



STUDENT FAMILY HANDBOOK

School Year 2018-2019

FORMAL ACKNOWLEDGEMENT OF
2018-2019 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 2017 – 2018 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 2018-2019 student handbook is accessible online at [www.hu- ms2.org](http://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
2018-2019 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 5, 2017. New and transfer students registering after the start of the 2018-2019 school year must return this acknowledgement page within one week after receipt.

Student Name _____ Grade _____

Parent Name: _____

Parent Signature: _____

Date: _____

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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 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

We, the community of learners at (MS)² to develop students who take ownership of who they are, understand where they fit in society, and are leaders in their community; establish an innovative, multifaceted STEM school that is a collaborative community where learning is personalized, students develop an appreciation of self, personal experiences and how they shape the future.

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, Enrollment and Re-Enrollment

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.

(MS): participates in the Washington DC citywide public school open enrollment process. To apply complete the application available via

MySchoolDC.org

My School DC, in partnership with DCPS and the majority of DC public charter schools, makes it easier for families to take advantage of DC's many school options.

The My School DC lottery application

The My School DC lottery application is a single online application you must use to apply to attend our school.

Our school will only accept the My School DC application available at MySchoolDC.org. Each student can apply to up to 12 schools. On each student's application, a family lists schools in the order they like them — their 1st choice, 2nd choice, 3rd choice, and so on. Parents should only select schools they want their child to attend.

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.

My School DC - 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 16 – 17 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. Additional information in enrollment can be found at My School DC by calling (202) 888-6336 or emailing info.myschooldc@dc.gov.

Re-Enrollment Procedures

Parents of current students wishing to attend HOWARD UNIVERSITY MIDDLE SCHOOL OF MATHEMATICS AND SCIENCE during the 2017– 2018 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 apply 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. Presentation of false, forged, or doctored proof of residency will also result in a referral to the Office of the State Superintendent of Education.

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.

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

Academics and Curriculum

The following courses are offered at (MS)²:

- Mathematics (including Pre-Algebra, Algebra I & Geometry) *
- Science*
- Project Lead the Way
- English/Language Arts*
- Social Studies*
- Spanish
- Music
- 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.

Summit Learning

Summit Learning's Vision: Summit Learning is a personalized approach to teaching and learning inspired by the vision to equip every student to lead a fulfilled life. *

**A life of wellbeing that is filled with purpose, financial independence, community, strong relationships and health.*

Summit Learning combines core values, what science tells on how students learn best, and cutting-edge research into a school experience that is tailored to every community's needs.

The components of the Summit Learning student experience

One-on-one mentoring – Students meet one-on-one with their mentor—a teacher, or school administrator—at least once a week. Mentors get to know their students deeply and strive to support them as they develop their sense of purpose. Mentors also help students set both long-term and short-term goals and coach them through their progress.

Projects –

Students spend the majority of their time working on projects that allow them to apply knowledge, skills, and habits to real-world scenarios. Science, English and History courses are divided into a series of projects taught by subject teachers. Teachers facilitate discussions in the classroom, coach students in applying their cognitive skills, and give students feedback.

Self-Direction – Students are guided through a learning cycle that fosters self-direction. They learn to set goals, select strategies, implement their plans, and reflect on the outcome to see if their plan worked. This cycle of learning can be applied to any task and is developed across all aspects of Summit Learning. Teachers and mentors work with students to provide individualized support.

Students demonstrate proficiency in the following three outcomes

Cognitive Skills – Essential and transferable lifelong skills

Content Knowledge – Understanding and application of complex, challenging facts and concepts

Habits of Success – Mindsets and behaviors that support academic achievement and well-being

With Summit Learning, teachers play a very important role in students' learning. Teachers use their expertise to:

- Help students develop lifelong Cognitive Skills, such as using sources and contributing to discussions;
- Identify when a student is struggling and as a result, support them by with one-to-one guidance or other forms of instruction to meet their needs; and
- Coach students toward achieving their personal goals.

Teachers will be very actively involved in project work with students, teaching and reteaching when students need instruction, monitoring their personalized learning time, and helping students set and achieve their goals. If you walk into a Summit Learning classroom, you're less likely to see the teacher standing in front of the classroom teaching the same lesson to every student; instead, teachers will lead class discussions, work with small groups of students, and provide individualized support.

- **Your student will be assigned a mentor**, who acts as their advocate both inside and outside of the classroom. Their mentor may be a teacher, a school leader, or other administrator. Mentors will meet with your student one-on-one weekly to support their personal goals.
- **Your student's grades will be based on mastery of skills and content knowledge.** With Summit Learning, students are graded not only on the content they've learned, but also on their ability to master cognitive skills needed for success in college and career - skills like analysis, presentation, and writing. This means that grades will look a bit different than what you've seen in the past. This [FAQ center](#)

answers most questions you may have about grading, and it will help both you and your student to better understand the skills they are building.

- **Your student will begin using the Summit Learning Platform**, an online tool that organizes curriculum, projects, and assessments—and supports students in setting and tracking goals for their learning. The Platform gives families a window onto what their students are learning daily, and it allows teachers to see how their students are performing and use that information to personalize instruction and provide additional support when needed. In the coming weeks, we will share more information with you about how you can access the Platform to see in real-time what your child is working on and how you can support.

Our teachers and staff are excited for the year ahead. There will be challenges along the way; however, we are committed to working through them and ensure that every student has an opportunity to achieve their goals.

Over the next few months, there will be opportunities to learn more about Summit Learning and how to support your student. Stay tuned for information about our first information session soon. In the meantime, please let me know if you have any questions—and enjoy the first week of school!

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 once per year. This test is the state assessment used to evaluate the student's progress towards readiness for college and/or career) 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.

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 student.

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.

Grade Scales

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

Grades 6– 8 Grades & GPA Equivalents:

A = 93-100	A = 4.0
A- = 90-92	A- = 3.7
B + = 87-89	B + = 3.3
B = 83-86	B = 3.0
B- = 80-82	B- = 2.7
C+= 77-79	C+ = 2.3
C = 73-76	C = 2.0
C- = 70-72	C- = 1.7
I = incomplete	

Honor Roll

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

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

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, or Is

Note: HOWARD UNIVERSITY MIDDLE SCHOOL OF MATHEMATICS AND SCIENCE considers **Ds and Fs failing grades (anything below 70%)**. **Course Credit** Students 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 student must meet the following criteria:

- To receive credit for Spanish 1
 - Student must earn at least a C in Spanish 1A and a B- in Spanish 1B **and score at least a 75% on the Spanish 1 EOY Exam**
- To receive credit for Algebra 1
 - Student must receive at least a B- in Algebra 1A and Algebra 1B or
 - Student must receive at least a B- in Algebra 1

AND

 - ***Student must score at least a B- on the Algebra EOY exam***
- To receive credit for Geometry
 - Student must receive at least a **B- in Geometry**
 - **AND**
 - **Student 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.

- a. Teachers are NOT required to offer Extra Credit. If a teacher decides to offer Extra Credit, the following conditions apply:
 - b. Extra Credit will NOT be offered unless a student has an I a subject AND the student has completed all homework and assignments for the class.

Promotion Criteria

- If the child receives an I in either math or English, then the school reserves the right to retain the student.
- If the child receives an I two core 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 Iss 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 for promotion

The Retention Committee (grade level team and an administrator) will consider each individual student on a case-by-case basis to assess the contributing factors to the

consideration of retention or promotion. 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 Requirements for Promotion

- 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.

Summer School

- Students receiving an I 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

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
- 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 new to our school will be given the NWEA diagnostic assessments in mathematics and reading/language arts. Any student placing more than 2 grade levels below in reading or mathematics will be considered “at risk” and will receive Supplemental instruction/ assignments/tutoring or other interventions as determined by the school.

EXTENDED ENRICHMENT

(MS)² has an extensive Extended Enrichment program designed to pique the interest level of every student. From 4:00 PM to 5:00 PM, Monday through Thursday, your child can engage in activity-based learning that supports the core content areas and/or the elective courses. Participation is on an application basis. Students select Extended Enrichment clubs in September.

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

- Science Exploration Club
- Engineering
- Yearbook Club
- Team Sports

- Performing Arts
- Math Counts
- Band
- Visual Arts
- Girls, Inc.
- NSBE/Robotics

FIELD TRIPS, PERMISSION SLIPS

Field 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 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. 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.

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 who have enrolled the student in our school 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 –activity fees, or any other fees – transcripts and report cards will not be released to the student, parent, or another school. 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 and credit cards. HOWARD UNIVERSITY MIDDLE SCHOOL OF MATHEMATICS AND SCIENCE does not accept personal checks.

ATTENDANCE

Student Attendance Expectations

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. Students are expected to complete all class work and homework they miss while absent.

Arrival to School

Students are expected to arrive to school no later than 8:15am. Students can arrive to school as early as 7:15am. They are to enter in the 2nd floor door and proceed to the auditorium where they will be supervised by an assistant 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 8:10 AM to go to their advisory

Dismissal from School

Students are dismissed at 4:00pm. Students who attend Extended Enrichment activities will move directly to their Extended Enrichment class at 4:00pm and will be dismissed at 5:00PM. When Extended Enrichment is not in session, students are dismissed at 4:00pm on regular school days and at 12:30pm on half days.

Consequences of Absences and Tardiness

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:

- Students who are tardy to school will serve detention after school
- Students who reach 3 instances of being tardy to school in one advisory will be required to complete an attendance truancy intervention plan with the school.
- Students who reach 3 absences (excused or unexcused) 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), the school will report the situation to Child and Family Services
- If a student has 15 or more unexcused absences (consecutive or non-consecutive), the school will make a referral to Truancy Court.

Reporting Absences

Parents must 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:

- As per OSSE School; Attendance Clarification Amendment Act of 2016 (DC Law 21-140; 63 DCR 8207)
 - A valid excuse for an absence must be provided within 5 (five) School days. All Absences will be recorded as unexcused unless the parent, guardian or other person who has custody or control of the minor student provides the school with a valid excuse for the minor's absence within five school days of returning to school.
- 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 has exceeded three consecutive days during the school year, then a doctor's note specifying the excused days is required.
- For 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 three 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.

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 and arrange, 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.

Tardy, Early Dismissals & Appointments

Students who are tardy must sign in at the Front Desk and must provide a valid reason for their tardiness. Please remember that tardy students are a disruption to the educational program.

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.

Defining School Procedures

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 focuses 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.

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.

Live-School – Positive Behavior Intervention

LiveSchool is a web-based app that makes it easy for teachers to record and share behavior points in real time, print weekly reports for parents, and manage a school-wide incentive system.

The LiveSchool points are given to students by staff members to reward students for positive behavior. Students can “spend” their reward in the school store twice per month. Parents can see points that students have accrued and track their student’s behavior

School Safety and Discipline Policies

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 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 the 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

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 focuses 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.

In-class discipline

HOWARD UNIVERSITY MIDDLE SCHOOL OF MATHEMATICS AND SCIENCE will adhere to the (MS)² Way, which means exemplifying the core values of Preparation, Respect, Integrity, Determination and Excellence (P.R.I.D.E.) 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:

- Temporary exclusion from classes
- Calling parents/guardians
- Administrator/Parent/Student conference
- Behavior Intervention Plan
- Before or after school or lunch detention
- Alternative volunteer service (e.g., soup kitchens, shelters)
- Behavior/Academic contract
- Community Conferencing/Restorative Justice
- Counselor/Parent conference
- Counselor/Student conference
- Counselor/Teacher conference
- Guidance/Counselor referral
- In-School work detail
- Loss of Incentives
- Parent Shadowing
- Peer Mediation
- Referral to the Social worker
- Referral to the SST (Student support team)
- Think It Through Reflection
- Referral
- Restriction of participation in 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”.

Detention:

- After school detention will be held from 4:00 pm – 4:45 pm, Monday through Thursday, and 3:30 pm – 4:15 pm on Fridays.

The Dean of Students or an Assistant Dean 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 must participate in a parent conference. Parent notification will be made by phone to the parent or guardian by an Assistant 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.

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 up to and including four days, due to a disciplinary infraction. Prior to a suspension, the following will occur:

- Notify the student of the infraction(s).
- In the course of investigating the infraction, accept information from the student and other persons who have knowledge of the infraction. The student involved shall have the opportunity to express his/her side of the problem.
- Determine if the infraction(s) has/have been committed based on the information gathered.
- If after the investigation, it is determined that the student has committed the infraction(s), a short-term suspension shall be imposed at the discretion of the Dean of Students or the Head of School 's Designee based on the information gathered.

Implementation of Disciplinary Consequences

Once it is determined that a short-term suspension is warranted, the Dean of Students shall proceed as follows:

- Inform the student of the suspension and the reason(s).
- Notify the parent by telephone or in person, and via email with read receipt.
- Send written notification, by the end of the school day, 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, 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 equal to or exceeding five school days, due to a disciplinary infraction. An expulsion is the denial to a student of the right to attend school and to take part in any school function permanently, due to a disciplinary infraction. When a student commits an offense that is eligible for long-term suspension or expulsion, prior to issuing the suspension or expulsion recommendation, the school shall (not necessarily in this order):

Investigation

- Notify the student of the infraction(s)
- Notify the parent via telephone of the infraction(s) and the investigation
- As part of the investigation, 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 if the infraction(s) has/have been committed based on the information gathered.

Notify the parent via telephone of the result of the investigation, send written notification, by the end of the school day, 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 Head of School or 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 Head of School or Designee. The hearing shall be closed to the public and may include the presentation of evidence, testimony, and questioning of those present. 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 by email and/or electronically**, 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.

Due Process and Appeals Procedures for Suspension or Expulsion

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 or designee will 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 or designee. The hearing shall be closed to the public and may include the presentation of evidence, testimony, and questioning of those present.
- The Head of School will 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 must make a written request to the HOWARD UNIVERSITY MIDDLE SCHOOL OF MATHEMATICS AND SCIENCE Board of Directors' 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 schedule the Appeal Hearing with the Board of Directors' Designee 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 Directors' Discipline Committee.
- The hearing shall be closed to the public and may include the presentation of evidence, testimony, and questioning of those present.
- The HOWARD UNIVERSITY MIDDLE SCHOOL OF MATHEMATICS AND SCIENCE Board of Directors Designee will 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 Directors Discipline Committee upholds the suspension or expulsion, the suspension or expulsion 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 in session.)

Making Up Work When Students are Suspended

Students who are suspended shall be provided all work that was assigned while they were out of school. It is the responsibility of the parent/guardian to contact the school and plan 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.

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.

RESTORATIVE PRACTICES

Restorative practices are 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. The intention of the restorative justice process is to work with students to repair harm done and resolve conflict not do it for them. The RJ process is intentional and at times can require various members of the community to participate including parents, teachers, administrators, school resource officer, etc. Even though we seek to restore the harm caused it does not absolve students from receiving additional disciplinary consequences. For more information refer to page 32 for disciplinary consequences.

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 extra-curricular activities or field trips during the probationary period. 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.

Manifestation Determination Process for Students with Disabilities

Students with disabilities have the same rights and responsibilities as other students, and may be disciplined for the same behavioral offenses listed above. If a student commits a behavioral infraction, a multidisciplinary team will hold a manifestation meeting to determine if the incident was a manifestation of the student’s disability.

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. Restorative practices, behavior plans, and behavior interventions will be put in place to support the student.

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.

If the student is approaching their 10th suspension day or shows a pattern of behavior(s), a multidisciplinary team will meet to discuss and implement the appropriate restorative practices, behavior plans and behavior interventions to support the student.

Infraction Levels, Descriptions and Consequences

The Howard University Middle School of Mathematics and Science is a restorative school and the goal of our discipline program is to teach our students not punish them. Furthermore, consequences based on student infractions will be assessed and processed based on the level of infraction in the following format:

Level 1 Consequences and Strategies

- Verbal Redirection
- In-Class Detention
- Teacher/Student Conference
- Parent Contact (in writing, email, phone or text)
- Restorative Circle
- Restorative Conversation
- Timeout/Buddy Room
- Parent Shadowing
- Think-it-Through Sheet
- Seating Change
- Peer Mediation
- Teacher/Student/Dean Restorative Conference

Level 2 Consequences and Strategies

- Detention
- Lunch Detention
- Loss of LiveSchool Points
- Parent Shadowing
- Restorative Circle
- Restorative Conference
- Timeout with Dean (Temporary Removal from Class)
- Behavior Plan
- Behavior Contract
- Lunch Duty
- Referral to School Counselor
- Referral to School Social Worker
- Parent Conference
- Parent/Teacher/Dean Conference
- Temporary Suspension of Computer Privileges in School

Level 3 Consequences and Strategies

- In-School Suspension
- Out of School Suspension
- Restorative Circle
- Restorative Conversation
- Mandatory Parent Meeting

- Cell Phone Privileges Suspended
- Suspension of Computer Privileges

Level 4 Consequences

- Short-term Suspension
- Long-term Suspension
- Expulsion

Level of Infraction	Infraction	Consequence
Level 1	Classroom Disruption	Refer to Level 1 Consequences on page 32
Level 1	Eating/drinking outside of the cafeteria	Refer to Level 1 Consequences on page 32
Level 1	Tardy to class	Refer to Level 1 Consequences on page 32
Level 1	Chewing gum, seeds, candy	Refer to Level 1 Consequences on page 32
Level 1	Insubordination	Refer to Level 1 Consequences on page 32
Level 1	Disrespect (including, but not limited to, eye-rolling, teeth sucking, disrespectful non-verbal behaviors, gossiping, teasing, hurtful language, obscene language or gestures)	Refer to Level 1 Consequences on page 32
Level 1	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)	Refer to Level 2 Consequences on page 32
Level 2	Dress Code Violations	Refer to Level 2 Consequences on page 32
Level 2	Excessive Level 1 Referrals	Refer to Level 2 Consequences on page 32
Level 2	Usage of Profanity towards staff or offensive gestures	Refer to Level 2 Consequences on page 32
Level 2	Inappropriate or disruptive physical contact between students	Refer to Level 2 Consequences on page 32
Level 2	Leaving class without permission	Refer to Level 2 Consequences on page 32
Level 2	Intentional misuse of school equipment, supplies and facilities	Refer to Level 2 Consequences on page 32
Level 2	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)	Refer to Level 2 Consequences on page 32
Level 2	Playing in the Hallways or Bathroom	Refer to Level 2 Consequences on page 32

Level 2	Unsafe Behavior (including, but not limited to, running in the building, unsafe pedestrian behavior, talking or being disrespectful disruptive during an emergency drill)	Refer to Level 2 Consequences on page 32
Level 2	Academic Dishonesty	Refer to Level 2 Consequences on page 32
Level 2	Dishonesty/Lying to Staff Members	Refer to Level 2 Consequences on page 32
Level 2	Computer Abuse and/or Use of Computers for Non-School Related Use, Including Viewing or Accessing Prohibited Sites	Refer to Level 2 Consequences on page 32

Level 3	Abuse of or Destruction of Property/Vandalism	Refer to Level 3 Consequences on page 32
Level 3	Throwing Objects or Projectiles of Any Kind	Refer to Level 3 Consequences on page 32
Level 3	Academic Dishonesty/Plagiarism/Forgery	Refer to Level 3 Consequences on page 32
Level 3	Arson/Fire-setting/Possession of Matches and/or Lighters or Any Other Incendiary Device	Refer to Level 3 Consequences on page 32
Level 3	Bio-Hazard	Refer to Level 3 Consequences on page 32
Level 3	Bullying (including Electronic Bullying)	Refer to Level 3 Consequences on page 32
Level 3	Burglary	Refer to Level 3 Consequences on page 32
Level 3	Commit any behavior not specifically listed above which an administrator believes warrants a suspension or expulsion	Refer to Level 3 Consequences on page 32
Level 3	Computer Abuse and/or Use of Computers for Non-School Related Use, Including Viewing or Accessing Prohibited Sites	Refer to Level 3 Consequences on page 32
Level 3	Contaminating the Food of Others	Refer to Level 3 Consequences on page 32
Level 3	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	Refer to Level 3 Consequences on page 32

Level 3	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)	Refer to Level 3 Consequences on page 32
Level 3	Extortion	Refer to Level 3 Consequences on page 32
Level 3	Fighting Another Student, On or Off Campus, Within or Outside the School Day	Refer to Level 3 Consequences on page 32
Level 3	Gambling	Refer to Level 3 Consequences on page 32
Level 3	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)	Refer to Level 3 Consequences on page 32
Level 3	Inappropriate behavior and/or stealing from stores on or off campus on the way and from school.	Refer to Level 3 Consequences on page 32
Level 3	Hate Based Incidents	Refer to Level 3 Consequences on page 32
Level 3	Hazing	Refer to Level 3 Consequences on page 32
Level 3	Instigating a Fight	Refer to Level 3 Consequences on page 32
Level 3	Leaving the Classroom, School Building, School Property, or School Related or Sponsored Activity without Permission	Refer to Level 3 Consequences on page 32 - 33

Level 3	Online Behavior that Creates a Disruptive Environment and/or Does Not Model HOWARD UNIVERSITY MIDDLE SCHOOL OF MATHEMATICS AND SCIENCE Values	Refer to Level 3 Consequences on page 32 - 33
Level 3	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	Refer to Level 3 Consequences on page 32 - 33
Level 3	Pull a False Emergency Alarm or Pushing the panic buttons locate on campus	Refer to Level 3 Consequences on page 32 - 33
Level 3	Record or Photograph Students or Staff Members without their Prior Knowledge and Consent	Refer to Level 3 Consequences on page 32 - 33
Level 3	Excessive Level 1 and 2 referrals	Refer to Level 3 Consequences on page 32 - 33
Level 3	Sexual Harassment	Refer to Level 3 Consequences on page 32 - 33
Level 3	Theft/Intent to Steal/Possession of Stolen Property	Refer to Level 3 Consequences on page 32 - 33
Level 3	Threat (Electronic, Verbal, or Written)	Refer to Level 3 Consequences on page 32 - 33
Level 3	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)	Refer to Level 3 Consequences on page 32 - 33

Level 3	Truancy/Skipping Class/Skipping School	Refer to Level 3 Consequences on page 32 - 33
Level 3	Unwanted physicality (including, but not limited to, kicking, pushing, hitting, spitting, pinching, slapping, or biting)	Refer to Level 3 Consequences on page 32 - 33
Level 3	Use of Cellular Phones, or any other Personal Electronic Communication Device on School Property, During School Hours, or During School Functions	Refer to Level 3 Consequences on page 32 - 33
Level 3	Verbal Abuse	Refer to Level 3 Consequences on page 32 - 33
Level 4 - Police Referral Expulsion Recommendation	Bomb/Facsimile Possession or Bomb Threat	Suspension with an Expulsion recommendation
Level 4 - Police Referral Expulsion Recommendation	Possession of a Weapon (including, but not limited to, firearms, knives, razor blades, mace/tear gas/pepper spray, or any other dangerous objects) including replicas, toys, and fakes	Suspension with an Expulsion recommendation
Level 4 - Police Referral Expulsion Recommendation	Physical Attack on a Student or Staff Member inside or outside of the school	Suspension with an Expulsion recommendation
Level 4 - Police Referral Expulsion Recommendation	Weapons Used to Cause Bodily Harm / Injury	Suspension with an Expulsion recommendation
Level 4	Excessive (3 or more) Level 3 offenses	Refer to Level 4 Consequences on page 32 - 33

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 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 (Including during Lunch)
- Sunflower seeds
- Popcorn
- Slime

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 always, 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 waistband is visible).
- All pants, skirts and shorts must be an appropriate size and fit.
- **Students need to wear comfortable all black shoes. Shoes with laces must be tied always.**
- Skirts and shorts must be worn no more than two inches above the knee.
- Solid color socks or stockings
- Solid color headbands
- Clear backpacks only!

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).
- Apple or Android watches
- 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.
- Animal ear headbands
- Any additional items that the school feels may be distracting to students.
- No Fanny Packs or Purses in class or to be carried on your person. These items must be stored in your locker.
- No Long Finger Nails. Nails must be medium or short nails (1/16 of an inch or shorter)
- 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 subject to disciplinary referral.

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:

We are requesting that students refrain from bringing items, such as tablets, iPods, MP3 players, headphones, fidget spinners, apple watches, android watches, fit-bits 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 always and not be distracted by listening to their favorite tunes or playing their favorite games. Any of the above- mentioned devices must be stored in the student's locker during the school day.

Cell Phone Policy:

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 turned in to the dean upon arrival.** 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.

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 dean of students. If an item is confiscated, the following will apply:

- 1st Offense – The item will only be returned to the student after school
- 2nd Offense – The item will be returned to the parent/guardian after school
- 3rd Offense – Suspension of Cell Phone Privileges/Level 3 Consequence

Toys/Games/Gadgets

Students are not permitted to bring toys, games, or gadgets to school. 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 ESSA 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 Directors, 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 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.

Summit Learning

<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>

Parent, Teacher, Administration Conferences: 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.

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 call the Assistant 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.

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.

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 always and we ask that parents please make appointments to visit their child's classroom. If a teacher is having a special, closed activity (such as testing), 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 to 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 towards any (MS)² student or staff member off school property, while on school property Howard University Middle School of Mathematics and Science reserves the right to have the individual from the building, and potentially 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 using 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.

Calendar and Scheduling

Calendar

HOWARD UNIVERSITY MIDDLE SCHOOL OF MATHEMATICS AND SCIENCE's calendar is distributed annually during the summer and is available on the school website. 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.

School 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 4:00 PM. The extended day is from 4:00 PM to 5:00 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 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 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, midday, 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 always. Inappropriate behavior on the shuttle can result in your child being banned from using it in the future, and disciplinary actions based on the school's code of conduct.

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 students to our school.

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.

Catered breakfast and lunch are available daily, including early dismissal days. 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 provided to the student at dismissal.

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](mailto: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](mailto: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.

Technology use for 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.

Students may have access to the Internet through their classroom, library, or home.

E-mail is an electronic mail system, which allows students to communicate one to one with people throughout the world. 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

Students will not post personal contact information about themselves. Personal contact information includes, but is not limited to, 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. Students agree not to meet with someone met online. Students will promptly disclose to their teacher or other school employee any message received that is inappropriate or makes them feel uncomfortable or unsafe, including any instances of cyberbullying.

2. Illegal Activities

Students 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 their authorized access. This includes attempting to log in through another person's account or access another person's files. Students will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. Students 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, tampering with or deleting another students' data files or information.

3. System Security

Each student is responsible for their individual account and must take all reasonable precautions to prevent others from being able to use their account. Under no conditions should a student provide their password to another person. Students will immediately notify a teacher or the system administrator if they 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. Students will avoid the inadvertent spread of computer viruses by following the virus protection procedures. No software is to be downloaded on the school 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.

Students will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language while online at any websites, this includes downloading inappropriate pictures to their school profile.

Students will not post information on any websites that could cause damage or a danger of disruption. Students will not engage in personal attacks or cyberbullying, including prejudicial or discriminatory attacks. Students will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a student is told by a person to stop sending him or her messages, the student must stop immediately. Students will not knowingly or recklessly post false or defamatory information about a person or organization on any websites.

5. Respect for Privacy

Students will not transmit via e-mail or re-post on any website a message or photo that was sent to them privately. Students 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

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

Students are expected to check their e-mail frequently and delete unwanted messages promptly.

7. Plagiarism

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

8. Copyright

Students 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, students will follow the expressed requirements. If you are unsure whether 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

Students 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 a student mistakenly accesses inappropriate information, the student should immediately tell your teacher. This will protect the student against a claim that they have intentionally violated this Policy. Parents or guardians should instruct their child/children if there is additional material that they think it would be inappropriate for them to access. The school fully expects that all students will follow their 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 based on a disagreement with the opinions being expressed.

Students should expect only limited privacy in the contents of their personal files or record of Web research activities. Routine maintenance and monitoring of the network may lead to discovery that a student has 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.

The Head of School and the system administrator have the right to eliminate any expectation of privacy by providing notice to the students. Parents have the right to request to see the contents of student 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 a student has violated this Policy or the school disciplinary code in your use of the network, the student and their parent 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 because 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 arrange 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 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. Who 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 having trouble 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 based on 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.

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 grievant who is a parent, or visitor.

3. OTHER REMEDIES

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

4. INFORMAL GRIEVANCE

Grievant is encouraged to discuss their concern or harassment complaint promptly and candidly with their immediate supervisor, the 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 Head of School. 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 Head of School can be reached at the contact information provided below.

The 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 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, because 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 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 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	CHAIRMAN OF THE BOARD OF DIRECTORS
Kathryn Procope 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	Wendell Johns H. U. Middle School of Mathematics and Science 405 Howard Pl NW Washington, D.C. 20059 (202) 806-2530
<p style="text-align: center;"><u>Board of Directors</u> Frank Ross – fross10130@earthlink.net Wendy P. Lewis – wpace@kpmg.com Larry Smith – las_smitty@hotmail.com Danielle Holley-Walker – DHWalker@law.howard.edu</p>		