



**Har-Bur Middle School**  
**HOME OF THE HUSKIES**

Two Great Towns, One Awesome School, Endless  
Opportunities...



# Regional School District 10



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## Region 10 Mission:

Regional School District #10 provides a safe and respectful learning environment to promote academic excellence and personal growth. We work collectively to cultivate the skills and knowledge of our students to create inquisitive learners, innovative leaders, and responsible citizens.

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## Har-Bur Middle School

### Vision of the Graduate and Learning Expectations

#### Region 10 graduates will be:

#### Inquisitive Learners

- Apply critical thinking skills across all subject areas
- Demonstrate resourcefulness to independently gather and select appropriate evidence
- Demonstrate curiosity and creativity through questioning and exploration

#### Innovative Leaders

- Develop creative solutions to real problems
- Communicate specific evidence-based ideas clearly
- Collaborate with a variety of peers on topics & issues using multiple resources

#### Responsible Citizens

- Contribute to the well-being of your school and greater community through awareness, engagement, and personal responsibility
- Examine and understand multiple perspectives to develop relationships and build community
- Use knowledge to make honest, kind, and responsible decisions including the use of technology

## RSD 10 Diversity, Equity and Inclusion Statement

### RSD 10 Vision of Equity

Our *students* are valued, seen and reflected in their learning environment.

Our *school community* is invested in creating an inclusive environment that honors, supports and values our students' diversity and promotes a sense of belonging.

Our *students* know they are full and respected members of our school community with all the rights and opportunities necessary to engage in their own learning.

Our *school community* is committed to developing awareness and improving understanding of issues of race, social justice, diversity, equity and inclusion.

Our *students* engage in a global education that readies them to live and lead in a diverse world.

### Our Commitment to:

**Diversity** means valuing the differences reflected in our school community and the larger world in order to understand a range of viewpoints and experiences.

**Equity** means acting in ways that promote access to opportunities for each member of our school community to meet their fullest potential.

**Inclusion** means ensuring that all members of our school community see themselves as equitably reflected and honored in our pedagogy, practices and policies.

**Social Justice** means creating outcomes that educate and empower our school community members to understand and address inequity and to affirm the value of all individuals.

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**Har-Bur Middle School  
Regional School District #10  
24 Lyon Road, Burlington, CT 06013  
harbur.region10ct.org**

**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 21<sup>st</sup> century.**

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

Welcome to the 2024-2025 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.

The Har-Bur Middle School core curriculum centers on the four basic subjects of Language Arts, Math, Science and Social Studies and a program of Unified Arts which includes, STEM Education, Wellness, Music and Art, Family and Consumer Science, Learning Center Literacy, Counseling and World Language. Reading and Math Intervention are also available for qualified students.

One of the goals of middle school education is to divide a large student body into smaller, more manageable groups, allowing for more effective engagement with young adolescents. This “school within a school” concept, known as teaming, creates an environment where core subject teachers can connect with students and plan more effectively for their smaller groups. Each team is intentionally composed of students from various academic levels, ensuring a balanced mix academically, socially, and behaviorally. All classes are heterogeneously grouped, except for mathematics starting in seventh grade.

**SCHOOL HOURS**

Regular Day	Homeroom - 8:05 a.m.	Dismissal - 2:48 p.m.
2 Hour Delay	Homeroom - 10:05 a.m.	Dismissal - 2:48 p.m.
1/2 Day Dismissal	Homeroom - 8:05 a.m.	Dismissal - 12:18 p.m.

**PHONE**

Har-Bur Middle School	(860) 673-6163
Lewis S. Mills High School	(860) 673-0423
The Learning Center	(860) 673-7195
Harwinton Consolidated Elementary School	(860) 485-9029
Lake Garda Elementary School	(860) 673-2511
Superintendent of Schools: Howard Thiery	(860) 673-2538
Director of Student Learning: Vonetta Romeo-Rivers	(860) 673-2538
Director of Student Support Services: Debra Foley	(860) 673-2538 Ext. 6
Business Manager: Susan Laone	(860) 673-2538 Ext. 4
All-Star Transportation Company	(860) 605-9285 or (860) 605-9286

**FAX**

(860) 673-3481
(860) 673-9128
(860) 673-3481
(860) 485-9237
(860) 673-3721
(860) 675-4976
(860) 404-7793

**HAR-BUR MIDDLE SCHOOL STAFF**

**Administration**

Principal: Joseph Masi: Ext. 17558

Associate Principal: Jesse Darcy: Ext. 17512

Dean of Students Grades 7 & 8: Rebecca Lewis Stoll: Ext. 17299

**Secretarial Staff**

Principal’s Secretary: Mary-Lynn Leon: Ext. 17502

Senior Secretary Counseling: Karol Nicoletti: Ext. 17506

Secretary: Maria Gorski: Ext. 17500

**School Resource Officer**

Matt Funchion

**Security**

Tim Schaffrick

**School Counselors**

Leslie Hubbard: Grade 5, Ext. 17503

Justine Orefice: Grade 7, Ext. 17513

Krystal Payne: Grade 8, Ext. 17504

TBD: Grade 6, Ext. 17505

**School Nurse Office: Ext. 17507**

Kristin Belmonte

Brianna Longo

**Psychologist**

Stefanie Gelormino: Ext. 17553

**Custodial Staff**

Anthony Brum

Todd Holman

Maureen Raymond

Ray Royals

George Turner

**Social Workers**

Sarah Fador: Ext. 15511

Nora Hawley: Ext. 17552

**Teams and Staff (may be subject to change)**

**Grade 5 Turquoise Team**

Kristin Mosimann  
Lindsay Paganini  
Rich Reynolds

**Grade 5 Onyx Team**

Megan Norton  
Lindy Shafer

**Grade 5 Amber Team**

Todd Adams  
Jenna Karvelis

**World Language**

Narjess Bennour  
Alecia Bohan  
Carol Brault  
Doreen O'Sullivan  
Sarah Urso

**Wellness**

Sean Callahan  
Quentin Lux  
Scott Morneault  
Shannon Puzinski

**Special Education**

Christine Caserto  
Brianna Clough  
Ursula Cleaver  
Tara D'Iorio  
Matt Harris  
Heather Loomis  
Caitlin Madia-Cunningham  
Hannah O'Hazo  
Lisa Rettenmeier  
Loren Visentin

**Grade 6 Emerald Team**

Jill Bourque  
Mary Jane Dunn  
Lisa Melingonis  
Heather Rayner

**Grade 6 Garnet Team**

Bryan deManbey  
Rhea O'Connor  
Diane Premus

**Reading/Lang. Arts Consultants**

Kathryn Case  
Karen Cersoli  
Dina Grant

**Computer Technicians**

Ibrahim Badr  
Vanessa Hinman  
Kimberly McGuffie

**Board Certified Behavior Analyst**

Emily Tonucci

**Grade 7 Sapphire Team**

Travis Ryan  
Tammi Millus  
Josh Pelletier  
Andrew Spargo

**Grade 7 Diamond Team**

Sarah Camp  
David Sawicki  
Pam Sheehy  
Brett Wilkes

**Math Interventionist**

Nicole Devoe

**Math Tutor**

Alyssa Ciccarelli

**Learning Center**

Alexandra Johnston

**Speech and Language**

Lauren Benson

**Paraeducators and Behavior Techs.**

Kristen Craig	Pat Ladd
Lora Dreger	Juliana Meyers
Cindy Falcioni	Beth Pawlow
Deborah Fecteau	Marlene Prespare
Sarah Flores	Theresa O'Malley
CJ Giampaolo	Suzanne Slabinski
Rose Hendel	Bonny Voight
Donna Howard	Gordon Zachs

**Grade 8 Silver Team**

Ed Dorgan  
Jay Pace  
Carrie Lurix  
Bob Samudosky

**Grade 8 Purple Team**

Katherine Katehis  
Richard Gumpert  
Angela Sabolcik  
Matt Weeks

**Unified and Fine Arts**

Liz Crumb-Spring  
Michele Deeb  
Marc Riccio  
Kristyn Treggor  
Leanne Wassik  
Steve Yantz

## **DISTRICT POLICIES**

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

### **1. 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 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 Mrs. Ursula Cleaver, Special Education Coordinator at Har-Bur Middle School 860-673-6163 Ext. 17274

### **2. 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 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.*

### **3. 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, they miss the important interaction that occurs in the classroom. The school will assist parents/guardians in that responsibility by encouraging students to attend school.

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.

Students enrolled in grades kindergarten to twelve, inclusive, can take two mental health wellness days during the school year, during which day such student shall not be required to attend school. No student shall take mental health wellness days during consecutive school days. These absences are considered "excused" when parent/guardian permission is documented.

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 or absent, parents/guardians are asked to call, email, go to our website and click on Report an Absence or scan the QR Code on our Har-Bur Happenings eblasts to report an absence. Parents/guardians are asked to call or e-mail the main office before 9:00am

- Call & leave a voicemail message: 860-673-6163 and choose option 2 from the menu
- Email: [hbmsoffice@region10ct.org](mailto:hbmsoffice@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 main office 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.

Students should come to school if they are generally healthy and well and participating in their usual day-to-day activities.

Children can attend school if they:

- Have a mild cold, which may include a runny nose and/or cough.
- Have eye drainage without fever, eye pain or eyelid redness.
- Have a mild stomachache.
- Have a mild rash with no other symptoms.
- Have head lice. Though they are annoying and should be treated, lice are not a reason to exclude a child from school.
- Haven't had a fever overnight and they have not taken fever-reducing medicine during that time.

Avoid keeping children at home unless they are too sick to participate. Examples of this include:

<b>What is my symptom?</b>	<b>When should I stay home and when to seek medical care?</b>	<b>When can I return to school?</b>
Fever	I have a fever of 100.4°F (38°C) or higher. Seek medical care if I have fever and any of the following: ear pain, sore throat, rash, stomachache, headache or tooth pain.	If I have not had a fever overnight without the use of fever-reducing medication and I am feeling better.
Vomiting and/or Diarrhea	If I have vomited 2 or more times in the last 24 hours. If my stool is watery and I may not make it to the toilet in time. Seek medical care if I have stomach cramping and fever, I have bloody or black stool, or I am showing signs of dehydration (tired and sleepy, dry mouth and not urinating at least once in the last 8 hours).	If I did not vomit overnight and I am able to drink liquids without throwing up. If my diarrhea has improved.
Persistent Cough or Trouble Breathing	Seek medical care if I have a persistent cough, difficulty breathing or trouble catching my breath or if I develop a fever with the cough. These symptoms may be signs of Covid-19 or flu and should be evaluated by a health-care provider.	Once I am feeling better and I have been cleared for return by my health-care provider. If my symptoms were due to asthma, please make sure that I have permission to use breathing medication at school.
Rash	Seek medical care if the rash has blisters, is draining, is painful, looks like bruises and/or if I develop a fever.	Rash has healed or I have been cleared for return by my health-care provider.
Eye Irritation	Seek medical care if I have eye swelling, eye pain, trouble seeing or an eye injury.	Once I am feeling better.
Sore Throat	Seek medical care if I have drooling, trouble swallowing or a fever and/or rash.	Once I am feeling better. If I was prescribed an antibiotic by my health-care provider, then I can return 12 hours after the first dose, if I am without fever and I am feeling better.



*NOTE - If you don't know whether to send your child to school or have specific concerns regarding your child's health, contact your child's health-care provider, a local urgent care or the school nurse.*

Children may also avoid school due to anxiety (symptoms may include decreased appetite, feeling tired, stomachache, headache etc). If you are worried that your child may be suffering from anxiety, talk with your child's teacher, the school nurse, social worker or other school staff to discuss the challenge and identify what can help your child maintain regular school attendance.

#### **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.

#### **4. BULLYING POLICY**

The regional School District 10 Board of Education (the "Board") is committed to creating and maintaining an educational environment within the Region 10 Public Schools ("The District") that is physically, emotionally and intellectually safe and thus free from bullying, teen dating violence, harassment and discrimination. In accordance with state law and the Board's Safe School Climate Plan, the Board expressly prohibits any form of bullying behavior on school grounds; at a school-sponsored or school-related activity, function or program, whether on or off school grounds; at a school bus stop; on a school bus or other vehicle owned, leased or used by a local or regional board of education; or through the use of an electronic device or an electronic mobile device owned, leaser or used by the Board.

Students who engage in bullying behavior or teed dating violence shall be subject to school discipline, up to and including expulsion, in accordance with the Board's policies on student discipline, suspension and expulsion, and consistent with state and federal law. (Board Policy 5152)

#### **Reporting Procedure**

1. 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.
2. Parents or guardians of students may also file written reports of suspected bullying.

#### **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 that endangers persons or property or violates a board policy or administrative regulation while awaiting or receiving transportation to and from school.

#### **Students are expected to:**

1. The driver is in full charge of the bus and of all pupils riding therein at all times while pupils are being transported to and from school. The driver will abide by all rules and regulations adopted by the school authorities for the conduct of pupils riding on the bus.
2. Pupils must take a seat when they enter the bus and remain seated at all times while the bus is in motion
3. Any teasing, mean behavior or fighting on a school bus is strictly prohibited and will be reported to appropriate school administrators.
4. Indecent or profane language, smoking, alcohol/drug use, weapons, rowdiness, loud talking, card playing, or unnecessary conversation with the driver are expressly prohibited.
5. The use of cell phones is permitted providing it is not disruptive to other students and the bus driver.
6. Pupils must not throw any object in or out of the bus.
7. Pupils must not, at any time, extend their arms or head out of the bus window.
8. Pupils must not open bus windows without permission from the driver.
9. Pupils shall enter and leave the bus only at the front door except in cases of emergency.
10. Pupils must be on time and, at all times, cooperate in keeping the bus on schedule.
11. Pupils shall, after disembarking from the bus, cross the road, if necessary, in front of the bus, being careful to see that traffic is halted. Bus drivers will determine that traffic has halted and that it is safe to cross in front of the bus. It is the responsibility of the pupil to cross the road safely while the bus remains stationary.
12. Parents of pupils who damage or deface any bus shall be held liable for such damage.
13. No eating or drinking on the bus.
14. 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.

### **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 Administration or the 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.

### **6. 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 complete a background check. As part of the approval process, volunteers having direct contact with students must submit to a background check upon arrival at the building. Background checks are completed using the Raptor Security System.

### **7. DRUG, ALCOHOL AND TOBACCO POLICY**

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. Upon investigation of such an incident, a student is subject to discipline up to and including expulsion pursuant to the Board's student discipline policy.

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 page 5 of Policy 5114 – Student Discipline*). Violation of this policy may result in:

#### **Har-Bur Administrative Regulations for possession and/or use of Tobacco Products including E-Cigarettes**

1<sup>st</sup> Offense: In-School Suspension

2<sup>nd</sup> Offense: Out-of-School Suspension

Any additional offenses will result in escalating disciplinary consequences.

### Drug and Alcohol Possession, Use or Distribution in the School

An student in possession, use or distribution of drugs or alcohol in school are subject to discipline up to and including expulsion from school.

#### 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 needs 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, a school counselor, department of student services mental health professional, and/or 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 makes 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 the student's 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**

Upon the written request of a parent or guardian received by the school district prior to planned instruction in the areas set forth below, the Regional School District #10 Board of Education (the "Board") shall permit curricular exemptions for instruction in the following areas: 1. Dissection; 2. Family life education; 3. HIV/AIDS; or 4. Sexual abuse and assault awareness and prevention program. Students who are exempt from instruction shall be required to complete an alternative assignment or will be assigned to a supervised study period.

#### **9. FERPA - SCHOOL RECORDS AND CONFIDENTIALITY**

The Board of Education ("Board") complies with the state and federal laws and regulations regarding confidentiality, access to and amendment of education records. The Board shall implement procedures that protect the privacy of parents and students while providing proper access to records. Availability of these procedures shall be made known annually to parents of students currently in attendance and eligible students currently in attendance. (Policy #5125)

#### **10. 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 (Director of Student Services)

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.

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

The Regional School District 10 Board of Education (the "Board") complies with all laws prohibiting the exclusion of any person from any of its educational programs or activities, or the denial to any person of the benefits of any of its educational programs or activities, including all academic, extra-curricular, and school-sponsored activities, on the basis of any protected characteristic (or protected class) including race, color, religion, age, sex, sexual orientation, marital status, national origin, alienage, ancestry, disability, pregnancy, gender identity or expression, veteran status, status as a victim of domestic violence or any other basis prohibited by state or federal law ("Protected Class"), subject to the conditions and limitations established by law.

It is the policy of the Board that any form of discrimination or harassment on the basis of an individual's actual or perceived membership in a Protected Class, whether by students, Board employees, Board members or third parties subject to the control of the Board, is prohibited in the Region 10 Public Schools ("the District"). The Board's prohibition of discrimination or harassment in its educational programs or activities expressly extends to academic, nonacademic and extracurricular activities, including athletics.

#### **Reporting:**

It is the policy of the Board to provide for the prompt and equitable resolution of complaints alleging Protected Class discrimination or harassment. Any student, employee, or parent/guardian wishing to file a complaint regarding discrimination or harassment may obtain a copy of the Board's complaint procedures and complaint form, which are included in the Board's Administrative complaint procedures and complaint form, which are included in the Board's Administrative Regulations Regarding Non-Discrimination/Students.

#### **POLICY REGARDING TITLE IX OF THE EDUCATION AMENDMENTS OF 1972 - PROHIBITION OF SEX DISCRIMINATION & SEXUAL HARASSMENT**

It is the policy of the Regional School District 10 Board of Education (the "Board") for the Regional School District 10 Public Schools (the "District") that any form of sex discrimination or sexual harassment is prohibited in the Board's education programs and activities, whether by students, Board employees or third parties subject to substantial control by the Board. The Board does not discriminate on the basis of sex in the education programs or activities that it operates, and the Board is required by Title IX of the Education

Amendments of 1972 and its implementing regulations ("Title IX") and Connecticut law not to discriminate in such a manner. Discrimination or harassment on the basis of sex includes discrimination or harassment on the basis of gender identity or sexual orientation. Students, Board employees and third parties are required to adhere to a standard of conduct that is respectful of the rights of students, employees and third parties. Any student or employee who engages in conduct prohibited by this Policy shall be subject to disciplinary action, up to and including expulsion or termination, respectively.

Reporting Procedures:

To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, please contact the District's Title IX coordinator (Region 10's Director of Student Services) or an administrator. This is a summary of Board Policies and Administrative Procedures 5146 and 5150. Copies of these policies and procedures are available on the district's website and at the Board of Education offices.

**12. 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 administration.

**13. 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.

**14. ACCEPTABLE USE OF TECHNOLOGY**

The use of Region 10's technology resources is a privilege; as such, it is expected that all students will be respectful of the technology at all times per the district's Acceptable Use policy. Please sign the acknowledgement of this policy online and access will be provided.

It is our expectation that all students will be good digital citizens using the technology resources throughout the school. All students/parent(s)/guardian(s) are required to sign the PLD Agreement, prior to receiving a school issued device for use. If a person violates any of the User Terms and Conditions named in this agreement, privileges may be revoked, access to the school district technology resources may be denied, and the appropriate disciplinary action shall be applied. The respective school's Student Code of Conduct shall be applied to student infractions.

**Parent/Guardian Responsibilities**

- Parents/guardians are expected to talk to their children about values and the standards that their children should follow on the use of the Internet just as you do on the use of all media information sources.
- While the district does provide baseline web content filtering on a PLD while offsite, monitoring of Internet access is a parental responsibility. Parents/guardians should contact their Internet Service Provider for details of home filtering options.

**School Responsibilities**

- Provide Internet and Email access to its students.
- Provide Internet filtering of inappropriate materials as able and as required by state and federal law.
- Provide instruction in digital citizenship.

**Student Responsibilities**

- Using computers/devices in a responsible and ethical manner as good digital citizens.
- Obeying general school rules concerning behavior and communication, online and otherwise.
- Handling technology resources with care so as to not damage school equipment.
- Keeping their devices in a safe and secure location at all times.
- Helping the school district protect our computer system/device by contacting an administrator within 24 hours of occurrence about any security and/or functionality problems they may encounter.

- Accepting responsibility for all activity on their device.
- Turning off and securing school issued devices after they are done working to protect their work and information.
- Informing appropriate staff if evidence of inappropriate use of technology, including inappropriate emails and chats, are witnessed.
- Submitting their school issued devices for inspection upon request and provide school administrators or their designee with the necessary passcodes as needed.
- Students must keep their PLDs in the school issued case.
- Students will use devices for academic purposes.

#### **Student Activities Strictly Prohibited**

- Illegal installation, downloading, or transmission of copyrighted materials.
- Any action that violates existing Board policy or public law.
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, sexually explicit, threatening or materials otherwise intended to harass or demean recipients
- Use of sites selling term papers, book reports and other forms of plagiarized student work
- Plagiarism is a violation of the student Code of Conduct. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- Gaining access to other student's accounts, files, and/or data.
- Use of the school's internet/E-mail accounts for financial or commercial gain or for any illegal activity
- Use of anonymous and/or false communications
- Participation in credit card fraud, electronic forgery or other forms of illegal behavior.
- Vandalism (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment will not be allowed.
- Bypassing the District internet web filter through a web proxy or by establishing a mobile hot spot
- Use or possession of hacking software is strictly prohibited, and violators will be subject to appropriate discipline by the school. Violation of applicable local, state or federal law or District policy will result in criminal prosecution or disciplinary action by the District.
- Theft of another student's school issued device by a student will result in disciplinary action.

#### **15. 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.

#### **16. WELLNESS POLICY**

The Regional School District #10 Board of Education recognizes the significant impact that good nutrition and physical activity have upon students' overall health, behavior, and academic performance. The district is committed to providing a learning environment that promoted healthy eating, encourages regular physical activity, reduced childhood obesity, and teaches students the skills they need to maintain healthy lifestyles.

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 healthy 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.

#### **17. ZERO-TOLERANCE POLICY FOR 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 our members. 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 buses depart at approximately 4:30pm for each town. This time offers students an opportunity to participate in extracurricular activities such as clubs, intramurals, interscholastic team practices, and student council; 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.
2. Students who are to be picked up at dismissal time will be dismissed after the buses have left for their afternoon runs.
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 may lose late bus privileges for a period of time.
5. Students must stay with their activity group supervisor until they are picked up. On late bus days (Tuesdays and Thursdays), students can be brought to our late bus supervisor located in the Learning Center.
6. Students must attend classes on the day they are planning to participate in the after-school activities.
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 15 to wear a helmet when riding a bicycle.

### **ATHLETIC TEAM CONDUCT**

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 mandatory after school support until grades have reached an acceptable level or over time there may be a 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 always expected (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, depending on the issue, result in immediate suspension or 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 pages 6-7).

#### **Rules:**

1. Students are expected to be present for school except for reasons of health or family emergency.
2. Students may leave the school during the regularly scheduled school day with administrative permission.
3. Students must report to assigned areas in a timely fashion. Teachers will record all unexcused tardies to class. Students who display a repeated pattern of this type of behavior will be subject to disciplinary actions and parent notification and disciplinary consequences.
4. 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 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. Examples include:
  - a. A teacher asks a student to stop leaning back on the chair.
  - b. A staff member sees a student or students in the hallway and asks them to return to class.
2. Students must report directly to the office when sent by a teacher or staff member.
3. Students must always use appropriate and respectful language and gestures in school 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 people.
5. Students may not commit any act that places the health and safety of others at risk.
6. Students in Grades 5 & 6 cannot chew gum in school. Students in Grades 7 & 8 may chew gum but may be asked to throw it away if it becomes a disruption. No student is allowed to chew gum on the buses.
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 all school and other's property and should not intentionally destroy, damage, or deface it.

**CELLPHONE POLICY**

Students need to keep their cellphones in their lockers during the school day and cannot access them without permission from a staff member. Failure to adhere to this request may lead to confiscation and/or parent-pick-up. If there is a pattern of violations, a student may have to turn in/pick-up cell phone in the Main Office as a proactive measure.

**CONSEQUENCES**

The administration and faculty of Har-Bur Middle School consider 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 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, actions such as those below but not limited to may be implemented by teachers and/or administration:

After-school detention	Expulsion	Out of School Suspension	Student composition signed by
Assignment to a new seat	Financial Restitution	Parent Conference	parent/guardian
Assignment to a time-out area	In School Suspension	Police Referral	Suspension of Bus Privilege
Behavioral Contract	Letter of Apology	Referral for Outside Counseling	Verbal Warning
Community Service	Loss of Privilege	Referral for School Counseling	
Court Referral	Lunch Detention	<b>* Restorative Practices</b>	
Day of Reflection	Parent Communication	Restriction from special activities	

**\*Restorative Practices:** All members of the Har-Bur Community contribute to our school's climate and culture. Restorative practices foster community and belonging by establishing caring relationships among students and between students and faculty. Restorative practices repair harm, rebuild relationships and re-establish trust when conflict arises. The most important function of restorative practices is building and restoring relationships.

**DETENTION**

After-school 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 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, PLD's, textbooks, independent reading, and study materials or prepared to engage in community service.
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/request 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 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 always worn. 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, derogatory or offensive 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, sexual references, weapons or inappropriate statements are not allowed.
3. Accessories that could damage property or create a safety hazard.
4. Except in special circumstances approved by the administration, students may not wear scarves or hoods that cover the head in school.
5. Skirts and shorts must cover the upper thighs. Pants, shorts, and skirts must be worn near, at or above the waistline. All shirts should rest near or lower than the navel. Tube tops (solely), see-through shirts, blouses, and muscle tank-tops are not permitted.
6. Costumes, costume accessories and face paint may not be worn in school. If there is a question about appropriate dress, a decision will be made by the administration.

If a student's dress code does not conform to the above guidelines, students will be required to meet with the administration or designee. Based on that discussion and the nature of the violation one of three options may occur.

- a. A warning will be issued, and the student will return to class.
- b. The student will borrow clothing from the school nurse for the day or until a change of clothes arrives.
- c. A parent or guardian will need to come to school with a change of clothes, the student will remain in the office until their clothes arrive.

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 are to stay in their buses or guardians' cars until 7:48am. At that time, students 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 drinks in the cafeteria unless given permission by their teacher to do so in the classroom.
3. By 8:05 a.m. students must be in their homeroom and prepared for the day as they listen to announcements. There will be a warning bell at 8:02 to help students with getting to homeroom.
4. 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.
5. 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 always tell the truth.
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. Students cannot bring any dangerous items to school. This includes sharp objects, firecrackers or other explosives, lighters, matches, aerosol or spray containers, and paintballs. Please check the district website for the complete collection of policies.
2. Students may not bring any illegal substance or apparatus to school.
3. Students may not steal or damage the property of others, including school property.
4. Students may not bring to school objects or food for sale to others, even if profits are intended for charity. All sales to and by students are subject to prior administrative approval. Students should not bring in and distribute candy or food items to peers.
5. Students who have personal objects that interfere with the education environment will be asked to put them in their locker. If they continue to cause a distraction, they will be held by admin until a parent retrieves them. Students may not use wired or wireless headphones, radios, televisions, video games, laser pointers, electronic pets, cell phones, collectible cards, portable DVD players, or cameras in school without prior approval of the administration.
6. The use of cameras or other recording devices are not allowed in school or on the bus.
7. Because of possible student allergies, 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.
8. We cannot assume any responsibility for any loss or damage that may occur to personal property brought to school.

**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, working on student conflict resolution processes/restorative practices, 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-suffle (“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.

**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	Hallway	Recess	Restroom	Bus Area
<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>Fair</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**

### **Responsibilities & Expectations**

- Using computers/devices in a responsible and ethical manner as good digital citizens.
- Obeying general school rules concerning behavior and communication, online and otherwise.
- Handling technology resources with care so as to not damage school equipment.
- Keeping their devices in a safe and secure location at all times.
- Helping the school district protect our computer system/device by contacting an administrator within 24 hours of occurrence about any security and/or functionality problems they may encounter.
- Accepting responsibility for all activity on their device.
- Turning off and securing school issued devices after they are done working to protect their work and information.
- Informing appropriate staff if evidence of inappropriate use of technology, including inappropriate emails and chats, are witnessed.
- Submitting their school issued devices for inspection upon request and provide school administrators or their designee with the necessary passcodes as needed.
- Students must keep their PLDs in the school issued case.
- Students will use devices for academic purposes.
- In addition, students at Har-Bur
  - should not give their password to anyone, or log into another student's account.
  - should only go to teacher-approved sites with the teacher's permission and supervision.
  - should only use programs that their teacher/s have reviewed with them as part of the curriculum.
  - should not listen to streamed music from the Internet (ex. Pandora).
  - should not watch on-line streamed programs because this takes away bandwidth from the district.
  - should not move applications, folders or any system type files to other areas on their account, including the desktop.
- 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 Associate Principal at (860) 673-6163, Ext. 17512 to check on their child's log entries at any time.

## **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, may not be allowed to attend the next scheduled dance or social.

## **TRANSPORTATION - OTHER**

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

## **WHAT I NEED (WIN) BLOCK PROCEDURE**

Each day students have a WIN Block. Students may receive additional Tier 1 classroom instruction and practice based on needs, receive pullout intervention help and may have opportunities for students to pursue passion projects. Students are expected to arrive at their WIN block prepared to work. They should bring assignments, PLD's, textbooks, and independent reading or study materials. Students may also obtain, **in advance**, a pass to the Learning Center from a classroom teacher.

# **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.

## **ADD/DROP BAND OR CHORUS FOR 7<sup>TH</sup> AND 8<sup>TH</sup> GRADE**

The deadline for dropping band or chorus is 10 school days from the start of school.

## **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**

For safety purposes, *after* all buses have left the parking lot, parents/guardians should pull as far into the circle as possible for students to enter the car. **No students should be walking through the parking lot to get into a car.** More detailed information is shared with parents/guardians prior to and at the beginning of the school year starting in our Har-Bur Happenings eblast.

### **BUS PASSES AND LATE BUS**

Two late buses usually run on **Tuesdays and Thursdays** departing from the school at approximately 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, 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 permission from the late bus supervisor located in the Learning Center.

**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) 605-9285 or review the information online to learn of the location and approximate drop-off time for their child.

According to the Board of Education transportation policy, 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. **"One-time" daily changes (ex. going to a friend's house) to student transportation services are not allowed.** 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**

We serve breakfast starting on the second day of school and lunch every day of the school year. Breakfast is \$2.25 for all students and students can access the cafeteria between 7:50 and 8:05am. Only students who are eating breakfast can be in the cafeteria in the morning. HBMS lunch prices for the 2024 - 2025 school year, approved by the BOE, will be: hot lunch \$3.75 and deli \$4.00 (subject to change). Any student who qualifies for reduced meals will receive free meals. Deposits can be made to the student's cafeteria account with checks payable to the Region #10 cafeteria or pay the cashier daily. 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 lunch to those students.

### **Rules (some variation depending on grade level):**

Students shall:

1. Enter the cafeteria through the hallway doors.
2. Find a seat. Wait until a staff member gives permission to go into the servery line.
3. Take a place in line and move through quietly.
4. Have money/check ready if appropriate and know what change if any should be expected.
5. Remain seated while eating unless the 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 for 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 CST at Har-Bur Middle School is a group of support personnel who collaborate with teachers regarding students who need additional academic or behavioral assistance. They recommend classroom-based, early intervention strategies, as well as more intense support, to help at-risk students be more successful socially, emotionally, and academically.

### **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 POWERSCHOOL REGISTRATION**

During the summer, parents/guardians will receive login instructions to the demographic information software program, PowerSchool Registration. **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 district policy 5141.55, 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.

### **SCHOOL COUNSELING AND HONOR ROLL**

Har-Bur has four school counselors for grades 5-8, each assigned to a grade. The counselors' "loop" (remain with the same group of students) for all four 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 their 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 during WIN block and in certain cases and as a last resort during classroom instruction time. Parents are invited to call with any questions or concerns regarding their children.

### **HAR-BUR MIDDLE SCHOOL HONOR ROLL**

For 7<sup>th</sup> and 8<sup>th</sup> Grade only:

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

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

Any grade of a C, 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

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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 MAKEUP-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 administration 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. The school nurse shall determine whether a student is ill enough to be sent home.

#### **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 Makerspace 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.

#### **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 their 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, usable 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. Upon arrival at school, students must place backpacks, purses, and other bags in their lockers and may not carry them into the classrooms. **Backpacks with wheels are not allowed as they present a safe concern.** All personal items, including cellphones 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 \$13.00 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. The contents of the box are donated to charity after the winter and spring breaks and at the end of the school year. We recommend writing a last name on the inside tag of clothing, especially hoodies and jackets.

#### **LOST OR DAMAGED BOOKS AND MATERIALS**

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 may 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 requirement 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.

### **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. The Har-Bur website address is: [harbur.region10ct.org](http://harbur.region10ct.org) Additionally, parents/guardians will be included on the Har-Bur Happening e-blast, which goes out bi-weekly, during the school year as well as receive from their child's Grade level team once per month.

### **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 HBMS main office. 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 (front circle). 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, and potentially in the spring. 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 students, staff and programs at Har-Bur Middle School.

### **PROGRESS MONITORING- GRADES 5, 6, 7, 8**

For all parents, the PowerSchool Parent Portal is a secure on-line copy of your child's grades that are updated approximately every two weeks. To sign up, please contact the Har-Bur main office.

### **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 most students, given positive motivation and appropriate instruction, will progress satisfactorily through their elementary and secondary school programs. In certain limited instances, however, individuals may require more time to develop their educational potential.

#### **Retention in Grades 5-6**

All fifth and sixth-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.

#### **Retention in Grades 7-8**

To be promoted, a student must pass language arts, math, and either science or social studies. If a student fails these required courses, they will be promoted only with approval of the administration and this may include having to participate in an authorized summer program.

### **REPORT CARDS**

At the end of the first three marking periods, an email reminder will be sent notifying parents and guardians they are available to review via the PowerSchool Parent Portal. The final report card will be mailed home.

### **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. 17274) or e-mail [cleaveru@region10ct.org](mailto:cleaveru@region10ct.org).

1. BEST – Region 10 supports middle school students who have global development delays with a continuum of support and services through our BEST teacher and staff. These delays can affect a child's physical, cognitive, communication, social, emotional, or behavioral skills. They often affect more than one area of a child's development. When a child has delays in many or all these areas, it is called global developmental delay. Our goal is to work with families to support students to **B**uild **E**ssential **S**kills **T**ogether to ensure their future success.
2. RISE – Region 10 supports middle school students who require increased social/emotional support to be successful in the public-school environment through our RISE teachers and staff. Our goal is to **R**ealize **I**ndividual **S**tudent **E**xcellence by providing increased behavioral support and promoting prosocial engagement within the school community. The continuum of supports available focuses on increasing skills and strategies to improve social, academic and emotional functioning. Emphasis is placed on building the student's self-esteem, self-confidence and skills to promote success and general wellbeing, which is critical for integration into the community and educational advancement.

### **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 post-secondary 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. 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. Students should come to the Main Office if they need to use the main office phone.

### **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 CONCERNS**

Concerns 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. Please notify the main office (at [hbmsoffice@region10ct.org](mailto:hbmsoffice@region10ct.org)) and your child's school counselor if your child is going to be absent for a vacation.

### **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 at our front Security Desk upon entrance to the school, wear the 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 length of time must have a written excuse from a doctor. During their first wellness class the students will be notified about appropriate P.E. clothing. Students in grades 7 & 8 will be given lockers to secure their personal items. To safeguard against theft, valuables and money should be locked in their locker while students are in P.E. class.