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# MESSAGE TO PARENTS & STUDENTS

## FROM THE ADMINISTRATION

Dear Parents and Students,

Welcome to Catherine McGee Middle School. At McGee, we strive to stretch *all* children to reach their full potential in the classroom and as members of the Berlin community. Our efforts to provide an atmosphere that both challenge and support all those who enter through our doors are most successful when parents, students and educators work together toward the mutual goal of developing individuals who are ready to take on the challenges of life in the 21<sup>st</sup> century.

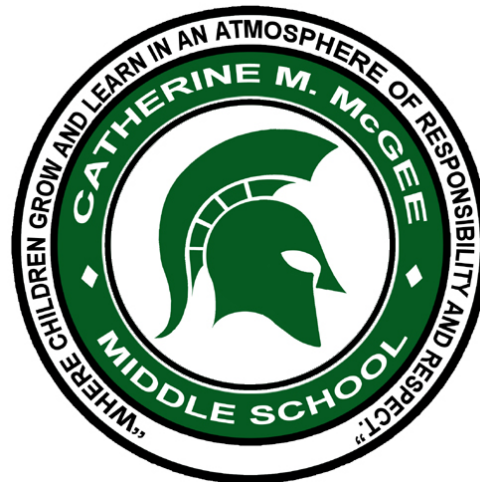
This handbook has been published for parents and students to have a greater understanding regarding the daily operations of our school. The information provided will hopefully assist you and your child in referencing the various routines, expectations, programs and opportunities that are offered at McGee. If at any time, you or your child has a question or needs clarification, we encourage you to contact the school.

The mission of Catherine McGee Middle School is to encourage children to grow and learn in an atmosphere of responsibility and respect. To accomplish this mission, we have committed ourselves to being a rigorous academic community. This includes: helping students to become educated, productive citizens in a diverse society and technologically-changing world and providing a safe, caring, and challenging school environment that helps children develop a commitment to life-long learning, creating an environment that supports intellectual, social, emotional and physical growth for all students, and that recognizes their unique developmental needs. The success and achievement of all students is the goal of McGee's entire faculty and staff.

The staff and I are committed to keeping McGee a welcoming, positive school where adults and students alike share a mutual sense of wonder about the world, inspiring all of us to seek knowledge and fueling a love of learning. Together we can foster confidence and competence in our children and set them on a path toward a successful future.



Salvatore Urso, Principal



## **CATHERINE M. McGEE**

Our school is named in honor of Catherine M. McGee, a teacher and principal in the Berlin Public Schools for 44 years. Miss McGee grew up in Kensington, attended local schools and began her teaching career in 1922. She was an elementary teacher at Worthington School until she was appointed principal of the Kensington Grammar School. She held that position until her retirement in 1966.

In 1969 our school was officially named the Catherine M. McGee Middle School in honor of her many contributions to the education of the children in Berlin. She was an outstanding teacher and a wonderful person. All of us should strive to dedicate ourselves to the things she stood for - concern for others, honesty, hard work and a never-ending commitment to excellence.

## **PHILOSOPHY AND GOALS**

### **McGee Middle School Mission Statement**

Catherine M. McGee Middle School encourages children to grow and learn in an atmosphere of responsibility and respect. To accomplish this mission, we believe our commitment as a rigorous academic community includes:

- Helping children to become educated, productive citizens in a diverse society and technologically-changing world.
- Providing a safe, caring, and challenging, school environment that helps children develop a commitment to life-long learning.
- Creating an environment that fosters intellectual, social, emotional, and physical growth for all students and recognizes their unique developmental needs.

### **HUMAN RIGHTS**

**At McGee Middle School these rights apply to all persons - students and staff - and to the entire school day, including travel to and from school.**

- The right to develop ones own personality (so long as it does not interfere with the rights of others) without disrespectful criticism or pressure from cliques.
- Freedom from physical abuse and mental abuse such as name calling, intimidation, or harassment.
- Freedom from being set apart or mocked because of race, sex, religion, physical strength, size, features, friendship groups, age, culture, handicap, financial status, clothing, classroom performance, or any other reason.
- The right of privacy and freedom from being harassed in the classroom; the right to be treated respectfully. The right to an education, which means that teachers are free to teach and students are free to learn without being interrupted by inconsiderate or unruly students.
- The right to have personal and school property respected. Our school community is a safe place for property as well as people.

# **ACADEMIC INFORMATION**

## **PROGRESS REPORTING**

Report cards are issued three times a year and students will earn marks in academic achievement and behavior. The marks used to report achievement are A, B, C, D, and F. Tentative release dates are noted on the district calendar.

Student achievement and attendance records can be accessed 24 hours a day using the parent portal system through the link on the McGee website. Each parent will receive information regarding access at the beginning of the school year. Please contact the front office should you need assistance.

## **PARENT PORTAL**

Parents/Guardians and students can access teacher grade books as a progress-monitoring tool through PowerSchool. Parents are required to create their own username and password so they can access student information. For more information on how to create and access the parent portal please contact the front office staff.

## **GRADING SYSTEM**

The following numerical values will be used to assign letter grades:

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

## **GRADING TURNAROUND GUIDELINES**

To get the most out of our PowerSchool Portal, the following guidelines will be utilized for all grades and courses:

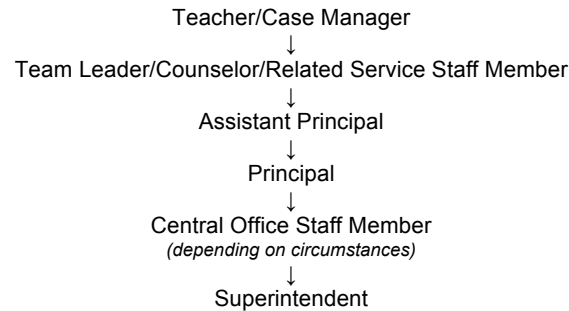
- All assignments will be posted either as a course announcement or as an un-scored entry on the day the assignment is given.
- Grades for class work, homework, and quizzes will be entered within one week from the date assignment was due and collected.
- Grades for lab reports, essay assignments, exams, and tests will be entered within two weeks from the date assignment was due and collected.
- Grades for long-term assignments and research papers will be entered within three weeks from the date assignment was due and collected.
- Please note that assignments that are handed in past the due date may require an additional seven calendar days to appear on the Portal beyond the guidelines stated above.

## **INCOMPLETE GRADES**

Students who do not complete all work by the close of the marking period may be given an incomplete. All work must be completed in 10 days from the issue date of the report card. Failure to do so will result in a failing grade (F) for any assignments not completed and turned in within the ten days.

## CHAIN OF COMMAND

When you have a question about your child's classes or work in school, it is best to first contact the person who is closest to the situation. In most cases, this is the teacher. For that reason, we have adopted a McGee Chain of Command parents must follow in order to get their questions or concerns resolved quickly. The chain of command for McGee is as follows:



## ELIGIBILITY POLICY

McGee's eligibility policy aims to hold all students to a consistent standard for academics in order for them to participate in extracurricular activities including but not limited to athletics, clubs, and school musicals or plays. In order to be eligible all students must maintain an overall average of 70%. Students must have no more than one "F" in a core academic class (i.e., Math, Science, Social Studies, ELA, World Language).

Teams, in coordination with administration, exploratory teachers, and school counselors will maintain the right to place students on contracts for behavioral or attendance issues as well. Failure to comply with the terms of these contracts could mean suspension from the activities involved. These same staff members may make exceptions to the above policy when circumstances warrant such a decision. Finally, administration and coaches, advisors, or directors have the right to suspend a child from pertinent activities due to behavioral infractions, safety concerns, or violations of their own rules. Some teams or groups may also maintain contracts that are more stringent than the McGee Eligibility Policy.

## HOMEWORK/CLASSWORK

Independent practice, research, and opportunities for application are a necessary part of every student's educational program. The following guidelines have been established and adhere to the Board of Education policy. The time ranges for nightly assignments are as follows:

Grade 6	up to 60 minutes
Grade 7	up to 70 minutes
Grade 8	up to 80 minutes

Homework will not be weighted more than 15% of the student's grade (up to teacher's discretion).

### Expectations:

**Daily Assignments** - Students are expected to complete and turn in all assigned work to their teachers. Assignments may be checked and recorded.

**Absences and Homework** - Upon returning to school a student must turn in any homework that was due on the day of his/her absence. Students are to be given two (2) days to make up homework for each day of absence. Students' homework will not be penalized for absences from school.

When a child is absent due to illness, parents / guardians should visit the PowerSchool Parent Portal for assignments. If a child is absent for an extended period of time (2 or more days), parents may call to request homework. **Homework requests must be made before 9:00 a.m.** Office personnel will notify the appropriate team leader of the parent request. The team leader will coordinate the materials/assignments and ensure that they are available in the main office for parent pick-up between 2:30-3:30 p.m. Students are encouraged to select a "study buddy" in their team classes and should call their "study buddy" for questions regarding homework assignments.

**Homework requests for non-school vacation time will not be accommodated.** Work should be completed when a student returns to school.

**Long-Term Assignments** - Students are expected to complete and turn in all assigned long-term assignments to their teachers on the established due date. Student work that is turned in after the established due date will receive a late penalty. For example, a student who turns in a project five days late can be penalized up to 50% of

the total grade. When a student is absent on the day a long-term project is due, he/she must turn in his/her completed long-term assignment work on the day of his / her return.

## **DROPPING A COURSE**

The following guidelines will be used if a student would like to drop/switch Band/chorus or French/Spanish:

1. Prior to the start of the school year and into the first two weeks of class a student needs parent permission to switch Band/Chorus or French/Spanish.
2. After the first two weeks of the school year a student must stay in their current course until the end of Trimester 1. Parent permission still required.
3. After the start of Trimester 2, students are not permitted to drop/switch their Band/Chorus or French/Spanish selection.

## **RETENTION**

Retention is an extreme measure. A child being considered for retention must be referred to the Child Study Team and support programs and strategies must be implemented and evaluated for effectiveness. The Child Study Team is typically made up of members from the support staff, classroom teachers and administrators who meet for the purpose of evaluating student performance and making recommendations for interventions and strategies that would benefit the child. For more information regarding retention please see Board of Ed Policy 6147.1

## **STUDENT CONDUCT AND DISCIPLINE**

### **STUDENT RIGHTS AND RESPONSIBILITIES (BOE POLICY)**

The School Board has the responsibility to afford students the rights that are theirs by virtue of guarantees offered under the federal and state constitutions and statutes. The Board also believes that every right carries with it certain responsibilities. Among these rights and responsibilities are the following:

- Civil rights--including the rights to equal educational opportunity and freedom from discrimination; the responsibility not to discriminate against others.
- The right to attend free public schools; the responsibility to attend school regularly and to observe school rules essential for permitting others to learn at school.
- The right to due process of law with respect to suspension, expulsion, and decisions which the student believes injure his rights.
- The right to free inquiry and expression; the responsibility to observe reasonable rules regarding these rights.
- The right to know the standards of behavior that is expected of students and the consequences of misbehavior.

### **GUIDELINES FOR MAKING GOOD DECISIONS**

- Identify the decision to be made.
- Think about the options. Throw out any options that could lead to trouble. If you're not sure, ask yourself:
  - Is it against the law or school rules?
  - Is it against moral rules?
  - Is it harmful and/or unsafe to me or to others?
  - Would it disappoint my family or other important adults?
  - Is it wrong to do?
  - Would I be sorry afterward?
  - Would I be hurt or upset if someone did this to me?
- Predict the consequences of each positive option.
- Choose the best course of action.
- Do what you decided.
- Rethink your decision. How did things turn out? Should you decide differently next time?

### **GENERAL EXPECTATIONS**

Students should be prepared for class by:

- Having the agenda/planner with them at all times.
- Being in their seat on time.
- Having the necessary materials for class – books, pencils, sneakers, instruments, etc.
- Having assigned homework completed.
- Waiting to be recognized by raising hands.
- Using classroom materials/supplies in the way they were designed.
- Being ready, quiet, and prepared to listen for specific instructions from the teacher.

## STUDENT CONSEQUENCES

McGee Middle School utilizes a progressive approach to discipline. Level of intervention is determined in response to the observed behavior. A staff member will contact a parent regarding the issue of concern.

### **Teacher / Team Detentions:**

Staff members may issue teacher or team detentions for infractions of school or classroom rules. Teacher/team detentions are generally from 2:20 – 3:00, unless otherwise communicated. Students may take the late bus home at 3:10.

### **Office Referral:**

Staff members may complete an Office Referral for behaviors that are more serious in nature. A record of all office referrals will be kept on file. Parents will also receive a copy of this referral in the mail. Consequences for an Office Referral may include the following: Lunch Detention; one, two or three hour Office Detention; community service, social probation, In-School Suspension (ISS), and Out-of-School Suspension (OSS).

### **Lunch Detention:**

Students receiving a lunch detention will eat their lunch in the area designated by administration. This is a silent lunch.

### **Office Detention:**

Students will be given administrative detentions for infractions of school or classroom rules.

### **Removal from Class:**

Each teacher shall have the authority to remove a student from class when the student causes a serious disruption to the educational process within the classroom. An administrator will escort students removed from class. Further disciplinary action may be taken.

### **Social Probation:**

The social probation program is designed to help students focus on their academic/behavioral responsibilities. A student placed on Social Probation will not be able to attend/participate in any before and after school activities, with the exception of supervised detention. Students must report to the Office immediately upon arrival on campus and must leave campus within ten minutes after the school day ends and may not return to school grounds for any reason. Student progress will be reviewed every two weeks to determine status of eligibility.

### **In-School Suspension (ISS):**

Students will earn ISS for various infractions of school rules. The purpose of ISS is to provide a highly structured educational environment for those students who have violated the rules of McGee Middle School. School staff may have conferences with these students during internal suspension. Students may not attend any activity/event if they were suspended from school on the day of the activity or event.

### **Out-of-School Suspension (OSS):**

Out-of-School suspensions will be used in the case of more serious rule violations. Students may not attend any activity/event if they were suspended from school on the day of the activity or event.

## HANDS-OFF POLICY:

Students must refrain from all physical contact that is potentially unsafe or distracting to the educational process. Unacceptable behavior includes "horsing around", "**just fooling around**", poking, pushing, tripping, and/or jostling one another. At McGee Middle School the policy is **HANDS OFF**. Students must also refrain from overt acts of affection. Violations will result in teacher / team and / or administrative consequence.

## VANDALISM:

Vandalism by students involving damage to school property will result in disciplinary action. The school or town will complete the repairs to school property as a result of vandalism and the parents or legal guardian of the student(s) responsible must pay the cost of the repairs.

## DRESS CODE:

How a person dresses affects the individual attitude of the student and overall atmosphere of the school. In order to encourage positive attitudes towards learning and a school atmosphere conducive to education, McGee Middle School expects its students to meet minimal standards of cleanliness, safety, and modesty in dress while at the same time maintaining opportunities for individuality. A proper balance is sought for the good of the individual and the school. Students who do not follow the Dress Code will be required to notify a parent to bring a change of clothes to school. If a parent is unable to deliver clothing, the school will provide an alternative garment. Repeat offenders will be treated as insubordinate and earn consequences. In any instance in which there appears to be a question, the administration reserves the right to make the final judgment.

**Dress Code General Expectations:**

- **Cleanliness:** Personal hygiene and clothing concerns will be referred to the school nurse and home.
- **Safety:** All clothing, including footwear (footwear must be worn), must be non-hazardous and safe in normal circumstances (e.g. going up and down stairs as well as in specialized situations, laboratories, and technical education classes).
- **Modesty:** In order to protect the rights of all students and have an atmosphere conducive to learning, students are asked to dress in a modest manner, avoiding distraction to learning and not encouraging illegal activities. No skin should be exposed from neckline to 6” above the kneecap. Students wearing excessively loose or tight clothing may be asked to change their clothes. Any holes in clothing above the knee may not expose skin.
- **Respectful Citizenship:** Some items of clothing are deemed disrespectful or offensive to others, and may inhibit communication. In order to have an atmosphere of respect, certain clothing and accessories will not be permitted.

**ADMINISTRATOR'S DISCIPLINE GUIDELINES:**

Students can do their best learning and teachers their best teaching in an atmosphere in which appropriate behavior is expected of all students.

**The following behaviors hurt that atmosphere:**

<b>Infraction</b>	<b>Consequence</b>	
Academic Dishonesty.....	TD/OD/ISS	Stealing.....OD/ISS/OSS/Police*
Bus Misconduct.....	OD/BS/ISS	Tardy.....TD/OD
Cafeteria Misconduct.....	LD/OD/ISS	Taunting / Teasing.....OD/ISS / OSS
Cellphone/Electronic Device Violation.....	see pg. 14	Threatening.....ISS / OSS / Police*
Chromebook Misuse.....	see pg. 14	Throwing a Projectile.....OD/ISS/OSS
Deception/Obstructing an Investigation.....	OD/ISS	Vandalism.....ISS / OSS / Police*
Disrupting the Learning Environment.....	TD/OD/ISS	Verbal/Non-Verbal Threat.....OD/ISS / OSS / Police+*
Drugs (suspected use, possession).....	ISS/OSS Police+*	Verified Act of Bullying.....(+)
Drugs (distribution).....	OSS (10 days) / Police+*	Violation of Acceptable Use Policy.....(+)
Extortion.....	ISS / OSS / Police*	Violation of Hands Off Policy.....OD/ISS
Fighting (punches thrown).....	ISS / OSS+*	Violation of Safety Procedures.....OD/ISS
Forgery.....	TD/OD/ISS	Violation of School Rules.....OD / ISS / OSS
Graffiti.....	OD / ISS	Weapons.....OSS (10 days) / Police+*
Gum Chewing.....	TC/LD/OD	
Harassment (physical, verbal).....	OD / ISS / OSS*	<b>BS = Bus Suspension</b>
Inappropriate access of staff/student device.....	OD/ISS	<b>ISS = In-School Suspension</b>
Instigating.....	OD/ISS	<b>LD = Lunch Detention</b>
Insubordination.....	OD / ISS/ OSS	<b>OD = Office Detention</b>
Leaving School Grounds w/o Permission.....	ISS	<b>OSS = Out-of-School Suspension</b>
Leaving the building w/o Permission.....	OD/ISS	<b>TD = Lunch Detention</b>
Profanity.....	TD/OD/ISS	<b>TC = Teacher Consequence</b>
Pushing / Shoving.....	OD/ISS	
Sexual Harassment.....	ISS/OSS*	<b>Police = Notification of and/or Referral to Berlin Police</b>
Skipping Team/Teacher Detentions.....	OD/ISS	<b>+Follow Town/BOE Policies and Procedures</b>
Skipping Class.....	OD/ISS	<b>*Expulsion Referral Possible</b>

*We believe in a progressive approach to redirecting behavior that impacts our learning community. Repetitive behaviors, deemed by administration may result in a student being placed on a behavior contract.*



## **GENERAL INFORMATION**

### **ACTIVITIES / CLUBS / ENRICHMENT / INTRAMURALS**

Students are invited to join and to become active participants in a variety of activities. A complete list will be posted on McGee's web site. Privileges to participate in clubs / enrichment activities are subject to the Eligibility Policy and may be revoked due to grades, disciplinary referrals, suspensions, or behavioral issues of concern. The team, school counselors and / or the administration will be responsible for making this decision. Students may not attend an activity/club/enrichment/intramural if they are on social probation or were absent, dismissed due to illness, or suspended from school on that day.

### **AFTER SCHOOL ACTIVITIES**

Unless specific arrangements are made with a staff member, students are not to remain on school grounds after regular dismissal time. Students must have a legitimate reason to remain in the building after school. In all cases, students must have a note from a parent stating that permission is granted to stay after school. The event supervisor will collect notes. Students may not attend any activity if they were absent, dismissed due to illness, or suspended from school on the day of the activity.

### **ATHLETICS**

Students in grades 6, 7, and 8 are eligible to participate in the following interscholastic sports:

- Baseball
- Basketball
- Cross Country
- Soccer
- Softball
- Track
- Wrestling
- Unified Sports

### **Eligibility Standards for Interscholastic Athletics and Unified Sports:**

In addition to the eligibility policy stated on page 5, the following are requirements for participation in interscholastic athletics and unified sports:

- All students participating must have a yearly physical examination on file. This yearly examination must be recorded on the yellow form, which is available at the school. This form must be on file with the school nurse when completed by the child's physician.
- All students must meet the requirements of good conduct throughout the school.
- The following academic requirement must be met by all students:
  - Students need to be in good academic standing with at least a 70% average
  - Students may not be failing more than one core course
- The principal or coach may remove a student from participation at any time for just cause.
- Parent permission slip and the Interscholastic Insurance form must be signed and returned to the school.

Each student athlete must maintain the above requirements throughout the season.

### **Attending sports activities after school as a spectator:**

To attend an after-school athletic activity, a student must:

- Have a signed note from a parent or guardian designating the activity, and date.
- Submit the note to the event supervisor.
- Any student attending an after school activity without a note will be requested to leave the activity. A parent or guardian will be contacted to pick up his/her son or daughter.

Students may not attend an activity/event if they are on social probation, or were absent, dismissed due to illness, or suspended from school on the day of the activity or event.

## **ATTENDANCE**

Administration encourages parents to have their children in school as many days as possible to facilitate their social, emotional, and academic growth. When students are absent they miss instruction and classroom activities that would enhance comprehension of lessons and successful completion of assignments. Therefore, students are encouraged to stay after school following an absence to receive missed instruction. **Parents must provide a note to verify every absence.**

### **Excused Absences:**

Absences shall be classified as excused for the following reasons:

- Reasons of health, including illness, incapacity or doctor's visits
- Religious holidays
- Funeral or death in the family
- Court appearance
- Approved school activities including field trips

When a student is absent from school, the parent or guardian must call the school before 9:00 a.m. We will call home when a student is absent and a parent did not call in to inform us. If we cannot contact a parent to verify an absence, emergency contacts will be called.

A student must be in attendance for half of the school day to be considered present. Early dismissals or late arrivals that do not fulfill this requirement will be considered absent and require appropriate documentation to be excused.

### **Unexcused Absences:**

Unexcused Absences are defined in Board of Education Policy section 5113-R. Unexcused Absences create serious problems including poor student performance and a lower quality educational experience for the child who is absent. If a student has excessive absences, the administration will contact the parents. A meeting will be scheduled to discuss the absences and the impact they have on academic performance.

### **Provisions of Makeup Work - All Absences:**

- No work given prior to the absence.
- Students have two (2) days available for every one-day absent to make up work.
- All work can be made up with full credit.

### **Tardy to class:**

Students are tardy to school if they are not in their Homeroom by 7:35 a.m. Students who are tardy to school are to report to the office to receive an "admittance-to-class" pass. Students tardy to school must have a note from home stating the reason for tardiness. (Notes must be received when reporting to the office, or at the latest, on the next school day of attendance). All tardies are considered unexcused.

Following the third tardy the student's school counselor will contact the parents to inform them that further action will be taken should additional tardies occur. Students who have four tardies in one trimester may be given a two-hour detention and an administrator will call home. Upon the fifth tardy a student will receive two days of two-hour detentions. Should a student be tardy to school six times; additional consequences will be imposed. Each student starts with a clean slate each trimester.

Students are considered tardy to class within the school day if they are not in the correct room at the start of the period. Students who are tardy to an individual class four times in a trimester may be given a two-hour detention.

### **Truancy:**

- Truancy is defined by statute as absence(s) from school without the knowledge or approval of parents and/or school officials.
- A student who has four unexcused absences in any one month or ten unexcused absences in any one school year is considered truant.
- If a student is classified as truant, the administration will contact the parents. A meeting will be scheduled to discuss the absences and the impact they have on academic performance.
- School staff are mandated by the state to report excessive absences or patterns of concern. Excessive absences and patterns of concern are defined in Connecticut General Statute 10-198a.

## BACKPACKS AND BOOK BAGS

Many students find it useful to carry book bags, duffel bags or knapsacks. **Students are allowed to carry book bags, knapsacks and backpacks TO AND FROM SCHOOL ONLY.** This rule will assure the safety and comfort of both students and adults. Please Note: Since each student has an assigned locker space, students do not need to carry all of their books and notebooks during the entire school day. The faculty and administration at McGee believe that organization of personal belongings is an important lesson for middle school students.

## BEGINNING OF SCHOOL DAY

### What to do when arriving at school:

McGee Middle School opens at 7:20 a.m. Arriving bus students and "walkers" are to wait outside in front of the building. Students are not to wait in a foyer or enter the building. Students are to use either of the two supervised entrances in the front of the building.

When students enter the building in the morning, the following procedure is required:

- Report **directly** to locker and then **directly** from locker to Homeroom
- Students must have a pass signed by their Homeroom teacher to visit another teacher, room, or area of the building before 7:35 a.m.
- Remain in class until the actual start of the school day - 7:35 a.m.
- If you are eating breakfast at McGee, check in with your homeroom teacher and get a pass signed for the cafeteria.

## BUS TRANSPORTATION

To ensure the school transportation system operates smoothly and safely, the Berlin Board of Education insists that the following regulations be adhered to by all students who ride to or from school on buses:

Students will:

- Remain in the same seat throughout the entire bus ride
- Use school appropriate and respectful language
- Treat others with kindness and respect
- Follow all school rules while at the bus stop and while riding the bus
- No eating or drinking is allowed on a school bus
- Respect the property of the school bus
- Take their assigned bus to and from school at all times

Administration works with the New Britain Transportation Company to provide safe transportation to every rider. The driver is responsible for safely transporting students to and from school. **His / her full attention must be on driving.** Students who display conduct detrimental to the safety and welfare of others while riding on the bus will be returned to the school administration and receive consequences, which may include the loss of the privilege to ride on the school bus. If this occurs, parents will be responsible for student transportation. Any student responsible for such malicious behavior will be reported to the school administration. Such student may be denied the privilege to ride the school bus and will have to pay for any damages.

School bus transportation is provided to all students who live beyond a reasonable walking distance of the school in their district. Generally, an elementary student who lives more than one mile from the school or bus route will be provided with service. Bus service will be provided for middle school students living more than one and one-half miles and high school students living more than two miles from the school or bus route will be provided bus service.

Bus stops will be established at convenient, safe places along the roadways. The Board of Education and bus company establish the stops. They cannot be set by parental or student request. Students are expected to walk to these stops. It is also necessary for the students to walk to their respective schools if they are within the reasonable distances set above.

### Transportation Regulations

1. Transportation will be provided to and from school on an established bus route for all students except those within the walking area of each school.
2. Any request for a change in the normal bus route or walking area must be made in writing to the Superintendent's office at least two weeks in advance of any possible change being approved or taking place. Such changes must be permanent in nature, including childcare needs.

3. Any parental requests not handled to the parents' satisfaction may be referred in writing to the Board's Transportation & Safety Council. Cases referred should involve **major safety issues** only.
4. Emergency changes may be requested by phone and followed up in writing. Any emergency will require verification and will only be considered if requested for less than one week. These will be made at the school administration's level.
5. All changes requested for childcare must be submitted through the Superintendent's Office for their approval.
6. All school rules apply to the bus and the bus stop. Students that are in violation of school policies and acceptable standards of behavior will receive disciplinary consequences through administration. Violation of school rules and/or behavior that could create an unsafe environment will not be accepted. Students are expected to maintain safe and respectable behavior to others and property. Disciplinary consequences may include bus suspension.
7. **Students may not ride another bus to visit with friends or to work on projects after school.** Seating capacity is limited.

### **Bus Transportation For After School (Late Bus):**

Late buses will be provided on the second and fourth Monday of the month and every Tuesday, Wednesday, and Thursday for students who are remaining after school. Late buses will leave school at approximately 3:10 p.m. Students are to obtain bus passes from the teacher with whom the student is staying.

### **Walking and Biking To and From School:**

Walking and biking to school are permitted with written parental permission. Permission notes should be submitted to the main office.

## **CAFETERIA**

Breakfast, hot or cold lunch, milk, ice cream, salads, and snacks are available for purchase. Common courtesy and good table manners should be maintained at all times. No more than six students may sit at each table. If students need to leave the cafeteria, students must obtain permission from the teacher on duty. Parents are encouraged to make use of the NUTRIKIDS® system – see *“Computerized Payment System” for more info*. In emergency situations, students may charge their lunch to their NUTRIKIDS® system account and repay the following day. As such, the office no longer loans lunch money.

### **Cafeteria Procedures:**

- Students may not bring their school owned Chromebook into the cafeteria.
- Students will be escorted to the cafeteria by their classroom teacher.
- Students will select a seat and remain seated until dismissed for lunch lines by staff.
- Students will get into food lines without running, pushing, or "cutting", and will stand in line without pushing or "cutting" once their row has been called.
- After eating, all tables will be wiped down with a paper towel. Any items on the floor should be picked up.
- Students will be quiet, remain seated, and wait to be dismissed.
- The Snack Line will close five minutes prior to the end of the lunch wave.
- Students must push in their chair when dismissed and leave quietly without running or pushing.

### **Cafeteria Rules:**

In order to maintain a safe and orderly environment in the cafeteria, the following behaviors are **not** permitted:

- Saving seats by placing books or papers on a table or any other manner.
- Throwing, smashing, and / or spitting of food.
- Stealing or touching another student's food and / or lunch money.
- "Floating" from table to table or having more than six persons at a table.
- Borrowing money from other students or misuse of the NUTRIKIDS® system.
- Vending machines are available during lunch hours only. Snacks are not to be purchased during passing time.
- All open food and drink must remain in the cafeteria.

### **Consequences:**

A student will receive a referral for breaking any of the rules. Consequences may include clean up duty in the cafeteria, assigned seating and/or lunch detention. Repeated offenses will result in an In-School Suspension as determined by the administration.

## Computerized Payment System:

The Food Services Department now utilizes the NUTRIKIDS® Point Of Sale system. Every student has been entered into the system. Students may still pay by cash, but the Food Services Department strongly recommends that parents / guardians deposit money into their student's account at [www.berlinschools.org](http://www.berlinschools.org). (Click on "Departments" and then on "Food Services" and then "My NutriKids".) Information for those students who qualify for free or reduced lunch has been entered into the system and will be processed in the same manner as the transactions of other students, without drawing any special attention to the student. To help the system to work efficiently, students will need to use their student ID number, available on the student's schedule, report card, or by contacting the school. Students that forget a lunch will be allowed to charge their lunch and repay the following day.

## CORRIDOR BEHAVIOR

In order to insure student safety and that of others, students will:

- Keep to the right during passing time between classes
- Adhere to the **HANDS OFF** policy
- Walk, move at a reasonable pace, do not obstruct passage of others
- Use the doors on the right hand side
- If a student is in the hallway during class time, a pass is required

## DANCES AND OTHER SOCIAL EVENTS

School dances are held periodically throughout the school year. These dances are planned and sponsored by the school. These dances are held for McGee School students **only**.

- Students must be dropped off and picked up promptly by their parent. Students are not allowed to walk to or from school dances.
- If soda and snacks are available for sale, they may be consumed only in the hallway adjacent to the gym.
- Students may not attend a dance if they were absent or suspended from school on the day of the dance.
- All school rules are in effect including the cell phone policy. Cell phones should not be seen, used or heard while on school property.
- Students are expected to stay in supervised areas only. Students not adhering to these boundaries will be subject to removal from the event and further consequences as deemed appropriate by school administration.

Privileges to attend dances may be revoked due to grades, disciplinary referrals, social probation, suspensions or behavioral issues of concerns. The team, school counselors and/or the administration will be responsible for making this decision.

## DIRECTED STUDY

The purpose of Directed Study (DS) period is to provide a structured, quiet environment in which students can practice, reflect and receive feedback from teachers. It will also serve as an opportunity for large group rehearsal in band and chorus.

- DS will run every Tuesday and Thursday after period 5.
- Students will report to their homeroom teacher for DS.
- Unless participating in rehearsal, students are expected to be present for attendance in their DS classroom, which will occur in the first 5 minutes of class.
- After attendance is recorded, students may present their teacher with a pass from a teacher to another location.
- A pass from another teacher must be obtained prior to DS (plan ahead).
- Students without a pass will not be permitted to leave DS.
- Students are expected to report directly to that location and stay there for the remainder of the period.
- Should a student wish to go to the library during DS, they must follow the same protocol as that of seeing a teacher for help; obtain a pass from the Library Media Specialist or Library Aide.
- Students in Band or Chorus rehearsal during DS are to report directly to rehearsal where attendance will be taking in the first 5 minutes of class.
- 5 minutes after the start of DS the halls should be clear and students should be in the correct location for the remainder of the period.
- Use of personal electronic devices (iPhones, iPods, headphones, and other electronic devices) is prohibited.
- Should a student need to use the restroom, they are expected to sign in and out.

## EARLY DISMISSAL FOR STUDENTS

Early dismissal from school will be allowed only with a note from a parent or guardian explaining the reason for the early dismissal and stating the time of departure. The administration strongly encourages parents to arrange for medical and dental appointments, etc. after school hours. Students requesting early dismissals are to follow the procedures listed below:

1. Submit the note requesting dismissal to your Homeroom teacher.

2. Report to the office at the appointed time.
3. A parent /guardian **must** come into the main office and sign the student out.

## EDUCATION RECORDS

Education records are considered confidential material available only to the parent (or the pupil if age 18) and those staff members of the school system who have a legitimate educational interest in the pupil. Confidentiality of personally identifiable information is safeguarded at collection, storage, disclosure, and destruction stages.

Parents shall, upon written request, have access to all official records relating to their child. The school maintains a record of access to education records. One free copy of the records will be provided to the parent(s) within five days of a written request. Parents have the right to **REQUEST** an amendment to a records or the deletion of material from a record. Parents may also challenge the information in education records at a hearing. A publication entitled "Confidentiality of Education Records" is available to parents of children requiring special education and related services.

## ELECTRONIC DEVICES

Cellphones are not allowed to be used during the school day and are to be turned off and placed in the student's locker. As such, cellphones should not be visible in any way. Cameras and other recording devices are also not allowed in school. We strongly recommend that any valuable, portable device be left at home. Should your child's device be confiscated for violation of school policy, the action steps outlined below will be implemented.

### Action Steps:

- **First offense:** if a student is found using a cell phone during school hours the phone will be taken and turned over to administration. The student will pick it up at the end of the day and may receive disciplinary consequences.
- **Second offense:** the cell phone will be turned over to administration and a parent / guardian must come to the school to pick up the phone. The student will be issued an office detention.
- **Any further infractions** may result in the student not being able to bring the cell phone to school.

To enhance student safety and to provide the best possible learning environment for students, the following guidelines have been established:

- **It is strongly recommended that any electronic device equipped with location services be enabled.**
- If a parent needs to contact a student during the school day, contact should be made through the Main Office.
- If a student needs to contact a parent during the day, contact should be made through the Main Office.
- Students who use their cell phone during the school day for any purpose will receive a disciplinary consequence.

### Chromebooks

It is the McGee expectation that Chromebooks will be used for school related purposes only between the hours of 7:30 AM - 2:20 PM. All other unauthorized use of the device is prohibited. Consequences for unauthorized use of the Chromebook during are as follows:

1. Teacher classroom consequence
2. Office referral
  - a. 1st offense - confiscated until the end of the day
  - b. 2nd offense - parent conference and possible loss of Chromebook privilege
  - c. 3rd offense - administrative discretion

### E-readers and iPads

E-readers, iPads, and similar electronic devices may only be used in the classroom with the teacher's permission. Should a student abuse the use of these tools, he or she may lose the privilege of bringing them to school.

## EMERGENCY CLOSING-NO SCHOOL- LATE OPENINGS

Parents and guardians will be notified by the "Blackboard Connect" phone system regarding school closings, early releases, etc. "No School" announcements will also be made over radio stations WTIC, and WRCH as well as TV stations WFSB, WVIT, and WTNH. Stations request that the public **NOT** call them for information. If Berlin is NOT announced, that indicates school is in session. Parents are requested not to call the school for closing information. It is recommended that they listen to the radio/TV stations listed, or call the Berlin Public Schools Special Announcement Number at 860-828-8594. A recording will provided up-to-the-minute information regarding school closings and other special announcements.

When schools are closed because of an emergency, it is for the entire day. THIS INCLUDES EVENING HIGH SCHOOL AND ADULT EDUCATION. Conditions can change and safety is of the utmost importance. When there is a 2 hour delay, school will start at 9:35 a.m.

## FIELD TRIPS

Throughout the school year, students may be provided with the opportunity to extend the curriculum outside of the school building. All field trips require permission from parents / guardians. Some may require money to help defray the cost. Financial support may be available upon request. Please contact your child's school counselor to discuss possible financial support. Deadlines for submitting payment and permission slips will be enforced. Failure to adhere to designated dates will result in a student's ineligibility to participate in the field trip. Payments made by check or money order should be made out to McGee Middle School.

**Field trip eligibility criteria:** Students must demonstrate a pattern of appropriate attendance, behavior and academic performance. Students who have demonstrated a pattern of excessive absences, disruptive behavior, and poor academic performance as determined by administration will not be eligible to participate in field trips. Parent/guardians will be notified that his/her child may be ineligible to participate. Please refer back to page 5 for academic eligibility requirements. In the event that this decision is made, all prepaid funds will be returned, unless otherwise stipulated in a contractual agreement.

**All school rules apply while on a field trip.** Failure to behave in a proper manner will result in disciplinary action and may include suspension from future field trips and school activities. If a student needs to be removed from a field trip site, a parent or guardian will be contacted. A parent or guardian will be requested to pick up his/her child or incur the cost(s) of transporting the student home.

## INTERNET USE AGREEMENT

McGee students are expected to adhere to the Board of Education policies regarding student use of the districts computer systems and internet safety. **Students and parents must agree to and sign off on all the provisions included in the policy before students will be allowed to access the school's computers.**

The following is the McGee School Internet Rules for the Computer Rooms:

1. I will not visit any "chat room."
2. I will not visit any other "accounts" that I might have online.
3. I will not visit any "sexually-oriented" site.
4. If by mistake I visit an "inappropriate" site, I will contact the teacher immediately so I will not get into trouble.
5. I will not visit any "hate" sites.
6. I will not visit any sites that offer graphics which are "inappropriate" for school.
7. I will not send or receive any E-mail.
8. I will not give any names, accounts, or screen names online (my own, or that of another person). I will not take any names, accounts, or screen names online.
9. I will not buy or send for any "materials" online (or engage in any online trading).
10. I will use online games, only if they are "appropriate" for use in school.
11. I will not respond to any "personal" questions that are asked of me online.
12. I will not visit any site that "costs money" to visit.
13. I will not visit any sites that offer "graphic violence."
14. I will not go online without teacher supervision.
15. I will not download files onto the hard drive or disk.
16. I will not add, delete, or change any files or settings on the computer.
17. I understand that information from the Internet is not necessarily true and that I should evaluate all information I obtain.
18. I understand that "copying" information obtained from the Internet is plagiarism (using someone else's work as my own).

## ITEM DROP-OFF

In an effort to encourage students to develop self-responsibility, McGee discourages parents from dropping off items left at home except in areas of safety and health. In these instances, items may be dropped off in the Main Office, but please be aware that individual calls for students into the classrooms will not occur, as it interrupts instructional time. Students will be called down to the office during Homeroom, mid-morning, and at the end of the school day.

## LABORATORY SAFETY AGREEMENT

### Personal Protective Equipment

1. Many materials in the lab can cause eye injuries. Safety glasses are available at all times for students to use, however, not all labs will require them. Students must wear them when directed to by the teacher.

2. Lab aprons are available at all times for students to use, however, not all labs will require them. Students must wear them when directed to by the teacher.

### **General Safety**

1. Read all directions and listen to instructions before beginning work.
2. Only do the activity or lab that the teacher has demonstrated or approved.
3. Handle all equipment in a safe manner and only in the way that was demonstrated by the teacher.
4. Any spills must be reported to the teacher for proper clean up procedures.
5. All classroom rules and consequences apply, including the severe clause.
6. Never eat or drink at lab stations.
7. Stay on task at all times.

### **Heating and Fire Safety**

1. Never use heat sources without eye protection – your teacher will remind you.
2. Never leave a flame unattended.
3. Always point hot objects away from you or anyone else.
4. Burn/Heat only what your teacher tells you.
5. Use clamps or tongs to remove all objects that have been exposed to heat/flames.
6. Tie back hair and do not wear baggy clothing.
7. Remove or secure any hanging jewelry.

### **Chemical Safety**

1. Use all chemicals in the manner that is intended for and as directed by the teacher.
2. Listen to your teacher for correct disposal of chemicals.
3. Tie back hair and do not wear baggy clothing.
4. Remove or secure any hanging jewelry.

### **Glassware Safety**

1. Never use broken glassware. See your teacher for proper disposal.
2. Listen to your teacher for proper heating and cooling procedures—doing it incorrectly could cause the glass to shatter or crack.

### **Sharp Instrument Safety**

1. Handle all sharp instruments with care. Never cut toward you; always cut away from you and anyone else.
2. Notify the teacher if you are cut.
3. Properly secure material before cutting

## **LEAVING SCHOOL GROUNDS**

Students are expected to leave school by bus, as designated walkers, or by parent pick up. Under no circumstances will a student be given permission to be transported by any other adult unless a parent or guardian provides written consent and designates the name of the person who will be responsible for transporting the student from school grounds. Students should not leave school grounds unless these guidelines have been followed.

## **LOCKERS**

A corridor locker and a gym locker will be assigned to each student. **Students should not tell anyone their lock combination.** Students are not to share lockers. Lockers should be closed and locked when not in use. If a locker fails to operate properly, it is the student's responsibility to report it to his / her Homeroom teacher immediately. It is the student's responsibility to keep the assigned locker in good condition and locked at all times. A student may be held responsible for any damage to a locker.

Students are issued a school lock to go with their PE locker. Students must use the school-issued lock. All gym clothing should be kept in the student's PE locker. **STUDENTS ARE NOT TO LEAVE VALUABLES IN PE LOCKERS.**



All school lockers are school property and the administration reserves the right to examine the contents of lockers when there is reasonable suspicion that school rules have been violated.

## LOST AND FOUND

All articles that are found are to be turned into the Nurse's office. Students should check in the Nurse's office for recovered items. When possible, photographs of items in the Lost and Found are placed on the school website.

## NURSE

The Nurse's office is available to all students during school hours. When it is necessary for a student to see the nurse, a pass must be obtained from a teacher, unless there is an emergency. The nurse offers first aid, assists in calling parents / guardian or physician, dispenses medication in compliance with State Statutes (10-212), secures emergency care, offers health guidance and obtains alternative services for students.

### Release Due To Illness / Exclusion from Gym:

No child will be released from school due to illness without contact from the Nurse's office. A note from a doctor is necessary if a student is to be excluded from gym for any reason.

### Medication:

**Students are not permitted to carry medication** unless orders for self medication are on file with the Nurse. All medication must be in a properly labeled container, accompanied by a physician's order to be dispensed by the nurse, or as stated in State Statutes. All medication will be administered by the nurse, principal or certified teacher. The policy regarding school personnel administering medicine to students is in compliance with state law. Medication authorization containing all required information listed in the policy must be on file in the Nurse's office prior to the administration of any medicine. Medication authorization forms are available in the school office and Nurse's office.

The dispensation of medication during the school day will be done in accordance with the following:

- Written statement must be received from the parent or guardian of the student requesting that the school administer the drug.
- The school must receive a statement signed by the physician who prescribed the drug which includes the following information:
  - Name and address of student
  - School and class in which the student is enrolled
  - Name of the drug and dosage to be administered
  - Times or intervals at which each dosage is to be administered
  - Beginning date for administration of drug
  - Date on which administration of the drug is to stop
  - Any severe adverse reactions that should be reported to the physician and one or more emergency phone numbers for the physician
  - Special instructions for administration of drug, such as sterilization and storage
- Parents must agree to provide subsequent physician statements should any of the initial information change.
- The parent/guardian request statement and the physician's statement must be resubmitted to the school at the beginning of each school year. Medication remaining at the end of the time designated by the physician or at the end of the school year must be claimed by the parent within five days or it will be discarded.
- The drug must be received by school designee in the container in which it was dispensed by the physician or pharmacist.
- The Board of Education, administration, and employees who are designated to administer a prescribed drug and who shall have a copy of the most recent physician's statement shall not be held liable in civil damages for administering or failing to administer the drug unless he/she acted in a manner that would constitute gross negligence or wanton or reckless misconduct.

### Self-Administration of Medications:

Self-medicating students are responsible to report to the school nurse when requested and/or upon any change in the prescription or administration schedule. Failure to comply with this procedure may result in the loss of self-administration of medication privileges. Self-administration of medication by student will be permitted only under the following conditions:

- A written authorization to self-administer medication and signed by the **parent / guardian and**
- A written order by an **authorized prescriber** for the self-administration of medication for medical reasons *or*
- **The School Nurse** will collaborate with the parent and Doctor to decide those students that would be appropriate for the self-administration program
- Prescribed medications shall be administered to and taken only by the person for whom the prescription has been written.
- The school nurse will periodically consult with the student who is self-administering medications.
- The school nurse and parent will determine the plan for self-administration including storage, backpack, and method for monitoring the self-administration medication.

### **Cough Drops:**

Students may not carry cough drops to school. Medicated cough drops are defined as those cough drops which require a prescription to obtain, and those cough drops which contain menthol. Medicated cough drops, per the State of Connecticut, must be treated as a medicine, and require a Medical Authorization form signed by the child's physician and parent / guardian. An adult must bring medicated cough drops to school. Non-medicated cough drops do not require a Medical Authorization Form and may be administered by the Nurse. Non-medicated cough drops must be brought to school by an adult along with a parent / guardian's signed permission. All cough drops must be kept in the Nurse's office and must be consumed there prior to the student's leaving. The Nurse may only administer cough drops at the rate of one every two hours, or according to packaging, for no more than one week.

### **PARENT-TEACHER CONFERENCES**

Parents have the opportunity to discuss their student's school progress by individual appointment with teachers and / or guidance counselor during regular school hours. Students, parents, teachers, or school counselors may initiate these conferences. During formal Parent-Teacher conference times, we can only accommodate one conference slot per student. If more than one conference is needed, arrangements may be made to meet during regular school hours.

### **PHOTOGRAPHS**

From time to time during the school year, school personnel and / or the media take photographs. If you do not wish your child to be photographed for school use, school website use or for media purposes, please alert the school office in writing.

### **PROHIBITED MATERIALS**

Certain materials are not permitted in school because they are inappropriate, detract from the educational process or can be dangerous and/or disruptive. The following serves as a guideline of restricted items and is not to be considered an all-inclusive list:

- Drug paraphernalia and gang related materials
- Weapons of any kind or facsimiles of weapons
- Firecrackers, poppers or other explosive devices
- Cigarettes, smokeless tobacco or any other smoking paraphernalia
- Matches / lighters
- Water pistols, facsimile guns or other toys
- Non-educational personal devices/programs
- Audio or Video Recorders of any type
- Playing cards
- Energy Drinks
- Skateboards / Rollerblades
- Large amounts of candy
- Laser Pointers
- Cameras

Students should not be in possession of any of these materials while on school premises or at any school sponsored function or activity. The administration or teacher reserves the right to confiscate dangerous materials and to assign disciplinary consequences. A parent or guardian is required to pick confiscated article(s) up from school. The school will not be responsible for replacement or financial compensation for any lost or damaged materials.

### **PTO - PARENT-TEACHER ORGANIZATION**

McGee Middle School has a very active PTO group. Parents are urged to join and take an active part in the McGee Parent-Teacher Organization. Three objectives of the parent-teacher group are:

1. To promote the welfare of children and youth in home, school and community.
2. To secure laws for the care and protection of children and youth.
3. To bring the home and the school into closer relationship so that parents and teachers may cooperate in the education of the child.

If you have questions, comments, suggestions, or anything else you would like to share or discuss, please see the school website for contact information.

## What Does the PTO Do for McGee Middle School?

The PTO's financial goal is to provide McGee with equipment and opportunities that might otherwise not be available out of the regular school budget. All money raised by the PTO goes back to our school, directly benefiting all of our students and staff. Over the past five years, the PTO has provided over \$60,000 to pay for the following:

- Computer equipment to create a new, permanent computer lab
- Start up funds for the McGee school store
- Mobile computer lab equipment
- Science lab equipment (computers and probes)
- Courtyard umbrellas
- SMART Boards
- Cultural events
- Regatta Day t-shirts and awards
- Eighth grade party, promotion ceremony

Just as important as our financial support of McGee School is the PTO's non-financial goal, to assist McGee teachers, staff, and administrators in making McGee the BEST! The PTO hosts book fairs, partners with the Student Government to hold safe, "fun nights out" for students, and the PTO shows appreciation for teachers and staff, and assists the school in any way it can. Keep an eye out for emails during the course of the year to see how you can volunteer to help.

### PTO Meetings:

PTO meetings will be held monthly. For specific dates, please see the calendar or the PTO link on the McGee website.

### PTO Events / Opportunities:

Some PTO events held throughout the year may include Bill's Pizza Nights, Book Fairs, Student Fun Nights and dances. Some PTO-sponsored fundraising activities include Box Tops for Education, Yankee Candle and the Unfundraiser.

### Communication:

Good communication is key to the PTO's success, and the majority of our communication is via email. The PTO maintains an email list and sends monthly newsletters, periodic updates and information on PTO and school events, reminders, and volunteer requests. The PTO collects e-mail addresses from the PTO membership roster, so be sure to include your email when you send in your membership form. Another option is to send your e-mail address to the PTO's email account, [mcgeeppto@gmail.com](mailto:mcgeeppto@gmail.com), and you will be added to the list.

## SCHOOL COUNSELING SERVICES

All students will be assigned a school counselor. The school counselor assigned to a 6th grade student will also work with that student in grades 7 and 8. The school counseling office is located in the Main Office. Passes are available in the Main Office.

### School Counselors Help Students in Three Main Areas:

**Academic** – School counselors are committed to helping students improve their school performance, strengthen study skills, set goals and work towards them, and resolve any other concerns with classes.

**Personal/Social** – School counselors are available to help students through problems with peer relationships and personal matters. Students will gain a better understanding of themselves and the world around them.

**Career Experience** – School counselors help students begin the career exploration process by helping individuals increase awareness, discover the world of work, and understand the connection between school and work.

During the course of the school year, students will see their counselor in a variety of ways. Students will meet with a counselor individually at least once during the year to complete an individual planning card and get to know the counselor. Students may meet with school counselors in small groups, individually, or in classroom settings. Lessons students may encounter will include learning about important study skills, appreciating differences in others, and increasing self-awareness through career exploration.

## SCHOOL HOURS

Regular school hours are from 7:35am to 2:20pm. Early dismissal is at 11:40am. Emergency dismissal is at 11:40am or as required. Delayed opening hours are 9:35am to 2:20pm.

## SCHOOL SAFETY

In an effort to keep our schools in Berlin safe, the following procedures are used:

- We conduct regular safety drills.
- The main entrance to each school is clearly marked.
- Access to the building is limited to the main entrance.
- All visitors must be visually identified before being buzzed in.
- Visitors sign-in at the Main Office.
- Name tags are given to and must be worn by visitors.
- McGee utilizes exterior and interior video surveillance for the safety of all students and staff.

### Fire Drills:

Fire drills are required by law and are conducted regularly. Classroom teachers will review detailed procedures for exiting the building during fire drills. **There is to be no talking.** Complete and full cooperation is required during fire drills. Students should walk quickly and calmly and silently through the corridors and listen carefully to teacher instructions. Stay-put drills will also be held several times during the school year. Classroom teachers will review detailed procedures for this drill.

## SKATEBOARDING & ROLLERBLADING

Rollerblading or skateboarding activities are not allowed on school grounds before, during or after school hours.

## SUBSTITUTE TEACHERS

Students are required to maintain high standards of behavior when being taught by a substitute teacher. Substitute teachers in our school must be given the cooperation, courtesy and respect of all students. Misbehavior for a substitute teacher will result in teacher and office disciplinary action.

## TEACHER OFFICE HOURS

Students are invited and encouraged to remain after school for office hours on those days when there is a late bus. This time can be devoted to making up work due to illness or absenteeism, and for extra help or doing research in the school library. Students are required to speak with their teacher(s) in advance to make an appointment.

## TESTING

State-mandated testing will be given during the last twelve weeks of school. These tests measure student mastery of skills in the areas of Reading, Mathematics, and Grade 8 Science. Student profile sheets explaining test results are mailed to parents. Students and parents are invited to make an individual appointment with the school counselor for further explanations.

## UPBEAT

Upbeat is a district-wide, early intervention, drug and alcohol program. All students are encouraged to participate. UPBEAT is a high school service organization involving students and staff members in a variety of programs and activities to improve school climate and to foster student self-esteem. UPBEAT teams demonstrate commitment to McGee Middle School through The Zone drop-ins which are scheduled twice a month on Friday evenings. Information and permission slips will be given to students at the beginning of the school year.

## VIDEO SURVEILLANCE

Please note that cameras are stationed at various points both inside and outside of the school. The sole purpose of these devices is to enhance the safety and security of all individuals at McGee Middle School. Any student, staff member, or visitor to McGee is prohibited from tampering with or damaging the school's video surveillance equipment.

## VISITORS

Students are not allowed to invite friends or relatives to attend classes or school dances. Visitors are permitted to visit the school only when classes are not in session. **All visitors are required to enter through the Main Office** and are **required** to sign in and receive a visitor's pass.

**2016-2017**  
**POLICIES**

<a href="#">5141.21</a>	Administration of Student Medications
<a href="#">5141.25</a>	Food Allergies and/or Glycogen Storage Disease
<a href="#">3516.12</a>	Notification Concerning Asbestos Management Plans
<a href="#">5131.911</a>	Bullying Prevention & Intervention
<a href="#">5131.911-R</a>	Safe School Climate Plan
<a href="#">5132</a>	Student Dress
<a href="#">5131.6</a>	Drug and Alcohol Use by Students
<a href="#">6153</a>	Field Trips
<a href="#">5145.4</a>	Non-Discrimination (Students)
<a href="#">5145.4-R</a>	Non-Discrimination (Administrative Regulations)
<a href="#">6161.8</a>	Parental Access to Instructional Material
<a href="#">3524.1</a>	Pesticide Application on School Property
<a href="#">5145.12</a>	Search and Seizure
<a href="#">5145.401</a>	Policy Regarding Section 504 of the Rehabilitation Act of 1973
<a href="#">5145.401-R</a>	Notice of Rights under Section 504 of the Rehabilitation Act of 1973 (Administrative Regulations)
<a href="#">5145.5-R</a>	Sex Discrimination and Sexual Harassment (Students) (Administrative Regulations)
<a href="#">1331</a>	Prohibition Against Smoking
<a href="#">5113-R</a>	Student Attendance and Truancy (Administrative Regulations)
<a href="#">5144</a>	Student Discipline
<a href="#">5145.1</a>	Student Privacy
<a href="#">5125-R</a>	Confidentiality and Access to Education Records
<a href="#">5131.83-R</a>	Student Use of the District's Computer Systems and Internet Safety
<a href="#">3541</a>	Transportation
<a href="#">6172.4</a>	Parental Involvement Policy for Title I Students
<a href="#">6135</a>	Parent-Teacher Communication
<a href="#">1010</a>	Green Cleaning Programs
<a href="#">1250-R</a>	Visitors to the Schools
<a href="#">5141</a>	Wellness Policy

**NOTIFICATIONS**

[Your Right to Request Information Concerning Teacher and Paraprofessional  
Qualifications](#)

[Complaint Resolution Procedure](#)

[Indoor Air Quality](#)

[Requesting an Initial Evaluation of a Child](#)