



HAR-BUR
MIDDLE SCHOOL

2017 - 2018
HOME OF THE HUSKIES

HUSKY TRAITS

RESPECT

RESPONSIBILITY

POSITIVE ATTITUDE

FAIRNESS

HONESTY

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**Har-Bur Middle School
Regional School District #10
26 Lyon Road, Burlington, CT 06013
<http://www.region10ct.org/HB>**

Har-Bur Middle School, together with parents and the two communities it serves, seeks to actively engage students in the pursuit of academic excellence during their transition from childhood to adolescence. Using a relevant curriculum and varied instructional techniques, we foster the cultural, emotional, intellectual, and physical potential of every student so that all, through effort and hard work, will achieve the skills necessary for success in the 21st century.

WELCOME TO THE HAR-BUR MIDDLE SCHOOL COMMUNITY – HOME OF THE HUSKIES

Welcome to the 2017-2018 school year and a new beginning at Har-Bur Middle School. We hope that this handbook will explain our policies, clarify our expectations, and encourage communication between us. Although this handbook contains information about your school and its policies, not all rules can be codified in this publication. It is essential that you, our students, and your parents/guardians read, discuss, and become familiar with this information. We want the years you spend with us to be the best they can be. Helping you prepare for your future is an opportunity that is important to all of us. We are glad you are part of the Har-Bur community of learners and we look forward to an exciting and engaging year.

SCHOOL HOURS

Regular Day	Homeroom - 8:05 a.m.	Dismissal - 2:48 p.m.
1-1/2 Hour Delay	Homeroom - 9:35 a.m.	Dismissal - 2:48 p.m.
1/2 Day Dismissal	Homeroom - 8:05 a.m.	Dismissal - 12:30 p.m.
Inclement Weather Early Dismissal	Homeroom - 8:05 a.m.	Dismissal - 11:45 a.m.

	<u>PHONE</u>	<u>FAX</u>
Har-Bur Middle School	(860) 673-6163	(860) 673-3481
Lewis S. Mills High School	(860) 673-0423	(860) 673-9128
The Learning Center	(860) 673-7195	(860) 673-3481
Harwinton Consolidated Elementary School	(860) 485-9029	(860) 485-9237
Lake Garda Elementary School	(860) 673-2511	(860) 673-3721
Superintendent of Schools (Alan Beitman)	(860) 673-2538 Ext. 10125	(860) 675-4976
Director of Student Learning (Cheri Burke)	(860) 673-2538 Ext. 10126	
Director of Student Support Services (Linda Carabis)	(860) 673-6195	(860) 404-7793
Business Manager (Susan Laone)	(860) 673-2538 Ext. 10134	
All-Star Transportation Company	(860) 605-9285 or (860) 605-9286	

HAR-BUR MIDDLE SCHOOL STAFF

Principal:	Kenneth Smith, Ext. 17512	Secretaries:	Cindy Barkley, Principal's Secretary, Ext. 17512
Asst. Principal:	Peter Bogen, Ext. 17230		Karol Nicoletti, Administrative Assistant, Ext. 17506
Asst. Principal:	Martha Rouleau, Ext. 17230		Tania Stater, Secretary, Ext. 17230
School Counselor:	Leslie Hubbard, Grade 6, Ext. 17505		MaryLynn Leon, Assistant Secretary, Ext. 17502
	Deborah Watson, Grade 7, Ext. 17513		Assistant Secretary, Ext. 17500
	Amanda Ferrucci, Grade 8, Ext. 17504		
School Nurse:	Elizabeth Niedmann, Grade 7-8, Ext. 17507	Custodians:	Todd Holman
	Rebecca Mauro, Grade 5-6, Ext. 17310		Arthur Ross
Psychologist:	Stefanie Gelormino, Ext. 17141		Charles Schlosky
Social Worker:	TBD, Ext. 17241		George Turner
			Ray Royals

TEAMS

<u>Grade 5 Turquoise</u>	<u>Grade 5 Onyx</u>	<u>Grade 7 Diamond</u>	<u>Grade 7 Sapphire</u>
Sarah Camp	Susan Geissler	Casey Fortin	David Grigociewicz
Stephanie Close	Christina Rogers	Nate Milano	Tammi Milius
Nancy Kutz	Richard Reynolds	David Sawicki	Andrew Spargo
Rhea O'Connor	Melinda Shafer	Margaret Tylutki	Gina West
<u>Grade 6 Emerald</u>	<u>Grade 6 Garnet</u>	<u>Grade 8 Purple</u>	<u>Grade 8 Silver</u>
Jill Bourque	Bryan deManbey	Jennifer Michnowicz	Ed Dorgan
Mary Jane Dunn	Kathryn Bogen	Deb Rizzo	Priscilla Johnson
Lisa Melingonis	Julie Hawks	Matthew Weeks	Robert Samudosky
Elena Padolko	Christina Janssen	Math Teacher	Pamela Sheehy
Heather Rayner	Diane Premus		

World Language Team

Narjess Bennour	Doreen O'Sullivan
Alecia Bohan	Ginny Powell
Carol Brault	Jean Satmaria

Unified Arts/Fine Arts Teams

Leanne Bemis	Roselyn Marino
Angela Capolupo	Marc Riccio
Greg Cramer	Elizabeth Crumb-Spring
Greg Driscoll	Kristyn Treggor

Study Skills/Academic Workshop

Maria Grappone

Support Services

Ursula Cleaver, 5-8 Coordinator

Erika Brady	Margaret Dunlop
Marianne Burgess	Linda Misani
Kathryn D'Elia	Mary Newman
Roseanne Dobis	Julie Salzarulo
	Dara Wassik

Wellness: Health and Physical Education

Sean Callahan	Killeen Leonard
Scott Morneault	Shannon Puzinski
	Kelly Smith

Reading/Language Arts Consultant

Dina Grant Donna Langer Jean Ann Ward
Caitlin Cunningham & Rachel Lacourciere – Reading Tutors

Math Interventionists

Suzanne Guglielmo Kristen Parente

Speech and Language

Heather Kelly-Welch

Computer Technicians

Denise Georgiadis Vanessa Hinman
Kimberly McGuffie John Wyzykowski

Library Media Center

Alexandra Johnston, Librarian TBD, Library Assistant

Instructional Assistants

Stephanie Catucci	Rosella Hendel	Beth Pawlow
Elaine Ciarcia	Denise Incorvia	Cheryl Peterson
Kim Danilowicz	Karen Ledesma	Robin Pezzulo
Jennifer Delulis	Katherine Loughery	Brenda Reynolds
Lori Gallagher	Juliana Meyers	Suzanne Slabinski
Susan Graham	Sandra Packard	Sandy Steele

DISTRICT POLICIES

(Please note: Board policies are set forth in their entirety on the District's Website.)

1. RESPONSIBLE USE POLICY

Network and Internet access is available to students of Region #10. The Board of Education is pleased to provide this access and recognizes its potential to support our curriculum by expanding current resources. The *Responsible Use Policy* contained in this handbook (see pages 21-23) must be signed by the student and a parent/guardian. Please sign and tear out page 23 and return to the homeroom teacher before access will be allowed.

2. ACCESS TO PROGRAMS AND SERVICES FOR STUDENTS WITH DISABILITIES

A student who has a disability impacting the ability to learn or function in the school environment may be entitled to special services including reasonable accommodations (Section 504 Plan) and/or special education (Individualized Education Plan). A 504 Plan outlines the modifications and accommodations that a student with a disability needs in order to participate fully in the programs offered by the school.

Special education is specially designed instruction created to meet the unique needs of students with disabilities. In providing special education to students, the district complies with the requirements of federal and state law. Eligibility for special education is determined by a planning and placement team. Before a child is referred to a planning and placement team, alternative procedures and programs in regular education shall be explored and, where appropriate, implemented. Referrals for special education may be made by school personnel as well as from a student's parents, physician, or social worker.

Regional School District #10 is committed to providing parents and other interested parties with information about the identification, evaluation and programming for students with disabilities. Parents who have questions about the services available to students with disabilities should contact Ms. Linda Carabis, Director of Student Support Services at (860) 673-6195, Regional School District #10, 24 Lyon Road, Burlington, CT 06013.

3. ADMINISTRATION OF EPINEPHRINE FOR EMERGENCY FIRST AID

Connecticut law (Public Act 14-176) requires school nurses and other qualified and trained school employees in each public school to maintain epinephrine in cartridge injectors (often referred to as "EpiPens") for the purpose of administering emergency first aid to students who experience allergic reactions *and do not* have a prior written authorization of a parent or guardian or a prior written order of a qualified medical professional for the administration of epinephrine. This law serves to permit schools to provide emergency first aid to a student who experiences an allergic (and potentially life threatening) reaction even if the student does not have a prior written authorization for the administration of epinephrine. However, this same law permits the parent or guardian of a student to submit a written directive to the school nurse (or school medical advisor) that epinephrine shall not be administered to the student in emergency situations. *If a parent wishes to so prohibit the emergency use of epinephrine, or has any questions with regard to the emergency use of epinephrine and the parental ability to prohibit its use, then please contact the school nurse.*

4. ATTENDANCE POLICY

Connecticut state law requires parents and persons having control of children between the ages of 5 and 18 must ensure that such children attend school regularly unless the parent or person having control of such children is able to show that the child is elsewhere receiving equivalent instruction in the studies taught in the public schools.

Good attendance is a necessary part of the educational process and is closely related to successful performance in school. When a student is absent s/he misses the important interaction that occurs in the classroom. The school will assist parents/guardians in that responsibility by encouraging students to attend school.

Recent legislation allows 10 days of excused absences in any school year—and additional time at the discretion of the Board—for a student to visit with a parent or legal guardian who is an active duty member of the Armed Forces and has been called to duty or is on leave from active duty or has immediately returned from deployment to a combat zone or combat support posting.

Excused or Unexcused Absences

Students are considered absent if they are not present for at least half of the regular school day. For the first nine absences in a school year, an absence will be excused when a parent provides a timely written note approving the absence. ***For the tenth and further absence to be considered excused, the absence must be due to an acceptable reason.***

Acceptable reasons include:

- student illness (verified by a licensed medical professional);
- observance of a religious holiday;
- death in the family or other emergency beyond the control of the student's family;
- mandated court appearances (additional documentation required);
- lack of transportation usually provided by the school district;
- extraordinary educational opportunities (pre-approved by the principal)
- visit with parent/guardian who is an active duty member of the Armed Forces (as required by state law, some restrictions apply)
- a "disciplinary absence" is not an unexcused absence

All documentation of absences must be provided within ten days of the absence. For more information, please refer to Board Administrative Regulation 5115A.

Tardiness

The practice of being on time is a good habit formed not only for the school years but also for life. Frequent tardiness indicates a lack of responsibility and violates school rules. Parents/guardians are urged to assist their children to arrive at school by 8:00 a.m. for an 8:05 start.

Absence From School

If your child is ill, parents/guardians are asked to call or e-mail:

Gr. 5 & 6 - Rebecca Mauro (860) 673-6163 Ext. 17310 or e-mail: mauror@region10ct.org

Gr. 7 & 8 - Beth Niedmann (860) 673-6163 Ext. 17507 or e-mail: niedmanne@region10ct.org

Please send a written excuse when your child returns to school. If an extended period of absence of two or more days is expected, parents/guardians may call the nurse by 9:00 a.m. of the second day to request missed homework assignments. The packet will be available after a 24-hour period. It is the responsibility of parents/guardians to pick up the assignments.

Truancy

Truancy is defined as four unexcused absences from school in any one month or 10 unexcused absences from school in any school year. When a student is identified as a truant, the principal, or his designee, will hold a meeting with the parent and appropriate school personnel to review and evaluate the reasons for the student's truancy.

5. BULLYING POLICY

"Bullying" means (1) the repeated use by one or more students of a written, oral or electronic communication, such as cyber bullying, directed at or referring to another student attending school in the same school district, or (2) a physical act or gesture by one or more students repeatedly directed at another student attending school in the same school district, that:

- (a) Causes physical or emotional harm to such student or damage to such student's property,
- (b) Places such student in reasonable fear of harm to himself or herself, or of damage to his or her property,
- (c) Creates a hostile environment at school for such student,
- (d) Infringes on the rights of such student at school, or
- (e) Substantially disrupts the education process or the orderly operation of a school.

Bullying shall include, but not be limited to, a written, oral or electronic communication or physical act or gesture based on any actual or perceived differentiating characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression, socioeconomic status, academic status, physical appearance, or mental, physical, developmental or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics. It also includes any act of physical, emotional or sexual abuse, including stalking, harassing, and threatening, that occurs between two students who are currently in or who have recently been in a dating relationship.

Reporting Bullying: Any student who believes he or she has been the victim of bullying may report the matter to any school employee. Students may anonymously report acts of bullying to school employees. Parents or guardians of students may file written reports of suspected bullying.

School employees who witness acts of bullying or receive reports of bullying are required to orally notify the safe school climate specialist (or another school administrator if the safe school climate specialist is unavailable), not later than one school day after such school employee witnesses or receives a report of bullying, and to file a written report not later than two school days after making such oral report.

We regularly assess school climate and welcome information from students and parents/guardians about their perspectives and opinions of the school climate. Periodically, we will ask students to respond to surveys about school climate and their responses may be made anonymously. A copy of the Board's Safe School Climate Plan/Bullying policy (Board Policy 5152), is available at the main office in every school and on the district website.

6. BUS POLICY

School transportation privileges are extended to students conditional upon satisfactory behavior on the bus. Students will be advised that they may be suspended from transportation services for unsatisfactory conduct while awaiting or receiving transportation to and from school that endangers persons or property or violates a board policy or administrative regulation.

Students are expected to:

1. Be courteous to other students and respectful to the bus driver at all times;
2. Only ride the bus for their assigned route. If a regular alternate schedule needs to be arranged, parents/guardians must submit written notice to the school three weeks in advance;
3. Arrive promptly at their bus stops and wait until the bus comes to a complete stop before attempting to board;
4. Wait for the driver to signal them when crossing the street in front of the bus;
5. Enter or leave the bus only at the front door except in cases of emergency;
6. File on and off bus in an orderly manner, with no rushing or pushing;
7. Immediately take a seat when they enter the bus and remain seated while the bus is en route. Kneeling and standing on seats are not allowed;
8. Keep arms and hands inside the bus and never out the windows. Windows are to be regulated under the supervision of the driver;
9. Help keep the bus clean, sanitary and orderly and shall refrain from damaging or abusing the bus, its cushions or its equipment;
10. Always check to make sure they have not left personal belongings on the bus.

Students may NOT do any of the following:

1. Throw paper, hats, books, lunches, garbage or any other items while on the bus or near the bus or out the windows;
2. Engage in distracting behavior such as loud, excessive noise, unacceptable language -- including swearing and inappropriate conversations -- roughhousing, fighting, eating, drinking, chewing gum and smoking;
3. Use phones or iPods to take pictures or for filming purposes;
4. Carry, transfer, store or use weapons, ammunition, illegal substances or articles of an injurious or objectionable nature;
5. Possess or use unauthorized drugs and/or drug paraphernalia, tobacco products, e-cigarettes or alcohol;
6. Leave the bus without permission of the driver or school authorities except at student's home or at the school; or
7. Violate any other Board policy or rule while using school transportation.

High School Students' Use of Middle School Buses

When seating is available, high school students may be permitted to ride the HBMS buses after school with the permission of the LSM Dean of Students. Permission will only be granted to high school students who are in good academic and disciplinary standing. Such students will be required to sit directly behind the bus driver.

7. CHAPERONES AND VOLUNTEERS

For the safety of students, all non-school employees who wish to volunteer to work unsupervised and/or chaperone overnight/day school trips with Har-Bur students must be approved. As part of the approval process, volunteers having direct contact with students must submit to a background check. *Background Review Consent Forms* for all school volunteers are available from teachers, administrators, and/or the middle school main office.

8. DRUG, ALCOHOL AND TOBACCO POLICY

The administration of Regional School District #10 has a "No Tolerance Policy" when a student is in possession of drugs, attempts to purchase drugs or demonstrates signs of use or being under the influence of drugs. Upon investigation of such an incident, a student will be suspended out of school for 10 days in accordance with the student due process procedures, and the student will be subject to possible expulsion by the Board of Education.

Any student found in possession of, using, purchasing or distributing over-the-counter or prescription medications will be subject to consequences determined by the administration of Har-Bur Middle School.

The Board of Education prohibits student possession, use, purchase, manufacture, and/or distribution of any restricted drug, alcohol, or drug paraphernalia or being under the influence of any drug, drug-like substance, or over the counter medication taken without a parent's and physician's permission. This prohibition includes any activities sponsored by a school on or off school premises.

Recognizing the potential of each student and that drug and alcohol abuse and dependency can seriously impair a student's ability to learn, it is the policy of the schools to take positive actions to prevent drug and alcohol abuse. These actions will be through education,

school intervention, parental involvement, medical assessment/referral, and police referral in the handling of incidents in the schools involving the possession, sale, and/or use of behavior-affecting substances. These substances shall include but not be limited to marijuana, cocaine, LSD, inhalants (which have behavior-affecting ingredients), alcohol, and barbiturates. (Cf. 6164.11-Drugs, Tobacco, Alcohol)

School properties may be inspected by school authorities in the interest of maintenance, health and safety. Inspections for the location of restricted drugs, narcotics, liquor, weapons, poisons and missing properties are matters relating to health and safety and may be regarded as reasonable purposes for inspection by school personnel. (Cf. 5145.12-Search and Seizure)

A student on school grounds, during a school session, or anywhere at a school-sponsored activity who shows signs of being under the influence, possesses, uses, dispenses, sells or aids in the procurement of a controlled substance, tobacco or alcohol shall be subject to discipline pursuant to the procedure outlined below.

Disciplinary procedures will be administered with the best interests of the student, school population and community in mind. Personal privacy rights of students shall be protected as provided by law. (Please note: the District reserves the right to take disciplinary action consistent with Board Policy 5114, which includes the right to impose expulsions for certain off-campus conduct.)

Tobacco

The Regional School District #10 Board of Education promotes a tobacco free environment. There shall be no smoking or other use of tobacco products by school employees, students, visitors, Board of Education members or any other person in school buildings, on school grounds or on school buses. For the purpose of this policy, the term "smoking" includes the use of electronic cigarettes and other devices used to ingest nicotine by inhaling a vapor.

All students are further prohibited from smoking or using tobacco products at any time when students are subject to the supervision of designated school personnel, such as when a student is at any school sponsored function, extracurricular event, field trip, or school related activity. Policy adopted: May 11, 2009.

Disciplinary actions will be in accordance with regulations approved by the Board of Education (See 5131.6A-Student Code of Conduct, section 6, page 8) including recommendation for arrest and fines provided by CT Statutes Sec. 1-21b.) Policy adopted: December 21, 1992 Policy revised: Jan. 2015 5131.6A. Violation of this policy and law will result in:

HAR-BUR ADMINISTRATIVE REGULATIONS ON TOBACCO USE AND/OR POSSESSION

<u>1st Offense Smoking</u> 1 day internal & reflection	<u>1st Offense Possession</u> 1 day internal
<u>2nd Offense Smoking</u> 2 days internal Arrest/fine for violation of Sec. 1-21.b (\$60.00 fine)	<u>2nd Offense Possession</u> 2 days internal Parent Conference
<u>3rd Offense Smoking</u> 3 days external Arrest/fine for 2 nd violation of Sec. 1-21.b (\$60.00 fine)	<u>3rd Offense Possession</u> 3 days external
<u>4th Offense Smoking</u> 5 days external	<u>4th Offense Possession</u> 5 days external
<u>5th Offense Smoking</u> 10 days external	<u>5th Offense Possession</u> 10 days external

Drug and Alcohol Distribution in the School

School personnel are forbidden to act in a law-enforcement capacity. In all cases of emergency, or of clear danger, the schools will cooperate with the police.

Whenever a student is expelled for the sale or distribution of drugs or alcohol, the student will be referred to a certified drug counselor/agency for evaluation and recommendation for rehabilitation. The name of the student will be sent to the State Department of Education within thirty days after the student is expelled. Whenever the Board of Education notifies students between the ages of sixteen and eighteen or the parents or guardians of such students that an expulsion hearing will be held, the notification will include a statement that the board is not required to offer an alternative educational opportunity to any student who is found guilty of offering for sale or distribution alcohol or controlled drugs on school property or at a school sponsored activity.

Emergencies

If a student's condition or behavior creates an emergency situation, which may be due to drug or alcohol activity, the actions toward that student should be channeled through the school nurse under the direction of the principal.

A professional staff person perceiving a student to be under the influence of alcohol, drugs, or other substances will immediately notify the principal and the school nurse giving all pertinent information. Written records of the incident will be kept in the principal's confidential file.

The school nurse will advise the school principal of the severity of the emergency.

- a. If it is determined that a student is under the influence of drugs or alcohol and is in need of immediate medical attention, the student will be transported to an area hospital and the parent will be notified. If immediate medical attention is not required, the parent or guardian will be called and asked to take the student home.

- b. Students treated for emergencies related to alcohol or drug abuse will be suspended from school. Such suspension may be altered by the school administrator if the student agrees to be assessed by a certified substance abuse counselor/agency and completes the program prescribed by the agency.
- c. Cases of drug overdose will also be treated as possible suicide attempts and an appropriate assessment will be conducted to determine if such is the case.
- d. The administration will notify the Office of the Superintendent.

Suspensions

Students who are suspended from school for possession and/or use of a controlled drug or alcoholic beverage are required to meet with their parent/guardian, the student assistance team, a school counselor, department of student services mental health professional, and school nurse. Corrective plans will be recommended and the parents notified in writing at the time of suspension. Arrangements for further follow-up contact will be made. All suspensions will be conducted in accordance with due process requirements.

Search and Seizure

No Expectation of Privacy in Use of School Property:

Desks, lockers and other such property owned by the Board of Education are provided for use by students solely to support the educational experience. Although students are given use of these items, the Board retains access and control of all school property and may inspect the interior condition of desks and lockers for proper maintenance, health, safety and other administrative purposes. Inspections of school property may be accomplished with or without advance notice to students. **Students should have no expectation of privacy in the use of desks, lockers and other similar school property.** School officials may not use periodic inspections of school property as a pretense to search an individual student's locker or desk.

When and How School Officials May Conduct Searches:

School officials may search an individual student, the student's personal belongings or the student's locker or desk in situations when there is reasonable suspicion that the student has violated a law or the rules of the school. The search must be **justified at its inception** in that there are reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating either the law or the rules of the school. In other words, the information giving cause for the search should be sufficient and reliable to the extent that there is a moderate chance of finding evidence of wrongdoing. In addition, the search must be **reasonable in scope** so that the manner in which the search is conducted is reasonably related to the objective of the search and not excessively intrusive in light of the age and gender of the student and the nature of the infraction.

Instruction

The professional staff shall become aware of the problem and more knowledgeable in the recognition of the symptoms of such use. Annually, teachers in each grade shall emphasize the effect of alcohol, nicotine, tobacco, and other drugs on health, character, citizenship and personality development whenever appropriate in the health education program and such other contexts which touch on the subject.

It is desired that the administration make use of in-service training sessions for both certified and non-certified staff in order to achieve the goals of this board-adopted regulation, and that full cooperation with community agencies be sought wherever such cooperation can work to the advantage of the student.

Students Voluntarily Participating In Athletic and Other Extra-Curricular Activities

A separate drug policy may be established for students in extra-curricular/athletic activities. Based on the premise that such students are important role models and that drug use may impair athletic or extra-curricular performance, additional behavioral standards may be set. Most commonly this includes the expectation that students will be drug free, i.e., they will not use, **or knowingly be in the presence of**, alcohol, tobacco or other drugs on their personal time. Sanctions/consequences usually include probation, suspension or removal from the extra-curricular/athletic activity. The most effective programs of this type utilize a contract that is signed by the student and his/her parents. The contract specifies the expected behavioral standards and the consequences for violating them.

Referral for Drug Evaluation

Upon referral, the choice of the counselor/agency is left to the student and family, although the school will provide them with a list of certified drug counselors/agencies. When making such referrals, school personnel should request that the student and family sign a "release of information" form, which will allow the school to share information with the counselor/agency and will allow the counselor/agency to share information with the school. The limits of information to be shared should be specified in the release.

9. EXEMPTION FROM INSTRUCTION

The Board of Education may offer programs of instruction regarding family life that may include family planning, human sexuality, parenting, nutrition, and the emotional, physical, psychological, hygienic, economic and social aspects of family life. When family life programs are offered in the curriculum, a student shall be exempt from any portion of the instruction upon the written notification by the student's parent or guardian to the building principal. Parents and guardians may also request, in writing, to the building principal that his/her child be exempt from instruction in any of the following: AIDS, sexual abuse and assault awareness, or participation in or observation of the dissection of any animal. Students who are exempt from instruction shall be required to complete an alternative assignment or will be assigned to a supervised study period.

10. FERPA - SCHOOL RECORDS AND CONFIDENTIALITY

The Region #10 Board of Education has adopted a written policy concerning the confidentiality and accessibility of student records. Copies of the complete board policy are available at the guidance office. Consistent with the Family Education Rights and Privacy ACT (FERPA), the student records policy affords parents of students and students over 18 years of age ("eligible students") certain rights with respect to education records.

They are:

1. The right to inspect and review the student's education records. Parents of minor or dependent children and eligible students are entitled to review educational records upon request made to the school principal.
2. The right to request the amendment of the student's educational records when the parent or eligible student believes such records are inaccurate, misleading or otherwise in violation of the student's privacy rights. A request for an amendment to educational records should be made in writing to the school principal and identify the record(s) at issue and the reason for the request.
3. The right to consent to disclosure of personally identifiable information contained in the student's education records except to the extent that the law authorizes disclosure without consent.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by school officials to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920

Notice of Intent to Release Directory Information without Prior Consent

Federal law enables the school district to release "directory" information about its students to the public without the prior written consent of parents or guardians. The term "directory information" refers to information that would not generally be considered harmful or an invasion or privacy if disclosed. Although the district uses its discretion and exercises caution when releasing directory information about its students, it is possible that information regarding your child may be released to parties such as the media, colleges, civic or school-related organizations, employment and military recruiters, as well as to the public via school district websites or in published programs for athletic, music, theater and other school sponsored presentations.

Directory information includes the following categories of information: (1) Name of student; (2) Address; (3) Telephone number; (4) Electronic mail address; (5) Photograph; (6) Date and place of birth; (7) Major field of study; (8) Grade level; (9) Dates of attendance; (10) Participation in officially recognized activities and sports; (11) Weight and height of members of athletic teams; (12) Degrees, honors and awards received (including publication of honor roll); (13) Most recent school previously attended.

A parent or guardian may object to the disclosure of any or all of the categories of directory information without prior written consent. To prevent the release of any category of directory information, a parent or guardian must file a notice of objection in the main office of the school in which the student attends.

11. HAZING POLICY

Purpose

The purpose of this policy is to maintain a safe learning environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times.

General Statement of Policy

- a. No student, teacher, administrator, volunteer, contractor, or other employee of the school district shall plan, direct, encourage, aid, or engage in hazing.
- b. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate hazing.
- c. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.
- d. Hazing activities are seriously disruptive of the educational process in that they involve students and violence or threats of violence.
- e. A person who engages in an act that violates school policy or law in order to initiate another person or to be initiated into or affiliated with a student organization shall be subject to discipline for that act.

The school district will act to investigate all complaints of hazing and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who is found to have violated this policy.

Definitions

"Hazing" means committing an act against a student, or coercing a student into committing an act, that creates a risk of physical or emotional harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose. The term hazing includes, but is not limited to:

1. Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking, or placing a harmful substance on the body.
2. Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics, or other activity that subjects the student to a risk of harm or that adversely affects the mental or physical health or safety of the student.

3. Any activity involving the consumption of any alcoholic beverage, drug, tobacco product, or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
4. Any activity that intimidates or threatens the student with ostracism, that subjects a student to stress, embarrassment, shame or humiliation that adversely affects the mental health or dignity of the student or discourages the student from remaining in school.
5. Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of school district policies or regulations.

Reporting Procedures

- a. Any person who believes he or she has been the victim of hazing or any person with knowledge or belief of conduct, which may constitute hazing, shall report the alleged acts immediately to an appropriate school district official designated by this policy.
- b. The building principal is the person responsible for receiving reports of hazing at the building level. Any person may report hazing directly to the Superintendent or his/her designee.
- c. Teachers, administrators, volunteers, contractors, and other employees of the school district shall be particularly alert to the possible situations, circumstances or events, which might include hazing. Any such person who receives a report of, observes, or has knowledge or belief of conduct, which may constitute hazing, shall inform the building principal immediately.
- d. Submission of a good faith complaint or report of hazing will not affect the complainant or reporter/s future employment, grades, or work assignments.

School District Action

- a. Upon receipt of a complaint or report of hazing, the school district shall undertake or authorize an investigation by school district officials or a third party designated by the school district.
- b. The school district may take immediate steps, at its discretion, to protect the complainant, reporter, students, or others pending completion of an investigation of hazing.
- c. Upon completion of the investigation the school district will take appropriate action. Such action may include, but is not limited to, warning, detention, suspension, exclusion, expulsion, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements, applicable statutory authority, including school district policies and regulations.

Reprisal

The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who retaliates against any person who makes a good faith report of alleged hazing or against any person who testifies, assists, or participates in a proceeding or hearing relating to such hazing. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

12. HOMELESS STUDENTS

Enrolled students who become homeless (lacking a fixed, regular and adequate nighttime residence) and homeless students seeking enrollment in Regional School District #10 should contact the district's homelessness liaison:

Ms. Linda Carabis
Director of Special Services
Regional School District #10
24 Lyon Road, Burlington, CT 06013
(860) 673-6195

Homeless students may be entitled to transportation to the student's school of origin, immediate enrollment despite the lack of certain records (e.g., immunization history) and other services that the district provides.

13. NON-RESIDENT PUPIL ATTENDANCE

Children whose parents or guardians live outside the towns of Harwinton or Burlington may be admitted as tuition students upon approval of the Board of Education. Such tuition to be set annually by the Board of Education and to be determined by the per-pupil cost based on current expenses. Elementary/Middle School (Grades PreK-8) and High School (Grades 9-12) tuition shall be determined separately. This fee may be prorated when a student attends less than a full school year. Any decisions related to the attendance of a student with special education needs must be completed via the Planning and Placement team meeting process of the district in which the parents reside.

Children whose parents or guardians live outside the towns of Harwinton and Burlington may be enrolled on a non-tuition basis under the following conditions:

1. Children of families that are about to become residents in the school district can enroll their children free of charge 30 school days prior to the date they will become resident;
2. Children of families who previously were residents of the school district are permitted to continue, tuition-free, for 30 days after the family moves from the school district;
3. Foreign students hosted by families residing in Region 10 are also eligible for free school privileges with the approval of the Superintendent of Schools; and
4. In other circumstances at the discretion of the Superintendent of Schools.

*Reminder: It is the responsibility of the parent to notify the school when residency is changed and that they will be charged tuition for non-compliance

14. NOTICE OF NON-DISCRIMINATION

The Board of Education does not discriminate on the basis of race, color, national origin, sex, disability, age, religion, alienage, sexual orientation, gender identity or expression, or any other basis prohibited by law in any of its programs and employment practices and provides equal access to the Boy Scouts of America and other designated youth groups.

Any student who feels he/she has been denied an equal opportunity to participate in or benefit from the activities, programs or courses of study offered by the school district in violation of this policy should immediately bring his or her complaint to the attention of a School Counselor, Assistant Principal, Building Principal or the Director of Student Learning.

Prohibition of Unlawful Harassment

Harassment is a form of discrimination. It is the policy of the Board of Education to maintain a working and learning environment that is free from all forms of unlawful harassment based upon a student's race, color, national origin, sex, disability, age, religion, alienage, sexual orientation, gender identity or expression, or any other basis prohibited by law.

Students are also prohibited from harassing teachers, administrators or other school personnel on the basis of race, color, national origin, sex, age, disability, religion, sexual orientation, gender identity or expression, marital status, ancestry, genetic information or any other basis prohibited by law.

Definition of Unlawful Harassment

Unlawful harassment means unwelcome and offensive conduct that has the purpose or effect of unreasonably interfering with a student's performance and/or learning opportunities or that is sufficiently severe, pervasive or persistent so as to create an intimidating, hostile or offensive educational environment. All forms of harassment are prohibited whether verbal, written, visual or physical and regardless of the medium through which it occurs.

Definition of Sexual Harassment

Unwelcome conduct of a sexual nature including physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent, sexual advances, requests for sexual favors and other inappropriate verbal, non-verbal or physical conduct of a sexual nature constitute sexual harassment when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of a student's education;
- Submission to or rejection of such conduct by a student is used as a basis for educational decisions affecting that student's education;
- Such conduct has the purpose or effect of substantially interfering with a student's educational performance, and/or is sufficiently severe, pervasive or persistent that it creates an intimidating, hostile or offensive educational environment

A harasser may be a student, school employee, or any other person involved in or present for school-sponsored events or programs. All members of the school community are responsible for helping to assure that sexual, racial and other unlawful harassment is avoided. Any student who feels that he/she has been harassed should immediately report it to any of the following: Guidance Counselor, Assistant Principal, Building Principal, or Director of Student Learning. Any person who has observed or otherwise become aware of conduct prohibited by this policy should bring the matter to the immediate attention of the building principal and the Director of Student Learning.

Complaints of Discrimination and/or Unlawful Harassment

The following individual has been designated to handle inquiries and receive complaints regarding discrimination and unlawful harassment:

Mrs. Cheri Burke, Director of Student Learning

(860) 673-2538

Regional School District #10

24 Lyon Road, Burlington, CT 06013

All complaints will be promptly investigated in as confidential a manner as practical and appropriate corrective action will be taken when warranted. Any employee, student, volunteer or other individual under the control of the school system who is determined after an investigation to have engaged in harassment in violation of this policy will be subject to discipline, including possible dismissal or expulsion.

This is a summary of Board Policies and Administrative Procedures 5150 and 5150A. Copies of these policies and procedures are available on the district's website and at the Board of Education offices.

15. NOTIFICATION OF VIDEOTAPING, PHOTOGRAPHS & WEBSITE PICTURES

During the course of the year teachers may be videotaping and photographing classroom lessons for the purpose of teacher training, action research and student recognition. The reasons include district and school classroom projects such as student teaching, teacher participation in state certification program, teacher (peer) observation and coaching using cameras or video cameras for professional development discussions. The focus and purpose for some of these photos and videotapes is for teacher training. At other times during the year student pictures may be taken by newspapers, television stations or posted on our website. The purpose of these photographs and/or video would be to publicize and to recognize student achievement and work. The student's name, school attended and participation in officially recognized school activities, sports, degrees, awards and depictions of student work may be publicized. Other student data will not be included. If you are uncomfortable with your child being photographed or videotaped, please contact the principal.

16. PESTICIDE USE POLICY

The Regional School District No. 10 has an integrated pest management plan. Specific guidelines for the implementation of the pest management plan are provided to staff and parents/guardians of students at the beginning of each school year. Staff and parents/guardians may register for prior notice of pesticide applications (including the target pest) within school buildings or on school grounds. Persons who have registered for prior notice will be notified by any means practicable on or before the day that any pesticide application is to take place at a school.

17. SOCIAL MEDIA POLICY

The Board of Education recognizes the prevalence of social media and acknowledges that its employees have the right under the First Amendment, in certain circumstances, to speak out on matters of public concern through the use of social media. However, the Board will prohibit the use of social media by employees, including personal use of social media when such use:

1. Disrupts the operations of the school district;
2. Interferes with the educational process;
3. Breaches the confidentiality rights of students or employees;
4. Harasses co-workers or other members of the school community;
5. Creates a discriminatory or hostile working or learning environment;
6. Endangers or otherwise puts students at risk of harm;
7. Violates the law or any of the Board's policies or regulations.

For the purpose of this policy the phrase "social media" refers to online social interaction or other public display of messages, information, images, recordings or other content via electronic communications. Examples of social media include, but are not limited to social networking sites such as Facebook, Twitter, LinkedIn, Pinterest, Google Plus, Instagram, as well as video and photo sharing sites such as YouTube, Flickr, Vine, Snapchat, etc.

All Board of Education policies pertaining to off-duty conduct apply to social media activity including, but not limited to policies relating to public trust, illegal harassment, code of conduct and protecting confidential information. For more information, please review the Board of Education policy, 6167, found on the district website.

18. VIDEO SURVEILLANCE

Having carefully weighed and balanced the privacy rights of students and staff with the district's duty to ensure discipline, health, welfare and safety of staff and students, the Regional School District #10 Board of Education has authorized the use of video surveillance on school grounds and transportation vehicles.

Video cameras may be used to monitor student behavior on school transportation vehicles transporting students to and from school and extracurricular activities. Surveillance cameras may also be located in and outside of school buildings provided that they will be placed only in common areas and not in areas where students or school personnel have a reasonable expectation of privacy, such as locker rooms, restrooms and lounges. Any evidence of student or staff misconduct obtained from surveillance cameras may be used in disciplinary proceedings and, in appropriate cases, shared with law enforcement officials where there is evidence of criminal activity.

19. WELLNESS POLICY

The Regional School District #10 Board of Education recognizes the importance of promoting good student/staff nutrition and a healthy school environment. To this end, the Board authorizes the administration to develop an integrated nutrition program to provide students/staff with the skills and support to adopt healthy eating behaviors, obtain positive nutritional status, and achieve improved academic success.

Additionally, the district shall take the appropriate measures to implement a comprehensive nutrition/health curriculum, promote healthful student eating through the provision of a well balanced and nutritionally sound school lunch program, promote the consumption of appropriate portions of healthy foods and beverages at designated times in classrooms, and encourage increased physical activity for students during and after the school day where appropriate.

Regional School District #10 is determined to create a healthful environment for our students and staff. With a collaboration of health, physical education, support services and food services, we believe that we can educate our community to make healthy and positive choices regarding physical activity and nutrition. For more information, please review the Board of Education policy, 5141.5, found on the district website.

20. ZERO-TOLERANCE POLICY FOR WEAPONS

Regional School District #10 has a zero-tolerance policy on guns, knives, and other weapons. Students may not bring to school any item that can be considered a weapon. Possession of any gun (loaded or unloaded), or of a knife of any length, or of any other weapon or look-alike weapon is intolerable in this school or at any school-related activity, regardless of the intent of the person possessing the weapon. Possession of any of these items will result in suspension from school, and it is likely to result in the student's arrest and referral to Juvenile Court. Other consequences, including expulsion from school, will also be considered. A lesser penalty will be considered only if a student has mistakenly brought the weapon to school and informs a teacher or administrator before any other student is aware of its presence.

STUDENT CODE OF CONDUCT

The Har-Bur Middle School community code of conduct is based on the Har-Bur Husky traits: respect, positive attitude, fairness, honesty, and responsibility. We are creating the best learning environment for all of our members. In order to provide the most positive school climate for everyone, the following expectations for student behavior have been established.

AFTER SCHOOL

"After school" is the time after the regular school day until the late bus departs at approximately 4:15 p.m. This time offers students an opportunity to participate in extracurricular activities such as clubs, intramurals, interscholastic team practices, and student council; to allow for extended use of the Har-Bur facilities such as the Learning Center and computer lab; and to extend student-teacher contact time to allow for extra help or enrichment. Students who stay at school past 2:48 p.m. must be aware of the following rules:

1. All students are expected to follow the Student Code of Conduct and School Guidelines (See pages 12-20).
2. Students who are to be picked up at dismissal time should report to the Learning Center to be dismissed at the 'link way door' between HBMS and LSM. In accordance with the Har-Bur Morning and Afternoon Pick Up Policy, parents will be asked to sign students out before leaving the building.
3. Upon dismissal from school, all students are to report directly to assigned areas (activities, sports, extra help, detention, etc.) or leave the school building and school grounds immediately.
4. Students remaining after school must be under the direct supervision of a teacher or designated staff member. Students who violate this rule will lose late bus privileges for a period of time.
5. Students must stay with their activity group until the arrival of the late bus. They will be dismissed to board the bus with a late bus pass that is issued by the supervising teacher.
6. Students who wait for a ride after the late bus has left must wait in the lobby near the main office or other area designated by the supervising teacher.
7. Students must attend classes on the day they are planning to participate in the after school activities for that day.
8. With administrative permission in advance and a note from home, students can walk or ride their bicycles to and from home but are to wait until all buses have left and are not to trespass on private property or loiter on streets or areas adjacent to the school. Bicycle riders must observe bicycle safety rules/traffic laws, including the need for all students under the age of 13 to wear a helmet when riding a bicycle.

ATHLETIC TEAM CONDUCT

In order to participate in Har-Bur Middle School's interscholastic sports teams, students must maintain an acceptable average in all subject areas. More than two D's and/or any failing grades in any subject will result in possible dismissal from the team. Administration and staff involved with the sports teams will be regularly reviewing students' progress reports and report cards for compliance.

Additionally, good sportsmanship and behavior is expected at all times (practices, bus rides, meets, and games). Inappropriate behavior, unsportsmanlike conduct, and/or insubordination (at any time during the season or during the school day) may result in immediate dismissal from the team. All students/athletes must adhere to the Student Code of Conduct as stated in the Har-Bur Middle School Handbook.

ATTENDANCE

Students have the responsibility to be in school and in class on time and to attend all classes and assigned activities. (Please see District Attendance Policy on page 5.)

- Rules:**
1. Students should be on time for all classes and scheduled activities.
 2. Students are expected to be present for school except for reasons of health or family emergency.
 3. Students may leave the school during the regularly scheduled school day with administrative permission.
 4. Students must report to assigned areas in a timely fashion.
 5. Students may be required to remain after school for discipline or a teacher's assignment completion request. Parents/guardians will be notified in advance.

ATTITUDE, BEHAVIOR, AND LANGUAGE

Students are expected to be respectful and courteous at all times while they are on school grounds, on the buses, on the way to and from school, and during school related activities.

- Rules:**
1. Students must comply with any reasonable request made of them by a member of the administration, faculty, or staff.
 2. Students must report directly to the office when sent by a teacher or staff member.
 3. Students must use appropriate or respectful language and gestures in school at all times with any fellow student or adult.
 4. Students may not yell, run, jump, push, or trip other people as well as throw objects at other persons.
 5. Students may not commit any act that places the health and safety of others at risk.
 6. Students are not allowed to chew gum on school property.
 7. Students may not be involved in inappropriate displays of affection in school (as determined by the school administration).
 8. Students must be respectful of school property

CONSEQUENCES

The administration and faculty of Har-Bur Middle School take into account various factors when implementing the school discipline policy. Teachers, counselors, and administrators spend time meeting with students and parent/guardians to identify the cause of discipline problems and to ensure that difficult situations are resolved. Every effort is made to personalize the school environment in order to support this philosophy. Our hope is that our students, while they are with us, will learn to make wise choices and better decisions in becoming responsible citizens in our community of learners.

Depending upon the frequency and/or severity of the offense, one or more of the following actions may be taken by teachers and/or administration:

- After-school detention
- Assignment to a new seat
- Assignment to a time-out area
- Behavioral contract
- Community service
- Court referral
- Day of Reflection
- Discussion of problem with teacher or team of teachers
- Examination of student's record
- Expulsion
- Financial restitution and/or work-in-kind at school
- In-school suspension
- Lunch detention
- Notification of parents
- Out-of-school suspension
- Parent conference with teacher or team of teachers
- Police referral
- Referral for outside counseling
- Referral to guidance counselor
- Restriction from morning and/or afternoon activities
- Restriction from special activities: field trips, dances, etc.
- Student composition that is signed by parent/guardian
- Suspension of bus transportation privileges
- Verbal warning
- Other reasonable consequences

DETENTION

Office detention is assigned by the administration. A phone call to parents will occur or students will bring their parents/guardians a form to sign that describes the incident and any corrective action taken. Parents/guardians must sign this form in order to verify that they have seen it and are aware of the infraction and consequence. The form must be returned the next day to the administrator who issued the detention. Students should report to the assigned room to serve the detention. Appropriate student behavior is expected:

1. All students must arrive prepared to work quietly with assignments, textbooks, independent reading, and study materials.
2. Misbehavior during the detention may result in another detention or a parent/guardian conference.

A teacher detention or after-school assignment request may also be given to a student. Parents/guardians will be notified by phone or in writing in advance of the detention by the teacher. Students who fail to report as requested without a legitimate excuse are referred to the office for further disciplinary action.

DRESS GUIDELINES

Dress guidelines are based on the premise that a student's attire should be appropriate for the business of school. Dress styles and/or accessories that are disruptive to the classroom-learning environment, or considered to pose a health or safety threat, impede progress in the hallways, or damage school property cannot be worn. Appropriate dress, including shirts and shoes, must be worn at all times. Cooperation of the students and their families is essential to ensure a respectful, positive, and safe learning environment. The dress code guidelines apply for all school functions, including sporting events, dances, awards assemblies, and any other events where students are representing the school. The following articles of clothing **may not** be worn in school:

1. Articles of clothing and accessories displaying obscenities, profanity, or derogatory messages based upon a race, ethnicity, gender, disability, religion, sexual orientation, gender identity or expression or any other basis addressed by the Board's anti-discrimination and safe school climate policies.
2. Clothing that advertises tobacco products, alcohol, or other drugs.
3. Accessories that could damage property, or create a safety hazard.
4. Any of the following inappropriate clothing:
 - Shorts and skirts that are shorter than 5 inches above the knee (using a 3x5" index card may be helpful to measure).
 - Baggy pants or any pajama bottoms that are not belted at the waist to allow safe movement.
 - Shirts and tops that do not lie over the waistband of pants (if you can tuck it in you are okay).
 - Midriff, halter tops, spaghetti straps, strapless tops, one shoulder tops, low cut tops, or any other top that shows excessive skin. (Shoulder straps on tops should be at least 3 finger-widths wide.)
 - Transparent or mesh clothing, clothing with holes, extremely tight clothing or any articles of clothing that reveals undergarments.
5. Specific classes, (i.e. Wellness, Unified Arts, etc.) will have certain dress code requirements (for safety reasons).
6. Gang-related clothing and accessories, including bandanas, certain jewelry, pocket chains, etc., are not allowed in school.
7. Except in special circumstances approved by the administration, students may not wear hats, scarves, or hoods that cover the head in school.
8. Outerwear, i.e. parkas, jackets, etc., are not to be worn in school or carried to classes.
9. Students are asked not to wear black-soled shoes or boots because of continued problems with black marks on floors. In addition, "Heelys" (shoes with embedded wheels) are not permitted in school.

10. Upon arrival to school, students must place backpacks, purses, and other bags in their lockers and may not carry them into the classrooms.

If there is a question about appropriate dress, a decision will be made by the administration. Students will be asked to cover inappropriate articles of dress or change. Failure to comply will be considered insubordination and result in further disciplinary action. On subsequent occasions, students may be assigned additional consequences and/or may be sent home when their dress is not appropriate.

ENTERING AND LEAVING SCHOOL

Students have the right to be safe while inside the school and on school grounds during the regularly scheduled school day and for school-sponsored activities.

1. Students arriving to school are to come directly into the building and remain off streets or areas adjacent to the school.
2. Students must consume all breakfast foods and drink before entering the building in the morning.
3. Students who arrive at school prior to 7:50 a.m. must wait in the designated area of the building until they are given permission to report to their respective wings.
4. Students will remain in designated areas of the building before school, unless given permission from a teacher or approval from the administration.
5. By 8:05 a.m. students must be in their first period class and prepared for the day as they listen to announcements.
6. Students who arrive at school after 8:05 a.m. are considered tardy and should report to the office for a late pass before proceeding to their classroom.
7. Students shall leave the Har-Bur Middle School building prior to dismissal only with the permission of the administration.
8. Students may not use cell phones, ear buds, or other electronic devices **walking in or out of school**.

HONEST AND OPEN COMMUNICATION

Students have the duty to be responsible and honest. Honesty about any situation is the most important factor in any decision.

- Rules:**
1. Students are expected to tell the truth at all times.
 2. Students may not forge any notes, pass, or any other official paperwork for themselves or for another student.
 3. Students may not cheat on any quiz, test, or other class/homework.
 4. Students may not plagiarize, that is use others' ideas and words without properly acknowledging the source of the information.
 5. Students may not misrepresent their identity or pretend to be someone else to school employees, whether in person, by telephone or via electronic communications.

PERSONAL PROPERTY

Each student will be assigned a locker with a combination lock in which to keep personal belongings and material related to school. Items that are not necessary for school or are dangerous or illegal are forbidden. Lockers and personal belongings will be searched by the school administrators if there is reasonable suspicion that the contents are illegal, dangerous, or disruptive to the operation of the school.

- Rules:**
1. Har-Bur Middle School has a zero-tolerance policy on guns, knives, and other weapons. Please see the policy on page 12 or check the district website for the complete collection of policies.
 2. Students may not bring any dangerous item to school. This includes sharp objects, firecrackers or other explosives, lighters, matches, aerosol or spray containers, and paintballs.
 3. Students may not bring any illegal substance or apparatus to school. Please see the Drug and Alcohol Policy on page 6-8.
 4. Students may not steal or damage the property of others, including school property.
 5. Students may not bring to school objects or food for sale to others, even though profits are intended for charity. All sales to and by students are subject to prior administrative approval.
 6. Students may not use radios, iPods, CD players, televisions, video games, laser pointers, electronic pets, beepers, cell phones, collectible cards, portable DVD players, cameras, or skateboards in school without prior approval of the administration.
 7. The use of cameras or other recording devices are not allowed in school or on the bus.
 8. An electronic reading device may be used with a teacher's permission after a student has returned the district approved permission slip signed by a parent to the Assistant Principals' office. "E-reader" permission forms are available in the main office and the Assistant Principals' office.
 9. No spray deodorants or spray pumps, (i.e. Axe, Tag), are allowed. Only roll-on or solids will be permitted for use after physical education class.

PHYSICAL CONTACT/THREATS

Students have the right to attend Har-Bur Middle School without the fear of physical harm or threats. We take matters of this nature very seriously and our protocol includes calling parents/guardians of the students involved, contacting the police, suspending the student making the threats, and involving support services as necessary.

- Rules**
1. Students may not fight, push, trip, or hit another student or adult.
 2. Students may not play-fight or play-scuffle ("joking around") with another student or adult.
 3. Students may not intimidate or threaten to harm another student or adult. Mean behaviors such as blocking, stalking, and name-calling are forbidden.
 4. A student may not intimidate other students into threatening or hurting another student or adult.

5. The school will contact parents/guardians of any student who threatens another student. Discipline action will follow - including possible police involvement.
6. Students may not engage in physical contact that is inappropriate for a school setting as determined by school administration.

RESTRICTED LISTS

Students who demonstrate inappropriate behavior may be placed on various restricted lists such as the "Restricted Lunch List," "No Pass List," "No A.M. Privileges," "No Computer Access," "No Bus Transportation," or "No Library Pass" list for a specified time determined by the administration. Parents/guardians will be notified when these consequences are enacted.

STUDY HALL PROCEDURE

Students are expected to arrive at their study hall prepared to work. They should bring assignments, textbooks, and independent reading or study materials. Students may also obtain, **in advance**, a pass to the Learning Center from a classroom teacher.

SUSPENSIONS AND PARTICIPATION IN STUDENT ACTIVITIES

Students who are suspended or expelled are not allowed to attend any daytime, evening, or weekend school-related activities during the duration of the suspension or expulsion. Additionally, Students who receive a suspension from school, or from riding the bus, will not be allowed to attend the next scheduled dance or social. (NOTE: Friday evening dances are for 7th and 8th graders only.)

TRANSPORTATION - OTHER

Skateboards, "heelys" and rollerblades are not allowed on Region #10 property.

GENERAL INFORMATION

ACCIDENTS

Every accident in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to the adult in charge, school administration, and the school nurse.

AFTER-SCHOOL HELP

Students may, by their own request (or at the request of a teacher), stay in a classroom for additional help after school. This may be done upon the approval of the supervising teacher involved along with permission from a parent/guardian. Students may arrange for a ride home or take the late bus (when available).

AFTER SCHOOL PICK-UP POLICY

Please refer to the Har-Bur website for detailed information regarding pick-up and drop off procedures.

BUS PASSES AND LATE BUS

Two late buses usually run on **Tuesdays and Thursdays** departing from the school around 4:15-4:30 p.m. Students are notified during the school day when there is a change. One bus transports Harwinton students and one bus transports Burlington students who are staying after school for detention, intramural sports, activities, or extra help from teachers. Students are not to remain after school unless they are under the direct supervision of a teacher and may board the late bus with a pass issued by the supervising teacher or administrator. **PLEASE NOTE: The late bus does not drop off students as close to their homes as does the regular bus. There are fixed locations for stops that can be found posted on the school website.** Parents/guardians may contact the bus company at (860) 673-9285 or (860) 673-9286, or review the information on line to learn of the location and approximate drop-off time for their child.

According to the transportation policy revised by the Board of Education in March 2012, the Board of Education may accommodate **one permanent** Monday through Friday pick-up and drop-off schedule for each child per school year provided it is along established bus routes. In the event a permanent change to a pick-up and drop-off schedule is needed during a school year, a written request must be submitted to the school principal at least three weeks in advance of such change. We will no longer be able to accommodate for "one-time" daily changes to student transportation services. Parents who wish for their child to deviate from the regular pick-up and drop-off schedule will need to make their own private arrangements.

CAFETERIA PROCEDURES

Students have the privilege of eating lunch while at school. HBMS lunch prices for the 2017 - 2018 school year, approved by the BOE, will be: hot lunch \$3.15, deli \$3.65 and milk .50. Deposits can be made to the student's cafeteria account with checks payable to the Region #10 cafeteria, or pay the cashier on a daily basis. Students **will not** be able to borrow money from the office to pay for lunches when they forget their lunch money. However, the cafeteria will provide a lunch to students.

Rules: Students shall:

1. Enter the cafeteria through the hallway doors.
2. Find a seat.
3. Take a place in line and move through quietly.
4. Have money ready and know what change should be expected.
5. Remain seated while eating, unless student has raised their hand **and received adult permission to leave their seat.**
6. Not visit friends at other tables.

7. Use conversational tones when speaking.
8. Clear the table and floor area from any remnants of their personal meal.
9. Place garbage in the recycling containers or garbage barrels.
10. Leave only when dismissed by a staff member in charge.
11. Exit through the hallway doors.
12. Eat only in the cafeteria. Students must have a teacher's permission to carry food to another part of the building.
13. Students are not permitted to bring soda or energy drinks to school.

CHANGE OF ADDRESS AND/OR PHONE NUMBER

Parents/guardians must notify the school office immediately of any change of address and/or telephone number during the year.

CHILD STUDY TEAM (CST)

The staff at Har-Bur Middle School is a group of teachers, counselors, administrators, and support personnel who work together to design classroom-based, early intervention strategies, as well as more intense supports, to help at-risk students be successful. Any faculty or staff member, student, or parent/guardian who has a concern about any Har-Bur student can bring their concern to any staff member.

CONFERENCES

Parent/teacher conferences are held in the fall and again in the beginning of the second semester (by appointment only). Conferences may be requested at other times throughout the year with individual teachers or the entire team. Please leave a message for the teacher or the team with a school counselor or the secretary in the school counseling office by calling (860) 673-6163 ext. 17506.

EARLY DISMISSAL OF STUDENTS

Written parental/guardian permission for students to be dismissed early should be brought to the main office **BEFORE SCHOOL**. A student will be released to an authorized adult who must sign him/her out in the main office. Due to the bus dismissal time frame, students will have to be dismissed by 2:30 p.m. or wait until 2:55 p.m. when the buses have left the middle school grounds.

EMERGENCY INFORMATION AND INFOSNAP

During the summer, parents/guardians will receive login instructions to the demographic information software program, INFOSNAP. This information is required so that parents/guardians may be contacted immediately should an emergency occur. This information is also required to be on file in the school nurse's office. For your child's safety, the nurse or school counseling secretary must be contacted immediately if information changes during the school year.

FIELD TRIPS

Field trips are carefully planned educational experiences and are an extension of the prescribed curriculum. Students will receive a separate permission slip for each field trip planned. Parents/guardians must sign and return the permission slip before a child is allowed to participate. Financial aid is available for those in need.

FOOD ALLERGIES AND MANAGEMENT OF LIFE-THREATENING ALLERGIES

Some students at Har-Bur Middle School have serious, life-threatening allergies. It is important that you follow any guidelines provided to you. For more information, please refer to the district's *Guidelines for Food Allergy Management Policy*, posted on the district website. No latex products are permitted in school.

GREEN CLEANING

The green cleaning program requires Region 10 schools to use environmentally preferable cleaning products. By law, all cleaning products used in the district's schools must meet standards approved by the Department of Administrative Services. Therefore, no parent, guardian, teacher, or staff member may bring into the school any consumer product which is intended to clean, deodorize, sanitize or disinfect. Upon request, parents or guardians may receive a statement of the district's green cleaning program, including the types of cleaning products being used in the schools as well as the location and schedule of applications.

GUIDANCE AND HONOR ROLL

Har-Bur has three school counselors for grades 6-8, each assigned to a grade. These counselors "loop" (remain with the same group of students) for all three years. The function of the school counselor is to help each student with educational, vocational, and social/personal issues. Counselors also provide connections to valuable professional resources outside of school. The name of your child's school counselor will appear on his/her schedule.

Parents/guardians who wish to have counselors arrange for progress reports, special conferences, or program adjustments should call the school counseling office at (860) 673-6163. Students may arrange to see school counselors before or after school, and during lunch periods or study halls. Parents are invited to call with any questions or concerns regarding their children.

HAR-BUR MIDDLE SCHOOL HONOR ROLL

To qualify for Distinguished Honors, all grades must be A- or higher.

To qualify for Honors, all grades must be B- or higher.

Any grade of a C+, C, C-, D+, D, D-, F, INC, or NI will automatically disqualify a student from the Honor Roll.

HIGH SCHOOL FACILITIES USE POLICY

The building and grounds of Lewis S. Mills High School are considered off limits before, during, and after school unless a Har-Bur student has written permission from a teacher or approval from the administration to use the facilities. Har-Bur students may use the Learning Center and music wing with faculty supervision as per their academic schedule.

HOMEWORK GUIDELINES

Regional School District #10 defines "homework" as independent practice and learning that happens outside of the classroom. Homework aids in the creation of lifelong learners that employ skills for independence. These learning opportunities can help to serve as a connection between home and school. Independent practice reinforces skills that students should be able to practice with little support. Learning outside of the classroom may include work on long-term projects and tutorials or readings to prepare for new learning. Time allotments for homework are general guidelines. Some students may require less or more time than that which is indicated for a grade level.

Grade 5 and 6: The expected length of time for reading at home is 30 minutes each day, or 150 minutes or more across a week. Other independent practice assignments and work on long-term projects should not exceed an average of 15-20 minutes daily. Teachers are not expected to assign homework every day.

Grade 7 and 8: The expected length of time for reading at home is 30 minutes each day, or 150 minutes or more across a week. Other independent practice assignments, work on long-term projects, and studying should not exceed an average of 15-20 minutes daily per course. Teachers are not expected to assign homework every day.

HOMEWORK / ASSIGNMENTS MAKE-UP GUIDELINES

Students returning from an absence will have no more than five school days to make up missed or incomplete assignments, i.e., quizzes, tests, homework, etc. If there are extenuating circumstances, the time limit may be extended but only on the condition that the parents submit a written request to the Principal and are in regular contact with involved classroom teachers.

ILLNESS

In the case of illness that occurs during the day, the school nurse will notify the parent/guardian. Students may not call home to be picked up for illness. The school nurse shall determine whether a student is ill enough to be sent home. Parents are requested to pick up students in a reasonable length of time.

INSURANCE

Accident insurance is available to any Har-Bur student for the school year. Forms for such insurance, along with an explanation of its coverage, are given to each student to take home at the beginning of the school year.

THE LEARNING CENTER

The goal of the Learning Center, Har-Bur's library media center, computer lab, and Maker Space is to create an environment that encourages the enjoyment of reading along with the development of information literacy skills and technology competencies. Through the collaboration of classroom teachers and the library media specialist and staff, the library media program teaches students information problem solving strategies for use throughout life. Integrating existing and emerging technologies, information problem-solving techniques, and strategies using resource based teaching and learning, students learn skills and processes that will enable them to become ethical, effective users and producers of ideas and information.

Hours:

Monday - Wednesday - Friday, until 3:30 p.m.

Tuesday and Thursday, until 4:00 p.m.

LEAVING DISTRICT

When a student is moving, the parent should sign a release-of-records form, which is available from the school counseling office. The student needs to obtain a sign-out form from their counselor, have it initialed by each of his/her teachers and library media specialist, and return it to their counselor. Before Har-Bur Middle School will release any records to the student's new district, a release of information including verification of enrollment in the child's new school must be received by middle school's Principal. The record will then be mailed to the new school. No records may be hand-carried to another school.

LOCKERS

Each student will be assigned a locker and a separate combination lock. Since lockers are a permanent part of the building, students are expected to keep them in good, useable condition. They are school property and subject to inspection. Students are to use only the locker assigned to them and should not give their lock combination to another student. All personal items and books, when not in use, are to be kept in lockers. Students are not to use or tamper with other students' lockers. There will be a \$7.50 charge for lost, stolen, or broken padlocks.

LOST AND FOUND

Located in front of the main lobby area is a large wooden box for storage of misplaced or unclaimed articles of clothing, books, etc. This box is frequently filled to capacity so students are asked to please check it frequently. The contents of the box are donated to charity after the winter and spring breaks and at the end of the school year.

LOST OR DAMAGED BOOKS / OBLIGATION LIST

Full replacement cost or a prorated portion of the cost of books and materials that are lost or damaged beyond normal wear must be paid by the student to whom the book or materials were loaned. The final report card and yearbook will be withheld until all fees and obligations are paid in full to the office.

MEDICATION

Connecticut state law requires a written order of an authorized prescriber and the written authorization of the student's parent or guardian for school personnel to administer any medicinal preparation including over-the-counter, prescription and controlled drugs. This includes inhalers, EpiPens, and medications such as Tylenol or ibuprofen. Students are not allowed to carry or have medication in their possession unless the student self-administers the medication in accordance with a medication administration plan developed by school personnel in conjunction with the student's parents and prescriber. A parent or other responsible adult shall deliver all medications, except those approved for self-administration to the school nurse or other qualified personnel trained in medication administration. All medications will be administered by the school nurse, or in the absence of such nurse, other qualified staff.

NEWSLETTERS / NOTICES / E-BLASTS

We give students a great deal of written communication to share with parents/guardians, such as team notices, permission slips, bulletins about programs, etc. As part of their emerging independence, middle schoolers often forget to give parents/guardians these communications. Parents/guardians should be sure to ask for such communications on a regular basis, and perhaps check student book bags or call the school. Har-Bur newsletters are available on our website and paper copies are available in the main office. The Har-Bur website address is: <http://www.region10ct.org/HB>. Additionally, parents may call the office to be placed on the e-blast list, which goes out bi-weekly, during the school year.

NUTRITION PROGRAMS

The Region 10 Board of Education participates in the National School Lunch Program and the Special Milk Program. Parents/guardians or students may apply for the free or reduced price meals by obtaining an application from the main office or the Region 10 website and returning the completed form to the principal. Students may apply for this program at any time during the school year.

PARKING / PASSENGER DROP-OFF

All visitors must park in the visitor/staff parking lots. It is essential to avoid parking in the areas designated for buses. For pickup and drop off before and after school, parents should refer to established protocol found on the Har-Bur website.

PHOTOS

Student photos will be taken in the fall. A reminder announcement and price list will be sent home. Later in the fall, a make-up date will be held for absentees and retakes. A portion of the photo proceeds benefits Har-Bur Middle School.

PROGRESS REPORTS- GRADES 6, 7, 8

Midway between each marking period, progress reports will be issued to students in all scheduled classes for that marking period. They will be handed directly to students in a special homeroom period held during the day. Check the calendar for dates. For parents of 6th, 7th, 8th graders, the Parent Portal is a secure on-line copy of your child's grades that are updated approximately every two weeks.

PROMOTION / RETENTION

It is the philosophy of the Board of Education that all students should be placed in instructional programs in which they can achieve academically as well as emotionally, socially, and physically. It is expected that the vast majority of students, given positive motivation and appropriate instruction, will progress satisfactorily through their elementary and secondary school programs. In certain instances, however, individuals may require more time to develop their educational potential.

Retention in Grades 6-8

To be promoted, a student must pass English, math, science, and social studies. If a student fails these required courses, s/he will be promoted only if s/he passes them in an authorized summer program.

Retention in Grade 5

All fifth-grade students considered for retention or advanced grade placement must be reviewed with the principal and any other staff necessary to assist in the decision. These members may include the classroom teacher, the reading consultant, school psychologist, and any other personnel assigned by the school administration.

REPORT CARDS

At the end of the first three marking periods, report cards will be issued to all students. They will be handed directly to students in a special homeroom period held during the day. The final report card will be mailed home but may be withheld until all fees and obligations are paid in full to the office.

SCHOOL DELAY OR CANCELLATION

If inclement weather or power failure necessitates the delay or cancellation of school, an announcement will be made through the District's School Messenger System or on radio stations WTIC 1080 AM, WDRC 1360 AM and 102.9 FM, WKSS 95.7 FM, WRCH 100.5 FM, WZBG 97.3 FM, and television stations WFSB Channel 3, WTNH Channel 8, and WVIT Channel 30.

SPECIAL EDUCATION AND REFERRAL TO SPECIAL EDUCATION FOR TESTING

Questions concerning special education and the referral to special education process will be answered by Har-Bur Middle School's Special Education Coordinator, Ursula Cleaver by contacting her by phone (860-673-6163 Ext. 17503) or e-mail cleaveru@region10ct.org.

STUDENT BEHAVIOR MATRIX

Below is a matrix developed by HBMS staff as a means of conveying to students in simple terms our school-wide expectation for behavior in particular areas of our building (outside of the classrooms).

Expectations	Cafeteria Rules	Hall Rules	Recess Rules	Restroom Rules	Bus Area Rules
<u>Positive Attitude</u>	Be courteous, welcome and help others	Greet others kindly	Include others in activities Have fun	Be courteous	Be courteous, welcome and help others
<u>Honest</u>	Be truthful about your actions	Follow the rules (walk, have pass, feet on the ground)	Follow the rules Be truthful about your actions	Report issues or concerns	Be truthful about your actions Report issues or concerns
<u>Respectful</u>	Use your manners and polite words	Stay to the right Be mindful of others and keep hands to yourself Walk to the right Yield at corners	Follow staff directions Take turns and share equipment Be mindful of others and keep hands to yourself	Keep restrooms clean Be mindful of others and keep hands to yourself	Keep bus clean Be mindful of others and keeps hands to yourself Follow bus driver's directions
<u>Responsible</u>	Clean up your space and group area Ask permission to leave the table/cafeteria	Be aware of your surroundings Arrive to class on time Keep the halls clean	Return equipment to proper location at the end of recess Return on time	Flush toilets and wash hands	Clean up your space Stay seated Walk to bus location
<u>Fairness</u>	Wait for your turn in line.	Use inside voices	Follow the established rules of the game	Wait your turn to use facilities	Use inside voices Wait your turn to board bus Share your seat

STUDENT COMPUTER USE EXPECTATIONS

- Students should only go to teacher-approved sites with the teacher's permission and supervision.
- Students should only use programs that their teacher/s have reviewed with them as part of the curriculum.
- Students should not listen to streamed music from the Internet (ex. Pandora).
- Teachers and students should not watch on-line streamed programs because this takes away bandwidth from the district.
- Downloaded pictures are for school projects. Upon completion pictures should be moved to trash folder and empty trash.
- Files that a student wants to save should be removed from the account onto an external device (flash drive).
- All student files should be deleted at the end of the school year.
- Students should not move applications, folders or any system type files to other areas on their account, including the desktop.
- Students should not give his/her password to anyone. Students should not log into another student's account.
- If a student has an account problem, accidentally downloaded a picture or believes that someone has learned their password; they should contact a teacher immediately.

STUDENT DISCIPLINE RECORD

When students are sent to the office, the problem and resulting disciplinary action will be recorded. Parents/guardians are encouraged to call the assistant principals at (860) 673-6163, Ext. 17230 to check on their child's behavior at any time. For the 2017 - 2018 school year, please direct 6th and 8th grade questions to Martha Rouleau and 5th and 7th grade inquiries to Peter Bogen.

STUDENT SUCCESS PLAN (SSP)

The Student Success Plan (SSP), in accordance with Conn. Gen. Stat.10-221a, is an individualized student driven plan that will be developed to address every student's needs and interests to help every student stay connected in school and to achieve postsecondary

educational and career goals. The SSP will begin in the 6th grade and continue through high school to provide the student support and assistance in setting goals for social, emotional, physical and academic growth, meeting rigorous high school expectations, and exploring postsecondary education and career interests.

TELEPHONE MESSAGES

The main office may accept telephone messages for students **only in the case of an emergency**. Please make every effort to call before noon so that the office will have sufficient time to deliver the message. Students will not be taken from classes for telephone calls. Telephone calls from friends cannot be passed on. Messages for teachers and/or staff can be left on their voice mail. Since teachers cannot be called out of a class to speak to parents, they will return phone calls within a 24-hour period.

TEMPORARY PHYSICAL LIMITATION

Students who are experiencing a temporary medical condition – including, but not limited to, the use of crutches or those experiencing the effects from a recent concussion - must notify the school nurse with a written note from a doctor of their condition, prior to returning to school. This will enable us to make the appropriate accommodations, and when necessary, assign staff to assist any restricted student in the event of an emergency in the school building. An elevator is available to staff, students, and visitors who are unable to use the stairs.

TRANSPORTATION SAFETY COMPLAINTS

Complaints about school transportation safety should be made to the district's Business Manager, Susan Laone at (860) 673-2538.

VACATIONS SCHEDULED OUTSIDE OF THE REGULAR SCHOOL VACATIONS

The administration and faculty of Har-Bur Middle School believe strongly in the importance of students attending school every day unless they are ill. Parents/guardians are, therefore, discouraged from vacationing while school is in session. We urge you to plan vacations in conjunction with our scheduled school vacations so students do not miss the important interaction that takes place in the learning environment of the classroom.

VISITORS AND GUESTS

Har-Bur Middle School policy is to accept only those visitors who have legitimate business at the school. Guests and visitors must register upon entrance to the school, wear an identification badge, and report directly to the school office. Students requesting to bring a guest to school must obtain prior approval from the principal and secure a pass.

WELLNESS - PHYSICAL EDUCATION AND HEALTH

Physical Education is required of all students by state law. Any student who cannot participate in physical education for any period of time must have a written excuse from a doctor. During their first wellness class students will be notified about appropriate P.E. clothing. Students in grades 6 - 8 will be given lockers to secure their personal items. To safeguard against theft, valuables and money should be locked in their personal P.E. locker while students are in P.E. class.

RESPONSIBLE USE POLICY Regional School District #10 (Bd. of Education Policy #6165)

RESPONSIBLE USE POLICY

Regional School District #10 believes in the educational value of technology and recognizes its potential to support our curriculum by expanding resources available for staff and student use. Our goal in providing computer resources, including Internet access, is to promote educational excellence by facilitating resource sharing, innovation and communication.

We are pleased to offer the students and staff of Regional School District #10 access to the school's computer network, including wireless access points to the network and Internet and electronic mail for staff. Access to the school's wired and wireless network will enable students and staff to powerfully and efficiently explore thousands of libraries, databases, and bulletin boards throughout the world. In addition to Internet and E-Mail access, the school's local area network will make word processing software, database and spreadsheet software, and other curriculum and research related resources available throughout the school.

Region 10 also recognizes the potential value of technological devices that students privately own. Subject to the rules established by administrative regulations, students will be encouraged, as appropriate, to bring personally owned devices to school to be used for educational purposes. Region 10 is committed to enabling all students to have access to technology-supported learning. Within available resources, the Superintendent of Schools may create a program to provide access to devices for students who cannot afford them.

However, the opportunities presented by the technology raise concerns as well. Sadly, abuse of these systems can and does occur. Families should be warned that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, access to other materials is also possible. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages and we make every effort to ensure proper use of the network by students.

Furthermore, these technologies are expensive to purchase, install and maintain. As the property of Regional School District #10, they must be carefully handled and their integrity preserved for the benefit of all. It is expected that users will comply with district procedures and guidelines and will act in a responsible and legal manner when using or accessing the district's technological resources. As with other district-owned educational materials, the Board may impose sanctions or charge fees to students for unreturned or damaged technology.

The Superintendent of Schools is authorized to establish administrative guidelines for the responsible use of district computer resources including any applicable Internet safety guidelines required by law as well as rules student use of personally owned devices on school grounds.

For the purpose of this policy and administrative regulations, the following definitions shall apply:

"Computer resources" and/or "technological resources" means the school district's entire computer network and equipment. This includes, the school's computer system, file servers, database servers, application servers, communication servers, mail servers, fax servers, web servers, work stations, stand-alone computers, laptops, tablets, e-readers, software, data files, and all internal and external computer and communications networks that may be accessed directly or indirectly from the school's computer network. It therefore includes all e-mail services, wireless services and Internet access.

"Personally owned device" means any privately owned, electronic technology that a student brings to school. The definition includes, but is not limited to, mobile communication systems, smart technologies, laptops, tablets, netbooks and any other technology that can be used for wireless Internet access, word processing, image and/or sound recording and the transmission, receipt, and storage of data and information.

Legal References:

Conn. Gen. Stat. §10-221 Boards of education to prescribe rules, policies and procedures

20 U.S.C. 6777 Internet Safety (Children's Internet Protection Act)

47 U.S.C. 254 Universal Service

45 C.P.R. 54.520, "Children's Internet Protection Act certifications required from recipients of discounts under the federal universal service support mechanism for schools and libraries"

Attention Parents/Guardians and Students

Please sign the (1) Responsible Use Agreement and the (2) Student Handbook Agreement. Detach from the handbook and return by Friday, September 8, 2017 to your homeroom teacher.

**Regional School District #10
Responsible Use Agreement
2017 - 2018**

Internet access is available to students and staff in the Regional School District #10 system schools. The Board of Education believes the Internet offers vast, diverse and unique resources to both students and staff. To the greatest extent possible, the Board seeks to filter out objectionable services on the Internet. Total elimination of access to objectionable content is not possible. Individual student users must take responsibility for their own activities when navigating the Internet. Anyone with security/technical violations or who inadvertently accesses objectionable materials should report this immediately to the staff member in charge. Our goal in providing this service to staff and students is to promote educational excellence in the schools by facilitating resource sharing, innovation, and communication.

Student

I understand and will abide by the Regional School District #10 Responsible Use Agreement Policy and the corresponding procedures and guidelines. I understand that this access is designed for educational purposes. I further understand that any violation of the policy or corresponding procedures and guidelines is unethical and may constitute a criminal offense. Should I commit any violation, of said policy or corresponding procedures and guidelines, my access privileges may be revoked, and school disciplinary action as deemed appropriate by the administration and/or appropriate legal action may be taken.

Student Name _____
(Please print)

Student Signature _____ **Date** _____

School: Har-Bur Middle School Grade _____ Homeroom Teacher _____

Parent or Guardian (Student under age 18)

As the parent or guardian of this student, I have read the Responsible Use Policy. I understand that this access is designed for educational purposes. I also recognize it is impossible for Regional School District #10 to restrict access to all controversial materials and I will not hold the school system responsible for materials students may acquire on the network. I hereby give permission for my child to access the Internet, be issued an account if necessary and also certify that the information on this form is correct. I understand that any violation of the schools' policy, procedures and guidelines by my child may result in loss of access privileges, disciplinary action as deemed appropriate by the administration and/or appropriate legal action may be taken.

Name of Parent or Guardian _____
(Please print)

Signature of Parent or Guardian _____ **Date** _____

**Regional School District #10
Student Handbook Agreement
2017 – 2018**

Please sign below to indicate that you have read, discussed, and support the contents of this Handbook.

Student Name _____ **Date** _____
(Please print)

Student Signature _____ **Team** _____ **Homeroom Teacher** _____

Signature of Parent or Guardian _____