

Mabelle B. Avery
Middle School

North Central Connecticut School of Distinction

2018-2019

Parent/Student Handbook

1 Vision Boulevard

Somers, CT 06071

860-749-2270

860-763-2073 (fax)

www.somers.k12.ct.us

This handbook belongs to:

Name _____ Grade _____

Homeroom _____ Homeroom Teacher _____

Bus Number _____

Dear Parents and Students:

The Mabelle B. Avery Middle School Handbook is provided to help you and your child understand school procedures, policies, and rules. In order to prepare your child for a successful middle school experience, please review the contents of this handbook together. Check our website for monthly parent letters and current school information.

Please Note:

Utilizing the electronic sign off, please verify that you have read and discussed with you child the Mabelle B. Avery Middle School Handbook and agree to abide by the policies, rules and regulations of the school.

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Mabelle B. Avery Middle School - Staff Directory

2018 – 2019

School Office

Clay Krevolin, Principal
 Rob Kapner, Assistant Principal
 Jaime Bohan, Guidance Counselor
 Kathy Brewer, Admin. Assist. to Principal
 Betsy Walsh, Admin. Assist. to Assistant Principal
 Cheryl Fry, Nurse
 Virginia Fareira, LPN/Para

Jessica Wolf 114 Band
 6,7,8
 Marika Kraus 115 Chorus
 6,7,8
 Ken McCarthy 130 Physical Education
 6,7,8
 Linda Messenger 130 Physical Education
 6,7,8
 Jeffrey Keener 134 Technology
 6,7,8
 Diane Jennings 240 Library Media
 6,7,8

Teachers **Room** **Subject** **Grade**

Mark Brown	305	Life Skills	6, 7, 8
John Gieras	306	Social Studies	6
Laura Bittner	308	Language Arts	6
Chuck Lewis	501	Science	6
Mariella Luginbuhl	303	Math	6
Mike Lurate	101	Resource Room	6
Mark Maciolek	307	Language Arts	6
Jennifer Meyers	304	World Language	6
Mary Baldyga	204	Math	7
Caitlin Dunlap	309	Resource Room	7
Julie Kunzelman	203	World Language	6, 7, 8
Stacy Lyver	502	Science	7
Kevin Nevins	207	Language Arts	7
Tammany Reynolds	205	Social Studies	7
Christine Righter	104	Pathways	6,7,8
Jackie Rivard	202	Language Arts	7
Erin Scholes	206	Math	7
Alexandra Cichon	401	Language Arts	8
Peg Cole	201	Resource Room	8
Diane Czyzniak	403	Math	8
Intervention	302	Math/Language Arts	6,7,8
Sue Koullisis	500	Art	6, 7, 8
Sharon Remington	301	Reading Specialist	6,7,8
Holly Sawtelle	404	World Language	6, 7, 8
Michael Szafir	204	Social Studies	8
Miranda Wilson	402	Language Arts	8

Specialists

Amanda Behmer Speech/Language 6-12
 Michael Wald Psychologist
 Sharon Walsh Social Worker

Paraeducators

Anna Bell
 Pat Doyker
 Gina Hailer
 Christine Kelly
 Jean Mandirola
 Colleen Rafala
 Melinda Roberge
 Cathy Tomson

Tutors

Agnieszka Banas (Math)
 Beth Cranna (Math)
 Lynn Sakos (Literacy)

Custodians

Dick Zini, Head Custodian
 Mike Archambault
 Gary Kane
 Matthew Sarantakis

Somers Public Schools Vision Statement

The vision of the Somers Public Schools is that we be challenged to excellence, creative expression, and the development of concern for quality of life for all. The vision embraces a culture and an environment that: promotes lifelong learning; develops self worth; supports uniqueness and diversity; values independence and interdependence; inspires community and parental involvement; and empowers individuals to make choices that lead to lives filled with dignity, respect, happiness, and opportunity

Mabelle B. Avery Middle School Vision Statement

Mabelle B. Avery Middle School is committed to fostering the development of self-directed life-long learners who embrace empathy, responsibility, respect, relationships, and diversity within our global community.

Mabelle B. Avery Middle School Mission Statement

The mission of the Mabelle B. Avery Middle School is to place emphasis on the whole child, to promote development of individual excellence, to provide instruction that matches the developmental needs of young adolescents, and to work cooperatively with students, parents, and community members to help students become productive and responsible citizens of the 21st century.

Students will learn to communicate effectively, problem solve, think critically, and practice personal responsibility.

Student will learn skills which will equip them to function effectively and to contribute positively in a technological society and global community.

Students will be provided with opportunities to grow academically, emotionally, socially, physically, and culturally. Students will learn to respect and understand individual differences and perspectives, thereby creating a supportive, safe environment.

Superintendent of Schools

Mr. Brian Czapla

Members of the Somers Board of Education

Mr. Bruce Devlin, Chairman
Mr. David Palmer, Vice Chairman
Mrs. Sarah Moynihan Bollinger
Mrs. Barbara Capuano
Mr. Jeremy Anderson

Mrs. Anne Kirkpatrick
Mr. Rick Lees, Jr., Secretary
Ms. Kate McLellan
Mrs. Jan Martin

Welcome Students

The faculty and staff of Mabelle B. Avery Middle School are excited to welcome you to our school community. In the tradition of our namesake, Mabelle B. Avery, we are dedicated to serving the students and families of Somers.

We are committed to providing strong instructional programs that foster academic achievement while emphasizing each child's unique talents. Students are encouraged to be involved in our school community both, academically and through clubs, intramural sports, music, or other extra-curricular activities.

MBA is a learning community, in which, each member is expected to maintain high standards of citizenship, cooperation, and responsibility. The students, faculty, and staff work together to create a positive school climate built on respect and consideration for others. In 2013, we were recognized by the Connecticut Association of Schools with the Exemplary School Climate Practices Award.

This handbook has been prepared to provide students and parents with a better understanding of the rules, policies, and procedures that are part of daily life at MBA. In addition, the handbook contains information regarding our programs and activities, as well as our expectations for student achievement and conduct.

The Mabelle B. Avery Middle School maintains an "open door" policy encouraging parent participation in our school. We work to cultivate strong home-school partnerships, as we believe a good education is a collaborative effort between home and school.

We are dedicated to providing you with a great middle school experience.

Clay Krevolin, Principal
Rob Kapner, Assistant Principal

Chapter 1 – Student Attendance

Attendance/Excuses/Truancy

It has been well demonstrated that regular attendance is a key factor in the success a student achieves in school. Much of what a student learns and is graded on deals with facts, concepts, and theories which are presented and discussed in class. In addition, other learning processes take place in class which may not be measurable, but are most important to a student's overall growth and education. The Board of Education discourages students from missing school when school is in session. Upon return to school it will be the student's responsibility to complete any work missed due to absence and students will be given one day for every day absent to make up and submit required assignments. Connecticut State law requires parents to cause their children to attend school regularly during the hours and terms the public school is in session. A student, therefore, should not be absent from school without a parent's knowledge and consent. The Board of Education requires that accurate records be kept of the attendance of each child. It also requires that parents and students are provided with policies on attendance, including tardiness, for each school building.

A student is considered to be "in attendance" if present at his/her assigned school, or an activity sponsored by the school (e.g., field trip), for at least half of the regular school day. A student who is serving an out-of-school suspension or expulsion should always be considered absent. A student not meeting the definition of "in attendance" shall be considered absent.

Excused and Unexcused Absences

For absences one through nine, a student's absences from school are considered "excused" when the student's parent/guardian approves such absence and submits appropriate documentation to school officials. Such documentation includes a signed note from the student's parent/guardian, a signed note from a school official that spoke in person with the parent/guardian regarding the absence, or a note confirming the absence by the school nurse or by a licensed medical professional, as appropriate. Documentation should explain the nature of and the reason for the absence as well as the length of the absence. Separate documentation must be submitted for each incidence of absenteeism.

For the tenth absence and all absences thereafter, a student's absences from school are considered excused for the following reasons:

1. Student illness (must be verified by a licensed medical professional to be deemed excused, regardless of the length of the absence);
2. Student's observance of a religious holiday;
3. Death in the student's family or other emergency beyond the control of the student's family;
4. Mandated court appearances (documentation required);
5. The lack of transportation that is normally provided by a district other than the one the student attends (no parental documentation required);
6. Extraordinary educational opportunities pre-approved by District administration and to be in accordance with Connecticut State Department of Education guidance.

A student's absence from school shall be considered unexcused unless:

1. The absence meets the definition of an excused absence and meets the documentation requirements; or
2. The absence meets the definition of a disciplinary absence, which is the result of school or District disciplinary action and is excluded from these State Board of Education approved definitions.

Parents are asked to call the school in the morning prior to 8:00 AM to report student absence on our MBA absence line by calling 860-749-2270 - press 3 - press 1.

Truancy/ Unexcused Absences

Unexcused absences are those, which do not come under any of the definitions of excused absences. Somers **BOE Policy 5113.2** identify a student as "truant" when he/she has four unexcused absences in any one month or ten unexcused absences from school in any school year. A student will be identified as a "habitual truant" when he/she has twenty unexcused absences within a school year. Any series of unexcused absences may require a conference with the Principal to discuss the details of the absence. **BOE Policy 5113.2** further states that the building administrator will be required to file a written complaint with the superior court alleging that the acts or omissions (i.e. failure to attend school) of any child designated as an "habitual truant" are such that his/her family is a family with service needs.

Change of Address/Telephone/Email

It is very important that you notify the school office if there is a change to a student address or telephone number or email. Connecticut law requires that schools have on file a daytime emergency phone number in case of an emergency.

Disposition of Educational Records

The district adheres to the Connecticut State Library and the Department of Education records retention and disposition schedule. Per Section 7-109 of the Connecticut General Statutes, the district procures prior approval before destroying records and notifies the public of its intent. More information may be obtained by contacting the Office of Pupil Services at 860-749-2270 and at the following website: <http://www.cslib.org/retschedules.htm>

Early Dismissal

Early dismissal requests should be made in writing giving a reason for the request. All excuses and requests are to be approved by the administration. Parents are required to sign-out a student in the office for an early dismissal and sign back in upon returning to school. Parents are requested to schedule outside appointments after school hours.

Family Vacations

With the distribution of the school calendar several months before school begins, parents are expected to make every effort to plan family vacations during scheduled school recess periods. Student absences for family vacations during regular school sessions are classified as unexcused absences. Teachers are not required to prepare work in advance of student absences for family vacations. In addition, teachers are not required to re-teach work or tutor students when they return. Teachers will, however, provide opportunities for students to make up tests, homework or other assignments missed during the absence. Upon return to school it will be the student's responsibility to complete any work missed due to absence and students will be given one day for every day absent to make up and submit homework.

Tardy to School

Tardiness to school is disruptive to the learning process for teachers and students. It is imperative that students arrive at school and report to homeroom on time. This allows students to prepare and organize for the day. If a child is tardy to school he/she must have a note from home stating the reason. The school office keeps a record of tardiness to school. Students are considered tardy if they do not report to homeroom prior to **7:35 a.m.**

Tardy to Class

Tardiness is unacceptable. If you are late to class because you have been detained in the office, or by a teacher, ask for a pass from the person who detained you before going to your next class. Tardiness to class may lead to detention or parent conference.

Transferring

Parents must notify the office in advance when a child is transferring from the Mabelle B. Avery Middle School to another school. This is necessary so appropriate paperwork can be completed and prepared for the new school. No child can be admitted to another school until they are completely withdrawn from MBA. The State Department of Education requires full compliance with this transfer procedure.



Chapter 2 – Academic

Academic Eligibility

Students are expected to keep up with their schoolwork. At various times throughout the school year, activities are organized to reward students who are diligent in doing so. The MBA administration has sole discretion in determining eligibility for these events. These events include, but are not limited to: reward day activities, assemblies, field trips, dances, and field days. Students who are deemed ineligible will be given supervised study time in lieu of the activities.

Academic Honesty

Academic honesty is defined as being truthful with personal integrity. Honesty is expected from all students.

- Academic dishonest behaviors include:
- Copying another student's homework.
- Having someone else (friend, sibling, parent) do homework for you.
- Talking during tests and quizzes.
- Receiving or giving answers on tests and quizzes.
- Having hidden notes (on paper, desk top, clothing, body parts, electronic devices) during exams.
- Plagiarism -- copying from any source for homework, research reports, lab reports, and projects without properly quoting the source - spoken, written or electronic.

Consequences for acts of dishonest academic behavior will be:

- In cases of copying and knowingly receiving and providing homework or test answers, both parties will be equally guilty.
- No credit will be given.
- There will be no opportunity for make-up.
- Parents will be notified.
- Disciplinary referral will be filed in student's disciplinary folder and shared with the Principal and teams of teachers.

Extra Help

Students may seek extra help from their teachers at any time. Prior arrangements must be made in writing if the student is attending extra help before, or after school hours. Student pick-up is the responsibility of the parent.

Field Trips

Per district policy, field trips are planned and conducted to support the academic program. The administration reserves the right to determine who is eligible to attend field trips based on an individual's discipline record, cooperation, and work completion. Students not permitted to attend a field trip will be provided with an alternative learning activity that will be supervised at the school. Students participating in school activities, or trips that are non-academic, must remain in good academic and disciplinary standing. Prior to participation, grade level teachers and school administration will review all students before making a determination of who can attend. The school administration reserves the right to determine who is eligible to attend field trips, as they are an **earned privilege**, based on an individual's academic eligibility, cooperation, and discipline record.

The end of the year 8th grade trip is a celebration of three years of hard work. Attending a trip to a place like the High Meadow Resort is an **earned privilege**. Students attending this trip must be passing all classes for the 4th marking period. The school administration will work with the grade level teachers to evaluate a student's level of cooperation, attitude and disciplinary history before making a determination of who can attend. The school administration reserves the right to make final decisions on participation.

Grade Point Average

The potential credit is equal to the number of periods the course is scheduled to meet on a regular week. Classes meeting five days per week shall be assigned a potential credit of 5 and so on. The classes meeting less are assigned the appropriate value.

For example:

<u>Class</u>	<u>Meetings per week</u>	<u>Potential credit</u>
Lang. Arts	8 periods/week	8
Science	5 periods/week	5
P. E.	2 periods/week	2

The formula used to compute honors is as follows:

Grade Point x Potential Credits divided by Potential Credits = high honors / honors

High honors= 10 points or above

Honors= 8 points or above

No honor status is recorded for 6th graders.

Grade Points

A+ = 12	B+ = 9	C+ = 6	D+ = 3	F = 0
A = 11	B = 8	C = 5	D = 2	
A- = 10	B- = 7	C- = 4	D- = 1	

Grade 7 & 8 Honor Roll

At the close of each marking period a honor roll is released. The following requirements qualify a student for honor roll status:

High Honors - A student must have an average in all subjects equal to A- or better, with no mark lower than B-

Honors - A student must have an average in all subjects equaling B or better with no mark lower than a C. No student receiving a grade below a C will be eligible for honor status.

Grading System

The grading system for all students follows:

A+ 97-100	B+ 87-89	C+ 77-79	D+ 67-69	F 0-59
A 93-96	B 83-86	C 73-76	D 63-66	
A- 90-92	B- 80-82	C- 70-72	D- 60-62	

Homework

Homework can help you develop your ability to learn, work independently, develop study habits and expand your personal interests. It is the student's responsibility to do all work assigned on time, and to the best of their ability. Homework will be assigned most days. Homework also includes studying for tests and quizzes. Homework assignments can be found on a teacher's web page.

Homework Requests

We encourage students and parents to check teacher web pages for current homework and assignments on a daily basis. **Students with excused absences from school 2 or more consecutive days are eligible for homework requests.** Parents can call the main office or email the team leader with student name and dates requested. Parents are encouraged to make requests first thing in the morning to allow teachers time to prepare assignments. Homework should be picked up in the main office after 2:30 p.m.

Parents and Homework

The frequency and duration of homework increases with each grade. As the students progress through the grades, they are expected to assume more responsibility for homework. As with all school experiences, homework should help students gain in maturity and independence. Homework can help develop the ability to learn, work independently, develop study habits, and expand personal interests.

Parents should:

1. Understand the importance of homework in the development of study skills and mastery of the general subject.
2. Help the student to develop a sense of responsibility about completing assignments and meeting deadlines.
3. Provide a place, a time, and an atmosphere conducive to studying at home.

4. Understand that there is always a need for the student to review, preview, or improve a pending assignment.
5. Refrain from giving so much help that the value of the assignment is compromised.

Parents should inform teachers of problems with homework or of any problem or obligation, which may prevent a child from performing to capacity. In addition, teachers will inform parents if a child does not do their homework on a regular basis.

Parent-Teacher Conferences

Formal parent-teacher conferences are held in November. Parents who wish to have additional information about their child's progress or arrange for a parent meeting may contact the guidance counselor the team leader, or the individual teacher with who they'd like to meet.

Conferences scheduled for this year are:

Wednesday, November 28, 2018

Thursday, November 29, 2018

Parent Portal/Teacher Grade Book

You will receive a letter home that has directions to set up your user account, as well as directions to access grades, attendance, and other important information. **It is important that you do not share your login information with others!** If at any time, you lose your login information, please contact the main office.

Report Cards

Report cards are an important means of communication between teachers and parents. Report cards are sent home at the end of each quarter. Interim reports will also be sent home near the middle of each term, or any time as needed, when a child performs below expectations. Register your e-mail address. Our parent portal is accessible to all parents each day. You may register online to have a teacher grade book e-mailed to you as often as possible. If you have any questions about your child's grade, please e-mail or call the teacher directly. Teachers may also give progress reports, anytime as needed, when a child performs below expectations.

Approximate

Quarter ends*:

November 3, 2018

January 18, 2019

March 27, 2019

June 10 or last day of school

Report Card distribution dates*:

November 9, 2018

January 25, 2019

April 3, 2019

June – mailed home

Unified Arts trimester end*:

November 27, 2019

March 6, 2019

June 8, 2018 or Last day of school

*Dates may change during the year due to school cancellations.

MBA Study Hall Expectations

So that study hall can be a productive time for all students, the following expectations apply to all study halls:

- Come prepared with what you need to do your work.
- Work silently so as not to distract others.
- Always have an SSR book.

- You may not go to your locker during the study hall time.
- Passes must be issued by your classroom teacher (not the study hall teacher).
- Only leave your seat if you have permission to do so.
- Bathroom use only with teacher's permission (one student at a time), students must sign out on a sheet.
- With teacher's permission, chromebooks may be used for school work only.

Suggestions for what to do in Study Hall:

- complete assignments and homework
- organize notebook
- review, rewrite, and study notes
- study vocabulary/spelling words
- read your SSR book

Chapter 3 – Support Services

Accidents and Insurance

An economical student accident insurance policy is available at the beginning of each school year. Applications will be available in each school office. School athletic insurance is a secondary coverage. If a student is injured in a school sport, medical bills must be submitted to the parent's insurance company first. The bills showing any unpaid balance are to be brought to the school secretary to be sent to the school insurance company.

Crisis Intervention Team

Our school has a Crisis Intervention Team that is part of a system-wide safety team. The team is responsible for dealing with the impact of any major crisis that could affect the climate of the school.

Guidance Counselor

The purpose of the school guidance counselor is to help with social, educational, vocational and personal development. The guidance counselor offers individualized and group counseling to support students during the transition into adolescence in the areas of educational, personal, and social development. The guidance counselor can offer assistance in planning school programs, improving study habits, developing good decision-making skills, and peer relationships. The guidance counselor is available to talk during study hall or at any time necessary. Parents may reach the guidance counselor by calling the school office.

Health Information/Services

The Connecticut State Education Law requires that all school children have an immunization update and physical examination in grade six, or seven.

New students have to show written proof that they are in compliance with state immunization regulations. New students are required to have an exam within 30 days of entry if they have not had an exam within the past year.

Check-ups are scheduled as follows:

- Eye Tests: All pupils at the beginning of the year for distance vision only.
- Hearing Tests: All seventh grade pupils during the year and selected and referred students anytime.
- Scoliosis Check: Will be completed on all 7th grade girls.

The nurse reports any possible defects found in above examinations to the parent(s).

It is recommended that if a child has a fever, before they return to school, they should be fever free without medication for 24 hours.

Immunizations and Physical Exams

In accordance with Connecticut General Statutes (C.G.S. Sec 10-204a and 10-206c) and the Somers Board of Education policy, **to enter Grade 7 all students are required to:**

- Have a completed physical exam within the last 13 months

Show proof of the following:

- Tdap booster
- Meningococcal Vaccine
- Second measles containing vaccine
- Hepatitis B series
- Second varicella vaccine (chicken pox) or proof of disease

Infectious/Communicable Disease

According to the **BOE Policy 5141.6** all children have the right to an education at public expense and that all programs be offered to students in the least restrictive environment.

Prescribed Medications/Nurse

During the school year, many of our children become susceptible to a variety of childhood ailments. Some of these health problems require children to take medication during school hours, as prescribed by a physician. A registered nurse is available at all times in the building while school is in session. We are always willing to assist parents and children in the care of these types of health problems. Medication deemed necessary by a parent, but not prescribed by a physician, should be scheduled around school hours by the parent. We do, however, have a health policy that we are required to follow. If it is necessary for school personnel to administer medication during school hours, we must abide by the Connecticut State Law, Public Act 723, which reads as follows:

1. Medication can only be administered to children legally when there is a physician's written order and a written authorization of a parent or guardian on file in the child's health office.
2. Parents or a responsible adult must bring the labeled medication to the school health office.

The children are responsible for coming to the nurse's office to take the medicine at the proper time. This includes aspirin and all over-the-counter medication. *School personnel cannot assume any responsibility for adverse effects of medication they administer.* The forms for administration of medicine in school are available in your physician's office and in the school health office. We appreciate your cooperation in this matter and will continue to assist you in any way that we can with the health and safe care of your children.

Social Worker

The school social worker provides individual and peer group programs for social and mental health services that support and enhance your educational progress. To this end, the social worker works with parents, children, school staff, and community agencies with the goal of promoting parent-child relationships, and school-home communication.

Student Support Team

The Student Support Team is a designated and specially trained team of school staff members. The team acts to identify and support students with academic or emotional issues that adversely affect school performance. This team of staff members acts on referrals from teachers, parents or the administration. You may call the guidance office if you feel your child may be in need of specific intervention.

During SST meetings:

- Statement of concern is reviewed and clarified.
- Student performance including previous testing, grades and other information available in cumulative file, is reviewed.
- Student strengths and needs are identified.
- The team generates ideas for possible assistance or problem resolution.
- An individualized support plan is developed and implemented.
- Student progress is monitored and plan is modified as necessary.

Chapter 4 – Student Life

After School Student Activities

Interscholastic sports consist of Field Hockey and Cross Country running in the fall. Intramurals offer an array of activities each year including Fitness Club and Basketball.

The school offers a variety of clubs and organizations that meet outside of the regular school day, including:

Association for Student Democracy (ASD)	Junior Beta Club
Drama Club	Pinterest/Art Club
Fitness Club	Robotics
Game Club	SCIT (Student Community Involvement Team)
Homework Club	Ski Club
Intramural Basketball	Yearbook

Each year are a number of special events and activities, include dances, assemblies, spirit days and interdisciplinary events.

Association for Student Democracy (ASD)--Students participating in ASD are role models for the school. Students running for office, and students elected to office must show exemplary behavior and remain in good academic standing.

Junior Beta Club--MBA is proud to recognize students with outstanding academic records, exhibit exemplary leadership qualities, citizenship and behavior. ***The Beta Club Pledge: "I hereby declare that I shall always strive to be honest, and truthful at all times, to maintain a creditable scholastic record, to be of service to my teachers and fellow men, to conduct myself in an ethical and moral manner, to reflect upon my school and community." "Let us lead by serving others."***

To be inducted into the Junior Beta Club, students need to have made the honor roll every marking period in grade 7 and 8. Working with teachers and support staff, administration will review discipline history, attitude and citizenship before a student is inducted into the Junior Beta Club at MBA.

MBA Student Pick-up and Drop-off Procedures

In the interest of safety and efficiency, the following guidelines must be followed for students arriving or departing school by car. Pick-ups and drop-offs are to be made in the lower circle by the flagpole. Please

review these procedures with your child. As we all know, parking lots are the most dangerous places to drive, let alone walk!

Morning Drop-offs

Please pull all the way forward on the circle. The first vehicle in the line should stop at the gym entrance and the last one discharging should be along the same curb. This allows for about 5 vehicles to unload simultaneously. Students should only get out on the curb side. **Please do not pass cars that are discharging students. Wait until the car ahead of you pulls away.** Once the last car pulls away, the next group may pull forward. **Please do not discharge students into the parking lot - wait for a spot along the curb.**

Dismissal Pick-ups

Our system is designed to avoid having students walking through the parking lot when cars are moving. For pick-ups at the end of the school day, we ask that parents park their cars upon arrival. Students being picked up by car are brought out as a group a few minutes after 2:20 and are directed to the parked vehicles. Students will walk to the cars in their respective parking areas. Curb pick-up is only practical after 2:35 when the bulk of the traffic has left. **We ask that drivers refrain from moving the vehicles until all of the students are in the cars.** Please park in the MBA lot unless it is full. This reduces foot traffic and vehicle congestion at the intersection between the school and the library.

Walkers

Students who are crossing over to the library lot must use the crosswalk near the central office doors. This reduces the amount of foot traffic through the MBA parking lot.

We appreciate your cooperation in helping to ensure the safety of our students.

Bullying

Bullying - BOE Policy 5131.11

The Board of Education promotes a secure and happy school climate, conducive to teaching and learning that is free from threat, harassment, and any type of bullying behavior. Therefore, it shall be the policy of the Board that bullying of a student by another student is prohibited.

Bullying is defined as any overt acts by a student or groups of students directed against another student with the intent to ridicule, humiliate, or intimidate the other student while on school grounds, at a school-sponsored activity, or on a school bus, which acts are committed more than once against any student during the school year. Bullying which occurs outside of the school setting may be addressed by school officials if it has a direct and/or negative impact on any student academic performance or safety in school.

Examples of bullying include, but are not limited to:

1. Physical violence and attacks
2. Verbal taunts, name-calling and put-downs, including, but not limited to,
3. Ethnically based or gender-based verbal insults
4. Threats and intimidation
5. Extortion or stealing of money and/or possessions
6. Exclusion from peer groups within the school

Such conduct is disruptive of the educational process and, therefore, bullying is not acceptable behavior in this district and is prohibited. Students who engage in any act of bullying, while at school, at any school function, or in connection to or with any district-sponsored activity or event are subject to appropriate disciplinary action up to and including suspension, expulsion, and/or referral to law enforcement officials. The Board expects prompt and reasonable investigations of alleged acts of bullying. The Principal of each school or his/her designee is responsible for handling all complaints of alleged bullying. In addition, the norms that are established by adults through consistent enforcement of all policies pertaining to conduct and modeling appropriate behavior at school and at home will reduce the instances and damage of bullying. It is necessary for students to promote the concept that caring for others is a valued quality, one that is accepted and encouraged.

Cyberbullying

The district's computer network and the internet, whether accessed on campus or off campus, during or after school hours, may not be used for the purpose of harassment. All forms of harassment over the internet, commonly referred to as cyberbullying, are unacceptable and viewed as a violation of this policy and the district's acceptable computer use policy and procedures. **BOE Policy 5131.913**

Malicious use of the district's computer system to develop programs or to institute practices that harass other users or gain unauthorized access to any entity on the system and/or damage the components of an entity on the network is prohibited. Users are responsible for the appropriateness of the material they transmit over the system. Hate mail, harassment, discriminatory remarks, or other antisocial behaviors are expressly prohibited.

Cyberbullying includes, but is not limited to the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful e-mail messages, instant messages, text messages, digital pictures or images, or Web site postings, including blogs. It is also recognized that the author (poster or sender) of the inappropriate material is often disguised (logged on) as someone else.

In situations in which the cyberbullying originated from a non-school computer, but brought to the attention of school officials, any disciplinary action shall be based upon whether the conduct is determined to be disruptive of the educational process so that it markedly interrupts or severely impedes the day-to-day operations of a school.

Bus Safety Rules

For the safety and convenience of all, rules for continued bus use are enforced. Proper behavior on the bus is expected of all students, and it should be understood that this service could be terminated if the safety of other children is endangered. Activity on the bus may be video recorded and reviewed by the Administration.

The following is an explanation of rules and safety procedures for riding on buses. Also, an explanation of disciplinary procedures for violation of these rules is included. Please spend a few minutes with your parents and go over these procedures.

Students should follow these rules:

1. Observe classroom conduct.
2. Be courteous, use no profane language or gestures.
3. Do not eat or drink on the bus.

4. Keep the bus clean.
5. Cooperate, and do what the bus driver requests.
6. The bus driver is authorized to assign seats.
7. Do not smoke.
8. Do not damage bus or equipment.
9. Stay in your seat.
10. Keep head, hands and feet inside the bus.
11. Do not fight, push or shove.
12. Do not tamper with bus equipment.
13. Do not bring pets on the bus.
14. Do not bring flammable material on the bus.
15. Have a safe trip.

Procedures for transportation safety and emergencies are detailed in **BOE Policy 3541.35**.

Bus Warning Ticket System

1st Ticket	Warning
2nd Ticket	3-Day Suspension
3rd Ticket	1-Week Suspension
4th Ticket	Indefinite Suspension

In the case of an indefinite suspension, a hearing will be necessary in order to reinstate bus privilege.

If deemed necessary by the Superintendent of Schools and the bus company, riding privileges may be suspended without using the above system.

When you receive a bus ticket;

1. The Principal will sign the ticket.
2. Have your parent sign the ticket.
3. Return ticket to the bus driver the next morning.

If the ticket has not been signed, as in the above procedure, the student will not be allowed to ride the bus.

If a student refuses a ticket, the bus driver will return the ticket to the bus company, and the student will be indefinitely suspended.

If a student loses, or in any way destroys a ticket issued to him/her, he/she must report to the bus company for a new one before he/she will be allowed to ride the bus again.

Computer and Chromebooks

During the school day both students and staff use Chromebooks and the computer lab for both whole class instruction and independent work. Students are not allowed access to a computer lab without teacher supervision. Students who use the computer lab will log on only with their personal identification codes. Students are not allowed to use any other identification code. Personal identification codes are to be kept confidential. Any misuse of a personal identification code is the responsibility of the assigned user. Students are to save their files in their personal folders or on the Internet as directed by their teachers. Failure to save work in the appropriate place may result in loss of this information. **BOE Policy 6141.321**

Students are not to attempt installation of their personal software without the Computer and Technology Operations Specialist permission. Any form of unauthorized access, accessing inappropriate sites, tampering, theft or willful destruction of any part of the computer system is considered a serious offense resulting in suspension from school and retribution of damages.

Dances

Admission to dances is for Grade 7 and 8 students only. Rules governing dances are the same as those followed during the school day.

1. Students who have detention or are not in school on the day of the dance are not allowed to attend.
2. If your behavior is not acceptable at any time during the dance, your parents will be notified and you will be asked to leave.
3. Students who receive an in-school or out-of-school suspension two weeks prior to a dance or class event will not be permitted to attend.
4. School dances are for MBA students only.
5. Students are not permitted to leaving the building during the dance

Dress Code

You are expected to dress neatly and appropriately for school. Clothing which distracts others is not appropriate for school as it interferes with the learning process. Student attire needs to meet high standards of health, safety, cleanliness, and decency.

While the type of clothing one decides upon wearing is often a matter of personal taste, certain standards with regard to attire should be followed while a person is in school. Students must realize that the appearance of individuals has ramifications for their personal wellbeing and safety, the health and safety of others, and the school's learning environment. At any time when a student's clothing is deemed inappropriate, the student will be directed to call home or return home to find more suitable school attire. Other disciplinary consequences may be assigned for repeated or willful violations of the dress code.

Dress Code Requirements:

- a. For health and safety reasons, anyone who enters any part of the school building must wear shoes. For safety purposes, footwear policies in labs, PE, and technology classes is at the teacher's discretion.
- b. Pants must be worn on hips at all times. The bottoms of pants must not be of a circumference or of a length that causes them to create a safety hazard to the wearer or to passersby. The bottoms of pants that drag along the floor or that have a circumference large enough to impede the walking of a passerby will be deemed unsafe. Safe lengths of pants must be achieved without the pants being held up by a person's hands.
- c. The hems of shorts, skirts, and dresses should extend to the longer of the fingertips when arms and hands are at sides or the midpoint between the hip and the knee. A slit in a skirt or dress should not extend above the longest fingertip when arms and hands are at student's side.
- d. A complete blouse, shirt, or top that covers the midriff and cleavage area must be worn during the school day. Tops of dresses must also comply with this requirement. Sleeveless tops should be modest in nature and completely cover undergarments. Shirt straps should be at least 1" wide. Backless garments, such as backless blouses, halter tops, halter dresses, see-through clothing, spaghetti strap garments, tank tops, tube tops and strapless tops and dresses are prohibited.
- e. Any clothing with vulgar, profane, lewd, or disruptive language or clothing bearing illustrations that promote alcohol, tobacco, or any other forms of substance use is prohibited.
- f. The wearing of pajamas/nightwear in school is prohibited except when approved through administration.
- g. All outerwear, which includes jackets, coats, hoods, scarves, bandanas, and headbands must be removed upon entering the school building and stored in hall lockers until dismissal time. Students are not allowed to wear or carry outer garments in the building as they travel to and from classes or

special activities, such as assemblies. The hoods of hooded sweatshirts or other forms of attire must not be worn in the school building.

- h. Attire that exposes undergarments is prohibited.
- i. Sunglasses may not be worn anywhere in the school building unless required by a doctor's order.
- j. Spiked or studded rings, bracelets, belts, collars, or other articles of attire with spikes attached are prohibited.
- k. Chains, with the exception of wallet chains, are prohibited; however, wallet chains may not exceed twelve inches in length.
- l. The administration may prohibit any attire deemed:
 - a. unsafe either for the student, or those around the student;
 - b. disruptive of school operations and the education process in general;
 - c. contrary to law.

Exceptions: Exceptions to respect religious customs can be made with prior administrative approval. In the event of a heating system failure, a staff member who has received administrative approval may allow students to wear coats and jackets in a cold classroom. The administration may, on a limited basis, allow the wearing of prohibited articles of clothing in the interest of school spirit in events such as pep rallies or as a part of charitable fund-raising activities.

Fire Drills

Public Act 09-131, which took effect on October 1, 2009, requires that fire drills shall be held at least once a month during the school year, and no later than 30 days after the first day of each school year; however, a school district must substitute a crisis response drill for a fire drill once every 3 months. Crisis response drills or practice lock-downs may occur often and in the same month as a fire drill.

- 1. Proceed, without talking or running and under the direction of your teacher, out the designated fire exit for your classroom. Fire exits are posted in each class. Make sure you know the correct exit.
- 2. Should the alarm sound between classes, please leave by the nearest exit. Once outside, quickly report to your homeroom teacher on the sports fields.
- 3. Outside, your teacher will take attendance to be sure the entire class is accounted for and no one is left in the building.
- 4. Remain standing quietly with your class until your teacher tells you it is okay to go back in the school.

Fire Drill Procedures for Evacuation When Students are Not in Class

(between classes, before school, after school)

- 1. Everyone should evacuate the building through the nearest exit. Staff members should direct students to leave immediately.
- 2. Silence is required at all times.
- 3. Once outside, students should meet their homeroom teachers on the field below the school. Eighth grade will line up nearest the road, then 7th, then 6th.
- 4. Teachers collect homeroom lists and fire drill forms in folders handed out on the slope below the road between the school and the field.
- 5. All staff members who are not homeroom teachers should report to the Principal or Assistant Principal on the road between the school and the field.
- 6. Runners assigned by the Principal or Assistant Principal will collect completed lists.
- 7. Once the "All Clear" is given,
 - a. 8th grade returns to building via the stairwell by the central office
 - b. 7th grade returns to building via the door by the tech room

Evacuation Procedure- a/o 9/18/2013

Harassment

BOE Policy 5145.52

The Board strives to provide a safe, positive learning environment in the schools. Therefore, harassment, in any form will not be tolerated. This policy applies to all students, staff members, Board members, parents, vendors, contracted individuals, volunteers, other employees and other visitors – who are on District grounds or property or on property within the jurisdiction of the District; on buses operated by or for the District; while attending or engaged in District activities; and while away from District grounds if the misconduct directly affects the good order, efficient management, and welfare of the District.

Employees, students, and others are expected to adhere to a standard of conduct that is respectful and courteous to all. The principle of freedom of expression that might otherwise protect the most offensive public speech does not protect or encompass a right to threaten the dignity and privacy of an individual. Such personally directed behavior will not be tolerated. It is contrary to academic values, debilitates its victims, compromised the offenders, and undermines the District's fundamental commitment to individual freedom and respect for all its members. Furthermore, acts of intolerance may destroy the very atmosphere in which freedom of expression is otherwise tolerated and cherished.

For purposes of this policy, harassment consists of verbal, written, graphic, or physical conduct relating to an individual's race, color, religion, sex, (including sexual harassment and pregnancy) national origin/ethnicity, physical attributes or disability, (including, but not limited to, mental retardation, past or present history of mental disorder, physical disability or learning disability), parental or marital status, sexual orientation, including gender identity/expression of age when such conduct/harassment:

1. is sufficiently severe, persistent or pervasive that it affects an individual's ability to participate in or benefit from an educational program or activity, creates an intimidating, threatening or abusive educational environment;
2. has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance; and
3. otherwise adversely affects an individual's learning opportunities.

Harassment as set forth above may include, but is not limited to:

- verbal, physical, or written intimidation or abuse;
- repeated remarks of a demeaning or condescending nature;
- repeated demeaning jokes, stories, or activities directed at the individual

The Board strictly prohibits retaliation against any person for filing a complaint, for aiding or encouraging the filing of a report or complaint, or for cooperating in an investigation of discrimination or harassment. The Board considers/treats retaliation as a form of discrimination.

Any student who believes that he or she has been the victim of bullying, cyberbullying or retaliation should report it immediately to a member of the school staff. Students, parents and members of the school staff (including but not limited to educators, administrators, school nurse, cafeteria worker, custodian, bus driver, coach, advisor, advisor to an extracurricular activity, or paraprofessional), who witness or become aware of bullying, cyberbullying, or retaliation should immediately report it to the Principal or Principal designee, the Safe School Climate Specialist. Reports of bullying or cyberbullying will be promptly investigated.

How to Succeed in School

Be responsible!

- Respect the rights and personal property of others.
- Show respect to teachers and peers.

Pay attention!

- Listen to announcements.
- Read all information from teachers.
- Bring home parent letters.

Success in School

1. Be on time to class.
2. As you enter the classroom, sit in your assigned seat.
3. Be prepared for class; have your notebook, textbook, and homework available.
4. Take direction from your teacher. Make sure you understand what is expected of you for each class.
5. Ask for additional help when you don't understand something.
6. Be cooperative and respectful, complete all class work.
7. Ask the teacher's permission if you need to leave the classroom for any reason.
8. Wait until the teacher dismisses you before leaving the room.

Be organized!

- Use your handbook.
- Write down assignments.
- Complete all homework.

Get involved!

- Join a committee or club.
- Play a sport.
- Volunteer for special events

Library Media Center

The library media center is open during school hours. Library passes from study halls are issued by subject area teachers or by the school library media specialist during homeroom. Study hall teachers do not issue passes. Library materials may be borrowed for two weeks and may be renewed. Although no fines are charged on overdue materials, other students and staff may be waiting to use the materials you have borrowed. Lost materials should be reported to the library media specialist immediately. You are responsible for replacing lost materials or paying the replacement cost set by the school. The media center staff welcomes your request for information or specific materials. Please ask for help if needed. You are encouraged to make use of our library media center for all academic needs.

Locker Use

Students in all grades are assigned lockers. Keep the locker closed and locked at all times. Do not share your locker combination with friends. The lockers belong to the school; students have the privilege of using the lockers and the responsibility to take good care of them.

Desks and School Lockers

Desks and School lockers are the property of the schools, placed for the temporary use of students. The right to inspect desks and lockers assigned to students may be exercised by school officials. **BOE Policy 5145.12**

Lunch Behavior Expectations

1. Proceed down to the cafeteria in an orderly way, being sensitive to the classes that are ongoing.
2. Stand in line in an orderly fashion without pushing or cutting.
3. Seating arrangements will be at the discretion of the teachers on lunch duty and the administration.
4. All talk should be at a conversational level.
5. Students are expected to demonstrate common courtesy and good manners (picking up

- after themselves, eating properly, etc.).
6. No glass containers may be brought to school.
 7. Sharing of food is prohibited (per the district food allergy policy).
 8. Students may not borrow money from other students.
 9. All students are responsible for wiping the table and leaving the table area clean.
 10. All students should recycle as appropriate (plastic bottles, milk cartons, cans, yogurt containers).
 11. Students must remain seated (in the same seat) during lunch except to purchase food and to clear and clean the table before dismissal.
 12. Students must sign out to leave the cafeteria (lavatory, eat with a teacher, etcetera).
 13. Students must quiet down immediately and give undivided attention to the lunch supervisors when announcements are being made. This is a safety issue - lunch supervisors need to be able to get everyone's attention immediately.
 14. Teachers dismiss students by table in an orderly fashion.
 15. No food or drink may be brought out of the cafeteria.
 16. Upon dismissal, walk to class, noise level must be appropriate for a school setting and respect that there may be classes going on.

Students who do not follow these expectations of good behavior will be subject to disciplinary action, and possible loss of privilege to eat in the cafeteria.

Morning Arrival

In the interest of safety, your cooperation is requested regarding arrival at the appropriate time. Without available supervision and the potential for liability, students are not permitted to be at school before 7:25 a.m. Parents are requested to use the designated drop-off area assigned by the Principal.

No-School Announcements And Emergency Notices

During the school year, there may be days when school is closed or school opening delayed due to inclement weather or other emergency. This decision is made by the Superintendent of Schools and announced over radio station WTIC, WRCH and channels 3, 8, 22, 30 and 40 between 5:00 a.m. and 8:00 a.m. You may also get the information on the district web page at www.somers.k12.ct.us.

Emergency notices that affect the entire district are recorded on the school district voice mail system and appear on the school district website. When there are emergency notices, you will hear them when you call the main district phone number (860-749-2270). Emergency notices are also posted on the homepage of the school district web site (<http://www.somers.k12.ct.us>).

Personal Electronic Devices/Cell Phones

BOE Policy 5131.81 states that, all cell phones and/or electronic devices not used for instructional purposes must be turned off during class time. The policy also allows for building administration to limit the use of cellphones in the building as deemed appropriate. The Somers Public Schools recognizes the instructional value of personal computing devices such as laptops, cell phones, smartphones, iPod touch, iPads, netbooks, etc., and as such we encourage students to bring their personal computing devices to school to use for

sanctioned educational purposes. Please be advised that the Somers Public Schools cannot be responsible for loss or damage to personal computing devices while they are on school property and that the use of personal computing devices is governed by BOE policy 5131.81. Accordingly, the following regulations apply at the Mabelle B. Avery Middle School:

- Cell phones and other electronic devices shall be turned off during school hours and at any school sponsored events where there is a reasonable expectation of quiet attentiveness or where use of the device would cause any disruption unless there is a bona fide health or safety emergency or sanctioned educational purpose. Students may send or receive texts to/from their parents, or call home using their cell phones during the afternoon homeroom period between 2:20 and 2:30 p.m.
- Students found using any electronic communication device to in any way send or receive personal messages, data, or information that would contribute to or constitute cheating on tests or examinations shall be subject to discipline and the device shall be confiscated and not returned until a parent conference has been held. Students violating this rule will be disallowed from carrying any personal communication device following the incident unless a bona fide health emergency exists.
- “Walkie Talkies” or portable games or toys that transmit a communication signal are not allowed in the schools in any circumstances unless specific permission has been granted by the building Principal or the superintendent.
- Electronic devices used without authorization will be confiscated by faculty members and given to the Principal or assistant Principal for return to a parent. Repeat offenders will have the device returned only to their parents or guardians and other consequences may apply.

If parents or guardians need to communicate a message to students during the school day, they may do so by contacting the school main office at 860-749-2270 ext. 2601.

Personal Property

The school does not assume responsibility for losses, damage, or thefts of personal property i.e. video games, cell phones, computers, etc. Keep your lunch money in a safe place and lock your lockers. You are responsible for any personal property.

Physical Education

All students attend physical education classes. They are assigned lockers in the locker room for clothes and valuables to be locked up. Required clothing: sneakers, socks, gym shorts or sweatpants, and tee shirt. Each child should take responsibility for being prepared for gym class. If you are to be excused from P.E. for more than one or two days, a written medical excuse from a doctor is required.

Physical Exams for Sports

In order for a student to participate in interscholastic sports at the middle school (Field Hockey & Cross Country), he/she must have a physical exam. Somers Board of Education policy (**BOE Policy 6145.2**) requires a physical exam prior to practicing and playing in any interscholastic sport. This physical exam will be valid for thirteen months provided the athlete sustains no serious illness or injury during that period of time.

School Resource Officer

Somers Public Schools has a school resource officer who circulates between the buildings on campus. The resource officer is here to build relationships between law enforcement and students, educate students about the law, and to support school safety practices. Students and parents and staff are encouraged to seek assistance from the school resource officer as appropriate.

School Volunteers

Parent volunteers are an integral part of our school community. Parents assist the school community by volunteering on field trips, in school, on committees, special grade level events, and field days or as chaperones. Parents -- If you or someone else you know is interested in volunteering at our school, please call the school office at 860-749-2270, ext. 2601.

Student Responsibilities

Activities that interfere with learning, safety, and violate others' rights will not be tolerated and consequences will be invoked.

1. Distractions such as, laser pointers, toys, electronic games, skateboards, pets etc. are not to be brought to school.
2. No food or beverage is allowed in the halls or classrooms during school time without prior permission. Gum chewing is not allowed in school.
3. Throwing or possessing potentially harmful objects such as snowballs, ice, rocks, paper, paper clips, rubber bands, coins, chains, erasers, etc. is not permitted.
4. Students have the right to be free from physical harm, harassment, or threats by others. All such cases should be reported to the office.
5. Displays of affection, such as kissing and hugging, are not appropriate in a school setting.
6. Respect for all school property. Compensation is expected if any damage is done to school property.

Please Note: For safety reasons students are not permitted to remain on school grounds if they are not participating in a planned after school activity. If they are not participating in a planned after school activity, students must either take their designated bus home or be picked up no later than 2:25 p.m. by a parent or guardian.

Textbooks

When textbooks are issued, write your name and date on the bookplate. Book covers are required on all school books. It is your responsibility to properly care for all books and other materials, which have been issued to you. You should have a notebook to hold your papers. You will be held accountable for returning each textbook in good condition.

Transportation

Students at the Mabelle B. Avery Middle School ride to school on a bus. Therefore, the buses are often filled to capacity. Please do not request a bus pass to ride on a different bus after school; we will not be able to honor it. Students cannot change bus assignments without prior notification from the main office. Transportation is provided to students from home to school and back only.

Visitors

As a school district, we continue to work diligently to improve school safety. Front entrance monitors have been hired to greet and check all visitors arriving at the school. The presence of the monitors at the front door will increase the safety of all our school occupants. Monitors will be responsible for "buzzing" visitors in, verifying their identity, signing them in/out, directing visitors to their appointments, calling down students who will be dismissed early, as well as other tasks. This will help make our schools more secure as visitors will not gain entrance to the school interior unless there is a legitimate reason or previously arrangement appointment.

Chapter 5 – Discipline

Our goal is to create a positive and safe environment that promotes opportunities for learning and growth. This environment is created through a climate in which mutual respect and trust are displayed. Every student is expected to function as a decision-making citizen who respects the rights of others. All students of the Mabelle B. Avery Middle School are therefore expected to practice self-discipline, to obey school rules, and to follow the normal social rules of good behavior.

Classroom Expectations

- Be on time and prepared for class.
- Follow directions the first time given.
- Remain in assigned seat.
- Raise hand and wait to be recognized.
- Be courteous and respectful to everyone.

Drugs and Alcohol

The Board of Education prohibits student possession, use, and/or distribution of any drugs, alcohol, or drug paraphernalia or being under the influence of any drug or alcohol. Any student found to be violating this student conduct policy would be dealt with in accordance with the regulations set by Board of Education policy. The consequences of such violations may ultimately result in the expulsion from school and/or criminal prosecution.

Recognizing the potential of each student and that drug or 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, early intervention, parental involvement, medical and/or assessment referral, and police referral in the handling of incidents in the schools involving the possession, sale, and/or use of behavior-affecting substances. **(BOE Policy 5131.6 - Drugs, Tobacco, Alcohol)** School authorities in the interest of maintenance, health, and safety may inspect school properties. Inspections for the location of 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. **(BOE Policy 5145.12 - Search and Seizure)** Disciplinary procedures will be administered with the best interest of the student, school population, and community in mind as the result of a team decision. Personal privacy rights of students shall be protected as provided by law.

Expulsion

The Board of Education may expel any student whose conduct endangers persons or property, or who is seriously disruptive of the educational process, or who violates a published policy of the Board of Education provided a public hearing is held under Connecticut Statutes. **(BOE Policy 5114)**

Illegal Substances

Smoking, use of nicotine/vapor products, alcohol, and the use of illegal drugs are not permitted at the Mabelle B. Avery Middle School. Smoking, or use of nicotine/vapor products, are not permitted on school grounds, by students, staff, or visitors. It is the policy of Somers Schools to take police action in the handling of incidents in the schools involving the possession or use of illegal substances including but not limited to alcohol, drugs

and weapons such as knives and guns. School and police authorities in the interest of health and safety may inspect school property. School personnel may regard inspections for the location of illegal substances as reasonable for inspection.

Office Detention

Office detention is issued only by the administration for infraction of school rules. Parents will be notified of the detention and the infraction of the school rule. Office detention is served with either the assistant Principal or Principal. You must report on the day assigned. This detention assignment has precedence over all other after school activities. If you are absent on the assigned day, you will serve it on the day you return. **Additional consequences may apply for missing detention.** Transportation is the responsibility of parents.

Office Referral

If you do not follow school rules, teacher direction and/or exhibit inappropriate behavior, you could be referred to the office by means of an Office Referral Slip, where appropriate action will be taken. In addition to detention or suspension, when appropriate, you may be required to perform other means of restitution, such as school community service.

Severe Clause

Any action by a student, which jeopardizes the safety of another, or shows blatant misbehavior with malice towards another student or staff member, may cause the administrator to enact this Severe Clause. Under this clause, the administrator may begin disciplinary action or do whatever the administrator deems necessary. Examples of such blatant misbehavior may include, but are not limited to the following: fighting, defying authority, possession of any illegal substance or possession of a dangerous instrument, destruction of property, etc.

Suspension

Students may be disciplined for conduct on or off school grounds or at any school-sponsored activity that endangers persons or property, is seriously disruptive of the educational process, previous disciplinary problems that have led to suspension or that violates a publicized policy of the Board of Education. Suspension will be served either in school or out of school. **(BOE Policy 5114) Suspended students are also on a probationary period for two weeks during which time they may not take part in any extra-curricular or out of the regular classroom activities such as field trips and dances.** Out-of-school suspension will be used for the most serious of school offenses. Repeated suspensions, or an accumulation of detentions during the school year may result in the loss of class activities, such as field trips, assemblies and other special privileges.

Examples of violations that may result in consideration for suspension or expulsion:

- Insubordination/defiance - refusal to obey a school staff member.
- Lying to a school staff member.
- Use of profanity - language or gestures.
- Theft.
- Vandalism (willful destruction of school property).
- Possession, using, or selling/distributing of illegal substances (drugs, alcohol, tobacco, vaping) or medications such as aspirin, ibuprofen, etcetera.
- Possession of weapons, including jackknife.
- Fighting, hitting, kicking, or otherwise assaulting a student or school staff member.
- Harassment.
- Threatening, or otherwise intimidating students or school staff members.

- Leaving school building or grounds during the school day without permission.

Teacher Detention and Other Consequences

Teachers may assign consequences to students who are not meeting classroom expectations. Consequences can range from a conversation and warning, to parent contact, to an office referral (for repeated or serious infractions). Teacher detention is assigned by the teacher and served in the classroom. In all cases, you and your parent will be given 24 hours notice. You must report on the day assigned. This detention assignment has precedence over all other after school activities. If you are absent on the assigned day, you will serve it on the day you return. **Additional consequences, including an office referral, may apply for missing detention.** Transportation is the responsibility of parents.

Tobacco

Smoking, possession of smoking materials, or other use of tobacco products by students of Somers Public Schools is prohibited by BOE Policy 5131.6.

- In all school buildings;
- Any student found to be in violation of the tobacco policy will be subject to disciplinary action. On school grounds and recreational fields;
- On transportation provided by the Board of Education, or at any time when the student is subject to the supervision of designated school personnel such as when the student is at any school function, extracurricular event, field trip, or school-related activity such as a work-study program.

An ongoing program of student support and counseling will be offered to provide support for students who wish to break the smoking habit.

Use of Physical Force and Seclusion Policy

(DBS Code: 5144.1)

Public Act 07-147 requires the district inform parents/guardians of its policy specific to the use of physical force and seclusion, which may be used by staff to protect a student from harming him/herself or to protect others from harm. This policy may be accessed on the district website: www.somers.k12.ct.us

Weapons and Dangerous Instruments

Students shall not possess firearms, facsimiles of firearms, knives, weapons or dangerous instruments of any kind, including martial arts weapons, in school buildings, on school grounds, on school transportation or at any school-related or school-sponsored activity away from school facilities. Violators shall be subject to suspension and/or expulsion from school.

Possession of or bringing such weapons or devices on school grounds or other areas under control of the Board of Education may also be a violation of criminal law and, therefore, any violation of this policy shall be reported immediately to the proper law enforcement agency and the Board of Education. The parent(s) or guardian(s) shall also be notified immediately. Students who violate this policy shall be subject to appropriate school disciplinary action, as well as possible criminal or civil action. (BOE Policy 5131.7)

A student who, off school grounds, unlawfully possessed a firearm as defined in 18 USC 921 or used a firearm, dangerous instrument or deadly weapon in the commission of a crime as defined by law, shall be subject to expulsion proceedings and the length of the expulsion shall be one calendar year, subject to reduction on a case-by-case basis.



Chapter 6 – BOE Policies

The policies listed below are a selected representation of the Somers Public Schools district policies. Some of the policies and regulations have been referenced and abbreviated in the handbook. Access to the complete district policy manual, along with Board of Education meeting agendas and minutes may be obtained through our district website (www.somers.k12.ct.us/district/) located in the District menu under Central Office/BOE.

AIDS Instruction - BOE Policy 6144.1

Asbestos Management Plan – A plan is on file in the district office.

Attendance and Excuses - BOE Policy 5113

Bullying - BOE Policy 5131.11

Child Abuse - BOE Policy 5141.4

Cleaning Program – A list of environmentally preferable products used in the schools may be obtained from the district's business manager or director of maintenance.

Comparability of Services - BOE Policy 6161.3

Cyberbullying – BOE Policy 5131.913

Dietary Needs - BOE Policy 5141.25

Drugs/Alcohol/Tobacco - BOE Policy 5131.6

Electronic Devices – BOE Policy 5131.81

English Language Learners - BOE Policy 6141.31

Grading System - BOE Policy 6146.1

Graduation Requirements/Standards of Proficiency – BOE Policy 6146

Grievance Procedures (Title IX) - BOE Policy 5145.6

Harassment – BOE Policy 5145.52

Health/Medical Records - BOE Policy 5125.3

Homeless Students - BOE Policy 5118

Homework - BOE Policy 6154

Medication - BOE Policy 5141.21

Migrant Students - BOE Policy 6141.312

Non-Discrimination - BOE Policy 5141.4

Pesticides - BOE Policy 3516.11

Physical Restraint and Seclusion - BOE Policy 5144.1

Pledge of Allegiance – BOE Policy 6115

Posting of Public Notices in Schools – BOE Policy 1110.1

Promotion/Acceleration/Retention - BOE Policy 5123

Psychotropic Drug Use - BOE Policy 5141.23

Public Schools of Choice - BOE Policy 5117.1

Recruitment Policy - BOE Policy 5125

Reporting to Parents - BOE Policy 5124

Smoke Free Environment - BOE Policy 1331.1

Student Searches - BOE Policy 5145.12□, Admin Reg 5145.12

Suicide Prevention - BOE Policy 5141.5

Survey of Students (Student Privacy) - BOE Policy 6162.51

Suspension/Expulsion/Due Process - BOE Policy 5114

Student Records; Confidentiality - BOE Policy 5125

Sexual Harassment Policy BOE Policy 5145.5

Technology - BOE Policy 6141.321

Title I Parental Involvement - BOE Policy 6172.5

Transportation - BOE Policy 3541

Transportation Complaints/Procedures 3541.36

Use of Physical Force and Seclusion - BOE Policy 5144.1

Weapons and dangerous instruments - BOE Policy 5131.7

Youth Suicide Prevention - BOE Policy 5141.5

Non-Discrimination Statement

The Somers Public Schools is committed to equal opportunity for all students, applicants and employees. The district does not discriminate in any employment practice, education program, or educational activity on the basis of race, color, religious creed, sex, age,

national origin, ancestry, marital status, sexual orientation, disability (including, but not limited to, mental retardation, past or present history of mental disability, physical disability or learning disability), genetic information, gender identity or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws. Inquiries regarding the District's nondiscrimination policies should be directed to Dr. Irene Zytka, Title IX Coordinator, 1 Vision Boulevard, Somers, CT 06071, 860-749-2270 x2039 or Dr. Denise Messina, Section 504 Coordinator, 1 Vision Boulevard, Somers, CT 06071, 860-749-2270 x2035.
10/1/11

Student Support Plan Strategies

All students are required to set SMART goals at the beginning of each quarter. The SMART goal-setting process ensures that every goal is measurable and clear. The advantages of the SMART goal-setting process are:

- Provides a structured approach to a complex task;
- Gives a clear framework for creating meaningful and achievable goals;
- Accommodates all kinds of goals;
- Is easy to teach others how to develop;
- Helps to define goals in terms that can be widely understood; and
- Requires thinking through the implementation as well as the outcome.

The characteristics of SMART goals are:

- **Specific and Strategic**
The goal should be well defined enough that anyone with limited knowledge of your intent should understand what is to be accomplished.
- **Measurable**
Goals need to be linked to some form of a common measure that can be used as a way to track progress toward achieving the goal.
- **Aligned and Attainable**
The goal must strike the right balance between being attainable and aligned to standards but lofty enough to impact the desired change.
- **Results-Oriented**
All goals should be stated as an outcome or result.
- **Time-Bound**
The time frame for achieving the goal must be clear and realistic.

SMART goals Dos and Don'ts

DO:

Create a plan
Start small
Write it down
Be specific
Track your progress
Celebrate your success
Ask for support sooner than later
Make commitments

DON'T

Expect to accomplish without effort
Focus on too much at once
Forget to make a deadline
Deal in absolutes
Expect perfection
Keep your goal on a shelf
Beat yourself up over shortcomings
Try to accomplish it alone
Forget that you CAN DO IT!

School Calendar of Events 2018-2019

Date(s)	Event	Start Time
September 13	Open House for 7 th & 8 th Grade	6:15 p.m.
November 2	First Quarter Ends	
November 28, 29	Parent Conferences	5:30 p.m.
December 11	MBA Winter Concert (Snow date 12/12)	7:00 p.m.
January 18	Second Quarter Ends	
March 26	Third Quarter Ends	
Last day of school	Fourth Quarter Ends (Report cards will be mailed home)	