

**HAR-BUR MIDDLE SCHOOL  
2011-2012  
HOME OF THE HUSKIES**



**Husky Traits**

**Respect  
Positive Attitude  
Fairness**

**Friendliness  
Responsibility  
Honesty**

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

**The mission of Har-Bur Middle School is to recognize the unique changes and developmental demands on young adolescents by providing them with a program addressing their academic, cultural, personal, physical and social needs.**

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

Welcome to the 2011-2012 school year and a new beginning at Har-Bur Middle School. Our program has been developed to address the diverse characteristics and needs of the early adolescent. The dramatic growth changes we observe in our students require a varied and flexible program that offers superior academics with an emphasis on good manners, mutual respect, and positive discipline. Working closely together with you, we pledge our efforts to maintain excellence in all of our programs and continue to build a climate that is supportive, positive, and nurturing.

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're part of the Har-Bur community of learners and we look forward to an exciting and challenging 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.
Incident Weather Early Dismissal	Homeroom - 8:05 a.m.	Dismissal - 11:45 a.m.

	<b><u>PHONE</u></b>	<b><u>FAX</u></b>
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.1125	(860) 675-4976
Assistant Superintendent of Schools (Michael Landry)	(860) 673-2538 Ext. 1126	
Director of Special Services (Linda Carabis)	(860) 673-6195	(860) 404-7793
Business Office (David Lenihan, Business Manager)	(860) 673-2538 Ext. 1134	
All Star Transportation Company	(860) 489-3444	
Sikorski Bus Company	(860) 673-2149	

**HAR-BUR MIDDLE SCHOOL STAFF**

Principal:	Kenneth Smith, Ext. 7512	Secretaries:	Cindy Barkley, Principal's Secretary, Ext. 7512
Asst. Principal:	Peter Bogen, Ext. 7230		Darlene Persechino, Assistant Secretary, Ext. 7500
Asst. Principal:	Martha Rouleau, Ext. 7230		Susan Prigitano, Guidance Secretary, Ext. 7506
Guidance:	Patricia Shuhi, Grade 6, Ext. 7505		Carol Pyrzenski, Assistant Secretary, Ext. 7502
	Cynthia Murawski, Grade 7, Ext. 7504		Kathy Rotondo, Secretary, Ext. 7230
	Amanda Ferrucci, Grade 8, Ext. 7513		
School Nurse:	Elizabeth Niedmann, Ext. 7507	Custodians:	Nelson Rebecchi
	Rebecca Mauro, Ext. 7310		George Turner
Psychologist:	Norma Ingram, Ext. 7503		Charles Schlosky
	Louise Fiengo, Ext. 7274		Todd Holman
Social Worker:	Laurie Dunford, Ext. 7241		

**Grade 5**

Sarah Camp	Laurie Claffin
Bryan deManbey	Nancy Kutz
Susan Geissler	Lisa Melingonis
Christina Janssen	Richard Reynolds
Diane Premus	Melinda Shafer

**Grade 6 Teams**

**Emerald**

Jill Bourque  
Mary Jane Dunn  
Eileen Purcell  
Susan Westberg

**Garnet**

Kathryn Bracken  
Casey Fortin  
Allison Klaus  
James Orie

**Grade 7 Teams**

**Diamond**

Kristen Juda  
Patrick Linton  
Ann Savastio

**Sapphire**

Kristen Ingvertsen  
David Sawicki  
Pamela Sheehy  
Gina West

**Grade 8 Teams**

**Purple**

Nancy Goslee  
Angela Sabolcik  
Margaret Tylutki  
Matthew Weeks

**Silver**

Katherine Agostine  
Dennis Fowler  
Priscilla Johnson  
Robert Samudosky



If a student has been absent for 12 days, parents/guardians will be contacted that attendance is a potential problem. If a student is absent for 24 days s/he may be retained. Appeals must be made in writing to the principal. In considering appeals, the principal and/or appeals board will be inclined to consider absences for the following reasons as favorable:

- Medically verified illness
- Death in family
- Religious observances
- School sponsored field trips and activities
- Appointments with health professionals that cannot be scheduled outside of school hours
- Court appearances
- Suspension
- Other reasons authorized by the principal

### **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. 7310 or e-mail: [mauror@region10ct.org](mailto:mauror@region10ct.org)

**Gr. 7 & 8** - Beth Niedmann (860) 673-6163 Ext. 7507 or e-mail: [niedmanne@region10ct.org](mailto: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. If the parent of a child who is truant fails to attend the meeting or fails to otherwise cooperate with the school in attempting to solve the truancy problem, the school will file a complaint with the Superior Court alleging that the child's family is a family with service needs. A truancy referral to the court is appropriate only when the school has exhausted all administrative and social service remedies and has reasonable cause to believe that the absenteeism constitutes truancy.

## **4. BULLYING POLICY**

"Bullying" means any overt act by a student or group of students directed against another student with the intent to ridicule, harass, humiliate the other student while on school grounds, at a school-sponsored activity or on a school bus which acts are committed more than once against any student during the school year. The term "bullying" may also include acts that occur outside the school setting if such acts have a direct and negative impact on a student's academic performance or safety in school. In order for acts of bullying that take place outside the school setting to be subject to disciplinary action, they must violate a school policy and seriously disrupt the educational process.

Bullying activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times. Any individual who engages in bullying as defined in this policy may be subject to disciplinary action including suspension and expulsion.

A student who believes he or she has been the victim of bullying should report the matter orally or in writing to any teacher or member of the school administration. Students may also make anonymous reports. A copy of the Board of Education policy #5152 on bullying is available at the main office in every school and on the district website.

## **5. 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.

### **Rules:**

1. Students should be on time at the designated school bus stops and should wait until the bus comes to a complete stop before attempting to board.
2. Students should keep hands and heads inside the bus at all times.
3. Standing, kneeling on seat, excessive noise, unacceptable language, roughhousing, smoking, or fighting will not be tolerated. These are considered to be distractions to the bus driver and place the health and safety of the passengers at risk.
4. All personal belongings are the responsibility of the student.
5. Students must never throw objects inside the bus or out the window.
6. Passengers will remain in their seats facing forward while the bus is in motion.
7. Students are expected to be courteous to other students and to the bus driver at all times.
8. No articles of an injurious or objectionable nature are allowed on the bus.
9. Students must ride their assigned bus route unless a new regular permanent schedule is obtained from Har-Bur Middle School. Written notification from parents/guardians must be submitted to the principal 3 weeks in advance.

**6. CHAPERONES AND VOLUNTEERS**

For the safety of students, Regional District #10 has established a new policy and procedure for all non-school employees who wish to volunteer to work unsupervised and/or chaperone overnight/day school trips with Har-Bur students. *Background Review Consent Forms* for all school volunteers are available from teachers and/or administrators as well as on-line at the Region #10 website in the "Superintendent's Corner."

**7. DRUG AND ALCOHOL 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 referred to the Board of Education for possible expulsion.

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)

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.

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.

**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.

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 2, page 8) including recommendation for arrest and fines provided by CT Statutes Sec. 1-21b.) Policy adopted: December 21, 1992 Policy revised: May, 2002 5131.6A.

Violation of this policy and law will result in:

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

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

### **8. 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 on AIDS. Students who are exempt from instruction shall be assigned to a supervised study period.

A request for exemption from the dissection of animals should be made to the teacher and/or school principal. If the request is granted, the student will be given an alternative assignment to complete.

### **9. 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***

*Please note that this section concerns a pending policy addition and may be subject to Board revision:*

#### **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.

### **10. 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 effects 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.

**11. 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.

## **12. 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 (Grades 1-5) and secondary (Grades 6-12) tuition shall be determined separately. Kindergarten tuition will be one-half of elementary. 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.

## **13. NOTICE OF NON-DISCRIMINATION**

The Board of Education does not discriminate on the basis of race, color, national origin, sex, disability, age, religion or sexual orientation in any of its programs, activities and employment practices.

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 Guidance Counselor, Assistant Principal, Building Principal or the Assistant Superintendent.

### **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, religion, sexual orientation, 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, 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 Assistant Superintendent. 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 Assistant Superintendent.

### **Complaints of Discrimination and/or Unlawful Harassment**

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

***Mr. Michael Landry, Assistant Superintendent***

***860-673-2538***

***Regional School District No. 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 Board of Education offices.

#### **14. 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.

#### **15. 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 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.

#### **16. 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.

#### **17. 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.

#### **18. 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 which 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, friendliness, 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. 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 12-23).
2. 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.

3. 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.
4. 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.
5. 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.
6. Students must attend classes on the day they are planning to participate in the after school activities for that day.
7. 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.
8. Students being picked up by car should wait in the lobby near the office and then be signed out by an adult as per Har-Bur's Morning and Afternoon Pick Up Policy.

### **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 pages 4-5)

- 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 to any fellow student or adult.
  4. Students may not yell, run, jump, push, or trip other students 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**

In order to grow academically, socially, and emotionally, children need to be in an environment with concerned teachers and staff who set clear expectations and firm, consistent, and positive limits while providing warmth and support for appropriate student behavior. The administration and faculty of Har-Bur Middle School pledge to maintain a high degree of flexibility and individuality when implementing its discipline policies. 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 of 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                                 | - Notification of parents  |
| - Assignment to a new seat                               | - Out-of-school suspension                                       |
| - Assignment to a time-out area                          | - Parent conference with teacher or team of teachers             |
| - Behavioral contract                                    | - Police referral  |
| - Court referral   | - Referral for outside counseling                                |
| - Day of Reflection                                      | - Referral to guidance counselor                                 |
| - Discussion of problem with teacher or team of teachers | - Restriction from morning and/or afternoon activities           |
| - Examination of student's record                        | - Restriction from special activities: field trips, dances, etc. |
| - Expulsion  | - Student composition that is signed by parent/guardian          |
| - Financial restitution and/or work-in-kind at school    | - Suspension of bus transportation privileges                    |
| - In-school suspension                                   | - Verbal warning   |
| - Lunch detention  | - Other reasonable consequences                                  |

## **DETENTION**

Students may be detained after school by a teacher or an administrator for any infraction of acceptable behavior. Parents/guardians are notified in advance of the detention. Students should arrive at the detention room prepared to work quietly with assignments, textbooks and/or independent study or reading materials. Students may be picked up at the end of the detention session or may take the late bus. Students who fail to report to detention will have their names turned in to the office. They may be assigned additional detentions or, if the problem persists, they may be suspended.

## **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 distracting or 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 relating to race, religion, or gender.
2. Clothing that advertises tobacco products, alcohol, or other drugs.
3. Accessories which could damage property, or create a safety hazard.
4. Any of the following inappropriate clothing:
  - Shorts and skirts which do not fall to mid-thigh or below when standing even if worn over leggings or tights.
  - 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).
  - Tank tops of any kind, midriff, halter tops, spaghetti straps, strapless tops, one shoulder tops, low cut tops or any other top that shows excessive skin. (Tops should cover the entire shoulder.)
  - Transparent or mesh clothing, clothing with holes, 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, jewelry, pocket chains, etc., are not allowed in school.
7. Except in special circumstances approved by the administration, students may not wear hats, scarves, and hoods that cover the head in school.
8. Outerwear is 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 on the first occasion. Failure to comply will be considered insubordination and result in further disciplinary action. On subsequent occasions, students will be assigned detention 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.

### **Morning Entrance Rules:**

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. Students are welcome to wait in the Learning Center until homeroom begins.
4. By 8:05 a.m. students must be in their first period class and prepared for the day while listening to announcements.
5. 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.
6. Students will remain in designated areas of the building before school, unless given permission from a teacher or approval from the administration.
7. Students shall leave the Har-Bur Middle School building prior to dismissal only with the permission of the administration.

## **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 exercise.
4. Students may not plagiarize, that is use others' ideas and words without properly acknowledging the source of the information.

## **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 companies (860 489-3444 in Harwinton; (860 673-2149 in Burlington) or review the information on line to learn of the location and approximate drop-off time for their child.

## **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 5-8.
  4. Students may not steal or damage 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, cellular phones, collectible cards, portable DVD players, cameras, or skateboards in school without prior approval of the administration.
  7. 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 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 which 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 problems occur.

## **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.

## **SUSPENSIONS AND PARTICIPATION IN STUDENT ACTIVITIES**

Students who are suspended or expelled are not allowed to attend any school-related activity during the duration of the suspension or expulsion. 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 and to the 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.

## **BUS PASSES**

According to the transportation policy adopted by the Board of Education on June 11, 2001, 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. They may make deposits to their student 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, which will be charged to their student accounts.

**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.
6. Not visit friends at other tables.
7. Use conversational tones when speaking.
8. Clear the table and floor area nearby.
9. Place garbage in the 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.

## **CHANGE OF ADDRESS AND/OR PHONE NUMBER**

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

## **CHILD STUDY TEAM**

The Child Study Team at Har-Bur Middle School is a group of classroom 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 a member of C.S.T. by notifying a teacher, guidance counselor, or an administrator.

## **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 guidance counselor or the secretary in the guidance office by calling 860-673-6163.

## **DETENTION / DETENTION SLIPS / BUS WARNINGS**

Office detention is assigned by the administration. Such a detention is considered to be a serious punishment. Students will bring their parents/guardians a form to sign which 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 assistant principal 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. Students who fail to report as requested without a legitimate excuse are referred to the office for disciplinary action. Bus warnings are referred by the bus driver to an administrator.

### **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.

### **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 guidance 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*, posted on the district website. No latex products are permitted in school.

### **GUIDANCE AND HONOR ROLL**

Har-Bur has three guidance counselors for grades 6-8, each assigned to a grade. The function of the guidance 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 guidance 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 guidance department at 860-673-6163. Students may arrange to see guidance 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**

Homework is an integral part of the learning process. It is a necessary reinforcement of classroom instruction as well as a means by which independent study skills and intellectual curiosity can be fostered at home. Carefully planned homework assignments should promote positive communication between parents/guardians, students, and the school. We recognize, however, that time is needed for students to pursue social, physical, and recreational activities outside the school. Therefore, it is our policy to assign homework for each grade level generally not to exceed these expectations:

<b><u>Grade 5</u></b>	<b>45 minutes daily</b>
<b><u>Grade 6</u></b>	<b>one-hour daily</b>
<b><u>Grades 7 and 8</u></b>	<b>Five to ten hours weekly</b>

### **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.

## **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 and computer lab, 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 guidance 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 Har-Bur'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 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.

## **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. All medications, except those approved for self-administration, shall be delivered by the parent or other responsible adult 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.

## **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 at the end of the day. Check the calendar for dates. For parents of 6<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup> graders, the Parent Portal is a secure on-line copy of your child's grades that are updated approximately every two weeks. Please fill out the Parent Portal Sheet at the end of this handbook **ONLY if you did NOT return one last year.**

## **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, and one other major course (science or 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 at the end of 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.

## **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. 7230 to check on their child's behavior at any time. For the 2010-2011 school year, please direct 5<sup>th</sup> and 7<sup>th</sup> grade inquiries to Peter Bogen and 6<sup>th</sup> and 8<sup>th</sup> grade questions to Martha Rouleau.

## **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.

## **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 in the school office and wear an identification badge. 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 and 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.

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

#### **Staff and Student Guidelines for Use**

- A. Staff and students will use computers, networks, and the Internet, including e-mail, only for school-related purposes. The use of technology should not detract from professional responsibilities.
- B. The data, files, e-mail, and Internet use of all users are considered to be the property of the school district. Administration reserves the right to access, monitor and review all use of district computer resources, including the overriding of passwords where necessary. Users should not have any expectation of privacy in the use of district computer resources.
- C. Staff will plan the use of electronic resources in ways that closely guide student experiences. Activities that require the thoughtful use of technology to construct knowledge and understanding will be emphasized. Strategies such as room arrangements that aid in supervision will be encouraged.
- D. Staff will provide students with instruction in the skills needed to effectively use resources.
- E. Staff will supervise student use of technology equipment, networks, and the Internet as closely as possible.
- F. These student activities always require advance planning by staff:
  - 1. Use of Internet chat or real time conferencing. This type of forum should be accessed only to connect with other classes or individuals for prearranged dialogue for a specific school-related purpose that is supervised by staff.
  - 2. Subscription to an electronic mailing list (listserv).
  - 3. Access to newsgroups (use nets).
  - 4. Downloading of files from outside sources. Students must always ask for permission from staff before downloading files.
  - 5. E-mail. Student use of e-mail accounts set up for school purposes must be limited to communication only with identifiable individuals or organizations with a recognized role in the school-related activity. The district may set up accounts for co-curricular groups, class projects, or other school purposes. As stated previously, all use of e-mail must adhere to requirements outlined in these guidelines.
- G. In order to ensure that technology use is effective, safe and responsible, certain activities and behaviors are not permitted. These are:
  - 1. Use of computing equipment, networks, and the Internet for purposes that are not school-related.
  - 2. Bulk postings of e-mail that do not have direct relevance to all recipients. Such postings place an unnecessary load on the system.
  - 3. E-mail with individuals or organizations who cannot be identified. E-mail, including attachments, from unknown sources should be deleted or forwarded to technology support staff.
  - 4. Creating, communicating, using, or knowingly accessing images or text that are obscene, pornographic, inflammatory, harassing, threatening, degrading, or that are harmful to minors. Materials that promote illegal activities are also not permitted.
  - 5. Vandalism of equipment.
  - 6. Attempts to disrupt the performance of equipment, software, or networks.
  - 7. Tampering or unauthorized modification of hardware, software, or networks including the uploading, creation, and spread of computer viruses.
  - 8. Tampering or unauthorized access to, or modification of data and files belonging to or being used by others.
  - 9. Installation of software that has not been acquired by the district and approved by a site administrator or the district Information Systems Specialist.
  - 10. Sharing of personal data about students such as street address, phone number, or home e-mail address through e-mail or other internet communications.
  - 11. Sharing of passwords or other activities that compromise the security of the computer systems.
  - 12. Access of the Internet or e-mail using accounts other than those provided by the district for school purposes.
  - 13. Use of school technology for commercial purposes or financial gain.
  - 14. Use or transmission of any resource that constitutes a violation of copyright laws.
  - 15. Use of school technology for any form of illegal behavior.
- H. All users are responsible for following acceptable use guidelines during all times in which they use the computing resources of the district. Users are to report security or technical problems as well as other violations of guidelines to an appropriate staff member. Students will be instructed that if they inadvertently access objectionable materials on the Internet or other locations, they should report this immediately to the staff member in charge.

**Role of Parents** Parents will be informed on an annual basis about the acceptable use policy. Parents will be encouraged to discuss responsible use with the children in order to help create a safe, appropriate, and productive learning environment.

### **Student Disciplinary Action**

As previously stated, students are expected to follow these procedures and guidelines at all times when using computers, networks, and the Internet. Failure to follow acceptable use procedures and guidelines will lead to disciplinary action up to and including suspension and expulsion. Illegal activity will also be reported to appropriate authorities.

### **Users**

Students, teachers, and other staff members from the Regional School District #10 Schools will be potential users of the Internet and related electronic learning resources provided by the Board. Five user levels are defined for the purposes of organizing supervision for group instruction and personal use of these information resources.

### **User Levels**

- Level I Students in kindergarten through and including grade 3 will use the Internet with direct supervision of a teacher or paraprofessional. Direct supervision means that the adult will guide the student through the Internet session and will have a continuous view of the student's monitor.
- Level II Students in grades 4 and 5 may access specific web addresses and e-mail accounts as listed or book marked by the teacher when a teacher or paraprofessional is in the same room as the user. Students in grades 4 and 5 may do subject searches and send e-mail with direct supervision of a teacher or paraprofessional.
- Level III Students and parents of students will be asked to read the Acceptable Use Policy and sign an agreement concerning Internet use either in grade 6 or when the student enters the school system. This agreement will be binding for the entire time the student is in Regional School District #10. Students in Grades 6 through 12 will be on a continuum toward being independent users of the Internet and other information technologies. A teacher or paraprofessional may not always be in the same part of the room as the student user. There will be an Acceptable Use Policy sign off as part of the log in procedures for each user. The user will take full responsibility for his or her actions. Each year the Acceptable Use Policy will be presented in the student handbook
- Level IV The K-12 staff and other authorized adult users will be independent users with full responsibility for their actions in accordance with the Acceptable Use Policy procedures and guidelines and notice regarding Electronic Monitoring.

### **REGIONAL SCHOOL DISTRICT #10 ACCEPTABLE USE POLICY**

We are pleased to offer the students and staff (see #6165 App. D) of Regional School District #10 access to the school's computer network, including access to electronic mail (e-mail) and the Internet. Access to the school's network will enable students and staff to explore thousands of libraries, databases, and bulletin boards while exchanging messages with others 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.

Regional School District #10 believes in the educational value of such electronic services and recognizes their potential to support our curriculum by expanding resources available for staff and student use. The tools and resources provided by computing equipment, networks, and the Internet support the goals and objectives identified in the District technology plan. Regional School District #10 supports their use by students and staff for productivity, information access, communication, and problem solving. Our goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation and communication.

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. While we make every effort to ensure proper use of the network by students, no monitoring system is foolproof. With this in mind, Regional School District #10 supports and respects each family's right to decide whether or not to apply for Internet access.

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. Therefore, Regional School District #10 will be treating access to the Internet as a privilege and not a right. It is expected that users will comply with District procedures and guidelines and will act in a responsible and legal manner in accordance with District procedures and guidelines and state and federal laws.

## **PLEASE SIGN**

**ACCEPTABLE USE AGREEMENT/STUDENT HANDBOOK ON PAGE 21 AND RETURN TO HOMEROOM TEACHERS IMMEDIATELY.**



