an absence of five (5) consecutive days, a doctor's note must be submitted in order for child to return to school.

A student who fails to bring a signed excuse from home will be marked unexcused until the absence is documented by a doctor/parent note. The nurse will contact parents whose children have failed to bring the above.

Religious Holiday

Students who will be absent on school days in observance of a religious holiday are requested to notify the school office before the holiday. A note from the parent/guardian should be sent to the school office to properly record the student's absence.

Early Dismissal

Parents and guardians are requested not to ask that children be excused early except in cases of emergency. Doctor, dentist, and orthodontist appointments should not be made during school hours.

In such cases, a note from home requesting early dismissal is to be presented to the school office at the beginning of the school day. Parents calling for children who are dismissed early must present themselves at the school office. Pupils are not to leave the school property with persons who are not properly identified.

Tardiness

Punctuality is a life skill. There is little reason for tardiness to school. Parents who drop their child off at school must escort child into the office when tardy. When a student who walks to school is tardy, a telephone call will be made to the parent. On the third (3) time tardy, the student will receive a lunch detention. On the fourth (4) offense, parent/administrator conference will be arranged to determine appropriate course of action.

BACKPACKS

Students may not carry backpacks from class to class for health/safety reasons. Backpacks must be left in lockers (grades 6 through 8), or kept in classroom closet.

Students should plan ahead and get materials needed for morning classes during homeroom period and for afternoon classes after their lunch period.

Purses are not to exceed 8 inches by 10 inches in size.

BEHAVIOR AND DISCIPLINE

“Pupils in the public schools shall comply with the rules established in pursuance of law for the government of such schools, pursue the prescribed course of study and submit to the authority of the teachers and others in authority over them.”

New Jersey Statutes, Title 18A: 37-1.

We believe that Hampton School students live in homes where courtesy and respect for self, other people, and property are values that are taught. We expect students to bring these values to school with them and to practice them throughout the school day.

Please note “*Student Code of Conduct*” contained in this handbook for detailed information.

COMMUNICATIONS

Students in grades K through 4 will receive general information as it becomes available in the individual classrooms. This may contain a summary of work for the week, notices, class news, and/or specific notes from the classroom teacher. Please review this with your child and sign as an indication of parental/guardian review.

Students in grades 3 through 8 are given an assignment book at the beginning of the school year. Parents are encouraged to check assignments regularly and also to use the book as one way to communicate with the classroom teacher.

COMPUTER USAGE

Hampton School actively integrates technology into the daily curriculum. Computers are available in each classroom as well as our computer lab. All students receive instruction in research skills, keyboarding, Internet searching, and assorted computer applications twice weekly in the computer lab.

Hampton School offers a high speed DSL connection to the Internet that allows students to take advantage of many educational opportunities. It is our goal to teach students the safe, ethical, and efficient use of information technology and the Internet. Students are taught effective searching strategies and the school's computer network filters web content. Students are allowed to use only websites assigned by the teacher in charge and search strategies must be pre-approved. Both the computer teacher and subject/classroom teacher closely monitor students while using the Internet. Students are not allowed to "surf" the Internet, access personal email or online journals, or use instant messenger programs while at Hampton School.

In order to take advantage of the technological opportunities available at Hampton School, all students and their parents must read and sign an Acceptable Use of and Access to District Computer Networks, Computers and Resources contract. Signing this contract indicates that the student and their parents understand and agree to respect the school's network policies. Students will not be permitted to use any computer or technology at Hampton School without this contract on file.

CONFERENCES

Hampton School welcomes and encourages two-way communication between home and school. Parents are to initiate contact directly with the classroom teacher when a concern arises, either through an email or telephone call, to arrange for a conference. If the problem or concern is not resolved, the parent will contact the teacher and a meeting will be arranged for the parent, the teacher and the Chief School Administrator. If the problem is still not resolved, the parent may meet alone with the Chief School Administrator. The Chief School Administrator will determine if the Board of Education needs to be involved.

School-wide parent conferences are scheduled in November. Other conferences throughout the school year may be arranged in advance with the classroom teacher. Parental visits to classrooms may be arranged by contacting the school office in advance of your visit. Tours of the school may be arranged by contacting the school office between the hours of 8:30 a.m. and 3:30 p.m.

DRESS CODE

Student dress is a reflection upon the individual, the family and the school. It is our intent to maintain an appropriate code of dress, which will not infringe upon individual expression, yet will uphold an appropriate environment of decorum, dignity, and civility.

1. Student dress shall not create a potential health or safety hazard to the individual or other persons.
2. Student dress shall be clean so as to be non-offensive to others.
3. Student dress shall be within the bounds of good taste and standard practices. It should not be distracting or disrespectful to the individual or to others.
4. In order to maintain an appropriate, as well as, safe school climate, the following items will not be permitted in school:
 - clothing that is too tight, see through or revealing
 - clothing that advertises alcohol, drugs, violence, obscenity or any other topic that may be offensive
 - extremely short shorts, skirts, skorts, or dresses (must be longer than fingertip length)
 - lycra shorts or other form-fitting stretch material shorts
 - tank tops or T-shirts where the midriff is bare
 - no spaghetti straps; tank top straps to be 1" or more in width
 - clothing where undergarments are showing
 - oversized or excessively protruding earrings (discretion of administrator and/or facilitator)
 - visible body piercing jewelry, other than earrings
 - accessories that present a safety hazard, such as spiked jewelry or chains
 - cleated footwear, flip flops (slides and sandals with straps to hold foot in place are allowed) wheelies (sneakers w/wheels)

The school reserves the right to exclude any item deemed inappropriate or unsafe for students to wear. Students wearing clothing determined to be inappropriate will be required to cover the clothing, or we will contact the parent/guardian for a change of clothing to be delivered to the school.

ELECTRONIC DEVICES

All electronic devices (I-Pods, cell phones, etc.) must be turned off and left in student lockers or backpacks before entering homeroom. They must remain there until the end of the school day (this includes lunch/recess periods).

If a student is using a device during the school day, he/she will be referred to the Middle School Facilitator. Consequences are as follows:

- 1st Offense: Middle School Facilitator will keep the device until end of the school day.
- 2nd Offense: Device will be given to the Chief School Administrator and can be picked up by the student at the end of the school day.
- 3rd Offense: Parent will be called and will be required to pick up from Chief School Administrator at the end of the school day.

Use of electronic devices on school trips will be at the discretion of the teacher.

EMERGENCY CLOSING/DELAYED OPENINGS

The Hampton School Association coordinates a telephone calling service advising of a school closure, delayed opening or early dismissal. It is extremely important to complete the H.S.A. Emergency Contact Information form at the start of the school year and update as necessary if you wish to be part of this service.

The closing of school because of extremely inclement weather or other severe emergencies will be announced during the early morning hours on radio stations NJ101.5 FM and television stations WFMZ 69 (Channel 18 on your TV), WNYW (Fox 5), WABC (Channel 7) or check their website www.7online.com.

All parents, especially working parents, should establish contingency plans for their children when school is closed due to emergencies. Children should know exactly where to go and what to do under these circumstances. These contingency plans may be attached to your child's Emergency Procedure form, which is kept on file at school. In the event of a school closing due to unforeseen emergencies once the school day has started, the Emergency School Closing Procedure sponsored by the Hampton School Association will be used. It is imperative your child be picked up at the dismissal time announced, as the faculty and staff must vacate the building especially in the event of an emergency. Childcare will not be provided. Under this procedure, radio announcements will be broadcast prior to dismissal, the parent telephone chain will be activated, and the contingency plans you have established will be put into place.

EXTRA CURRICULAR ACTIVITIES

In order to attend after school activities, students must be present for at least four and one-half hours that day. Anyone in grades 4 or below must be accompanied by a parent or guardian.

Hampton School offers the following activities based on student interest and staff supervision. Activities vary on a yearly basis:

Soccer	Student Leadership Council
Cheerleading	Boys Basketball
Girls Basketball	Chorus
Band	Ski Club
SLC Dances	

Participation in each activity is based on grade level.

Students need to maintain satisfactory grades and conduct in order to participate in these activities. Not more than one grade of "D" will be permitted in order to be eligible to play and/or practice with the team or to participate in the above activities. The student will have a two-week probation period during which grades will be reviewed.

FIRE DRILL PROCEDURE

In accordance with the law, Hampton School must conduct fire drills at least twice a month. The building must be vacated as quickly as possible when the alarm is heard. Students shall:

1. Leave the building in a quiet, orderly manner according to the established route
2. Move quickly, without running
3. Listen for directions given by teachers and others in authority

HALL PASS (Middle School)

A hall pass will be issued to every student at the beginning of each month. The student is asked to present this pass to a faculty member for their signature. Each student is allowed two lavatory visits per day, including drinks, unless a medical issue exists. This pass should also be used for visits to the nurse. If a student loses his/her pass during the month they must be escorted to their destination. Each trip will result in staying after school for five minutes. A student may acquire a replacement pass by staying after school for 30 minutes.

HARASSMENT, INTIMIDATION AND BULLYING (Board Policy)

The Board prohibits acts of harassment, intimidation or bullying.

A safe and civil environment in school is necessary for students to learn and achieve high academic standards; harassment, intimidation or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment; and since students learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation or bullying.

"Harassment, intimidation or bullying" means any gesture or written, verbal or physical act that takes place on school property, at any school-sponsored function or on a school bus and that:

- a. is motivated by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability; or,
- b. by any other distinguishing characteristic; and
- c. a reasonable person should know, under the circumstances, that the act(s) will have the effect of harming a student or damaging the student's property, or placing a student in reasonable fear of harm to his person or damage to his property; or
- d. has the effect of insulting or demeaning any student or group of students in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.

The board of education expects students to conduct themselves in keeping with their levels of development, maturity and demonstrated capabilities with a proper regard for the rights and welfare of their students and school staff, the educational purpose underlying all school activities, and the care of school facilities and equipment.

The board of education believes that standards for student behavior must be set cooperatively through interaction among the students, parents/guardians, staff and community members, producing an atmosphere that encourages students to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for district and community property on the part of students, staff and community members.

In determining the appropriate response to students who commit one or more acts of harassment, intimidation or bullying, school administrators should consider the following factors: the developmental and maturity levels of the parties involved, the levels of harm, the surrounding circumstances, the nature of the behaviors, past incidences or past or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. Concluding whether a

particular action or incident constitutes a violation of this policy requires a determination based on all of the facts and surrounding circumstances. It is only after meaningful consideration of these factors that an appropriate consequence should be determined, consistent with the case law, Federal and State statutes, regulations and policies, and district policies and procedures. Consequences and appropriate remedial action for students who commit acts of harassment, intimidation or bullying may range from positive behavioral interventions up to and including suspension or expulsion.

The chief school administrator/principal or the chief school administrator/principal's designee is responsible for receiving complaints alleging violations of this policy. All school employees are required to report alleged violations of this policy to the principal or the principal's designee. All other members of the school community, including students, parents, volunteers and visitors, are encouraged to report any act that may be a violation of this policy. While submission of the report form is not required, the reporting party is encouraged to use the report form available from the chief school administrator/principal at the school district office. Oral reports also shall be considered official reports. Reports may be made anonymously, but formal disciplinary action may not be based solely on the basis of an anonymous report. Once the teacher is made aware of the incident, a report form must be filed in all instances.

The chief school administrator/principal, and/or chief school administrator/principal's designee is responsible for determining whether an alleged act constitutes a violation of this policy. In so doing, the chief school administrator/principal, and/or chief school administrator/principal's designee shall conduct a prompt, thorough and complete investigation of the alleged incident.

Some acts of harassment, intimidation or bullying may be isolated incidents requiring that the school respond appropriately to the individuals committing the acts. Other acts may be so serious or parts of a larger pattern of harassment, intimidation or bullying that they require a response either at the classroom, school building or school district levels or by law enforcement officials.

Consequences and appropriate remedial actions for students who commit an act of harassment, intimidation or bullying range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:37-1, Discipline of Pupils.

In considering whether a response beyond the individual level is appropriate, the administrator should consider the nature and circumstances of the act, the level of harm, the nature of the behavior, past incidences or past or continuing patterns of behavior, and the context in which the alleged incident(s) occurred. Institutional (i.e. classroom school building, school district) responses can range from school and community surveys, to mailings, to focus groups, to adoption of research-based bullying prevention program models, to training for certified and non-certificated staff, to participation of parents and other community members and organizations, to small or large group presentation for fully addressing the actions and the school's response to

the actions in the context of the acceptable student behavior and the consequences of such actions and to involvement of law enforcement officers, including school resource officers.

The school district prohibits reprisal or retaliation against any person who reports an act of harassment, intimidation or bullying. The consequence and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the administrator after consideration of the nature and circumstances of the act, in accordance with case law, federal and state statutes and regulations and district policies and procedures.

Consequences and appropriate remedial action for a student found to have falsely accused another as a means of harassment, intimidation or bullying range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:37-1, Discipline of Pupils. Consequences and appropriate remedial action for a school employee found to have falsely accused another, as a means of harassment, intimidation or bullying shall be disciplined in accordance with district policies, procedures and agreements. Consequences and appropriate remedial action for a visitor or volunteer, found to have falsely accused another as a means of harassment, intimidation or bullying shall be determined by the school administrator after consideration of the nature and circumstances of the act, including reports to appropriate law enforcement officials.

The policy shall be disseminated annually to all school staff, students and parents, along with a statement explaining that applies to all acts of harassment, intimidation and bullying that occur on school property, at school-sponsored functions or on a school bus. The chief school administrator shall develop an annual process for discussing the school district policy on harassment, intimidation and bullying with students.

HEALTH SERVICES

The school nurse provides care for illness and accidents. Only First Aid is administered at school. Further treatment is the responsibility of the parent/guardian. The school nurse provides screenings for blood pressure, scoliosis, vision, hearing, height and weight during the school year. Parents will be notified if follow-up care is needed.

Children should be kept home from school if they have a fever greater than 100 degrees, diarrhea or vomiting. Children should be fever free (without the aid of medication) for 24 hours before returning to school.

Examination and Physicals

A physical examination is required for all kindergarten students. It is important for each parent to follow-up with subsequent examinations at least once during each of the following developmental stages:

- Early Childhood (Preschool-Grade 3)
- Pre-adolescence (Grades 4-6)
- Adolescence (Grades 7-12)

This is a good opportunity to discuss with your doctor any concerns you might have about your child's health and learn more about the physical and developmental changes that are to be expected for your child's age.

Students trying out for sports must have an Athletic Pre-Participation Physical Examination Form on file in the health office. The exam is valid if done within 365 days of the first day of tryouts. Forms are available in the health office.

Scoliosis

A biennial scoliosis examination shall be conducted for every student between the ages of 10 and 18 pursuant to N.J.S.A.18A:40-4.3. If a student is suspected of having scoliosis, the parent or guardian will be notified.

Parents/guardians who prefer not to have their child screened for scoliosis must notify the health office in writing.

Medication

All medications, including over the counter drugs, to be dispensed at school must have a physician's order and must be brought to the health office in the original container appropriately labeled by the pharmacy with student's name, name of the drug, dosage and time of administration. Please note the following:

1. No medication shall be administered to or taken by a pupil in school or at a school-sponsored event except as permitted by Hampton Board of Education policy.
2. Medication may be administered only by the school nurse, a registered nurse, the pupil's parent or legal guardian, or in the case of pupils with asthma or other potentially life threatening illness by the pupil when proper permission has been granted.
3. When a pupil attends a school-sponsored event at which medication may be required (such as an outdoor field trip or athletic competition) and the school nurse cannot be in attendance, the pupil's parent or legal guardian will be required to attend. If neither the school nurse nor the parent or

legal guardian can attend and the pupil does not have written parental permission to self-administer medication and there is a risk that the pupil may suffer significant injury from lack of medication is substantial, the parent may choose to excuse child from the trip or trip will be cancelled.

(Suggestion: when having a prescription filled, please ask the pharmacist to provide two containers properly labeled; one bottle to be used at home and one to be used at school.)

HOMEWORK

Homework assignments will differ from grade to grade. Homework is assigned for several reasons including enrichment, reinforcement of skills being developed in classroom, fostering of self-responsibility and work/study habits, and as a means of completing work missed due to absence from class.

Teachers will communicate their philosophy and process regarding homework to parents. Teachers and parents are encouraged to discuss the homework process in meeting the needs of individual students.

Students are allowed a two-day grace period for classroom, homework completion, and make-up tests upon return to school from an absence. Missed schoolwork is due upon the student's third day back after an absence. If work is not handed in within this time period, the grade will be affected.

An exception to the above would be for a family vacation absence. Work will be compiled and given to the student upon returning to school from a vacation. Adequate time will be determined by the teacher for completion of work.

HONOR ROLL AND GRADING SYSTEM

Grades are based on class work, test scores, homework and conduct. Honor Roll designations will be for grades 6 through 8. Any subject listed on the report card must have a grade of B or better. (B- and below are not qualifying grades.)

Any subject listed must have a conduct code of "O" or "S"; all students will receive a conduct code letter for each subject. (S- and below are not qualifying conduct letters.) Comment codes for any subject must be either 1, 7, 8, 9 and/or 10. (Comments of 2, 3, 4, 5 or 6 will exclude a student from the Honor Roll.)

Grading System – Grades 3 through 5

90 – 100	A
80 – 89	B
70 – 79	C
60 – 69	D
59 and below	F

Grading System – Grades 6 through 8

93 – 100	A
83 – 92	B
82 – 74	C
66 – 73	D
Below 66	F

KINDERGARTEN REGISTRATION

It is the school policy to admit to Kindergarten (September of current school year), children who will have reached the age of five years on/or before October 1st. Birth certificate, immunization records and proof of residency must be shown at the time of registration. A recent physical must be submitted before the start of school. Kindergarten registration is done in February and is held at Hampton School.

LOCKERS

Locker privileges will be given to each student in grades 6, 7 and 8 and the following guidelines will be enforced:

1. Locker Contract must be signed and returned.
2. Locker privileges will be maintained when students
 - are quiet in the hallways
 - walk (not run) in the hallways
 - respect the rights and materials of others
 - bring correct materials to each class
 - Pen/pencil
 - Folder and notebook
 - Textbook
 - Homework
3. Locker privileges can be revoked if students:
 - are consistently unprepared for classes
 - fail to follow school rules, especially in locker area
 - visit lockers at unscheduled times
4. Use a lock supplied by Hampton School Association. If not returned at the end of the school year, a \$5.00 charge will be incurred.

LOST AND FOUND

A box will be kept across from the All Purpose Room door for lost belongings. At the end of every month, these articles will be displayed on a table in the hallway; unclaimed items will be donated to a charitable organization. Names should be put into articles of

clothing, boots, lunchboxes, etc. so that pupils will have less difficulty in identifying their own. Every year a large and valuable collection of unclaimed articles is given to a charitable organization. Parents are encouraged not to allow their children to bring valuables to school.

LUNCH DETENTION

Parents will be notified by phone or e-mail that the student has been given a lunch detention. A copy of the discipline form will be mailed home.

Students will serve a 30-minute lunch detention during their scheduled lunch period. They will pick up their lunch and report to the assigned area. The teacher in charge will determine the criteria to be fulfilled in order to successfully complete the detention. These may include sitting appropriately and silently, a writing assignment related to the infraction, etc. The criteria will be clearly explained to the student at the beginning of the detention. Failure to comply with the criteria will result in additional consequences.

If a student receives three lunch detentions, a Central Detention will be assigned for the next available Friday.

PROMOTION AND RETENTION

The Board wishes to uphold uniform standards in the school and insists upon high standards of accomplishment for students. Mere attendance at school is not sufficient to progress through the grades or to graduate.

Parents of students who are not meeting established attendance or academic standards will be notified well in advance and a conference will be held to determine necessary corrective or remedial action.

Standards of proficiency related to district goals and objectives:

The assessment of students' needs and measurement of their achievement shall be based on educational objectives and the minimum proficiency levels identified for each grade. The educational objectives shall be well defined and approved by the Board of Education.

Teacher, under the direction of the Chief School Administrator, shall develop procedures to determine whether each student has measured the objectives stated in the school-approved curriculum. The procedures shall include but are not limited to:

1. Teacher observation
2. Formal and informal evaluation techniques
3. Local and state testing results
4. Student interview
5. Parent/guardian conferencing
6. Medial evaluation
7. Cumulative pupil records

Skill competency levels for each grade are part of the curriculum approved by the Board of Education annually.

Conditions for Promotion/Retention:

1. Standards of Attendance:

A student who is absent in excess of 10% of the total school days in one academic year without having qualified for home instruction or without having presented supportive documentation (doctor's excuse, administration approval, etc.) for absences shall be considered for retention.

REPORT CARDS AND MID-MARKING PERIOD REPORTS

Applicable Report	Marking Period #1	Marking Period #2	Marking Period #3	Marking Period #4
Mid-Marking	October 16	December 23	March 10	May 19
Closing	November 19	February 4	April 16	June 21
Report Card	November 25	February 11	April 22	Last Day

*All dates based on no unscheduled school closings

The grading system for all grade levels is fully explained on the report cards. Parent inquiries regarding evaluations placed on the report cards should be made directly to the classroom teacher.

SCHOOL BASED SERVICES

The Hunterdon Medical Center, the ARC of Hunterdon County and Warren County Special Services provide counseling services during the school day. The counselor assigned is qualified to provide counseling services at the request of students and/or parents and faculty. The Counseling personnel can refer students for additional services as needed and are available to make referrals to local counseling facilities for all other grade level students at the Hampton School. All counseling is confidential.

SCHOOL DAY

The instructional school day for grades Kindergarten through 8 begins at 8:25 a.m. and ends at 3:00 p.m.; pre-school hours are 12:30 to 2:55.

Please note that every Thursday the school day ends at 2:00 p.m. for all students. The Pre-School program begins at 12:30 with a 1:55 p.m. dismissal time.

Students are to use the most direct route to school and arrive by 8:25 a.m. Students should not arrive prior to 8:15 a.m. unless participating in the "Ready To Go Breakfast" program, which is served from 8:00 a.m. to 8:25 a.m. ***Students arriving after 8:35 a.m. must use the main entrance (South Street); all other doors will be locked for security reasons. Please do not knock on the door in the primary wing seeking admittance.***

PLEASE NOTE OUR EARLY DISMISSAL TIME EVERY THURSDAY AT 2:00 P.M.

An adult crossing guard is on duty at the marked Main Street crossing from 8:15 a.m. to 8:35 a.m. and 3:00 p.m. through 3:15 p.m. (Thursdays from 2:00 to 2:15 p.m.) Students are to cross Main Street only at this marked crossing.

SCHOOL FACILITY USE

Requests for use of school facilities must be made through the Business Office. A form must be completed and approved by the Board of Education before approval may be granted. Please call the Business Office to make these arrangements.

SEXUAL HARASSMENT

Sexual harassment will not be tolerated. The Board of Education policy is enclosed.

STUDENT CODE OF CONDUCT

Every student has the right to learn in a positive educational environment free of distractions. Each student also has the right to feel safe and protected in the school setting. The following are a set of guidelines intended to create this environment.

Every student will have the right to a positive and safe school environment:

- Respect will be shown to all staff members
- Respect will be shown to all students
- Respect of property belonging to self and others
- Bullying (physical, verbal or written) will not be tolerated
- Passing in the halls will be done in an orderly manner, single file on the right with no physical contact and limited talking
- Dress code guidelines will be strictly followed
- Appropriate language will be used at all times; communication with all members of the staff and fellow students will be positive in nature; putdowns and rude comments are not acceptable

Every student will have the right to a classroom conducive to learning:

- Arrive to class on time, prepared to participate with all necessary materials and completed assignments
- Respect will be shown to all staff members
- Respect will be shown to all students
- Respect of property belonging to self and others
- When a staff member is speaking to the class students are to be listening
- Talking by students will be done at appropriate times during class as directed by staff members
- Throwing of objects of any kind will not be tolerated
- Physical contact, including but limited to, pushing, hitting, and kicking will not be tolerated
- Any direction/request given by a staff member will be followed

A. Infractions of the Student Code of Conduct

Infractions of the Student Code of Conduct will be dealt with on an individual basis. Interventions will be determined based on severity and frequency of behavior. Interventions may include:

- writing assignments
- conference with the student
- conference with the parent
- lunch detention
- after-school teacher detention
- after-school principal detention
- central detention
- in-school suspension
- out-of-school suspension

B. School-wide Expectations

1. Display proper cafeteria manners.
2. Leave all gum at home. Gum chewing is not permitted in Hampton School.
3. Walkmans, I-Pods, cellular telephones, Game Boys and other audio equipment may only be used outside of the building before or after school.
4. Bicycles, scooters, skateboards and roller blades are not permitted in school; any of these items brought to the school building or grounds may be confiscated by the Chief School Administrator/Principal, who will eventually return them to the pupil's parent(s) or legal guardian(s).
5. Smoking, lighters/matches, alcohol, inhalants, and other drugs are not permitted at any time in which students are under the jurisdiction of the school.
6. Know all of your responsibilities and follow through with them.
 - a. After-school detention with teacher.

Step 1 Administration / Teacher and Parent Intervention

1. Central Detention
 - a. Central detention will be held on Friday mornings as needed. Students who are assigned central detentions must report to school at 7:30 a.m. Parents will be notified by the homeroom teacher by phone and a detention slip that is to be signed and returned to school that day.
 - c. Students who skip an assigned central detention will be assigned central detention for the following two (2) Fridays. The student will not be allowed to participate in any student activities (sports, trips, dances, incentive programs, school related function, school evening functions, etc...) until the central detention is served.
 - d. Any student receiving four central detentions will be assigned one day of in-school suspension.
2. Conference with Parent / Teacher /Student and Administrator.
 - a. Administrative detention.

- aa. After school detention served with the administrator
 - b. Exclusion from special school activities. The time span for exclusion is decided by parent / teacher and administrator at the conference.
3. Referral to school based counselors and or INRS team.

Step 2 Administrative and School Board Actions

This step will be used for chronic offenders of the school wide discipline program.

- 1. In-school suspension.
- 2. Out of school suspension.
- 3. Expulsion

STUDENT OF THE MONTH

A Student of the Month will be chosen at the end of each month for grades 6, 7, and 8. All faculty members who have contact with Middle School students will have input. Generally, students are expected to demonstrate behaviors which reflect the Student Code of Conduct. Additionally, eligibility is based on completion of all class work and homework assignments, no lunch detentions, no behavioral referrals, and no unexcused tardies or absences. If more than one student per grade level is nominated in a given month a drawing will be held to determine the individual who will receive the award.

STUDENT INSURANCE

The Board does carry student accident insurance for injuries sustained during school hours or sporting events. There is extended insurance available that parents may purchase. Brochures are sent home at the beginning of each school year.

STUDENT RECORDS

Individual permanent student school records are kept on file. Parents who wish to view their child's school records should schedule a time to do so. A school official will be available to assist in interpreting any of the records. Persons other than parents or legal guardians shall be prohibited from viewing a student's record without proper legal authorization.

STUDENT RIGHTS AND RESPONSIBILITIES

As a citizen, each student has a right to free public education. According to statute and case law, this is a student's general right. Along with the right are corresponding responsibilities that include:

- 1. Regular attendance in school.
- 2. On-time arrival each school day.

3. Conscientious efforts in schoolwork.
4. Conformance to school rules and regulations.
5. Share with teachers and administration a responsibility to develop a climate at Hampton School that is conducive to wholesome learning and living.

STUDENT TRANSFER IN/OUT

Families moving out of the district who desire to maintain student enrollment after moving (or enroll students in advance when moving in) are strongly urged to obtain a copy of District Policy 5118 Eligibility for Enrollment of Nonresident Students.

When moving to another school district, please inform our school office at least one week in advance. The parent/guardian must sign the necessary documents for this transfer. Transfer cards will be prepared so parents may complete the enrollment process in the school district to which your students will be transferring.

TELEPHONE

During the school day, students may use the office telephone in the *event of an emergency* or at the request of school personnel. Students must obtain a pass from a teacher to use the office telephone.

Phone messages for students will be delivered at the convenience of the office staff. Parents should not assume that telephone messages would be hand delivered to students. Please make arrangements with your children prior to the beginning of the school day to assure your child's knowledge of after school activities or plans.

TEXTBOOKS

Textbooks, calculators and other instructional materials are distributed to students throughout the school year. All texts and other materials are to be maintained in the best possible condition by the student. Students are held responsible for the condition and proper use of all items provided to them by the school. Classroom teachers shall direct students as to labeling and covering of the textbooks.

Fines shall be levied for textbooks, calculators, library materials, and other school materials that have been abused or carelessly used. Pupils who have lost textbooks, library materials, or other school materials originally issued to them, shall be levied a fine in accordance with the replacement cost of the material. If fines have not been paid by the end of the school year, the student's academic records and report card will not be released from school.

VISITORS

All visitors must report to the Main Office immediately upon entering the building. Only those visitors who have made arrangements in advance will be permitted to remain in the building. Students from another school may not visit during school hours unless he/she obtains permission from the school administrator in advance of the visit. The administration reserves the right to deny visitation privileges.

**Hampton Public School
2009-2010 Administration/Faculty/Staff List**

Joanna Hughes
Chief School Administrator
Robert Sulvinski
Business Administrator/Board Secretary

Abbatiello, Janet	Teacher, Grade 1/Pre-School
Aller, Linda	School Nurse/Teacher of Health
Anaston, Thea	Social Worker
Attanasio, Tina	Teacher, Pre-School & Special Education
Baumgartner, Nancy	School Based Counselor
Browarny, Kathryn	Teacher, Spanish
Brown, Lynn	Teacher Assistant
Buboltz, Melissa	School Based Counselor
Burd, Jeannine	Teacher, Art/Enrichment
Burtnick, Alice	Teacher, Special Education
Ciba, Elaine	Teacher, Music
Dalrymple, RuthAnn	Teacher, Grade 2
Dignazio, Lesley	Teacher, Math
Exley, Bruce	Teacher, Physical Education
Fleming, Nancy	Teacher, Grade 3
Flynn, Brynda	Teacher, Computers/Media Specialist
Fretz, Sharon	School Based Counselor
Fuentes, Barbara	Teacher, Kindergarten
Grossman, Michael	Teacher, Basic Skills
Hall, Nancy	Speech Therapist
Harris, Catherine	Teacher, Science
Hunt, Susan	Teacher, Social Studies
Jones, Michael	Teacher, Grade 4
Knight, Nancy	Teacher, Special Education
Legg, Janet	Teacher, Grade 5
Lentine, Sharon	Secretary, Main Office
Myers, Robert	Head Custodian
Neidlinger, James	Custodian
Oxley, Lynn	Aide, Special Education
Proudfoot, Katie	Teacher, Special Education
Richards, Rebecca	Psychologist
Riley, Kenda	Teacher, Special Education/ Middle School Facilitator
Rousseau, Ellen	Teacher, Special Education – LDT/C
Rush, Marlene	Teacher, Grade 1
Scheur, Heather	Occupational Therapist/F
Shumski, Patricia	Para-professional
Stowell, Marilyn	Teacher, Special Education
Walton, Kathleen	Teacher, Special Education
Weston, Diane	Confidential Secretary

HAMPTON BOARD OF EDUCATION

**BOARD OF EDUCATION
MR. WILLIAM PETERSON, PRESIDENT
MR. TIMOTHY REEVE, VICE PRESIDENT**

**MEMBERS
MRS. KIMBERLY DONNENBERG
MRS. CHERYL DRZEWOSZEWSKI
MS. GINA SHARKEY**

BOARD POLICIES

The following Board Policies are included for your review and information:

- Attendance (5200)
- Tardiness (5240)
- Administration of Medication (5330)
- Harassment, Intimidation and Bullying (5512.01)
- Cyber-Bullying (5512.02)
- Acceptable Use of Computer Network/Computers and Resources (R6142.10)