



Har-Bur Middle School
HOME OF THE HUSKIES

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

Mission Statement

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.

Core Values

(Dolphin P.R.I.D.E, Husky P.R.I.D.E, Spartan P.R.I.D.E)

A school's core values define those qualities that are foundationally desired to be both modeled by the educational practices within a school and to be intrinsically established in the practices of its students. Beyond academic proficiencies, these values are what we hope students take with them into their futures:

Perseverance

- All learners will continuously improve, overcoming setbacks, to maximize their potential.

Respect

- All learners will develop an appreciation for a diversity of voices and perspectives in an increasingly complex world.

Integrity

- All learners will consistently reflect on their behaviors to act with honesty, holding themselves to high ethical standards.

Discipline

- All learners will achieve when held to high standards of academic excellence.

Engagement

- All learners will develop skills to be productive in varied communities.

Vision of the Graduate & Learning Expectations

A **Vision of the Graduate** emphasizes a holistic view of expectations for students, including the transferable skills, content, understandings, and disposition that students should have by the time they graduate and a method of assessing a student's progress toward that vision.

Region 10 graduates will be:

Inquisitive Learners	Innovative Leaders	Responsible Citizens
<ul style="list-style-type: none"> • Apply critical thinking skills across multiple disciplines • Demonstrate resourcefulness to independently gather and evaluate evidence • Demonstrate curiosity and creativity through questioning and exploration 	<ul style="list-style-type: none"> • Develop creative solutions to authentic problems • Articulate and communicate evidence-based ideas clearly and concisely • Collaborate with diverse partners on topics & issues using a variety of resources 	<ul style="list-style-type: none"> • Contribute to the well-being of society through cultural awareness, civic engagement, and personal responsibility • Examine and understand multiple perspectives to cultivate relationships and build community • Make informed, ethical, 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
26 Lyon Road, Burlington, CT 06013
<http://www.region10ct.org/HB>**

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

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

Welcome to the 2022-2023 school year and a new beginning at Har-Bur Middle School. We hope that this handbook will explain our policies, clarify our expectations, and encourage communication between us. Although this handbook contains information about your school and its policies, not all rules can be codified in this publication. It is essential that you, our students, and your parents/guardians read, discuss, and become familiar with this information. We want the years you spend with us to be the best they can be. Helping you prepare for your future is an opportunity that is important to all of us. We are glad you are part of the Har-Bur community of learners, and we look forward to an exciting and engaging year.

SCHOOL HOURS

Regular Day	Homeroom - 8:05 a.m.	Dismissal - 2:48 p.m.
2 Hour Delay	Homeroom - 10:05 a.m.	Dismissal – 2:48 p.m.
1/2 Day Dismissal	Homeroom - 8:05 a.m.	Dismissal - 12:15 p.m.

Har-Bur Middle School
Lewis S. Mills High School
The Learning Center
Harwinton Consolidated Elementary School
Lake Garda Elementary School
Superintendent of Schools: Howard Thiery
Director of Student Learning: Vonetta Romeo-Rivers
Director of Student Support Services: Dana Corriveau
Business Manager: Susan Laone
All-Star Transportation Company

PHONE

(860) 673-6163
(860) 673-0423
(860) 673-7195
(860) 485-9029
(860) 673-2511
(860) 673-2538 Ext. 10125
(860) 673-2538 Ext. 10126
(860) 673-6195
(860) 673-2538 Ext. 10134
(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

Principal: Joseph Masi, Ext. 17558
Associate Principal: Jesse Darcy, Ext. 17512
Principal's Secretary: Mary-Lynn Leon, Ext. 17502
Administrative Assistant: Karol Nicoletti, Ext. 17506
Secretary: Maria Gorski, Ext. 17500

School Counselors:

Amanda Ferrucci: Grade 5, Ext. 17513
Leslie Hubbard: Grade 7 Ext. 17503
Krystal Payne: Grade 6, Ext. 17504
Deborah Watson: Grade 8, Ext. 17505

School Nurses:

Kristin Belmonte: Grades 6 and 7 Ext. 17310
Bianna Longo: Grades 5 and 8, Ext. 17507

Psychologist:

Stefanie Gelormino Ext:17553

Social Worker:

Nora Hawley Ext: 17552

Custodians:

Anthony Brum
Todd Holman
Maureen Raymond
Ray Royals
George Turner

Teams and Staff

Grade 5 Turquoise

Lindsay Paganini
Kristin Michalski
Kristen Mosimann

Grade 5 Onyx

Megan Norton
Rachel Lacourciere
Rich Reynolds
Lindy Shafer

World Language

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

Wellness

Sean Callahan
Quentin Lux
Scott Morneault
Shannon Puzinski

Support Services

Lauren Benson
Christine Caserto
Brianna Clough

Ursula Cleaver
Tara D'Iorio
Kristie Dolgov
Stephanie Gelormino
Nora Hawley
Caitlin Madia-Cunningham
Hannah O'Hazo
Emily Wankier
Dara Wassik
Mark Alexander

Grade 6 Emerald Team

Jill Bourque
Mary Jane Dunn
Lisa Melingonis
Heather Rayner

Grade 6 Garnet Team

Bryan deManbey
Julie Hawks
Rhea O'Connor
Diane Premus

Reading/Lang. Arts Consultant

Kathryn Case
Karen Cersoli
Dina Grant

Computer Technicians

Dylan Hernandez
Vanessa Hinman
Kimberly McGuffie

Grade 7 Sapphire Team

Alison Hasenbein
Tammi Milius
Josh Pelletier
Andrew Spargo

Grade 7 Diamond Team

Sarah Camp
David Sawicki
Pam Sheehy
Brett Wilkes

Math Interventionist

Nicole Devoe

Math Tutor

Jocelyn Van Buren

Learning Center

Alexandra Johnston

Speech and Language

Lauren Benson

Paraeducators

Kristen Craig
Kim Danilowicz
Deborah Fecteau
Sarah Flores
Shannon Gauthier
Sue Graham
Rose Hendel
Pat Ladd
Julianna Meyers
Marlene Prespare
Brenda Reynolds
Suzanne Slabinski
Sandy Steele

Grade 8 Silver Team

Ed Dorgan
Nate Milano
Bob Samudosky
Kelly Summa

Grade 8 Purple Team

Beth Hall
Jon O'Hazo
Deborah Rizzo
Matt Weeks

Unified and Fine Arts

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

Regional School District #10 is committed to providing parents and other interested parties with information about the identification, evaluation and programming for students with disabilities. Parents who have questions about the services available to students with disabilities should contact Mrs. Ursula Cleaver at Har-Bur Middle School 860-673-6163 or Director of Student Support Services at (860) 673-6195, Regional School District #10, 24 Lyon Road, Burlington, CT 06013.

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, parents/guardians are asked to call or e-mail:

Grades 6 & 7 – Kristen Belmonte (860) 673-6163 Ext. 17310 or e-mail: BelmonteK@region10ct.org

Grades 5 & 8 – Brianna Longo (860) 673-6163 Ext. 17507 or e-mail longob@region10ct.org:

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

Truancy

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

4. BULLYING POLICY

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

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

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

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

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

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

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

High School Students' Use of Middle School Buses

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

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

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

Recognizing the potential of each student and that drug and alcohol abuse and dependency can seriously impair a student's ability to learn, it is the policy of the schools to take positive actions to prevent drug and alcohol abuse. These actions will be through education, school intervention, parental involvement, medical assessment/referral, and police referral in the handling of incidents in the schools involving the possession, sale, and/or use of behavior-affecting substances. These substances shall include but not be limited to marijuana, cocaine, LSD, inhalants (which have behavior-affecting ingredients), alcohol, and barbiturates. (*Cf. 6164.11-Drugs, Tobacco, Alcohol*)

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

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

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

Tobacco

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

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

Disciplinary actions will be in accordance with regulations approved by the Board of Education (*See 5131.6A-Student Code of Conduct, section 6, page 8*) including recommendation for arrest and fines provided by CT Statutes Sec. 19a-342) Policy adopted: December 21, 1992 Policy revised: Jan. 2015 5131.6A. Violation of this policy and law may result in:

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

1st Offense: In-school Suspension

2nd Offense: Out of School Suspension

Any additional offenses will result in escalating disciplinary consequences.

Drug and Alcohol Distribution in the School

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

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

Emergencies

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

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

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

- a. If it is determined that a student is under the influence of drugs or alcohol and 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, the student assistance team, a school counselor, department of student services mental health professional, and school

nurse. Corrective plans will be recommended, and the parents notified in writing at the time of suspension. Arrangements for further follow-up contact will be made. All suspensions will be conducted in accordance with due process requirements.

Search and Seizure

No Expectation of Privacy in Use of School Property:

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

When and How School Officials May Conduct Searches:

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

Instruction

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

It is desired that the administration 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

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

9. FERPA - SCHOOL RECORDS AND CONFIDENTIALITY

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

They are:

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

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

Notice of Intent to Release Directory Information without Prior Consent

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

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

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

10. HAZING POLICY

Purpose

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

General Statement of Policy

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

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

Definitions

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

1. Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking, or placing a harmful substance on the body.

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

Reporting Procedures

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

School District Action

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

Reprisal

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

11. HOMELESS STUDENTS

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

Deb Foley
Director of Special Services
Regional School District #10
24 Lyon Road, Burlington, CT 06013
(860) 673-6195

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

12. NON-RESIDENT PUPIL ATTENDANCE

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

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

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

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

13. NOTICE OF NON-DISCRIMINATION

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

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

Prohibition of Unlawful Harassment

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

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

Definition of Unlawful Harassment

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

Definition of Sexual Harassment

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

Submission to such conduct is made either explicitly or implicitly a term or condition of a student's education;

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

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

Complaints of Discrimination and/or Unlawful Harassment

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

***Mrs. Debra Foley, Director of Student Services
(860) 673-6195
Regional School District #10
24 Lyon Road, Burlington, CT 06013***

All complaints will be promptly investigated in as confidential a manner as practical and appropriate corrective action will be taken when warranted. Any employee, student, volunteer, or other individual under the control of the school system who is determined after an investigation to have engaged in harassment in violation of this policy will be subject to discipline, including possible dismissal or expulsion. This is a summary of Board Policies and Administrative Procedures 5150 and 5150A. Copies of these policies and procedures are available on the district's website and at the Board of Education offices.

14. NOTIFICATION OF VIDEOTAPING, PHOTOGRAPHS & WEBSITE PICTURES

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

15. PESTICIDE USE POLICY

The Regional School District No. 10 has an integrated pest management plan. Specific guidelines for the implementation of the pest management plan are provided to staff and parents/guardians of students at the beginning of each school year. Staff and parents/guardians may register for prior notice of pesticide applications (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.

16. RESPONSIBLE USE OF TECHNOLOGY POLICY

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 **Board of Education Policy # 6165**. 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 Responsible Use Policy, as approved by the Regional School District 10 Board of Education, prior to receiving a school issued device for use. If a person violates any of the User Terms and Conditions named in this policy, 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.

17. 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.

18. WELLNESS POLICY

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

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

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

19. ZERO-TOLERANCE POLICY FOR WEAPONS

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

STUDENT CODE OF CONDUCT

The Har-Bur Middle School community code of conduct is based on the Har-Bur Husky traits: respect, positive attitude, fairness, honesty, and responsibility. We are creating the best learning environment for all 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 bus departs at usually between 4:15-4:30 pm 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 until the arrival of the late bus. They will be dismissed to the late bus with a pass from the supervising teacher.
6. Students who wait for a ride after the late bus has left must wait in the lobby near the main office or other area designated by the supervising teacher.
7. Students must attend classes on the day they are planning to participate in the after-school activities.
8. With administrative permission in advance and a note from home, students can walk or ride their bicycles to and from home but are to wait until all buses have left and are not to trespass on private property or loiter on streets or areas adjacent to the school. Bicycle riders must observe bicycle safety rules/traffic laws, including the need for all students under the age of 13 to wear a helmet when riding a bicycle.

ATHLETIC TEAM CONDUCT

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.
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.
2. Students must report directly to the office when sent by a teacher or staff member.
3. Students must use appropriate and respectful language and gestures in school at all times with any fellow student or adult.
4. Students may not yell, run, jump, push, or trip other people as well as throw objects at other persons.

5. Students may not commit any act that places the health and safety of others at risk.
6. Students are not allowed to chew gum on school property.
7. Students may not be involved in inappropriate displays of affection in school (as determined by the school administration).
8. Students must be respectful of school property

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	Restorative Practices	
Day of Reflection	Parent Communication	Restriction from special activities	

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

1. Articles of clothing and accessories displaying obscenities, profanity, 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.
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. If there is a question about appropriate dress, a decision will be made by the administration. Students will be asked to cover inappropriate articles of dress or change. Failure to comply will be considered insubordination and result in further disciplinary

action. On subsequent occasions, students may be assigned additional consequences and/or may be sent home when their dress is not appropriate.

ENTERING AND LEAVING SCHOOL

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

1. Students are to stay in their buses or guardians' cars until 7:48am. At 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 drink 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 first period class and prepared for the day as they listen to announcements.
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. Har-Bur Middle School has a zero-tolerance policy on guns, knives, and other weapons. In addition, students cannot bring any dangerous item 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. Please see the Drug and Alcohol Policy on page 8.
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.
5. Students may not use Smartwatches, air buds, radios, iPods, CD players, televisions, video games, laser pointers, electronic pets, cell phones, collectible cards, portable DVD players, cameras, or skateboards 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.

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

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

RESTRICTED LISTS

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

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 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.

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.

AFTER-SCHOOL HELP

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

AFTER-SCHOOL PICK-UP POLICY

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

BUS PASSES AND LATE BUS

Two late buses usually run on **Tuesdays and Thursdays** departing from the school around 4:15-4:30 p.m. Students are notified during the school day when there is a change. One bus transports Harwinton students and one bus transports Burlington students who are staying after school for detention, intramural sports, activities, or extra help from teachers. Students are not to remain after school unless they are under the direct supervision of a teacher and may board the late bus with a pass issued by the supervising teacher or administrator. **PLEASE NOTE: The late bus does not drop off students as close to their homes as does the regular bus. There are fixed locations for stops**

that can be found posted on the school website. Parents/guardians may contact the bus company at (860) 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. We will no longer be able to accommodate for "one-time" daily changes to student transportation services. Parents who wish for their child to deviate from the regular pick-up and drop-off schedule will need to make their own private arrangements.

CAFETERIA PROCEDURES

Students have the privilege of eating lunch while at school. HBMS lunch prices for the 2022 - 2023 school year, approved by the BOE, will be: breakfast \$2.25 (\$.30 for students who qualify for reduced prices), hot lunch \$3.50 (\$.40 for students who qualify for reduced prices), and deli \$3.75 (\$.40 for students who qualify for reduced prices). 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 a 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.
3. Take a place in line and move through quietly.
4. Have money/check ready and know what change if any should be expected.
5. Remain seated while eating, unless student has raised their hand and received adult permission to leave their seat.
6. Not visit friends at other tables.
7. Use conversational tones when speaking.
8. Clear the table and floor area from any remnants of their personal meal.
9. Place garbage in the recycling containers or garbage barrels.
10. Leave only when dismissed by a staff member in charge.
11. Exit through the hallway doors.
12. Eat only in the cafeteria. Students must have a teacher's permission to carry food to another part of the building.
13. Students are not permitted to bring soda or energy drinks to school.

CHANGE OF ADDRESS AND/OR PHONE NUMBER

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

CHILD STUDY TEAM (CST)

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

CONFERENCES

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

EARLY DISMISSAL OF STUDENTS

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

EMERGENCY INFORMATION AND INFOSNAP

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

FIELD TRIPS

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

FOOD ALLERGIES AND MANAGEMENT OF LIFE-THREATENING ALLERGIES

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

GREEN CLEANING

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

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.

HARBUR MIDDLE SCHOOL HONOR ROLL

For 7th and 8th Grade only:

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

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

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

HIGH SCHOOL FACILITIES USE POLICY

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

HOMEWORK GUIDELINES

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

Grade 5 and 6:

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

Grade 7 and 8:

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

HOMEWORK / ASSIGNMENTS 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, useable condition. They are school property and subject to inspection. Students are to use only the locker assigned to them and should not give their lock combination to another student. Upon arrival to 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 \$7.50 charge for lost, stolen, or broken padlocks.

LOST AND FOUND

Located in front of the main lobby area is a large wooden box for storage of misplaced or unclaimed articles of clothing, books, etc. The contents of the box are donated to charity after the winter and spring breaks and at the end of the school year.

LOST OR DAMAGED BOOKS 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

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school. The Har-Bur website address is: <http://www.region10ct.org/HB>. Additionally, parents/guardians will be included on the e-blast list, which goes out bi-weekly, during the school year.

NUTRITION PROGRAMS

The Region 10 Board of Education participates in the National School Lunch Program and the Special Milk Program. Parents/guardians or students may apply for the free or reduced-price meals by obtaining an application from the main office or the Region 10 website and returning the completed form to the 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 the students 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 if they pass them 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

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.

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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 their cellphones or 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 school nurse 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 6 - 8 will be given lockers to secure their personal items. To safeguard against theft, valuables and money should be locked in their personal P.E. locker while students are in P.E. class.