

FORMAL ACKNOWLEDGEMENT OF 2016-2017 HANDBOOK & NOTIFICATIONS RECEIPT AND REVIEW

We, the undersigned, understand that this handbook contains important information for parents, guardians and students. We acknowledge that we have received a copy of the 2016 – 2017 HOWARD UNIVERSITY MIDDLE SCHOOL OF MATHEMATICS AND SCIENCE Parent and Student Handbook. We are aware that this handbook contains information and policies for our review. We have reviewed the information and policies contained in this handbook.

We understand that all students will be held accountable for their behavior and that failure to abide by the guidelines for student behavior can result in the discipline outlined in this handbook.

We understand further that failure to return this acknowledgment form does not excuse any individual from complying with the Student Handbook, HOWARD UNIVERSITY MIDDLE SCHOOL OF MATHEMATICS AND SCIENCE policies, regulations, and guidelines.

We are aware that HOWARD UNIVERSITY MIDDLE SCHOOL OF MATHEMATICS AND SCIENCE reserves the right at any time to amend or to add to the policies, regulations and guidelines contained or referred to in this handbook. We are also aware that the 2016-2017 student handbook is accessible online at www.hu-ms2.org, and that any changes or updates to this handbook will be posted on the HOWARD UNIVERSITY MIDDLE SCHOOL OF MATHEMATICS AND SCIENCE website.

Directions for return of this form throughout the 2016-2017 school year:

Student and Parent/Guardian review handbook.

1. Parent/Guardian sign handbook acknowledgement below.
2. Tear out this page from handbook
3. Student returns this page to homeroom teacher by September 2, 2016. New and transfer students registering after the start of the 2016 -2017 school year must return this acknowledgement page within one week after receipt.

Student Name: _____

Student Grade: _____

Student School: _____

Parent Name: _____

Parent Signature: _____

Date: _____

MIDDLE SCHOOL OF MATHEMATICS & SCIENCE



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HOWARD

UNIVERSITY

Student and Family Handbook
School Year 2016-2017

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INTRODUCTION

The **Howard University Middle School of Mathematics and Science Family Handbook** provides information to help:

- Students have a productive, enjoyable, and successful experience at (MS)², and
- Parents/guardians fulfill the goal of effectively supporting their child in the (MS)² environment.

We urge you to study the handbook and become familiar with all of the information presented. Use it as a reference and guide to develop an understanding of the resources and policies at Howard University Middle School of Mathematics and Science. Please take time to review each section with your child so that he/she is clear of the expectations and underpinnings of the operations of the school.

Throughout the year, we will also review and discuss the different components of the handbook with students. In this way, they will know we are working together as a team to ensure that they have a productive year.

MISSION STATEMENT

The mission of Howard University Middle School of Mathematics and Science is to provide a sound foundation in all subjects, with a concentration in mathematics, science and technology in an enriched educational environment that prepares students to succeed in high school and beyond. In the tradition of Howard University, the Howard University Public Charter Middle School of Mathematics and Science (MS)² provides an educational experience of exceptional quality for a diverse population of students in grades six, seven and eight.

Not only does our curriculum emphasize mathematics and the sciences as core disciplines, but also within all content areas to develop and support students' problem solving skills and creativity. Standards-based instruction, facilitated through student centered and inquiry-based activities, ignites student creativity and builds academic confidence, thereby providing opportunities for exploration, discovery and knowledge building. Our students are afforded educational programs and services that foster their intellectual, psychological, social and emotional well-being and instill a desire to strive for excellence and to pursue life-long learning. (MS)² encourages the academic risk-taking needed to master the rigorous academic disciplines and celebrate all efforts. The relationship with Howard University enriches both institutions through a continuum of care provided to its students and supported through collaborative efforts of parents, teachers, school staff, university personnel, and the community.

Admissions

HOWARD UNIVERSITY MIDDLE SCHOOL OF MATHEMATICS AND SCIENCE is a free, open-enrollment, public school for District of Columbia children who meet our age requirements. Open enrollment for the 2016 – 2017 school year will begin on January 6, 2016. Applications will be available at our school and on <http://www.hu-ms2.org>. Applications received on or before the enrollment deadline will be entered into the HOWARD UNIVERSITY MIDDLE SCHOOL OF MATHEMATICS AND SCIENCE lottery. Applications received after the last day of open enrollment will be placed on the appropriate waitlist in the order received. Families may only apply once for each child. Multiple applications for a single student will be discarded. Applications and waitlists do not carry over from one year to the next. Sibling preference only applies for siblings who apply during the open enrollment period.

Who May Enroll a Student?

Students must be enrolled by either a biological parent or a legal guardian. A biological parent must be listed on the child's birth certificate; a legal guardian must have court documentation of legal guardianship. In the absence of either of these documents, HOWARD UNIVERSITY MIDDLE SCHOOL OF MATHEMATICS AND SCIENCE accepts the

Attestation of Other Primary Caregiver, when verified by a 3rd party government official, on a case by case basis.

Withdrawal

When a family moves from Washington, D.C. or decides to withdraw their child for any reason, they must complete a withdrawal form. Withdrawal forms can be obtained from the main office. Parents must indicate the new school of enrollment within 10 school days of withdrawal, or HOWARD UNIVERSITY MIDDLE SCHOOL OF MATHEMATICS AND SCIENCE is required by law to contact D.C. Child and Family Services. No student records will be released to subsequent schools if a withdrawal form is not completed.

Age Requirements

At HOWARD UNIVERSITY MIDDLE SCHOOL OF MATHEMATICS AND SCIENCE our age criteria are as follows:

Grade	Minimum Age on 9/30	Maximum Age on 6/02
6th	Family must provide proof that student was promoted from the previous grade	13
7th		14
8th		15

If a student fails a grade at HOWARD UNIVERSITY MIDDLE SCHOOL OF MATHEMATICS AND SCIENCE and as a result becomes too old to attend, our age policies must be followed, and the student must withdraw.

Lottery

If the number of applications exceeds the number of spaces available, a lottery is held to determine the order in which students are offered seats. Per the District of Columbia School Reform Act, siblings (students who share a biological parent) of current HOWARD UNIVERSITY MIDDLE SCHOOL OF MATHEMATICS AND SCIENCE students (enrolled during the 15 – 16 school year) receive preference in the lottery should they apply during the open enrollment period. Students applying after the open enrollment period will be added to the wait list on a first-come first-served basis.

NOTICE OF NON-DISCRIMINATION

In accordance with Title VI of the Civil Rights Act of 1964 (“Title VI”), Title IX of the Education Amendments of 1972 (“Title IX”), Section 504 of the Rehabilitation Act of 1973 (“Section 504”), Title II of the Americans with Disabilities Act of 1990 (“ADA”), and the Age Discrimination Act of 1975 (“The Age Act”), applicants for admission and employment, students, parents, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with Howard University Middle School of Mathematics and Science are hereby notified that Howard University Middle School of Mathematics and Science does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment or employment in, its programs and activities.

For inquiries or to file a complaint regarding Howard University Middle School of Mathematics and Science compliance with ADA, Section 504 as it relates to employees or third parties, and compliance with Title VI, Title IX, and the Age Act as it relates to students, employees and third parties contact:

Section 504, ADA, Title VI, Title IX, and Age Act Coordinator
Special Education Coordinator
405 Howard Place, NW
Washington, DC 20059
Email: info@universitymiddleschool.org
Tel: (202) 806-7725

Re-Enrollment Procedures

Parents of current students wishing to attend HOWARD UNIVERSITY MIDDLE SCHOOL OF MATHEMATICS AND SCIENCE during the 2016 – 2017 school year must notify HOWARD UNIVERSITY MIDDLE SCHOOL OF MATHEMATICS AND SCIENCE by completing a re-enrollment form by the spring deadline and all applicable related paperwork by the school specified deadline. Forms and reminders will be sent home well before the deadline. Parents of current students who miss the deadlines must submit an application to be considered for re-enrollment. Former students do not receive preference in the lottery or on the waitlist.

Residency

The enrolling parent or guardian must be a resident of Washington, D.C. and able to prove so using the documents outlined in the Office of the State Superintendent's *Residency Verification Guidelines* by the deadlines specified by the school, both during initial enrollment, and on each subsequent re-enrollment. If at any time HOWARD UNIVERSITY MIDDLE SCHOOL OF MATHEMATICS AND SCIENCE has reason to believe that a student is not a resident of the District of Columbia, a residency investigation will be conducted. During a residency investigation, families will have two business days to provide the appropriate documentation. Due to demand for seats at HOWARD UNIVERSITY MIDDLE SCHOOL OF MATHEMATICS AND SCIENCE from Washington, D.C. residents, we are unable to accept out-of-state tuition paying students, and a non-resident finding will result in mandatory withdrawal and a referral to the Office of the State Superintendent of Education. HOWARD UNIVERSITY MIDDLE SCHOOL OF MATHEMATICS AND SCIENCE, the Office of the State Superintendent of Education (OSSE), and the D.C. Attorney General's Office are required by law to pursue retroactive tuition for all students who are found to be non-residents for the period of time they were enrolled. Presentation of false, forged, or doctored proof of residency will also result in immediate withdrawal and a referral to the Office of the State Superintendent of Education.

(MS)² Academics and Curriculum

Academics

Our math and science teachers use research-based methods to ensure our students are performing at the highest levels in the city. Students are exposed to a well-rounded curriculum including social studies, science, arts, music, languages, sports, and social skills development.

In the 2016-2017 school year, all of the instruction at our HOWARD UNIVERSITY MIDDLE SCHOOL OF MATHEMATICS AND SCIENCE schools will be aligned to the Common Core State Standards. Teachers have spent many hours preparing for the instructional shifts that need to happen in order to ensure that students master these more rigorous standards. The standards themselves are available at <http://www.corestandards.org/>.

(MS)² uses a unique curriculum based on nationally recognized standards of learning. Inclusive in this are the learning standards of the District of Columbia Public Schools (DCPS). Our learning standards are designed to encourage the highest achievement of every student, by defining the knowledge, concepts, and skills that students should acquire at each grade level. The new learning standards in reading/English language arts, mathematics, science, and social studies are among the best in the nation, and are the cornerstone of (MS)²'s commitment to provide each student with an excellent education. As a District of Columbia public charter school, our annual state assessment is based on DCPS Standards. You can download complete copies of these standards at:

<http://www.k12.dc.us/dcps/Standards/standardsHome.htm>
<http://www.k12.dc.us/dcps/Standards/standardsHome.htm>

The following courses are offered at (MS)²:

- Mathematics (including Pre-Algebra, Algebra I & Geometry)*
- Science*
- Technology Applications
- English/Language Arts*
- Social Studies*
- Spanish
- Music
- Art
- Physical Education and Health
- Reading

***This is a core subject.**

Note: All students in grades 6, 7 and 8 are required to submit a STEM Fair Project. This project is a major part of the 1st and 2nd Quarter Grade.

SCHOOL GRADING AND PROMOTION

The question of promotion is one that challenges every school, at every grade level. At (MS)², we know that neither automatic retention nor automatic promotion is the solution for students who do not successfully complete their work. Given the importance of the decision, our promotion policy is designed to provide students with optimal learning opportunities throughout the year to achieve at proficient or advanced levels.

The goal is that all students have the support needed to move forward successfully from one level to the next. To be considered for promotion, students must at least satisfactorily complete work in their core courses. For the prevention of academic failure, we have carefully planned a proactive approach that includes parents, teachers, students and administrators. Through ongoing monitoring of student performance, starting before the first day of class, appropriate interventions will be provided to ensure academic success for all students.

Evaluation of student achievement focuses on academic performance and other dimensions of student growth. The Head of School is ultimately responsible for determining the placement that best meets the student's academic, social, emotional and physical needs; each member of the school Instructional Team is responsible for evaluating the growth of each individual.

Report Cards and Mid-Terms

There are two types of reports that **officially** communicate student academic progress. The reports are:

- The mid-quarter **Progress Report**, distributed at the midpoint of each quarter, presents the progress (grades) of the student for the first-half of the specific grading period.
- The end-of-the quarter **Report Card**, distributed at the end of each quarter, presents the end of quarter grades and the cumulative progress for the academic year-to-date.

HOMEWORK POLICY

Purposes of Homework:

Homework prepares for, reinforces and extends learning; strengthens skills and concepts introduced in the classroom; activates prior knowledge and assesses student understanding; and establishes study habits and promotes independence and academic responsibility.

The administrators and faculty at Howard University Middle School of Mathematics and Science (MS)² believe that homework aids in preparing students for classroom instruction and reinforces new learning. Classroom instruction is enhanced through the practice, application, and reinforcement of learning in order to strengthen the acquisition of knowledge and skills.

The completion of homework assignments assists in the development of good study skills, work habits, and research skills by promoting personal responsibility, time management, and critical thinking skills.

Homework fosters opportunities for parents to become an essential part of their child's daily learning and endorses communication between the school and home.

Homework Factors That Impact Student Learning:

- Quality of homework assigned
- Student motivation
- Family Support

Homework Time Guidelines:

It is our policy for teachers to assign meaningful homework on a regular basis and that students complete all homework that is assigned. Students may be expected to spend a maximum of 2-3 hours per night to complete homework assignments. However, the amount of time devoted to homework can vary considerably depending upon grade level, the nature of a particular assignment, and the student's study skills and habits. We urge parents to establish a homework policy for your child at home that dictates when and where homework is to be completed each day.

(MS)² Administration Responsibilities:

- Periodically engage in research and review literature on relevant homework concerns and trends.
- Annually review the homework policy and guidelines with all stakeholders through various means of communication.
- Review homework practices and procedures by teacher's consistent implementation across grade levels.
- Collect and review data of the number of students completing homework consistently across all subject areas.

Develop an incentive program for the population of students that have accurately completed and submitted assignments consistently.

Teacher Responsibilities:

- To plan appropriate homework, which will reinforce skills already taught in the classroom.
- Post 100% of all homework assignments in Google Classroom, with clear and explicit instructions necessary to complete each assignment and within a timely manner.
- Utilize Google Classroom as the vehicle for submission of homework.
- In order to assist students with the most effective use of Google Classroom, review the operational aspects of the various activities with students in the classroom prior to assigning them for homework.
- Establish homework value that is commensurate, grade-wise to its importance and to communicate, clearly and explicitly, to parents and students (orally and in writing), the expectations, and how homework fits into the grading policy.
- To give clear and concise instructions for the completion and submission of homework.
- To check daily homework for completeness and mastery of skills, and return it within 3 school days. Update PowerSchool with a textual "indicator" of assignment(s)' status.

- Establish consequences for not completing assignments
- Provide accommodations and modifications for students who have IEP's/504 Plans.
- To re-teach where completed homework indicates student lack of understanding or mastery of a concept.
- Inform students when they are available to provide assistance.
- To document communication with parents regularly when a student does not meet homework requirements. In the case of repeated, chronic problems, to set up with the parents, a homework-monitoring plan and notify administration.
- To periodically give feedback to parents and students on academic progress, including performance on homework assignments.

Student Responsibilities:

- Students must complete all homework assignments and submit them when due.
- Students must seek assistance from their teacher whenever they have problems completing the homework assigned.
- Students placed on an intervention plan for repeated violations of the homework policy are responsible for adhering to a specific plan.
- Refer to the class syllabi for in-class homework policies.

Parent Responsibilities:

- Consistently monitor student progress and submission of homework via PowerSchool and Google Classroom
- Provide an appropriate environment and the necessary supplies for the completion of all homework assignment. Such an environment would include one with sufficient lighting, adequate space, and isolation from extraneous sounds.
- Motivate and support students to comply with the (MS)² homework policy.
- Inform teachers and administrators of any barriers that may interfere with the completion of homework assignments.
- Instruct your child to collect all missing assignments due to absence and follow up with your child to make sure that the assignments have been received and completed.
- Refer to the class syllabi for in-class homework policies.

Additional Support:

- 100% of all homework assignments will be posted on Google Classroom.
- Use of homework progress sheets.
- Academic advisement sessions with the Grade Level Team and the Counseling department.

STUDENT SUPPLIES

We recommend that students bring the following to school each day;

- 2 ballpoint pens, blue or black ink
- 2 pencils, mechanical optional
- 1 yellow highlighter pen, any size tip
- 1 or 2 three-ring binders with plain front cover and appropriate amount of loose leaf paper
- 6 subject dividers with the pocket folders
- Graph paper
- Ruler

Additionally, teachers will make specific requests throughout the year.

STANDARDIZED TESTING

The District of Columbia is a governing state in the Partnership for Assessment of Readiness for College and Careers (PARCC), thus the PARCC test is administered to all students at (MS)² at least twice per year. This test is the state assessment used to evaluate the school’s Adequate Yearly Progress (AYP) and is mandated for all District of Columbia public and charter schools.

In addition, the Northwestern Evaluation Association (NWEA) test, an independent test used to assess student achievement and gauge performance, is administered three times per year to all (MS)² students.

Grade Scales

HOWARD UNIVERSITY MIDDLE SCHOOL OF MATHEMATICS AND SCIENCE utilizes the following grade scale

Grades 6– 8 Grades & GPA E q u i v a l e n t s :

A = 93-100	A = 4.0	C+= 77-79	C+ = 2.3	F=63 and below	F = 0.0
A- = 90-92	A- = 3.7	C = 73-76	C = 2.0		
B + = 87-89	B + = 3.3	C- = 70-72	C- = 1.7		
B = 83-86	B = 3.0	D+ = 67-69	D+ = 1.3		
B- = 80-82	B- = 2.7	D = 64-66	D = 1.0		

Honor Roll

Alpha Honors: students must achieve a 3.5 – 4.0 GPA for the quarter with no Cs, Ds or Fs

Beta Honors: students must achieve a 3.0 – 4.0 GPA for the quarter with only 1 C and no Ds or Fs

National Junior Honor Society

To be inducted into the National Junior Honor Society (NJHS), a student must have at least a 3.0 GPA on a 4.0 scale with no Cs, Ds or Fs

Course Credit

Scholars at the Howard University Middle School of Mathematics and Science can receive credit that transfers to high school for the following courses:

- Algebra 1
- Geometry
- Spanish 1

To receive credit for these courses the scholar must meet the following criteria:

- To receive credit for Spanish 1
 - Scholar must earn at least a C in Spanish 1A and a C in Spanish 1B

- To receive credit for Algebra 1
 - Scholar must receive at least a C in Algebra 1A and Algebra 1B or
 - Scholar must receive at least a C in Algebra 1

AND

 - Scholar must score at least a C on the Algebra EOY exam
- To receive credit for Geometry
 - Scholar must receive at least a C in Geometry
 - AND
 - Scholar must receive at least a C on the Geometry EOY exam

Grading Policy

Policy for Updating Grades in PowerSchool:

PowerSchool is the student information system used by Howard University Middle School of Mathematics and Science. Teachers at our school will update student grades by Friday of each week for every student in every class that they taught that week based on our school schedule. Our school operates on a modified A/B day schedule (we have an STEM Day schedule where S and E days have the same schedule and T and M days have the same schedule)

Grading Policy for Daily Homework:

1. Homework is due on the assigned date during the assigned class period.
2. Homework that is turned in one day late will be accepted for a maximum of 50% credit. (The student must complete the work and have everything correct to receive 50% credit. Homework that is incomplete will not receive any credit)

Grading Policy for Short-term, Long-Term Assignments and Projects:

1. Projects and long-term assignments are due on the assigned date during the assigned class period.
2. Projects, short-term and long-term assignments that are turned in late will be accepted and graded as follows:
 - a. The student losing 10% of the grade for each school day that the assignment is late. for 5 days. After 5 school days the assignment will not be accepted. (Example: If an assignment was worth 100 points and the student turned it in one day late the student's maximum grade would be 90 with any deductions taken from the 90. On the second day late the student's maximum grade would be 80 with deductions taken from the 80.)
 - b. Extra Credit will NOT be offered unless a student is failing a subject AND the student has completed all homework and assignments for the class.

Long-term and projects are considered to be assignments that may take 2 or more days to complete.

Standards for Promotion

Promotion Criteria

- If the child fails (Ds or Fs) either math or English, then the school reserves the right to retain the student.
- If the child fails (Ds or Fs) two classes (for example: science and social studies), then the school reserves the right to retain the student.

To be promoted to the next grade level each school year, each middle school student must:

- Receive no more than one D and no Fs in any core subject. *
- Perform at grade Level or higher on the NWEA assessment in mathematics, and reading
- Demonstrate the ability to function at the next level academically
- Organizational skills and work habits that are commensurate with requirements at the next grade level
- Meet the Attendance requirements (as described above)

Demonstrate a level of maturity-including social, emotional and physical factor

School Counselors will make notification that a child has met one or more of the criteria for retention to the Head of

School and parents. Parents may schedule an appointment to discuss the matter with the counselor(s) and Head of School. The Retention Committee (grade level committee and an administrator) will consider each individual on a case-by-case basis to assess the contributing factors to the situation. The Retention Committee recommendation regarding promotion or retention will be based on the totality of the circumstances and will be provided to the Head of School who will make the final and binding decision.

Attendance

- If a child has 10 or more excused or unexcused absences per quarter, the school reserves the right to fail the student for that quarter.
- If a child has 20 or more excused or unexcused absences per school year, the school reserves the right to retain that student.

Note: 3 unexcused tardys equal 1 unexcused absence

Academics (Grades 6 through 8)

Benchmarks/Interim Exams (aligned with the HOWARD UNIVERSITY MIDDLE SCHOOL OF MATHEMATICS AND SCIENCE standards) will be given in reading/language arts, math, science, and social studies. A student must demonstrate grade level mastery to be promoted to the next grade.

Summer School

- Students receiving between a 68 (D+) and a 59 (F) in a core course (Mathematics, English, Science, Social Studies) at the end of the school year will be required to attend summer school.
- Students may not take more than 2 courses in summer school.
- Students who accrue more than 3 excused or unexcused absences in summer school will be removed from the summer program and will be retained.

Students who are failing one or more core academic subjects or scoring less than Proficient on the PARRC assessment in mathematics, reading or language arts will be considered “at risk”. For a student “at risk,” the Head of School and Instructional Team will make a recommendation from the following alternatives:

- Attendance at summer school
- Supplemental instruction/ assignments/tutoring or other interventions as determined by the school;
- Repeat the entire year (with enhanced supports available and an alternative approach to the delivery of the subject matter that promises greater opportunity for success).

Students entering the school at the 6th grade level will be given diagnostic assessments in mathematics and reading/language arts. Any student placing more than 2 grade levels below the beginning 6th grade level will be considered “at risk” and the accompanying recommendations listed above will apply.

Note: HOWARD UNIVERSITY MIDDLE SCHOOL OF MATHEMATICS AND SCIENCE considers Ds and Fs failing grades (anything below 70%).

Methods of Notification of Academic Concern

Notification methods may include at least one of the following:

- Attendance alerts if students are on pace to be in jeopardy (3 absences per advisory).
- Deficiency notices in math, reading/language arts, science, and social studies.
- Weekly PBIS points to students reporting on behavior, homework, and class performance.

- Parent conferences scheduled at the discretion of the parent, a teacher, or the Head of School.
- Quarterly report cards.
- Tests and quizzes given in class are signed by parents.

EXTENDED ENRICHMENT

(MS)² has an extensive Extended Enrichment program designed to pique the interest level of every student. From 3:30 PM to 4:30 PM, Monday through Thursday, your child will engage in activity-based learning that supports the core content areas and/or the elective courses. Extended Enrichment is a mandatory part of the school day for all students.

Extended Enrichment club opportunities vary each year based on the dynamic individuals and organizations that we work with. Club options include:

- Architecture Club
- Science Exploration Club
- Engineering
- Broadcast Media
- Yearbook Club
- Team Sports
- Performing Arts
- Capoeira
- Mathematics and Weaving
- Band
- Visual Arts
- Girls, Inc.
- Robotics

STUDENTS WITH DISABILITIES

Students with disabilities are expected to master the general curriculum to the maximum extent appropriate with the use of supplementary aides and services. The Individual Education Plan (IEP) goals and objectives developed by the School Team and parents determine how a student with disabilities is expected to meet the (MS)² promotion criteria and must be documented in the student's IEP.

Individual Educational Plans (IEPs) and Special Education

Parents of new students should advise the Special Education Coordinator of any previous IEPs or special services their child received in the past. If a student received special education services at his or her old school, he or she will not be officially enrolled until HOWARD UNIVERSITY MIDDLE SCHOOL OF MATHEMATICS AND SCIENCE has the complete IEP and evaluations. All parental requests for evaluations must be made in writing. If a teacher or parent believes a student should be evaluated for special education services, written parental permission must be obtained before any formal evaluation is undertaken. Any requests for evaluation that are made contemporaneously to a disciplinary incident shall only be considered following the outcome of the disciplinary hearing. Evaluations will begin with an in-school committee consisting of the Head of School or designee, a regular teacher, the referring teacher, and the parent. If warranted, the evaluation will continue with a specialized external team provided by HOWARD UNIVERSITY MIDDLE SCHOOL OF MATHEMATICS AND SCIENCE, which will also involve the parent. The purpose of referrals is to determine the most support we can provide for each child in the least restrictive environment. For more information regarding Special Education Services at HOWARD UNIVERSITY MIDDLE SCHOOL OF MATHEMATICS AND SCIENCE please the campus Special Education Department. Please note, end of year referral requests will have no impact on retention decisions.

A final parent meeting will be held at which point the school will recommend that the parent(s) continue to work on school readiness at home or at a childcare setting, rather than a *school setting*, for the remainder of the school year and

encouraged to reapply for the following year when the child is prepared to function in an age appropriate manner in a school setting. *Please note that the school readiness decision is determined by the Head of School and is dependent upon the severity of the concern(s). This policy does not apply to special education students or students with special education concerns.*

Field Trips, Permission Slips, and Behavior Expectations

Field Trips are one of the many ways we reward students who are doing the right things. Students must earn field trips either through their PBIS balances, homework, attendance, grades, behavior, or other criteria. The school reserves the right to exclude students from field trips.

Local Field Trips

No child will be permitted to leave the school for a field trip if they do not have written permission. Please sign all permission slips in a timely manner. Teachers will leave your child, under adult supervision, at the school, if written permission is not received or if the child has not satisfied the requirements made by the teacher.

Out -Of –State Field Trips

No child will be permitted to leave the school for an out-of-state field trip if they do not have written permission or they have an outstanding fee balance. Please sign all permission slips in a timely manner. Parents must attend the pre-trip meeting and sign all relevant documents in order for their student to go on the out-of-state trips.

Local and End of Year Field Lessons

Our local field lessons during the year, as well as our field lessons, serve as culminating activities, which the students must earn through excellent behavior and outstanding homework.

Mid and End of the Year Trips

Trips are designed to inspire the HOWARD UNIVERSITY MIDDLE SCHOOL OF MATHEMATICS AND SCIENCE students to want to matriculate into college and explore more of the wondrous sites in our world. These trips open up their eyes to the numerous and different places they can explore later in life.

These trips will give the students a clearer understanding of the larger world around them and the opportunity to apply their learning in areas outside of their home community. However, the students must earn the privilege of attending the trip. The trip will be earned throughout the year and will be reflected through gains on the student's paycheck. Not all students will attend these trips. Students can earn the trip through their PBIS balances or by teacher invitation.

Students will not be allowed to attend the trip due to low PBIS balances, attendance problems, or due to behavior issues (suspensions, repeated disruptions, any incidents that cause the teachers to feel they cannot take the student on the trip), or outstanding student balances. If there are any behavior problems, or issues with disruptive parents, on the end of the year trips, students will be banned from future end of the year trips.

Records and Record Keeping

Student Privacy

HOWARD UNIVERSITY MIDDLE SCHOOL OF MATHEMATICS AND SCIENCE complies with all D.C. and federal laws regarding student privacy. Please see the attached FERPA and PPRA notices for more information.

Viewing Student Records

Parents or legal guardians may request to view their child's records. Requests should be made in writing to the school Head of School. The school will schedule an appointment within 15 school days of the written request. Records must be viewed under the supervision of the school Head of School or their designee and may not be removed from the school's main office. Special education records are filed separately from regular student records. Requests to view these records should be made directly to the Special Education Director.

In the case of a withdrawal, records will be transferred directly to the receiving school from HOWARD UNIVERSITY MIDDLE SCHOOL OF MATHEMATICS AND SCIENCE upon the completion of the withdrawal form, and receipt of a records request from the receiving school. Under no circumstances will cumulative files be released to parents or guardians.

Health Records

It is essential that parents cooperate with the school in bringing all medical records, including doctor's visits, dentist's visits, and immunizations, up to date annually. Children whose records are not up to date in accordance with state guidelines by deadlines set by the school may be excluded from school until records are brought up to date. Thank you for helping us protect your child's health.

Student Fees

If there are still student fees outstanding on any student account – lunch, activity fees, or any other fees – transcripts and report cards will not be released to the student, parent, or another school, nor will that student be permitted to participate in any overnight trips, promotion activities or field trips. Once the balances have been paid, transcripts, report cards, and records will be released and the student may attend the trips and participate in activities if there is still space available. HOWARD UNIVERSITY MIDDLE SCHOOL OF MATHEMATICS AND SCIENCE accepts cash and money orders. HOWARD UNIVERSITY MIDDLE SCHOOL OF MATHEMATICS AND SCIENCE does not accept personal checks.

Student Expectations

Attendance

Students are expected to attend school **every day** that we are in session. Excessive absences will be considered as a factor in any retention decision. Students are expected to be on time every day. For every three times a student is late it will be considered an unexcused absence. Students are expected to complete all class work and homework they miss while absent.

Consequences of Absences

We understand that children get sick and that emergencies come up, but good attendance is critical to their education. Please be aware that the following are part of the HOWARD UNIVERSITY MIDDLE SCHOOL OF MATHEMATICS AND SCIENCE attendance policy:

- If a student has 3 or more unexcused absences during summer school, they will be automatically un-enrolled and retained.
- Students who reach 3 absences in one advisory, or 5 absences during the year, will be required to complete an attendance/truancy intervention plan with the school.
- If a student has 10 or more unexcused absences (consecutive or non-consecutive), we will report the situation to Court Social Services and/or the OAG-Juvenile Division and the student will fail the quarter
- If a student is absent for 10 consecutive days, unexcused, they will be automatically un-enrolled.
- If a student has 15 or more unexcused absences (consecutive or non-consecutive), we will make a referral to Truancy Court.
- If a student has 20 or more unexcused absences, they will be automatically un-enrolled.
- If a student has 20 or more excused or unexcused absences, retention will be seriously considered.
- If a student has 10 or more unexcused absences (consecutive or non-consecutive), we will report the situation to Child and Family Services and the child will fail the quarter. We will report the situation again if there are 15 or 20 unexcused absences.

Reporting Absences

Parents need to report all absences to the school's attendance coordinator as soon as the need for absence is known. Additional information will be required for the absence to be excused (see below). If we do not receive notification of the absence in advance, we will call the parents to ascertain the reason for the absence. ***All documentation of excused absences must be received no later than 5 days following the absence. If documentation is not received in the appropriate timeframe, the absence will be considered unexcused.***

Excused Absences

All absences will be reported as unexcused absences unless the school receives the following documentation:

- For the first three, single day, absences due to illness, HOWARD UNIVERSITY MIDDLE SCHOOL OF MATHEMATICS AND SCIENCE will accept a parent's note. If an illness is longer than one day, or has exceeded three days during the school year, then a doctor's note specifying the excused days is required. Students who have regularly scheduled visits to a doctor or dentist, only the portion of the day spent at the appointment plus travel is excused, students are expected to be in school before and/or after the appointment
- Parent supplied note describing Religious holidays observance;
- Parent note indicating there is a family funeral – the child will be excused only for the day of the funeral unless extenuating circumstances apply (must be approved by an administrator);
- Parent note indicating there is a family emergency – emergencies include house fires, house floods, or incidents of violence in the home. An emergency is defined by the presence of an emergency response team (fire, ambulance, police, CPS, etc.). Children are expected to be at school as soon as possible after the situation is resolved; or
- Court documents mandating a court appearance – the child will be excused only for the day(s) indicated on the court documents.

- Student **illness** (a doctor's note is required if a student is absent for more than five days);
- Death in the student's immediate family;
- Temporary **school closings** due to weather, unsafe conditions or other emergencies;
- Failure of DC to provide transportation where legally responsible;
- Suspension or exclusion from school by school authorities;
- Absences to allow students to visit their parent or legal guardian, who is in the military; immediately before, during or after deployment;

Unexcused absences are when school-aged students are absent from school without a valid excuse, with or without parental approval. The following are unexcused absences:

- Babysitting
- Traffic
- Doing errands
- Extended travel (domestic or international)
- Oversleeping
- Cutting school or classes

School Attendance Law

The District of Columbia Compulsory School Attendance Law 8-247 and DC Municipal Regulations Title V Ch. 21 govern mandatory school attendance and the ways schools must respond when students are truant.

The Compulsory School Attendance Law states that parents/guardians who fail to have their children attend school are subject to the following:

- Truancy charges may be filed against the student or parent;
- Neglect charges may be filed against the parent;
- Parents may be fined or jailed;
- School-aged students may be picked up by law enforcement officers during school hours for suspected truancy;
- Students may be referred to Court Diversion and other community based interventions;
- Students will be referred to SST and school based intervention services;
- Metropolitan Police Department (MPD) and the Office of the State Superintendent of Education (OSSE) will receive notice of all students with 10 or more unexcused; and Parents and students may be assigned community service and placed under court supervision/probation.

What is truancy?

Truancy is the unexcused absence from school by a minor (5-17 years of age) with or without approval, parental knowledge, or consent.

Long Term Absences

If your child is absent for a week or more, please contact the office immediately upon return and make arrangements with your child's classroom teacher for assignment completion. Depending upon the nature of the illness or emergency, children will be responsible for keeping up with their class work. While HOWARD UNIVERSITY MIDDLE SCHOOL OF MATHEMATICS AND SCIENCE will make reasonable efforts to assist a child in keeping up with class work, HOWARD UNIVERSITY MIDDLE SCHOOL OF MATHEMATICS AND SCIENCE does not provide homebound

instruction or private tutors for children who are out for extended periods of time due to illness. If a student is absent for any reason for 10 consecutive days without parent notification or 20 days with notification, the student will be automatically dropped from the roster and withdrawn. If a student has 10 or more unexcused absences (consecutive or non-consecutive), we will report the situation to Child and Family Services.

Tardy, Early Dismissals & Appointments

Students who are tardy must sign in with the main office and must provide a valid reason for their tardiness. Please remember that tardy students are a disruption to the educational program and that three unexcused tardies are equivalent to one absence.

If your child has a medical or dental appointment or a family emergency, requiring you to come to school requesting an early dismissal, please write a note to the attendance coordinator ahead of time. All early dismissals are made from the office, not from the classroom. Parents are required to sign-out students from the office. Please try to arrange appointments for after school whenever possible. A child will be dismissed early only to a parent or other properly authorized and identified adult. HOWARD UNIVERSITY MIDDLE SCHOOL OF MATHEMATICS AND SCIENCE only excuses the portion of the day required for the appointment and transportation to and from the appointment. It is HOWARD UNIVERSITY MIDDLE SCHOOL OF MATHEMATICS AND SCIENCE's expectation that that the remainder of the day be spent in class.

Summer School Attendance

Students are expected to attend every day that we are in session during the summer. Every three tardies will be considered an absence. Students are expected to complete all class work and homework they missed while absent. If students are absent for 3 or more days, the student will be automatically dropped from the roster and will be unenrolled from HOWARD UNIVERSITY MIDDLE SCHOOL OF MATHEMATICS AND SCIENCE. Preschool students do not have a summer session.

Saturday School Attendance

Starting in September, there will be Saturday School sessions scheduled from 1 to 3 times a month. During this time, students will be exposed to academic enrichment activities. We believe that more time in school equals more success in life, thus Saturday School is a large component of our program and attendance is mandatory for students who have been assigned this intervention.

Arrival

Students are expected to arrive to school no later than 7:45am. Students can arrive to school as early as 7am. They are to enter in the 2nd floor door and proceed to the auditorium where they will be supervised by an associate dean until time for dismissal to class. Students will have an opportunity to go to the cafeteria to have breakfast. Children will not be supervised or allowed into the building before the school's official arrival time. Students are released from the auditorium and the cafeteria at 7:45 AM to go to their advisory

Dismissal

When Extended Enrichment is in session, students are dismissed at 4:30pm. When Extended Enrichment is not in session, students are dismissed at 3:30pm on regular school days and at 12:30pm on half days. Students will be dismissed to an approved adult. Students are dismissed at the school's official dismissal time. We schedule dismissal in order to provide flexibility to parents. Please make sure that someone is here to pick up your child at the end of dismissal time.

Safety, Order, and Student Discipline

Safety, order and student discipline are fundamental to learning at HOWARD UNIVERSITY MIDDLE SCHOOL OF MATHEMATICS AND SCIENCE. While students need a challenging curriculum, dedicated teachers and proper materials, they must also have a secure environment in which to learn. It is the policy of HOWARD UNIVERSITY MIDDLE SCHOOL OF MATHEMATICS AND SCIENCE that a safe environment conducive to learning shall be maintained at school in order to provide an equal and appropriate educational opportunity for all students. HOWARD UNIVERSITY MIDDLE SCHOOL OF MATHEMATICS AND SCIENCE does not tolerate the following behaviors: fighting; classroom distractions; possessing, using, or threatening to use weapons; or the unlawful possession, use or distribution of drugs by HOWARD UNIVERSITY MIDDLE SCHOOL OF MATHEMATICS AND SCIENCE students on school properties or at any school sponsored or supervised activity. **HOWARD UNIVERSITY MIDDLE SCHOOL OF MATHEMATICS AND SCIENCE will notify our School Resource Officers or MPD directly, for any action that violates local or federal laws.**

Students will be subject to disciplinary action if they engage in prohibited conduct either while on school property, while attending any school-sponsored activity, or while in transit going to or returning from the HOWARD UNIVERSITY MIDDLE SCHOOL OF MATHEMATICS AND SCIENCE campus, whether on foot, or via train, bus, or car. Such disciplinary action may include but not be limited to the following measures: suspension, expulsion, and/or exclusion from school and all school sponsored activities. Students may also be disciplined for conduct committed away from school property and outside school hours if the conduct is detrimental to the best interests of HOWARD UNIVERSITY MIDDLE SCHOOL OF MATHEMATICS AND SCIENCE, adversely affects overall school discipline, and/or results in a criminal charge or conviction. HOWARD UNIVERSITY MIDDLE SCHOOL OF MATHEMATICS AND SCIENCE shall provide a fair and consistent approach to student discipline, within the context of students' rights and responsibilities.

Defining School Procedures

All students, teachers, and parents will sign the HOWARD UNIVERSITY MIDDLE SCHOOL OF MATHEMATICS AND SCIENCE (MS)² *Way Memorandum of Understanding*. By doing so the children, parents and teachers are clear on the expectations of the school before the school year begins. The (MS)² Orientation Team will conduct orientation for the newly enrolled students to explain the expectations of the school, face to face, prior to the opening of school. The students and parents will have ample time to ask questions of the teachers about the high expectations at HOWARD UNIVERSITY MIDDLE SCHOOL OF MATHEMATICS AND SCIENCE and discuss plans for meeting those expectations. If a child enrolls after the school year has begun, is a sibling of a current HOWARD UNIVERSITY MIDDLE SCHOOL OF MATHEMATICS AND SCIENCE student, the Orientation Team will conduct the orientation no later than 3 days after the student begins school.

Summer Bridge focus heavily on acclimating students and parents to school procedures, values, and discipline. During the regular school year, students attend Town Hall Meetings that are conducted by a Grade Level Leads and the Dean of Students and are focused on issues relating to discipline, organization, school values, and school procedures.

Expectations for Time on Task

HOWARD UNIVERSITY MIDDLE SCHOOL OF MATHEMATICS AND SCIENCE does not tolerate classroom distractions because of its belief that one or two students should not be permitted to hold back an entire class. During the summer, we will introduce the students to a zero tolerance policy on classroom disruptions. If students are being disruptive or are off-task, they will be subject to the disciplinary actions listed below. **The ultimate goal is that through high quality instruction, problem solving and teaching the (MS)² Way, the majority of issues are handled by the classroom teacher.** The faculty and families should expect to have parent conferences regularly during the school year as children become familiar with HOWARD UNIVERSITY MIDDLE SCHOOL OF MATHEMATICS AND SCIENCE procedures.

In-class discipline

HOWARD UNIVERSITY MIDDLE SCHOOL OF MATHEMATICS AND SCIENCE will adhere to the *(MS)² Way* as guidelines for in-class learning and behavior expectations. Alternative disciplinary actions (i.e. actions other than suspension, expulsion, etc.) can include, but are not limited to:

- Exclusion from classes
- Sent to the office
- Calling parents/guardians
- Administrator/Parent/Student conference
- Administrator/Student conference
- Behavior Plan
- Before or after school detention
- Alternative volunteer service (e.g., soup kitchens, shelters)
- Behavior/Academic contract
- Cafeteria duty
- Community Conferencing/Restorative Justice
- Counselor/Parent conference
- Counselor/Student conference
- Counselor/Teacher conference
- Guidance/Counselor referral
- In-School work detail
- Loss of Incentives
- Lunch detention
- Parent Shadowing
- Peer Mediation
- Referral to the Social worker
- Referral to the SST (Student staff support team)
- Reflective essay (topic to be selected by teacher or administrator)
- Referral
- Restriction of participation in after school and/or extracurricular activities
- Saturday School Detention
- Teacher/Parent conference (e-mail, letter, telephone)
- Teacher/Student conference

In addition, students may be subject to any of the disciplinary actions listed below if it is determined that they committed any of the infractions in the section titled, “Disciplinary Infractions”.

Discipline Referral System

HOWARD UNIVERSITY MIDDLE SCHOOL OF MATHEMATICS AND SCIENCE: utilizes a referral system to help students monitor and adjust their behavior. There is also a PBIS system, designed to acknowledge superlative behavior. Please see *(MS)² Way* Guidelines for more information.

Procedures for Short Term Suspensions

A short-term suspension is a denial to a student of the right to attend school and to take part in any school function for any period of time up to and including four days.

When a student is suspended, the school shall (not necessarily in this order):

Investigation

- Notify the student of the charge(s).
- Accept information from the student and other persons who have knowledge of the incident. The student involved shall have the opportunity to express his/her side of the problem.
- Determine the accuracy of the charge(s) based on this information.

- A short-term suspension shall be imposed solely at the discretion of the Head of School or the Head of School 's Designee based on the information gathered.

Implementation of Disciplinary Consequences

Once the Head of School or Head of School 's Designee have determined that a short-term suspension is warranted, he/she shall proceed as follows:

- Inform the student of the suspension and the reason(s).
- Notify the parent by telephone or in person, or email with read receipt.
- Send written notification, by the end of the school day when possible, to the parent or guardian, or arrange for notification to be hand-delivered or sent certified mail within 24 hours informing parent/guardian of the suspension, the reason for the suspension, the length of the suspension, the right to appeal, and the student's right to return to school at the end of the suspension, and any conditions for that return (a re-entry conference with the parent or legal guardian is mandatory). A copy of this notification is filed in the student's cumulative folder in the school.

Procedures for Long-Term Suspensions and Expulsions

A long-term suspension is a denial to a student of the right to attend school and to take part in any school function for any period of time equal to or exceeding five school days. An expulsion is the denial to a student of the right to attend school and to take part in any school function permanently. When a student commits an offense that is eligible for long-term suspension or expulsion, the school shall (not necessarily in this order):

Investigation

- Notify the student of the charge(s)
- Accept information from the student and other persons who have knowledge of the incident. The student involved shall have the opportunity to express his/her side of the problem.
- Determine the accuracy of the charge(s) based on this information.
- Send written notification, by the end of the school day when possible, to the parent or guardian, or arrange for notification to be hand-delivered or sent certified mail within one school day informing him or her of the disciplinary infraction, the date and time for the Suspension or Expulsion Hearing, the right to appeal the outcome of the Suspension or Expulsion Hearing, and the student's status pending the hearing. A copy of this notification is filed in the student's cumulative folder in the school.
- The Dean of Students will generally schedule the Suspension or Expulsion Hearing within two school days of the disciplinary infraction. The student may be represented at the hearing only by parents or guardians. The hearing will be conducted by the Dean of Students. The hearing shall be closed to the public and may include the presentation of evidence, testimony, and questioning of those present. The hearing will not be recorded verbatim by stenographic, tape, or other means. The Dean of Students will normally notify the parent or guardian of the discipline decision within one school day of the Suspension or Expulsion Hearing.

Implementation

Once the Head of School or the Head of School 's Designee have determined that a long-term suspension or expulsion is warranted, he/she shall proceed as follows:

- Inform the student of the decision and the reason(s).
- Notify the parent by telephone or in person.
- Send written notification, within one school day of the Suspension or Expulsion Hearing to the parent or guardian, or arrange for notification to be hand-delivered or sent certified mail within 24 hours informing him or her of the suspension, the reason for the suspension or expulsion, the length of the suspension, the right to appeal, and the student's right to return to school at the end of the suspension, and any conditions for that return (a re-entry conference with the parent or legal guardian is mandatory). A copy of this notification is filed in the student's cumulative folder in the school.

Right of Appeal

A parent or guardian may make a written request to the school Head of School to appeal a long-term suspension or expulsion within one school day of receiving notification of the suspension. The Head of School will generally schedule the Appeal Hearing within two school days of receiving the written request. The student may be represented at the hearing only by parents or guardians and one additional adult, who may be legal counsel, a member of the clergy, a social worker, etc. The hearing will be conducted by the Head of School. The hearing shall be closed to the public and may include the presentation of evidence, testimony, and questioning of those present. The hearing will not be recorded verbatim by stenographic, tape, or other means. The Head of School will normally notify the parent or guardian of the decision within one school day of the Appeal Hearing. If the suspension is overturned, the cumulative record of the student and any other school-maintained records will reflect that conclusion. If a parent or guardian fails to appear for a scheduled appeal hearing, the right to appeal is waived, and the original disciplinary decision will stand.

If the suspension or expulsion is upheld and the parent or guardian wants to continue the appeal process, the parent or guardian may make a written request to the HOWARD UNIVERSITY MIDDLE SCHOOL OF MATHEMATICS AND SCIENCE Board of Trustees Designee, stating why the suspension should be reversed or modified within two school days receiving the HOWARD UNIVERSITY MIDDLE SCHOOL OF MATHEMATICS AND SCIENCE Discipline Committee Appeal Hearing decision. The Hearing Officer will generally schedule the Appeal Hearing within two school days of receiving the written request. The student may be represented at the hearing only by parents or guardians and one additional adult, who may be legal counsel, a member of the clergy, a social worker, etc. The hearing will be conducted by the HOWARD UNIVERSITY MIDDLE SCHOOL OF MATHEMATICS AND SCIENCE Board of Trustees Discipline Committee. The hearing shall be closed to the public and may include the presentation of evidence, testimony, and questioning of those present. The hearing will not be recorded verbatim by stenographic, tape, or other means. The HOWARD UNIVERSITY MIDDLE SCHOOL OF MATHEMATICS AND SCIENCE Board of Trustees will normally notify the parent or guardian of the decision within one school day of the Appeal Hearing. If the suspension or expulsion is overturned, the cumulative record of the student and any other school-maintained records will reflect that conclusion. If the HOWARD UNIVERSITY MIDDLE SCHOOL OF MATHEMATICS AND SCIENCE Board of Trustees Discipline Committee upholds the suspension, the suspension shall be imposed, and such decision will be final. If a parent or guardian fails to appear for a scheduled appeal hearing, the right to appeal is waived, and the original disciplinary decision will stand.

Special Notes Concerning Suspension

Counting of Suspension Days

Suspension days shall be counted as follows:

- The day the student left school should be counted as a part of the suspension, provided he/she was denied class participation before 12 noon of that day.
- The suspension shall terminate at midnight on the day listed as the last day of suspension.
- Times when school is not officially scheduled are not to be counted as part of the suspension time. (Should school be cancelled for any reason during a scheduled suspension day, the suspension will lengthen to include the time school was actually in session.)

Make Up Work for Suspension

Students who are suspended shall be offered make-up work assignment. It is the responsibility of the parent/guardian to contact the school and make arrangements for the receipt and return of all assignments. In the case of long-term suspensions, unless other arrangements are made, teachers are to give work in two-week increments, and students must complete and return work before receiving additional work. In high school, credits may be awarded depending on the quality of the work. All IDEA mandates will be followed for student with disabilities.

Participation at School and School Related Activities

Students who have been suspended from school shall not be eligible to participate in any school functions for the entire period of their suspension.

Repeat Offenders

Students who continue to be suspended whether in-school or short or long term may be expelled from HOWARD UNIVERSITY MIDDLE SCHOOL OF MATHEMATICS AND SCIENCE. Students who have been suspended 3 or more times in their entire duration at HOWARD UNIVERSITY MIDDLE SCHOOL OF MATHEMATICS AND SCIENCE may be expelled.

Detention:

- After school detention will be held from 4:35 pm – 5:15 pm, Monday through Thursday, and 3:35 pm – 4:15 pm on Fridays.

The Dean of Students or a Behavior Specialist will notify students when they are assigned detention. Parents will be notified when the student receives infractions that result in disciplinary action. If the student is enrolled in a required academic intervention that runs concurrent with detention, detention may be assigned for a later date. A student who receives excessive infraction points may be placed on probation after the Dean of Students has notified the parent/ guardian.

No unexcused absences from detention will be accepted. A student who does not serve detention or any other disciplinary consequence will be suspended. Notification of the suspension will be made by phone to the parent/guardian by the Dean of Students. **The student is responsible for completing any quizzes, tests, and/or class work missed or due the day of suspension within 3-5 school days of their return to school.**

RESTORATIVE PRACTICES

Restorative practices is an integrative framework of practices that facilitates a strong school culture through proactive and reactive processes. Proactive practices include a large emphasis on relationship building and social and emotional intelligence through the formation of classroom discussion circles. Through proactive circles, teachers can facilitate a space to check-in with students and discuss relevant topics pertaining to classroom culture and academic progress. Reactive circles, executed within the classroom and within the disciplinary process, allows for the collaboration of students, staff members, and parents to address and rectify situations that have caused harm to the school community. Justice is achieved through reflective questioning of all involved parties and active problem solving.

DISCIPLINARY PROBATION

Once a student earns multiple disciplinary referrals, the student will be placed on Disciplinary Probation, depending on the violation (See “Action by Level of Infraction”). A student on disciplinary probation may not participate in co-curricular activities or field trips. At the end of the probationary period, the student’s records will be discussed to determine the need for further action or for the termination of the probation. If a student on probation receives further disciplinary notices, the student and the student’s parents/guardians must meet with members of the Dean of Students regarding further action.

Due Process Procedures for Students with Special Needs

Students with disabilities have the same rights and responsibilities as other students, and may be disciplined for the same behavioral offenses listed above. A multidisciplinary team will hold a manifestation meeting to determine if the incident was a manifestation of their disability if the student is approaching their 10th suspension day or shows a pattern of behavior(s).

If it is determined that the student’s behavior was a manifestation of the student’s disability, the student – absent extenuating circumstances -- will be returned to his/her educational placement. If it is determined that the student’s behavior was not a manifestation of his/her disability, the student’s file will be reviewed to determine disciplinary action in accordance with the policies contained in this section.

ACTION BY LEVEL OF INFRACTION:

Infractions and consequences will be processed by level based on the following format:

Level 1

- 3 processed referrals- Detention
- 6 processed referrals- Detention/Other Intervention
- 9 processed referrals- Parent/Guardian Meeting and Probation

Level 2

- 2 processed referrals- Detention
- 4 processed referrals- Detention/Other Intervention
- 6 processed referrals- Parent/Guardian Meeting and Probation

Level 3

- 1 processed referral- Suspension (In or Out of School) and Probation
- 2 processed referrals- Suspension, pending expulsion

Level 4

- Automatic suspension, pending expulsion

Infraction	Minimum Action	Maximum Action
Bomb/Facsimile Possession or Bomb Threat	Level 4 - Police Referral	
Possession of a Weapon (including, but not limited to, firearms, knives, razor blades, mace/tear gas/pepper spray, or any other dangerous objects) <i>including</i> replicas, toys, and fakes	Level 4 - Police Referral Expulsion	
Physical Attack on a Student or Staff Member	Level 4 - Police Referral	
Weapons Used to Cause Bodily Harm / Injury	Level 4 - Police Referral Expulsion	
Disrespect (including, but not limited to, eye-rolling, teeth , sucking, disrespectful non-verbal behaviors, gossiping, teasing, talking about mess, hurtful language, obscene language or gestures)	Level 2 Detention	Level 3 Suspension
Disruptive Behavior (including, but not limited to, in the classroom, hallways, lunchroom, at dismissal or drop-off, at the bus or metro stop, and while in transit to or from school)	Level 2 Detention	Level 3 Suspension
Dress Code Violations	Level 2 Detention	Level 3 Suspension

Exposed Tattoos with Racist, Sexist, or Bigoted Meanings, or Allusions to Drugs, Sex, or Violence	Level 2 Detention	Level 3 Suspension
Failure to Return School Documents Signed	Level 2 Detention	Level 3 Suspension
Insubordination (including, but not limited to, not responding to all-call clap, running away from a staff member, refusal to follow directions, refusal to identify oneself to school personnel)	Level 2 Detention	Level 3 Suspension
Playing in the Hallways or Bathroom	Level 2 Detention	Level 3 Suspension
Two Incomplete Homework in One Week	Level 2 Detention	Level 3 Suspension
Unsafe Behavior (including, but not limited to, running in the building, unsafe pedestrian behavior, talking or being disruptive during an emergency drill)	Level 2 Detention	Level 3 Suspension
Dishonesty/Lying to Staff Members	Level 2 Detention	Level 3 Suspension
Throwing Projectiles of Any Kind	Level 2 Detention	Level 4 Expulsion
Abuse of or Destruction of Property/Vandalism	Level 3 Restitution Suspension	Level 4 Police Referral
Academic Dishonesty/Plagiarism/Forgery	Level 3 Suspension	Level 4 Expulsion
Arson/Firesetting/Possession of Matches and/or Lighters or Any Other Incendiary Device	Level 3 Restitution Suspension	Level 4 Police Referral
Bio-Hazard	Level 3 Suspension	Level 4 Expulsion
Bullying (including Electronic Bullying)	Level 3 Suspension	Level 4 Expulsion
Burglary	Level 3 Suspension	Level 4 Police Referral
Commit any behavior not specifically listed above which an administrator believes warrants a suspension or expulsion	Level 3 Suspension	Level 4 Expulsion

Computer Abuse and/or Use of Computers for Non-School Related Use, Including Viewing or Accessing Prohibited Sites	Loss of Computer Privileges Restitution Suspension	Level 4 Expulsion
Contaminating the Food of Others	Level 3 Suspension	Level 4 Expulsion
Engage in conduct which disrupts school or classroom activities and culture, or endangers or threatens to endanger the health, safety, welfare, or morals of others, including behavior outside of the school and school day (including any behaviors that	Level 3 Suspension	Level 4 Expulsion
Evidence of Intent to Distribute or Distribution of Intoxicants Possession, Sale, or Use of Intoxicants (including, but not limited to alcohol, illegal drugs, prescription drugs, tobacco products)	Level 3 Suspension	Police Referral Expulsion
Extortion	Level 3 Suspension	Level 4 Expulsion
Fight Another Student, On or Off Campus, Within or Outside the School Day	Level 3 Suspension	Level 4 Expulsion
Gambling	Level 3 Suspension	Level 4 Expulsion
Gang-Related Incidents and/or Evidence of Gang Affiliation (including, but not limited to, engaging in gang-related activities, gang-related attire, gang-related graffiti, evidence of gang-affiliation, the writing of anything gang-related)	Level 3 Suspension	Level 4 Police Referral Expulsion
Going to Stores or Businesses Before or After School within 1/2 Mile of the School without prior permission from the school Head of School (parental permission is insufficient)	Level 3 Suspension	Level 4 Expulsion
Hate Based Incidents	Level 3 Suspension	Level 4 Expulsion
Hazing	Level 3 Suspension	Level 4 Expulsion
Instigating a Fight	Level 3 Suspension	Level 4 Expulsion

Leaving the Classroom, School Building, School Property, or School Related or Sponsored Activity without Permission	Level 3 Suspension	Level 4 Expulsion
Online Behavior that Creates a Disruptive Environment and/or Does Not Model HOWARD UNIVERSITY MIDDLE SCHOOL OF MATHEMATICS AND SCIENCE Values	Level 3 Suspension	Suspension
Possession of a Weapon Replica or Toy (including, but not limited to, firearms, knives, razor blades, mace/tear gas/pepper spray, or any other dangerous objects) including replicas, toys, and fakes	Level 3 Suspension	Level 4 Expulsion
Pull a False Emergency Alarm	Level 3 Suspension	Level 4 Expulsion
Record or Photograph Students or Staff Members without their Prior Knowledge and Consent	Level 3 Suspension	Level 4 Expulsion
Repeatedly Commit Minor Behavior Infractions, Which, In Aggregate, May Be Considered an Infraction Subject to Expulsion. Students who accumulate three suspensions during their time at any one HOWARD UNIVERSITY MIDDLE SCHOOL OF MATHEMATICS AND SCIENCE school are subject to expulsion.	Level 3 Suspension	Level 4 Expulsion
Sexual Activity (Consensual)	Level 3 Suspension	Level 4 Expulsion
Sexual Harassment	Level 3 Suspension	Level 4 Expulsion
Theft/Intent to Steal/Possession of Stolen Property	Level 3 Suspension	Level 4 Police Referral
Threat (Electronic, Verbal, or Written)	Level 3 Suspension	Level 4 Police Referral
Trespassing (including, but not limited to, being on school grounds while school is not in session, being in unauthorized areas of the building, and use of the bathroom without permission)	Level 3 Suspension	Level 4 Expulsion
Truancy/Skipping Class/Skipping School	Level 3 Suspension	Level 4 Expulsion
Unwanted physicality (including, but not limited to, kicking, pushing, hitting, spitting, pinching, slapping, or biting)	Level 3 Suspension	Level 4 Expulsion
Use of Pagers, Beepers, Portable/Cellular Phones, or any other Personal Electronic Communication Device on School Property, During School Hours, or During School Functions	Level 3 Suspension	Level 4 Expulsion

Verbal Abuse	Level 3 Suspension	Level 4 Expulsion
Violate a behavior contract that stipulates expulsion for further violations	Level 3 Suspension	Level 4 Expulsion

HOWARD UNIVERSITY MIDDLE SCHOOL OF MATHEMATICS AND SCIENCE reserves the right to take disciplinary action against students who are *present during and witness to* any of the above infractions if they do not cooperate with school administration during the course of investigation.

Prohibited Items

Students are not to bring the following items to school at any time:

- Open drinks are not allowed in the building
- Chewing gum
- Candy of any kind
- Sunflower seeds
- Popcorn

Eating and drinking is never allowed in any classroom at any time.

Dress Code

Because academics are our primary concern, we want to make sure that students are able to focus on school and are not distracted by what they are wearing or by what their teammates are wearing. Listed below is our uniform policy. These items listed, plus anything that the administration feels is inappropriate or distracting, may also be added to this policy.

The uniform consists of a variety of HOWARD UNIVERSITY MIDDLE SCHOOL OF MATHEMATICS AND SCIENCE shirts available for sale at cost from the school. Families may pay cash for the uniform shirts. Families that are unable to purchase HOWARD UNIVERSITY MIDDLE SCHOOL OF MATHEMATICS AND SCIENCE shirts should contact the business Manager or the Head of School.

Dress Code Guidelines

The HOWARD UNIVERSITY MIDDLE SCHOOL OF MATHEMATICS AND SCIENCE Dress Code consists of the following regulations:

- A student must have a HOWARD UNIVERSITY MIDDLE SCHOOL OF MATHEMATICS AND SCIENCE uniform shirt with logo on at all times, including Saturday School.
- **Only navy uniform straight leg pants, shorts, and skirts are permitted. Navy Shorts may only be worn from May 15 through September 15 only.**
- Belts **must** be worn if there are belt loops on the student’s pants, shorts, or skirts.
- All HOWARD UNIVERSITY MIDDLE SCHOOL OF MATHEMATICS AND SCIENCE shirts must be fully tucked in (fully tucked in means the belt or the waist-band is visible).
- All pants, skirts and shorts must be an appropriate size and fit.
- Students need to wear comfortable all black shoes. Shoes must be tied at all times.
- Skirts and shorts must be worn no more than two inches above the knee.
- Solid color socks or stockings
- Solid color headbands

Howard University Middle School of Mathematics and Science students **may not** wear the following:

- Jeans/Denim of any color.
- Cargo pants of any kind
- No Cargo shorts of any kind

- Cargo jogger pants
- Pants, without belt loops, shorts or skirts that are not navy blue.
- Shorts or skirts that are more than two inches above the knees.
- Pants, shorts, skirts, or undershirts that have patterns, lace, polka dots, stripes, holes, or words.
- Pants that are made of spandex, Lycra, or any other stretch material.
- Pants with elastic in the waist band or the pants leg
- Open toed shoes, flip-flops or shoes or boots with high heels.
- Boots that have excessive fur, laces, or other distracting items.
- Tight clothing or stretch pants (the student must be able to “pinch an inch” of loose fabric throughout the pants).
- Sweatpants or wind pants or joggers.
- Pants that sag below the waist.
- Bandanas.
- Any makeup that has any coloring.
- Sleeveless or cut-off shirts, blouses, dresses, tank tops, overalls or jumpers.
- Earrings that are not stud earrings.
- Any type of bracelets, and necklaces (students may wear one watch).
- Any chains – wallet chains or chains worn as jewelry.
- Suspenders.
- More than one belt or a belt that does not fit in the belt loops.
- Brightly colored or patterned tights, leg-warmers, knee-high socks or stockings (no fishnet stockings).
- Non-prescription color contact lenses or non-prescription glasses.
- Any articles of clothing or accessories that have skulls, Playboy bunnies, or that refer to drugs, sex, or death.
- Any article of clothing, accessories, or markings on clothes or skin that could be perceived as gang or crew related.
- Any additional items that the school feels may be distracting to students.
- Fake tattoos. Additionally, students may not have any tattoos exposed while at school or any (MS)² function. If a student has or exposes a tattoo exposed that has a racist, sexist, or bigoted meaning or alludes to drugs, sex, or violence, they will be suspended.

HOWARD UNIVERSITY MIDDLE SCHOOL OF MATHEMATICS AND SCIENCE reserves the right to change or modify the dress code as needed during the year.

Electronic Devices:

During school hours, students **are not permitted** to use their cell phones or any other personal electronic device. If there is an emergency, students will be allowed to use a school telephone. All electronic devices must be turned off and stored in the locker until dismissal time. Violation of this policy will result in the device being confiscated by a staff member and given to the front office. The device will only be returned to the parent.

We are also requesting that students refrain from bringing items, such as tablets, iPods, MP3 players, and electronic games to school, as well as other toys and gadgets that can be distracting to other students. We are aware that many students use these items to entertain themselves on their way to and from school. While this may be the current trend, we urge you to remind your child that they need to stay focused and aware of their surroundings at all times and not be distracted by listening to their favorite tunes or playing their favorite games. Any electronic devices must be stored in the **student’s locker** during the school day.

If a student is found in possession of such an item, including cell phones, in school and/or on field trips, it will be confiscated by a staff member and given to the front office personnel. If an item is confiscated, the following will apply:

- **1st Offense** – The item will only be returned to the parent/guardian after school (12:30 or 3:30 pm) on the Friday of the week from which the item was confiscated.
- **2nd Offense** - The item will only be returned to the parent/guardian between 4:30 PM - 5:00 PM at the end of the quarter (a date will be determined a week prior to the end of the quarter) in which the item was confiscated.
- **3rd Offense** - Item can be retrieved by parent/guardian from the main office on the last day of the school year in which the item was confiscated.

Toys/Games/Gadgets

Students are not permitted to bring toys, games, or gadgets to school. All of these items will be confiscated and *only returned to the parents*. The school in no way assumes any responsibility for damaged, lost or stolen items. The school will not replace any damaged, lost, or stolen items.

Banned Items & Searches

To protect the safety of all students, the administration reserves the right to search any student's back pack, purse, locker, shoes, cell phone history, photos on cell phones, any item of theirs that has pockets or any area that could conceal an item or information that is banned from school (i.e. drugs, weapons, stolen items, cell phones that are on, etc.).

Family Engagement

HOWARD UNIVERSITY MIDDLE SCHOOL OF MATHEMATICS AND SCIENCE Parental Involvement Policy

HOWARD UNIVERSITY MIDDLE SCHOOL OF MATHEMATICS AND SCIENCE recognizes that parent involvement is vital to achieve maximum educational growth for students in Title I programs. Therefore, in compliance with the No Child Left Behind parental involvement requirements, **HOWARD UNIVERSITY MIDDLE SCHOOL OF MATHEMATICS AND SCIENCE** Title I schools shall meet with parents to provide information regarding their school's participation in the Title I program and its requirements.

HOWARD UNIVERSITY MIDDLE SCHOOL OF MATHEMATICS AND SCIENCE will ensure that such meetings are held annually and at a convenient time. All parents of participating students shall be invited to attend. Title I funds may be provided for transportation, home visits, or other parental involvement services, as appropriate. **HOWARD UNIVERSITY MIDDLE SCHOOL OF MATHEMATICS AND SCIENCE** will ensure equivalence among schools in teachers, administration, and other staff and in provisions of curriculum materials and instructional supplies.

Parents shall be informed of their right to be involved in the development of the **HOWARD UNIVERSITY MIDDLE SCHOOL OF MATHEMATICS AND SCIENCE's** parental involvement policy, overall Title I plan, and school-parent compact.

Parental Involvement Policy

A parental involvement policy shall be developed jointly and agreed upon with parents of participating students. **HOWARD UNIVERSITY MIDDLE SCHOOL OF MATHEMATICS AND SCIENCE** shall ensure:

1. Involvement of parents in the joint development of the **HOWARD UNIVERSITY MIDDLE SCHOOL OF MATHEMATICS AND SCIENCE** overall Title I plan and the process of school review and improvement.
2. Coordination, technical assistance, and other support necessary to assist participating schools in planning and implementing effective parent involvement activities to improve student academic achievement and school performance.
3. Development of activities that promote the schools' and parents' capacity for strong parent involvement.
4. Coordination and integration of parental involvement strategies with appropriate programs, including the requirements of other NCLB title programs, as provided by law.
5. Involvement of parents in the annual planning, and evaluation of the content and effectiveness of the policy in improving the academic quality of schools served under Title I.
6. Barriers to participation by parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority are identified.
7. Findings of annual evaluations are used to design strategies for more effective parental involvement and to revise, if necessary, the requirements of this policy.
8. Parents are involved in the activities of schools served under Title I and are provided a flexible number of meetings.
9. A minimum of 1 percent of the Title I-A allocation will be designated for parental involvement activities. (When applicable) A minimum of 95 percent of these reserved funds shall be distributed to the

Title I identified schools.

HOWARD UNIVERSITY MIDDLE SCHOOL OF MATHEMATICS AND SCIENCE shall, to the extent practicable, provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, parents of homeless students, and parents of migrant students. Information and school reports will be provided in a format and language parents understand.

HOWARD UNIVERSITY MIDDLE SCHOOL OF MATHEMATICS AND SCIENCE's policy shall be adopted by the HOWARD UNIVERSITY MIDDLE SCHOOL OF MATHEMATICS AND SCIENCE Board of Trustees, reviewed annually, and updated periodically to meet the changing needs of parents and the schools. The parental involvement policy will be distributed to parents of participating students in an understandable and uniform format and, to the extent practicable, in a language the parents can understand. The policy will be made available to the local community.

HOWARD UNIVERSITY MIDDLE SCHOOL OF MATHEMATICS AND SCIENCE will establish administrative regulations, which include the plan and compact and detail mandatory compliance of all federal and state requirements. The plan and compact will be the working documents, which support the plan in practice.

Communications

Remember that you, the parent/guardian, are responsible for ensuring that your child is in school and on time every day. Make it a habit to check home assignments to ensure that they are complete and done well. We also suggest that you stay in touch with teachers/staff using any of the ways provided:

It is easy to –

Stay on top of your child's progress in class and their attendance

PowerSchool

<http://hums2.powerschool.com/public>

PowerSchool is a fully integrated, web-based, cross-platform student information system. PowerSchool gives you the ability to stay abreast of student progress – with email updates and online access to schedules, grades, homework, attendance information, and teacher comments.

Login instructions will be provided.

Google Classroom

<http://classroom.google.com>

Google Classroom is a blended learning platform for schools that aim to simplify creating, distributing and grading assignments in a paperless way. It's features include

Easy setup—Teachers set up a class, invite students and co-teachers, and then share information—assignments, announcements, and questions—in the class stream.

Less time and paper—The simple, paperless assignment workflow allows teachers to manage student work quickly, all in one place.

Better organization—Students can see assignments on the Work page, in the class stream, or on the class calendar. All class materials are automatically filed into Google Drive folders.

Enhanced communication—Teachers can create assignments, send announcements, and start class discussions instantly. Students can share resources with each other and interact in the class stream or by email.

Works with apps you use—Classroom works with Google Docs, Calendar, Gmail, Drive, and Forms.

Affordable and secure—Like all other Google Apps for Education services, Classroom contains no ads, never uses your content or student data for advertising purposes

Login instructions will be provided.

Staff contact information can be found on the school's website:

<http://www.hu-ms2.org>

ADVOCACY

Parent, Teacher, Administration Conferences: You are encouraged to obtain information about your child using the ways presented in the “*COMMUNICATION WITH (MS)²*” section of this handbook. As you review this information, we invite you to arrange for conferences with your child's teachers through our parent liaison to gain even more insight into how well your child is performing. Being informed will enable you to play a more significant role in assisting your child's teachers in addressing concerns and in maintaining success. A key indicator of student success is directly linked to parent/guardian involvement and support. Even when things are going well for your child, it is encouraging for him/her to know that both parents and teachers share a mutual concern about the child's well-being and academic successes.

Be certain to check the school calendar for the dates and times of the formal parent-teacher conferences. These occur at the midpoint of each quarter. During these conferences you are afforded the opportunity to visit with all your child's teachers in one day. These conferences are scheduled at times that accommodate work schedules of parents/guardians.

Communication

Teachers will use the <https://www.remind.com> to communicate with parents, in addition to email. Parents should contact their child's teacher first if there is a classroom issue. You can also calling the Vice Principal or Head of School if you have an emergency. Teachers are explicitly instructed to end any parent conversation where profanity is used or threats or any inappropriate comments are made and are instructed to immediately report the incident to the Head of School.

HOWARD UNIVERSITY MIDDLE SCHOOL OF MATHEMATICS AND SCIENCE will use School Messenger to send whole school reminders and updates.

Parents are encouraged to keep their email addresses and phone numbers current with the school so that they can continue to get school messages and notifications.

Messages for Students

Parents should communicate with their child before and after school. HOWARD UNIVERSITY MIDDLE SCHOOL OF MATHEMATICS AND SCIENCE is committed to keeping the phone lines open for emergencies. Please do not call the school during the day or call teachers' cell phones to leave messages for students. If your child has a cell phone, we encourage you to leave a voice mail or a text on their phone (that **MUST** be turned off during the day) so that they can receive it after they leave school. We can only take messages in the case of the following emergencies:

- Police, fire, or ambulance emergencies
- A death in the family
- Car accidents

Things that **DO NOT** qualify as emergencies are a change of family plans, lost keys, directions home, directions for after school, lunch issues, who is picking kids up after school, stopping to get something at the store after school, etc...

Student Use of School Phones

The school phones are for school related business and emergencies. Please try to make plans with your child before they come to school so that they do not need to use the school phones during or at the end of the day.

PBIS points

The PBIS points serve as a weekly communication system between the homeroom teacher and the parents. The PBIS system will be used to monitor behavior and homework on a daily basis. Each child is given a PBIS weekly. The homeroom teachers will oversee the logistics of the PBIS points and will do all of the calculations. The grade level teams will monitor the on-going balance needed for trips and privileges. In each grade the students' PBIS points look different, as we push our students to rely on internal motivation rather than external motivation. Schools vary in how they send home PBIS points for signatures. Late or unreturned PBIS points will not be added to a student's balance for the school store or for trips or other privileges.

Students can spend (MS)² Bucks at the school store. The school store regularly stocks school supplies, uniform shirts, and fun luxury items. We encourage students to spend their (MS)² Bucks at the school store as a reward for their hard work. Money spent at the school store does not detract from the balances used to determine eligibility for local field lessons and end of the year field lessons. (MS)² Bucks has no monetary value, is not transferable and expires at the conclusion of each school year.

Visitors Meetings and Volunteers

All visitors, including parents, must sign in at the main office and be given a visitor pass before going elsewhere in the building. All visitors must be prepared to present proof of identify upon arrival. Given the incidence of recent school violence nation-wide, we are instituting this policy for the safety of your children. At HOWARD UNIVERSITY MIDDLE SCHOOL OF MATHEMATICS AND SCIENCE we have an open door policy. Parents and guardian visitors are welcome to their child's classroom at all times. If a teacher is having a special, closed activity, they may choose not to accept visitors at that time. Because the focus of HOWARD UNIVERSITY MIDDLE SCHOOL OF MATHEMATICS AND SCIENCE is academic excellence, we ask that parents not congregate in hallways, lobbies, stairwells, and other public areas, or do anything that may disrupt discipline or instruction. Parent visitors should be in the classroom working with their child, silently observing in their child's classroom, volunteering at the request of the school, or in a scheduled conference with school administration or a teacher. It is HOWARD UNIVERSITY MIDDLE SCHOOL OF MATHEMATICS AND SCIENCE's expectation that parent and guardian visitors are engaged in activities to support their child's education. If a parent or guardian visitor is not engaged in such activities, they will be asked to leave the building. To limit distractions, visitors may not be accompanied by children during their visit.

If any visitor, including parents, engages in disruptive, threatening, or inappropriate behavior while on school property, or towards any (MS)² student or staff member off of school property, they can be removed from the building, permanently barred from the building, barred from attending (MS)² events, the police can be called, and a restraining order can be filed. Disruptive, threatening, or inappropriate behavior includes, but is not limited to:

- Endangering the physical safety of another by the use of force or the threat of force
- Engaging in behavior that disrupts classroom activity or endangers or threatens to endanger the health, safety, welfare, or morals of others
- Intoxication
- Failure to model and support HOWARD UNIVERSITY MIDDLE SCHOOL OF MATHEMATICS AND SCIENCE values
- Interrupting a class while in session
- Refusing to leave a classroom when asked to do so by the teacher
- Being rude to any (MS)² staff members
- Speaking to any other student that is not their own
- Using profanity or raising of one's voice

- Making threats of bodily harm, violence, or any type of terrorism, bombing, shooting, or murder
- Falsely accusing (MS)² staff members
- Refusing to identify oneself to (MS)² staff members
- Failure to comply with staff instructions
- Trespassing on school property while school is not in session
- Speaking on a cell phone in public areas of the school

Parent Meetings

Due to the longer school days and added responsibilities of (MS)² teachers, parents need to schedule all meetings in advance. Please call to schedule a meeting before coming up to school, as the teacher you would like to meet may be teaching or otherwise unavailable. Parents need to come up to school within 72 hours of a teacher or administrator request for a meeting. If the parent cannot come up to school within the 72 hours, or refuses to come up, HOWARD UNIVERSITY MIDDLE SCHOOL OF MATHEMATICS AND SCIENCE reserves the right to send the student home on a suspension until the parent or guardian has met with school officials.

Volunteers

We at HOWARD UNIVERSITY MIDDLE SCHOOL OF MATHEMATICS AND SCIENCE pride ourselves in being a school that is completely open to parents. We welcome parents as visitors as well as partners. We are always grateful for volunteers who can spend time with us during the day or on Saturdays. This can be rewarding not only for the children, but for you as well. We recognize that not all parents have the time to spend helping out during the day. We are grateful for any time you can give us. Please call the office in advance to plan volunteering days or check the school website to see what volunteering opportunities are available. Parents who volunteer on a regular basis, coach, chaperone field trips, or may be in another situation with HOWARD UNIVERSITY MIDDLE SCHOOL OF MATHEMATICS AND SCIENCE students without HOWARD UNIVERSITY MIDDLE SCHOOL OF MATHEMATICS AND SCIENCE staff supervision must undergo a background check. Background checks are valid for 5 years.

Parent Organization

All parents are encouraged to participate in the HOWARD UNIVERSITY MIDDLE SCHOOL OF MATHEMATICS AND SCIENCE PTA. The PTA will meet bi-weekly. The mission of the PTA is to support the students, teachers, and administration of HOWARD UNIVERSITY MIDDLE SCHOOL OF MATHEMATICS AND SCIENCE.

GRIEVANCE POLICY AND PROCEDURE

It is the policy of Howard University Middle School of Mathematics and Science that all employees, students, parents, and visitors have the right to voice their complaints or grievances about matters pertaining to its school.

Howard University Middle School of Mathematics and Science recognizes the meaningful value and importance of full discussion in resolving misunderstandings and in preserving good relations between all (MS)² stakeholders. Accordingly, the following grievance procedure should be employed to ensure that complaints receive full consideration.

1. WHAT MAY BE GRIEVED

Howard University Middle School of Mathematics and Science's grievance process should be used as follows (1) to deal with complaints and concerns pertaining to the educational environment, employment arrangements, or interpersonal conflicts; and (2) to resolve complaints of discrimination and harassment based upon race, color, religion, creed, sex, national origin, age, disability, veteran status, sexual orientation, or otherwise.

2. WHO MAY GRIEVE

The procedures set forth below may be used by grievants who are employees, students, parents, or visitors.

3. OTHER REMEDIES

The existence of this procedure does not bar grievants from also filing in other forums to the extent permitted by state or federal law.

4. INFORMAL GRIEVANCE

Grievants are encouraged to discuss their concern or harassment complaint promptly and candidly with their immediate supervisor, the Principal or Head of School.

5. FORMAL GRIEVANCE

Within sixty (60) days of encountering the harassment, discrimination, or complaint that is the subject of the grievance, a grievant shall file a written notice with the school Principal or with the Executive Director. Grievants may use the Grievance Form, which is attached hereto and is also available online from the school website, or from the Principal or Executive Director. The written notice shall identify the nature of the complaint, the date(s) of occurrence, and the desired result, and shall be signed and dated by the person filing the grievance. In the event the legal guardian or parent of a student is filing a grievance, the student and the legal guardian and/or parent shall sign and date the grievance. The Principal and the Executive Director can be reached at the contact information provided below.

The Principal or Head of School will immediately initiate an adequate, reliable, and impartial investigation of the grievance. Each formal complaint will be investigated, and depending on the facts involved in each situation, will be decided after receiving information from the appropriate individuals. Each investigation will include interviewing witnesses, obtaining documents, and allowing parties to present evidence.

All documentation related to the investigation and discussions held in this process are considered EXTREMELY CONFIDENTIAL and are not to be revealed to or discussed by any participant with persons not directly involved with the complaint, with its investigation, or with the decision making process. This provision does not include discussions with governmental authorities.

Within five (5) business days of receiving the written notice, the Principal or Head of School shall respond in writing to the grievant (the "Response"). The Response shall summarize the course of the investigation; determine the validity of the grievance and the appropriate resolution.

If, as a result of the investigation, harassment, or a valid grievance is established, appropriate corrective and remedial action will be taken.

APPEALS

If the grievant is not satisfied with the Response, the grievant may appeal in writing to the Howard University Middle School of Mathematics and Science Board of Directors (or designee) within thirty (30) days of the date of the Response summarizing the outcome of the investigation. The written appeal must contain all written documentation from the initial grievance and the grievant's reasons for not accepting the Response. The appeal, in letter form, may be sent to Howard University Middle School of Mathematics and Science Board of Directors at 2400 Sixth Street, N.W. Room 302 Washington, DC 20059.

Within fifteen (15) days from receiving the written appeal, the Board Chair (or designee) will respond in writing to the appellant as to the action to be taken and the reasons therefore.

PROHIBITION AGAINST RETALIATION

Howard University Middle School of Mathematics and Science pledges that it will not retaliate against any person who files a complaint in accordance with this policy, or any person who participates in proceedings related to this policy.

Additionally, Howard University Middle School of Mathematics and Science will not tolerate any form of retaliation against any person who makes a good faith report or complaint about perceived acts of harassment, discrimination, or concern, or who cooperates in an investigation of harassment, discrimination, or a concern. Any person who is found to be engaging in any kind of retaliation will be subject to appropriate disciplinary action.

MODIFICATION

Howard University Middle School of Mathematics and Science may approve modification of the foregoing procedures in a particular case if the modification (a) is for good cause, and (b) does not violate due process rights or policies of Howard University Middle School of Mathematics and Science.

CONTACT INFORMATION

HEAD OF SCHOOL	HUMAN RESOURCES	BOARD OF DIRECTORS
Head of School 405 Howard Place, NW Washington, D.C. 20059 (202) 806-7725	Leslie Boler Director of Human Resources 405 Howard Place, NW Washington, D.C. 20059 (202) 806-7725	Board of Directors H. U. Middle School of Mathematics and Science 2400 Sixth Street, N.W., Room 302 Washington, D.C. 20059 (202) 806-2530

Calendar and Scheduling

Calendar

HOWARD UNIVERSITY MIDDLE SCHOOL OF MATHEMATICS AND SCIENCE's calendar is distributed annually during the summer and is attached to this handbook. While HOWARD UNIVERSITY MIDDLE SCHOOL OF MATHEMATICS AND SCIENCE's calendar is very similar to DCPS, it is not the same, and there are slight differences between schools and campuses. Read the calendar carefully to ensure that you are aware of days that school is in session.

Hours

All HOWARD UNIVERSITY MIDDLE SCHOOL OF MATHEMATICS AND SCIENCE schools have both a regular and an extended school day. The regular day is from 8 AM to 3:30 PM. The extended day is from 3:30 PM to 4:30 PM. All HOWARD UNIVERSITY MIDDLE SCHOOL OF MATHEMATICS AND SCIENCE students participate in extended day. Be aware of the appropriate times for drop off and pick up. HOWARD UNIVERSITY MIDDLE SCHOOL OF MATHEMATICS AND SCIENCE staff does not supervise students outside of school hours; they should not be dropped off early, nor picked up late.

Snow and Inclement Weather Policies

One and Two Hour Delays

- If DCPS opens one hour late, HOWARD UNIVERSITY MIDDLE SCHOOL OF MATHEMATICS AND SCIENCE will open at 9:00 AM
- If DCPS opens two hours late, HOWARD UNIVERSITY MIDDLE SCHOOL OF MATHEMATICS AND SCIENCE will open at 10:00 AM

Emergency School Closings

- If DCPS is closed, HOWARD UNIVERSITY MIDDLE SCHOOL OF MATHEMATICS AND SCIENCE will be closed.
- If DCPS is open, HOWARD UNIVERSITY MIDDLE SCHOOL OF MATHEMATICS AND SCIENCE is open.
- If HOWARD UNIVERSITY MIDDLE SCHOOL OF MATHEMATICS AND SCIENCE needs to open, close, delay, or close early when DCPS does not, we reserve the right to do so. Please watch channels NBC 4, ABC 7, and News Channel 8 for HOWARD UNIVERSITY MIDDLE SCHOOL OF MATHEMATICS AND SCIENCE closings, and keep your contact information up to date so you receive a School Messenger Call.

Emergency Early Dismissal

- If DCPS has an early dismissal: HOWARD UNIVERSITY MIDDLE SCHOOL OF MATHEMATICS AND SCIENCE may not dismiss at the same time as DCPS. Call 202-806-7725 after 12:00 PM and listen to the recording to hear current closing information.
- For early dismissal, all regular bus riders will take the bus unless we receive directions from a parent or guardian telling us otherwise.
- Walkers will be sent home immediately.
- Carpool riders will wait at school until they are picked up in a timely fashion.

Emergency Information Line

If you do not know whether we are delayed, closed, or open during inclement weather, please listen to the recorded message at 202-806-7725.

Emergency Plan

HOWARD UNIVERSITY MIDDLE SCHOOL OF MATHEMATICS AND SCIENCE has monthly drills to practice safe, speedy, and calm evacuations of the building in the case of an emergency. If you are in the building at the time of an emergency, please be aware of our safety procedures.

Health, Safety, and Security

Health, Medication, and Child Welfare

HOWARD UNIVERSITY MIDDLE SCHOOL OF MATHEMATICS AND SCIENCE strongly encourages families to dispense both temporary and maintenance medications outside of school hours. Ask your physician for a medication schedule that will accomplish this. In those few cases where this is not possible, please bring in the medication to the school nurse. **The medication needs to be in the original container with the appropriate prescription label and the appropriate Student Health Authorization for Administration of Medication Form.** We store the medicine in a secure location in the nurse's office. We will administer the medication from the school nurse's office. Please be aware the medication cannot travel back and forth to school – once it's given to us for your child's use, it must remain with us until it needs to be refilled. Therefore, we strongly encourage you to ask for two separate prescriptions when at the doctor's office with your child. Students are not allowed to have medication (prescription or non-prescription) of any kind in their possession at school. Students who have asthma or issues with anaphylaxis may benefit from a plan. Please contact the school Compliance Manager for the appropriate form for your physician. For further information on medication or any health related issues, please call our nurse.

Our student's safety is our first priority at HOWARD UNIVERSITY MIDDLE SCHOOL OF MATHEMATICS AND SCIENCE. Because schools are mandated reporters of child abuse and neglect, we will call the Child and Family Services Child Abuse and Neglect Hotline if:

- A student tells a staff member that they are being abused at home, there is drug use in the home, have been sexually abused, are engaging in child pornography or prostitution, have witnessed domestic abuse, are being threatened at home, or don't want to go home because they are afraid.
- A student threatens suicide or threatens to kill or seriously harm another person.
- A staff member sees physical signs of abuse such as bruises, burns, fractures, etc...
- A staff member notices signs of neglect including lack of basic food and clothing, inappropriate hygiene, lack of appropriate supervision, lack of medical treatment, or the child is residing in an inappropriate or dangerous environment.
- A student is engaging in risky behavior (including sexual behavior, drug use, etc...) and the parents are not able to or unwilling to intervene.
- A student has 10 or more unexcused absences or an extreme tardy problem.
- A student is being kept from school to care for family members or to do chores or work around the house.
- A student is not attending school because they are holding a job.
- Parents are repeatedly not returning phone calls, responding to notes or letters home, or are not coming up to school for meetings.
- Parents have withdrawn a student and fail to provide documentation of enrollment in another education institution within 10 days.

RESTROOM POLICY

Students are encouraged to use the restroom during their independent time (before school, during the lunch period, freecess, and after school). Students **will be** allowed to use the restroom during class time. However, to help with the transition of students into and out of classes, we ask that they refrain from entering the halls to go to the restroom during the first and last 10 minutes of class unless it is an emergency. A log of student restroom usage is maintained for data purposes and to track students who may be abusing restroom privileges.

Parents/guardians are asked to inform the school nurse if their child needs special consideration for using the restroom for a

temporary problem. If there is a chronic condition, a doctor's note stating such must be on-file with the nurse who will confidentially inform teachers of this medical situation.

TRANSPORTATION

We are privileged that Howard University has granted (MS)² students permission to travel on the Howard University shuttle buses to and from the campus at no cost. These shuttle buses make stops in locations around the Howard University community including both Metro stations nearest the university. To locate other stops that may be convenient to you, please check the Howard University website. If your child rides the shuttle, please remind him/her that this is a privilege and that proper decorum is expected at all times. Inappropriate behavior on the shuttle can result in your child being banned from using it in the future.

Additionally, (MS)² students are expected to demonstrate proper behavior in public places both before and after school. This is particularly true for large groups of students waiting at bus stops and in Metro stations. When wearing the school uniform, our students can easily be identified as (MS)² students. We want our students to be model citizens who, by their decorum, attract others middle grade scholars to (MS)².

Meals and Healthy Eating

All students are expected to respect the rights of everyone during the breakfast and lunch periods. Students are to stay seated during meal times and use conversational tones when speaking with friends. Students are responsible for ensuring that their eating area is clean before leaving.

Students should use the restroom during their lunch period to avoid restroom interruptions during class time. Please remind your child that following lunch period, he/she must arrive at their next period on time and that tardiness will not be tolerated.

Catered breakfast and lunch are available daily, including early dismissal days. Parents/guardians must submit a completed lunch application to determine if your child qualifies for free or reduced meals. If your child does not qualify for free or reduced meals or he/she prefers not to eat the school breakfast and/or lunch, then they may bring their meals from home. Also, microwaves are available in the cafeteria for student use on a first-come, first serve basis.

(MS)² has adopted the Healthy Schools Act. Therefore, students/parents are **not allowed** to bring any food into the building for celebrations (i.e. Birthdays). This includes but is not limited to cupcakes, cake, cookies, candy, brownies, etc. **Any foods brought into the building for the consumption of other students will be confiscated and discarded by an administrator.**

Legally Mandated Notifications

Notice of Non-Discrimination

In accordance with Title VI of the Civil Rights Act of 1964 ("Title VI"), Title IX of the Education Amendments of 1972 ("Title IX"), Section 504 of the Rehabilitation Act of 1973 ("Section 504"), Title II of the Americans with Disabilities Act of 1990 ("ADA"), and the Age Discrimination Act of 1975 ("The Age Act"), applicants for admission and employment, students, parents, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with HOWARD UNIVERSITY MIDDLE SCHOOL OF MATHEMATICS AND SCIENCE are hereby notified that HOWARD UNIVERSITY MIDDLE SCHOOL OF MATHEMATICS AND SCIENCE does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment or employment in, its programs and activities.

Students, parents and/or guardians having inquiries concerning HOWARD UNIVERSITY MIDDLE SCHOOL OF MATHEMATICS AND SCIENCE's compliance with Section 504 or the ADA **as it applies to students or who wish to file a complaint regarding such compliance should contact:**

Section 504 & ADA

Coordinator: Leslie Finley

leslief@hu-ms2.org

202-806-7725

who has been designated by HOWARD UNIVERSITY MIDDLE SCHOOL OF MATHEMATICS AND SCIENCE to coordinate its efforts to comply with the regulations implementing Section 504 and ADA.

For inquiries or to file a complaint regarding HOWARD UNIVERSITY MIDDLE SCHOOL OF MATHEMATICS AND SCIENCE's compliance **with ADA, Section 504 as it relates to employees or third parties, and compliance with Title VI, Title IX, and the Age Act as it relates to students, employees and third parties contact:**

Section 504, ADA, Title VI, Title IX, and Age Act Coordinator:

Coordinator: Leslie Finley

leslief@hu-ms2.org

202-806-7725

No Child Left Behind Parent's Right to Know Teacher Qualifications (Compliance with P.L. 107-110, Section 1111(h)(6)(A))

The Federal *No Child Left Behind* Act of 2001 requires school districts that receive federal Title I funding to notify parents of their right to know the professional qualifications of the classroom teachers who instruct their child.

As a recipient of these funds, HOWARD UNIVERSITY MIDDLE SCHOOL OF MATHEMATICS AND SCIENCE will provide you with this information in a timely manner if you request it. Specifically, you have the right to request the following information about each of your child's classroom teachers:

- Whether the teacher meets the state qualifications and licensing criteria for the grades and subjects he or she teaches.
- Whether the teacher is teaching under emergency or provisional status because of special circumstances.
- The teacher's college major, whether the teacher has any advanced degrees, and the field of discipline of the certification or degree.
- Whether paraprofessionals provide services to your child and, if so, their qualifications.

HOWARD UNIVERSITY MIDDLE SCHOOL OF MATHEMATICS AND SCIENCE is committed to providing quality instruction for all students and does so by employing the most qualified individuals to teach and support each student in the classroom. If you would like to receive any of the information listed above for your child's teacher, please contact your school's Compliance Manager.

Technology Acceptable Use Policy and Internet Safety

Computer and Internet Acceptable Use Agreement

HOWARD UNIVERSITY MIDDLE SCHOOL OF MATHEMATICS AND SCIENCE adheres to the federal requirements and guidelines stipulated under TITLE XVII—CHILDREN'S INTERNET PROTECTION ACT (CIPA). Visit <http://www.ifea.net/cipa.html> to view this document in its entirety.

Internet Safety Policy

HOWARD UNIVERSITY MIDDLE SCHOOL OF MATHEMATICS AND SCIENCE's policy of Internet safety is enforced and includes measures to block or filter Internet access for both minors and adults to certain visual depictions. These include visual depictions that are:

- obscene,
- child pornography, or, with respect to use of computers with Internet access by minors,
- harmful to minors.

An authorized person must be able to disable the blocking or filtering measure during any use by an adult to enable access for bona fide research or other lawful purpose.

Educational Purpose

HOWARD UNIVERSITY MIDDLE SCHOOL OF MATHEMATICS AND SCIENCE's Internet system has a limited educational purpose. Activities that are acceptable include classroom activities, career development, and high-quality personal research. You may not use HOWARD UNIVERSITY MIDDLE SCHOOL OF MATHEMATICS AND SCIENCE's network for entertainment purposes (except for those periods of time that the school has designated as "open access" – when school is not in session).

HOWARD UNIVERSITY MIDDLE SCHOOL OF MATHEMATICS AND SCIENCE has the right to place reasonable restrictions on the material you access or post through the system. You are expected to follow the rules set forth in HOWARD UNIVERSITY MIDDLE SCHOOL OF MATHEMATICS AND SCIENCE's disciplinary code and the law in your use of the network.

Internet Management

Embracing the Internet as a critical and essential component in today's world is essential if our students are to become functional members of society. The benefits attained by the advancement of technology bring with it associated costs and a wide range of risks, in particular, the exposure of students to inappropriate material and people.

As part of our commitment to Internet security we content filter using OpenDNS. OpenDNS provides HOWARD UNIVERSITY MIDDLE SCHOOL OF MATHEMATICS AND SCIENCE with the ability to block objectionable material and captures the window when questionable material is accessed.

Student Internet Access

All students will receive a school issued email address that is to be used for school related business as well as accessing Google Classroom.

The World Wide Web is a global database system providing access to information from around the world. Students may have access to Web information resources through their classroom, library, or school computer lab.

E-mail is an electronic mail system, which allows students to communicate one to one with people throughout the world. Students may, under teacher supervision, establish web e-mail accounts through the HOWARD UNIVERSITY MIDDLE SCHOOL OF MATHEMATICS AND SCIENCE network. HOWARD UNIVERSITY MIDDLE SCHOOL OF MATHEMATICS AND SCIENCE students should not expect that these email accounts are private or unmonitored.

Unacceptable Use

The following uses of the HOWARD UNIVERSITY MIDDLE SCHOOL OF MATHEMATICS AND

SCIENCE Internet system are considered unacceptable:

1. Personal Safety and Personal Privacy

You will not post personal contact information about yourself. Personal contact information includes, but is not limited to, your address, telephone number, school address, and home address. This information may not be provided to an individual, organization, or company, including through e-mail or through websites that solicit personal information, social networking websites, or internet chat rooms. You will not agree to meet with someone you have met online. You will promptly disclose to your teacher or other school employee any message you receive that is inappropriate or makes you feel uncomfortable or unsafe, including any instances of cyberbullying.

2. Illegal Activities

You will not attempt to gain unauthorized access to the HOWARD UNIVERSITY MIDDLE SCHOOL OF MATHEMATICS AND SCIENCE network or to any other computer system through the network or go beyond your authorized access. This includes attempting to log in through another person's account or access another person's files. You will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. You will not use the network to engage in any other illegal act, including, but not limited to, arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, or threatening the safety of another person.

3. System Security

You are responsible for your individual account and must take all reasonable precautions to prevent others from being able to use your account. Under no conditions should you provide your password to another person. You will immediately notify a teacher or the system administrator if you have identified a possible security problem. Do not go looking for security problems, because this may be construed as an illegal attempt to gain access. You will avoid the inadvertent spread of computer viruses by following the virus protection procedures. No software is to be downloaded on the computer systems at any time without the explicit consent of the system administrator.

4. Inappropriate Online Behavior

Restrictions against inappropriate online behavior apply to all public messages, private messages, and material posted through e-mail or on all websites, including, but not limited to, social networking websites and internet chat rooms.

You will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language while online at any websites.

You will not post information on any websites that could cause damage or a danger of disruption. You will not engage in personal attacks or cyberbullying, including prejudicial or discriminatory attacks. You will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If you are told by a person to stop sending him or her messages, you must stop immediately.

You will not knowingly or recklessly post false or defamatory information about a person or organization on any websites.

5. Respect for Privacy

You will not transmit via e-mail or re-post on any website a message that was sent to you privately without permission of the person who sent you the message. You will not transmit or post private information, including personal contact information, about another person through e-mail or on any websites.

6. Respecting Resource Limits

You will use the internet system only for educational and career development activities and limited, high-quality, self-discovery activities. You will not download large files to the computer desktop. You will not post chain letters or engage in "spamming". Spamming is sending an annoying or unnecessary message to a large number of people.

You will check your e-mail frequently, and delete unwanted messages promptly. You will subscribe only to high quality discussion group mailing lists that are relevant to your education or career development.

7. Plagiarism

You will not plagiarize works that you find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours.

8. Copyright

You will respect the rights of copyright owners. Copyright infringement occurs when you inappropriately reproduce a work that is protected by a copyright. If a work contains language that specifies appropriate use of that work, you should follow the expressed requirements. If you are unsure whether or not you can use a work, you should request permission from the copyright owner. If you have questions, ask a teacher.

9. Inappropriate Access to Material

You will not access material that is designated for adults only or is profane or obscene (pornography), that advocates illegal or dangerous acts, or that advocates violence or discrimination towards other people (hate literature).

If you mistakenly access inappropriate information, you should immediately tell your teacher. This will protect you against a claim that you have intentionally violated this Policy. Your parents or guardians should instruct you if there is additional material that they think it would be inappropriate for you to access. The school fully expects that you will follow your parent's or guardian's instructions in this matter.

Disciplinary Actions

The HOWARD UNIVERSITY MIDDLE SCHOOL OF MATHEMATICS AND SCIENCE Internet system is a limited forum; therefore, the school may restrict your speech for valid educational reasons. The school will not restrict your speech on the basis of a disagreement with the opinions you are expressing.

You should expect only limited privacy in the contents of your personal files or record of Web research activities. Routine maintenance and monitoring of the network may lead to discovery that you have violated this Policy, the school disciplinary code, or the law. An individual search will be conducted if there is reasonable suspicion that you have violated this Policy, the HOWARD UNIVERSITY MIDDLE SCHOOL OF MATHEMATICS AND SCIENCE disciplinary code, or the law.

Your Head of School and the system administrator have the right to eliminate any expectation of privacy by providing notice to the students. Your parents have the right to request to see the contents of your e-mail files.

HOWARD UNIVERSITY MIDDLE SCHOOL OF MATHEMATICS AND SCIENCE will cooperate fully with local or federal officials in any investigation related to any illegal activities conducted through the school network.

In the event there is a claim that you have violated this Policy or the school disciplinary code in your use of the network, you will be provided with a written notice of the suspected violation and an opportunity to be heard in the manner set forth in the HOWARD UNIVERSITY MIDDLE SCHOOL OF MATHEMATICS AND SCIENCE disciplinary code.

Limitation of Liability

The school makes no guarantee that the functions or the services provided by or through the HOWARD UNIVERSITY MIDDLE SCHOOL OF MATHEMATICS AND SCIENCE Internet system will be error-free or without defect. HOWARD UNIVERSITY MIDDLE SCHOOL OF MATHEMATICS AND SCIENCE will not be responsible for any damage you may suffer, including but not limited to, loss of data or interruptions of service. HOWARD UNIVERSITY MIDDLE SCHOOL OF MATHEMATICS AND SCIENCE is not responsible for the accuracy or quality of the information obtained through or stored on the system. The school will not be responsible for financial obligations arising through the unauthorized use of the system. Your parents can be held financially responsible for any harm to the system as a result of intentional misuse. The Legal and Educational Analysis of Internet Use policy upon which this model policy is based is available at <http://netizen.uoregon.edu>.

Notification of Rights Under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

- (1)** The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School Head of School [or appropriate school official] a written request that identifies the record (s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- (2)** The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate. Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the School Head of School [or appropriate school official], clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- (3)** The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

- (4)** The right to file a complaint with the U.S. Department of Education concerning alleged failures by the *School District* to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

Notification of Rights Under PPRA

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

• **Consent** before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole, or in part, by a program of the U.S. Department of Education (ED)–

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

• **Receive notice and an opportunity to opt a student out of**–

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

• **Inspect**, upon request and before administration or use –

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

HOWARD UNIVERSITY MIDDLE SCHOOL OF MATHEMATICS AND SCIENCE has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. HOWARD UNIVERSITY MIDDLE SCHOOL OF MATHEMATICS AND SCIENCE will directly notify parents of these policies at least annually at the start of each school year and after any

substantive changes. HOWARD UNIVERSITY MIDDLE SCHOOL OF MATHEMATICS AND SCIENCE will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. HOWARD UNIVERSITY MIDDLE SCHOOL OF MATHEMATICS AND SCIENCE will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-
5901

Education of Homeless Children and Youth Program

Educational Rights Public Notice

The mission of the Education of Homeless Children and Youth Program is to ensure free, appropriate, public educational opportunities for homeless children and youths; to provide technical assistance to schools, shelters and the community; and to heighten awareness of homeless issues. Homeless children and youth should have equal access to the same educational opportunities and services as non-homeless children and youth. In addition, homeless children and youth should have the opportunity to meet the same challenging academic achievement standards to which all students are held pursuant to Title X of No Child Left Behind; McKinney-Vento Homeless Assistance Act federal law.

1. What is the definition of homeless children and youths?

The term “homeless child and youth” means:

- Children and youth who lack a fixed, regular, and adequate nighttime residence; and includes children and youth who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to lack of alternative adequate accommodations; are living in emergency or transitional shelter (including D.C. transitional housing); are abandoned in hospitals; or are awaiting foster care placement;
- Children and youth who have a primary nighttime residence that is a private or public place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings;
- Children and youth who are living in cars, parks, public spaces, abandoned building, substandard housing, bus or train stations, or similar settings;
- Migratory children who qualify as homeless because they are living in circumstances described above; and

- Unaccompanied youth, including youth who are not in the physical custody of a parent or guardian, who qualify as homeless because they live in circumstances described above.

2. Can a homeless child enroll in school?

Yes. The child may continue enrollment in the school of origin for the duration of homelessness. The school is the one the child attended prior to becoming homeless or the school in which the child was last enrolled. The child may also enroll in the school for the attendance area where he or she is living temporarily. If a dispute arises over school selection or enrollment, the school must immediately enroll the homeless student in the school, pending resolution of the dispute. If the local school cannot resolve the dispute, the school must follow the Dispute Resolution Process, not to exceed fifteen (15) days. The local school must provide the parent, guardian or unaccompanied youth with a written statement of the school placement decision and the appeal rights.

3. Whom should be contacted if a dispute arises regarding enrolling a homeless child or youth in school or if other assistance is needed?

The Education of Homeless Children and Youth Program has been designed to assist children and youth who are experiencing homelessness and their families regarding educational issues. If a homeless child or youth is experiencing difficulty in enrolling in school, please contact the Education of Homeless Children and Youth Office at (202)741-0470.

4. What services are provided by the Homeless Children and Youth Program?

The Homeless Children and Youth Program provides the following services: transportation assistance; dispute resolution; emergency school enrollment assistance; special projects; Homeless Awareness Month; staff development; and interagency collaboration.

In accordance with Federal law and U.S. Department of Agriculture (USDA) policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability.

To file a complaint alleging discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue SW, Washington, DC 20250-9410 or call, toll free, (866) 632-9992 (Voice). TDD users can contact USDA through local relay or the Federal Relay at (800) 877-8339 (TDD) or (866) 377-8642 (relay voice users). USDA is an equal opportunity provider and employer.

Also, the District of Columbia Human Rights Act, approved December 13, 1977 (DC Law 2-38; DC Official Code §2- 1402.11(2006), as amended) States the following:

Pertinent section of DC Code § 2-1402.11:

It shall be an unlawful discriminatory practice to do any of the following acts, wholly or partially for a discriminatory reason based upon the actual or perceived: race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, family responsibilities, genetic information, disability, matriculation, or political affiliation of any individual. To file a complaint alleging discrimination on one of these bases, please contact the District of Columbia's Office of Human Rights at (202) 727-3545.