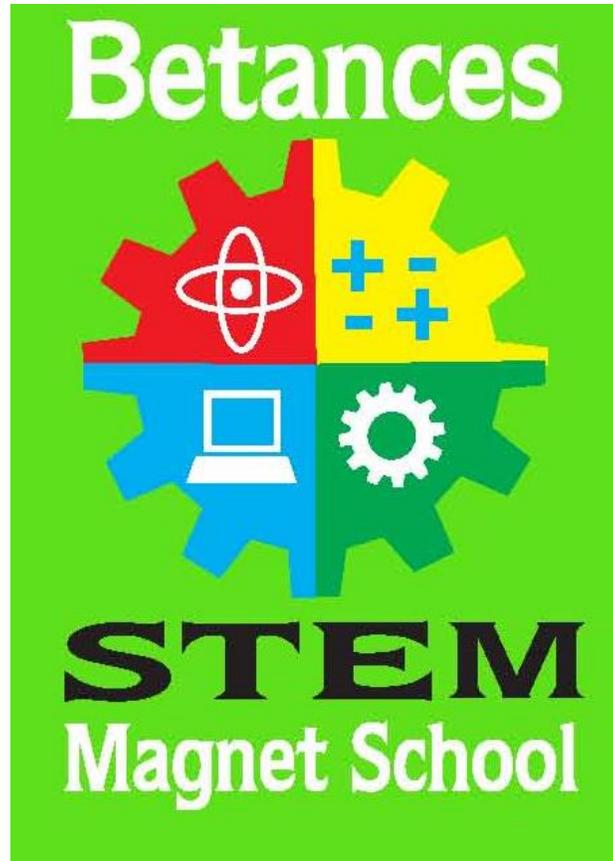


STUDENT/PARENT HANDBOOK

2016-2017



Dr. Ramon E. Betances STEM Magnet School
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Gabrielle Galiatsatos – Dean of Students
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#BSTEMHartford



Ramón Emeterio Betances (April 8, 1827 – September 16, 1898) was a [Puerto Rican nationalist](#). He was the primary instigator of the [Grito de Lares](#) revolution and is considered to be the father of the [Puerto Rican independence movement](#). Since the *Grito* galvanized a burgeoning nationalist movement among Puerto Ricans, Betances is also considered "*El Padre de la Patria*" (Father of the Puerto Rican Nation). Because of his charitable deeds for people in need, he also became known as "The Father of the Poor."

Betances was also a [medical doctor](#) and [surgeon](#) in Puerto Rico, and one of its first [social hygienists](#). He had established a successful surgery and [ophthalmology](#) practice. Betances was also a [diplomat](#), [public health](#) administrator, poet and novelist. He served as representative and contact for [Cuba](#) and the [Dominican Republic](#) in Paris.

Betances died on Friday, September 16, 1898. His remains were [cremated](#) soon after and entombed at the [Père Lachaise Cemetery](#) of Paris on Monday, September 19. He had requested that no formal ceremony be made for his funeral. His common law-wife Simplicia survived him for over twenty years. A look at his [will](#) implies that, besides a [life insurance](#) policy payout and two parcels of land in the [Dominican Republic](#), Betances died almost in poverty.

Betances STEM Faculty List

Main Office	Position	Room	Ext.	Specials	Position	Rm.	Ext.
Richardson, Ventine	Principal	Office	52971				
Rivera, Michele	Exec. Asst.	Office	52970	Hincks, Caroline	PE	TBD	TBD
Vacant	Office Asst.	Office	53411	Roberts, Richard	Music	TBD	TBD
Galiatsatos, Gabrielle	Dean of Students						
				5th Grade	Position	Rm.	Ext.
Nurse	Position	Rm.	Ext.	Fasciocco, Danielle	Teacher	215	53447
Lewis, Andrea	Nurse	Health	53456	Ganges, Kimberly	Teacher	211	53444
				Rodriguez, Melissa	Teacher	214	53436
Custodial	Position	Rm.	Ext.				
Harding, Christopher	Head Cust.	110	53433	6th Grade	Position	Rm.	Ext.
Cruz, Carmen	Custodian	110	53433	Harris, Brittany	Teacher	209	53463
Reyes, Herminio	Night Lead	110	53433	Montalbano, Louis	Teacher		
				Downs, Christine	Teacher		
Cafeteria							
Martinez, Nydia	Café Super	111	53459	7th Grade	Position	Rm.	Ext.
Tavares, Awilda		111	53464	Halili, Suela	Teacher	TBD	TBD
				Morgana, Sandra	Teacher	TBD	TBD
Behavior Intervention	Position	Rm.	Ext.				
Brooks, Karyn	Social Worker	212	53406		Teacher	TBD	TBD
Cabrera, Damaris	Behav. Tech.	104	53442		Teacher	TBD	TBD
Graham, Khentrell	Behav. Tech						
McQuinton, Lavanda "Speedy"	SPO	Lobby 1 st . Fl.	53413		Para	TBD	TBD
Vacant	SPO	3 rd Fl.	TBD	Technology	Position	Rm.	Ext.
				Marrero, Mario	Tech	205/206	53439
Support Staff	Position	Rm.	Ext.				
		-	-				
Gordon, Melissa	STEM Coach	TBD	53441				
Klimas, Agnieszka	TESOL	TBD	TBD				
Loughlin, Marjorie	Psychologist	201	53434				
Tencza, Amy	SLP	213	53405				
Walwyn, LaShawn	Instruc. Coach	106	53465				
Parent Resources	Position	Rm.	Ext.				
Vacant							
Lounges & Labs	Position	Rm.	Ext.				
Auditorium 4 th Fl.							
Computer Lab 1 st Fl.		102	53446				
Computer Lab 2 nd Fl.		206	53440				
Staff Lounge		202	53435				
Special Education	Position	Rm.	Ext.				
McCarthy, Sarah	Sped.	201	53434				

Congdon, Denise	Sped.	201	53434				

Staff Roster

Section I: Spirit and Character of Betances STEM Magnet School

Preface

This handbook is written for our students and their parents. It contains required and useful information. **The rules and policies included here are subject to change. Students and parents will be informed of any such changes and are responsible for keeping up to date with school rules and policies (for more information please visit www.betancesstem.com).** We ask both students and parents to review this handbook and become familiar with its contents.

This handbook will also be available at our schools website www.betancesstem.com.

BSTEM Vision/Mission Statement

Vision

Our Students will attain superior levels of academic performance and a state of the art experience through the use of a rigorous STEM curriculum, which will prepare them for high school and college courses of study.

Mission

Betances STEM Magnet School's purpose is to expose our students to 21st Century Skills that enable them to be confident problem solvers which will ensure their value to society. They will learn and contribute to learning within a safe, positive, respectful, and ready to learn environment.

BSTEM – 4 School Rules

BSTEM has implemented four very simple school rules specifically designed to clearly indicate what a student should be actively doing during the school day. By having students follow these four simple rules, they will not only be supporting their academic and behavioral growth, they will be supporting the growth of others.

BSTEM School Rules:

1. BE Safe
2. BE Positive
3. BE Respectful
4. BE Ready to Learn

Section II: Student Attendance and Truancy Policy

Student Attendance and Truancy Policy

Regular and punctual student attendance in school is essential to the educational process. Connecticut state law places responsibility for assuring that students attend school with the parent or other person having control of the child. Except for illness and other acceptable reasons, students are expected to attend school and meet with all classes every day that school is in session. Frequent student absence jeopardizes a student's academic progress.

UNEXCUSED ABSENCE POLICY: Immediately following an absence, the student/parent must present documentation to the school upon the child's return explaining the nature of the absence.

EXCUSED ABSENCE POLICY:

1. Illness, injury, or reasons of health, including incapacity or doctor's visits. As per Board of Education policy (R-5114a), the administration reserves the right to require a physician's or other appropriate certification for absences in excess of five consecutive days or a total of fifteen days in any school year.
2. Death in immediate family (parent note is required).
3. Religious holidays requiring absence (parent note is required).
4. Pre-arranged medical or dental treatment, which, for good cause, cannot be made after school hours, or medical emergencies (note from the medical facility is required).
5. Court appearance (note from the legal clerk is required).
6. Approved school activities.
7. Family emergencies (parent note is required to be delivered in timely manner).
8. Other exceptional circumstances. Written excuse for such absences should be submitted to school officials by the child's parent or guardian. The Principal will review the documentation and a final decision as to excused or unexcused absence will be determined. All other absences with or without written explanation shall be considered unexcused.

Students' Attendance: Connecticut state law requires parents to make sure that their children between the ages of 5 to 18 attend school regularly. Daily attendance is a key factor in student success, thus any absence from school is an educational loss to the student. Parents are advised to keep a record at home (i.e. on the kitchen calendar) of when the child was absent from school with their knowledge and consent (excused absences) so that they can compare those absences with the absences reflected on school documents. Parents are kindly asked to respect the school calendar and not to schedule family vacations during school time. **Family vacations are considered unexcused absences.**

Regular attendance is essential to the educational process. Attendance rules are designed to minimize student absenteeism while providing students the opportunity to make up schoolwork missed due to a legitimate absence. Learning experiences that occur in the classroom are considered to be meaningful and essential components of the learning process. Time lost from class tends to be irretrievable in terms of opportunity for instructional interaction. BSTEM requires that accurate records be kept of the attendance of each child. A student should not be absent from school without parental knowledge and consent. *Verification of absence should be written by the parent or guardian.* All absence notes are to be submitted to the General Office immediately upon return to school, after illness. A student may jeopardize the excused absence if the note is not submitted immediately upon return to school.

1. When a parent determines that an absence is necessary, he/she is requested to contact the school between 7:45 A.M. and 8:15 A.M. on the day of the absence by telephoning the school (860-695-2970). Parents of students who are absent and who have not called in by 8:45 a.m. will be contacted by the school. Students will not be admitted into the building without parent or guardian escort after 8:30A.M.
2. The responsibility for makeup of work is with the student, not the teacher. It is the student's responsibility to obtain the assignments from each teacher for all classes missed, and to present to the teacher evidence that he or she has satisfactorily completed this work. Failure to complete homework assignments may result in lower grades.
3. Written explanations of all absences shall be expected for each student. Some absences, such as those resulting from medical treatment or the observance of religious holidays are known ahead of time. Parents and/or guardians shall inform the teacher in writing in advance of the known absence.
4. The BSTEM and Hartford Public Schools recognize the need for students to be in school for the full-instructional day. Early dismissal should be requested only in emergency or unusual situations.
5. Request for release of a student during the school day should first be made in writing by the parent and presented to the administrator when the student enters the building. The written request should include a telephone number where the parent can be reached.
6. The school nurse may excuse students who become ill during the school day, and transportation home will be arranged by the parent/guardian.
7. Any student that is not in school will have a personal or school messenger call home regarding the absence.

Tardiness to School

Regular attendance and punctuality are expected from all students enrolled in our schools. By statute, responsibility for assuring that students attend school rests with the parent(s) or other person having control of the child. Every effort must be made to keep absences and tardiness to a minimum. To assist parent(s) and others in meeting this responsibility, BSTEM and Hartford Public Schools have developed the following procedures:

1. Annually notify parent(s) or other person(s) having control of each student enrolled, inclusive in writing of the obligations of the parent pursuant to student attendance (C.G.S. 10-184).
2. Obtain from each parent(s) or other person(s) having control of an enrolled child a telephone number or other means of contacting such parent or other person during the school day.
3. Establish a system for monitoring each student's daily attendance.
4. Make a reasonable effort to notify by telephone the parent(s) or other such person(s) whenever a student fails to report to school on a regularly scheduled school day and no indication has been received by school personnel that the child's parent or other person is aware of the student's absence.
5. Identify a student as "truant" when the student has (4) unexcused absences in any one-month or ten (10) unexcused absences in any school year.
6. Hold a meeting with appropriate staff and the parent(s) or other person(s) having control of the child identified as a "truant" within ten (10) days of such designation to review the reasons for the truant behavior and to evaluate the situation.
7. Identify a student as a "habitual truant" when the student has twenty (20) unexcused absences in any school year.

8. Referral will be made to the Planning Placement Team to determine whether or not an educational evaluation is appropriate prior to a written complaint to Superior Court for Juvenile Matters as a Family with Services Needs (FWSN).
9. File a written complaint with the Superior Court for Juvenile Matters alleging that the acts or omissions of any child identified as a “truant” are such that the student’s family is a “family with service needs” if the parent(s) or other person(s) having control of the child identified as “truant” fails:
 - A. to attend the required meeting to evaluate why the child is truant; or
 - B. To cooperate with the school in trying to solve the truancy problem.
10. Provide for the coordination of services and refer enrolled students who are truants or habitual truants to community agencies providing child and family services.

Habitual Truancy

A student who is identified as a “habitual truant (see # 7 above)” may be subject to the following consequences:

- A. Promotion to the next grade may be contingent upon the student successfully completing a summer school program.
- B. The student may be retained in the same grade in order to acquire the skills necessary for promotion to the next grade level.

Limits of Liability

School personnel who in good faith give or fail to give notice pursuant to subdivision (4) above, shall be immune from any liability, civil or criminal, which might otherwise be incurred or imposed and shall have immunity with respect to any judicial proceeding which result from such notice or failure to give notice. (Legal Reference: Connecticut General Statutes and other law.)

TARDINESS TO SCHOOL

If a student is tardy to school (arrives after 8:15 AM), the parent **MUST** sign the child in to school with the school security guard. The student will be issued a late pass and then must bring it to Mrs. Rivera in the main office.

Section III: Rules, Regulations, and General Information

Philosophy

Schools have an obligation to promote and encourage order, safety and an atmosphere conducive to learning. Students can assist in developing this favorable atmosphere not only by being responsible for their own behavior, but also, to a reasonable degree, by exerting influence on other students to act responsibly for the common good.

Academic Integrity

Honesty and integrity are among the most highly regarded and respected values at Betances STEM Magnet School. Students are expected to rely upon their own resources and efforts in order to complete course work. Cheating is a violation of the City-wide Discipline Code and this standard and includes, but is not limited to, the following:

1. Unauthorized use of prepared materials or information prior to or during testing;
2. Copying another person's homework, class work, research paper, or test;
3. Turning in someone else's work as one's own;
4. Plagiarism- failing to use sufficient documentation when using materials from print or electronically generated sources and unauthorized use of teacher materials. Cheating/plagiarism will result in loss of credit for the assignment and parental notification. Repeated offenses will result in administrative disciplinary action(s).

Admission/Placement

Students interested in applying to BSTEM should forward a completed application for admission to the Regional School Choice Office by the designated deadline. There will be a closing date for applications for students. All components of the application package must be completed in order for the application to be considered and for the applicant to be eligible for the lottery. Interested families must attend an Open House session. Eligible candidates are selected by lottery depending on the number of available slots.

Advertising

Students or Staff may *not advertise or sell any service or material without first seeking the approval of administration.*

Assemblies

There are times when classes, grades, teams or the entire school may gather for assembly programs. A student's conduct in assemblies must meet the same standards as expected in the classroom.

Child Abuse

Teachers, principals, paraprofessionals and other professional school staff are obligated by law (C.G.S. 17a-101) to report suspected child abuse or neglect to the Connecticut State Department of Children and Families. Specific procedures governing the reporting of abuse and neglect are in effect. Staff receives yearly training. Reporting of child abuse and neglect is a responsibility that is taken seriously. If there is either suspicion or doubt about possible abuse or neglect a report will be made. The school will work with

the parents and appropriate social agencies in all cases. Child abuse is defined as any physical injury inflicted by other than accidental means or injuries that are not in keeping with the explanation given for their cause. Improper treatment such as malnutrition, sexual molestation, and deprivation of necessities, emotional abuse, cruel punishment or neglect is also considered child abuse.

Class Placement

Every effort will be made to place students with teachers where a positive student-teacher relationship will be established. Parents may have an opportunity to provide information relative to placement. The final decision for placement rests with the Principal or his/her designee. Placement will be based on academic and behavioral balance within each classroom.

Computer Resources

BSTEM and District resources have been invested in instructional technology to broaden instruction and to prepare students for the information age. Use of technology resources is restricted to students working under a teacher's supervision and for approved purposes only. Students and parents will be asked to sign and return the Hartford Public Schools Use Policy and the Appearance Release Form (given separately to students) after the parent and the student has reviewed them together.

Personal electronic devices are permitted under the following conditions:

- Academic use only – no unauthorized use of any kind.
- Can be confiscated by BSTEM staff.
- Administration is permitted to conduct investigations of any allegations of misuse.

BSTEM is not responsible for loss or damage of personal electronics.

Conduct

Students are responsible for conducting themselves in a responsible manner appropriate to their age and level of maturity. The district has authority over students during the regular school day and while going to and from school on district transportation. This jurisdiction includes any school-related activity, regardless of time or location, and any off-campus school-related misconduct, regardless of time or location. Student responsibilities for achieving a positive learning environment in school or school related activities include:

1. Attending all classes regularly and on time.
2. Being prepared for each class with appropriate materials and assignments.
3. Being dressed appropriately in BSTEM dress code
4. Showing respect toward others.
5. Behaving in a responsible manner.
6. Obeying all school rules, including safety rules.
7. Seeking change in school policies and regulations in an orderly and responsible manner, through appropriate channels.
8. Cooperating with staff investigations of disciplinary cases and volunteering information relating to a serious offense.

Students who violate these rules will be subject to disciplinary action and shall be referred when appropriate to legal authorities for violation of the law. During school dances, sports events, etc., students may not leave the building until the event concludes or unless written permission is received from parents indicating that the parents will pick up the student prior to such a time. At the close of the event, the school building and school grounds will be secured and adult supervision will end. Students without such written permission will not be allowed to leave and reenter the event. Smoking is not allowed at any school functions. All school rules are in effect during such activities.

Discipline (Detention, Suspension, Expulsions, Other)

A student who violates the Hartford Public School's Code of Conduct / discipline plan shall be subject to disciplinary action.

Disciplinary actions may include using one or more discipline management techniques, such as detention, removal from class, removal to an alternative education program, out of school suspension, and expulsion. Disciplinary measures will be appropriate for the offense. All discipline recommendations are the decision of the Administration, based on information available and other circumstances. In addition, when a student violates the law, that student may be referred to legal authorities for prosecution. Students are subject to

discipline, up to and including suspension and expulsion for misconduct, which is seriously disruptive of the educational process and violates publicized Hartford Public Schools' policy even if such conduct occurs off-school property and during non-school time.

Lunch Detention: A student who violates the discipline plan will be expected to serve detention for misconduct.

Suspension: A teacher may recommend removal of a student from all classes when the student deliberately causes serious disruption of the teaching and learning process within the classroom. The administration may suspend a student for infraction of school rules. Suspension is defined as an exclusion from school privileges for not more than ten (10) consecutive days, provided such exclusion shall not extend beyond the end of the school year in which suspension was imposed. To return from suspension a parent conference must be held prior to the student returning to classes. However, no student shall be suspended without an informal hearing before the building principal or his/her designee at which time the student shall be informed of the reasons for the disciplinary action and given an opportunity to explain the situation, unless circumstances surrounding the incident require immediate removal. In such instance the informal hearing will be held during the suspension. Suspension from school will result in loss of extracurricular and social privileges during the period of suspension.

Expulsion:

BSTEM may recommend a student for expulsion from school privileges if, after a full investigation, it is found that his or her conduct endangers persons or property, is seriously disruptive of the educational process or is in violation of publicized school policy.

All such hearings shall be conducted in compliance with Connecticut General Statutes Section 4-177 through 4-180. Expulsion from school will result in the loss of all extracurricular and social privileges during the period of expulsion. It may result in the student being transferred to another school. Student possession and/or use of weapons, including martial arts weapons, or other dangerous instruments in any school building, on school grounds, in any school vehicle, on the way to and from school, or at any school sponsored activity is cause for expulsion for a calendar year. A student who offers illegal drugs for sale or distribution on or off school grounds is also cause for expulsion for a calendar year. The Hartford Public Schools may modify the expulsion period on a case-by-case basis. Whenever a student is expelled, notice of the expulsion and the conduct for which the student was expelled will be included on the student's cumulative education record. The record will be expunged if the student graduates from high school and the expulsion was not for weapon possession and/or for the sale or distribution of illegal drugs. Expulsion Hearings will be conducted by the Hartford Public Schools.

Discipline Flow Chart

All disciplinary consequences will be administered by the principal and/or designee.

1. Will follow HPS Code of Conduct
2. Most handled in classroom; if behavior continues, the following will be used to address the situation:
 - Time out/Think Sheet
 - Student consultation
 - Alternative classroom time out
 - Parent phone call
 - Parent meeting (come to school immediately)
 - Parent class sit-in
 - Parent take home
 - In-school extended time out
 - Out-of School Suspension/Expulsion

Distribution of Materials

Printed materials may be distributed to parents by students, as a means of communications. All requests from groups or individuals to have students distribute materials to the community, with the exception of school-connected organizations; will be referred to the office of the Principal to determine whether the request complies with school policy.

The Principal or his/her designee may approve such distribution providing:

1. The material is related to the school, community, and local recreational or civic activity.

2. The material does not relate to any religious belief or activity, or promote private gain.
3. The material does not promote any outside governmental political party, candidate or position.
4. Does not promote profit-making organizations.
5. Does not advocate a position regarding a referendum question.

Electronic and Telecommunications Devices

Policy:

The Hartford Board of Education recognizes that many students at all grade levels possess and bring cell phones, and other electronic devices, to school. These devices may include an iPod, iPhone, tablets, and other similar devices. It is recognized that parents may provide a cell phone to a student for safety or medical reasons. In consideration of the availability of electronic devices in our society, the Board will allow the possession of cell phones and other electronic devices at school, and school sponsored events, as follows:

Grades 4-8

Electronic devices are permitted on school grounds and at school sponsored events but may not be used, heard or displayed during instructional times. Electronic devices may be used during lunch and recess at the discretion of the supervising staff. Inappropriate use will result in consequences.

Consequences:

If a student violates this policy by using or displaying a cell phone or other electronic device in school during instructional time or by using it inappropriately (*bullying, visiting social media sites, harassing, inappropriate apps and sites, etc.*) the consequences will be as follows:

Cell Phone/Electronic Devices Policy (cont.)

1st Offense: Student will be given a warning, or additional consequence depending on the offense.

2nd Offense: Electronic device is confiscated by the administration until the end of the day. Students may receive a detention or other age appropriate consequence.

3rd Offense: Electronic device is confiscated by administration and will be held until a parent picks up the device. Student may be suspended or have other age-appropriate consequence administered.

BSTEM is not responsible for any prohibited item lost, damaged, or stolen. Taking or posting covert and/or embarrassing pictures and/or videos is disruptive to the educational process in our school and can be considered as bullying or harassment. This behavior is subject to disciplinary action. BSTEM prohibits the taking of pictures or videos (on or off school grounds) of students and/or staff members without their knowledge and/or posting them anywhere including the Internet (i.e. Kik, Instagram, Facebook, Twitter, Snapchat, YouTube, etc).

Emergency School Closing Information

PARENTS ARE URGED TO CALL 695-SNOW FOR INCLEMENT WEATHER ANNOUNCEMENTS.

Announcements will also be made on the radio and television stations listed below in case of inclement weather or other emergency closing. Families will receive a school messenger phone call indicating a delay or closure of school.

WTIC – AM 1080 WKSS – FM 95.7

Entrance

The student entrance to BSTEM is Wethersfield Ave. through the front entrance. Students may enter the building starting at 7:45 A.M. for breakfast and are officially dismissed at 3:25 P.M. on regular school days. Students may not loiter outside the school building at any time before or after school.

Exemption from Instruction

A student will be exempt from instruction where as it is a conflict with Religious or cultural beliefs, Bilingual Education, or Family Life and Sex Education upon receipt of a written request for such exemption from his/her parent or guardian.

Extracurricular Activities

Dances and Social Events: School dances and other social events may be scheduled periodically during the school year. Only legally enrolled students of this school may attend such events unless other arrangements have been made and approved by the Administration and/or designee. Students are expected to dress appropriately for all dances and social events. Standards of dress, admission costs, and other pertinent instructions for a particular dance will be announced prior to the dance. The Administration and/or designee may publish a list of dance rules which must be adhered to. Students that are suspended and/or expelled or notified of the suspension or expulsion (inside or out) on the date of the event are not permitted to attend the event.

Fees

Materials that are part of the basic educational program are provided without charge to students. A student is expected, however, to provide his or her own supplies of pencils, calculator, erasers, and notebooks. The student may be required to pay certain other fees or deposits, including:

1. UNIFORMS
2. Club dues
3. Security deposits
4. The materials for a class project that the student will keep
5. Personal physical education and athletic equipment and apparel
6. Voluntary purchases of pictures, publications, yearbooks, etc.
7. Insurance on school-owned instruments, instrument rental and uniform maintenance
8. Fees for damaged library and/or school books and school-owned equipment.
9. Fundraisers
10. Field Trips

Fire Drills and Emergency Preparedness

Fire drills are held at regular intervals as required by state law. Students must follow the exit directions posted in each classroom. When the alarm sounds, students are to proceed along the posted exit routes in a quick, quiet and calm manner. Students should not return to the building until the return signal is given. Students not behaving appropriately during a fire drill will be suspended and a parent conference will be required.

Food

At BSTEM students are provided with breakfast and lunch. Students may bring their own lunch; however, refrigeration/microwave will not be provided. All food is to be eaten in the cafeteria. **Food and drink are not permitted elsewhere in the building unless authorized by supervising adult.** Students are expected to clean up their areas when they finish eating. Misconduct in the cafeteria may be cause for receiving an assigned seat or forfeiting the right to eat in that location or such other disciplinary action deemed appropriate for the misconduct. *Students are not allowed to leave the building during breakfast or lunch.*

Fund-Raising

Student clubs or classes, outside organizations, and/or parent groups occasionally may be permitted to conduct fund-raising drives for approved school purposes. The appropriate party will obtain the Principal's approval for the fundraising.

Guidance and Counseling

SOCIAL WORK SERVICES

A Social Worker is available to help students and parents with any questions that might arise during the year concerning classes, educational plans, future occupational plans, or personal problems. Anything said to a counselor will be held in confidence. A Counselor/Social Worker will listen and be open and honest

with students, suggesting ways to solve problems. Access to community health services will also be made available to students and parents. If a student experiences problems that are extensive or ongoing in nature, referral for psychological and/or psychiatric assistance by other social services agencies within or outside the school will sometimes be recommended. Please note: The school will not conduct a psychological examination, test, or treatment without first obtaining the parents/guardian's written consent.

How Do Students Contact a Social Worker? Students may initiate a conference with the Social Worker by coming to the Main Office, before or after school to schedule an appointment. The Social Worker's schedule is available to students in order to arrange a meeting. The Social Worker may also contact students for a conference as required.

How Do Parents Contact the Social Worker? Parents are urged to make appointments with the social worker when questions or concerns develop by calling 695-2970.

Is Privacy of Information Practiced? Yes. The social worker adheres to confidentiality standards. This applies to the information gathered from student discussions as well as student records.

Health Services

The Nursing Office is located in Room 107 on the 1st floor. A registered nurse is available **Monday through**

Friday 8:15 A.M. to 3:00 P.M. If the nurse is not in the office (i.e. she's visiting a classroom, attending a 504 meeting), students are to go to the Main Office; the nurse will then be contacted. The school Nurse is available to provide first aid for minor injuries received at school and in transit to and from school, to administer previously ordered medications and/or medical procedures, assist in any medical emergencies, and provide health-related information.

Communicable Diseases: A student with a communicable disease will be excluded from school and directed to see his/her primary care provider. Examples of such conditions are: chicken pox, head lice, scabies, conjunctivitis, impetigo, and ringworm. The student must return with a note from provider stating the student's condition, if that condition is being treated, if the student can return to school, and/or that the student is now free of the condition.

Counseling: Connecticut law allows students to discuss drugs, alcohol, pregnancy and venereal disease on a privileged basis with the nurse. Should students wish to ask health-related questions anonymously, they may put these in writing, sealed in an envelope and leave with the secretary in the main office and she will place them in the nurse's mailbox. Thoughtful responses, information, and resources will then be posted by the nurse on a bulletin board outside the Nursing Office.

Emergency Procedures: When a student becomes seriously ill or injured, the parent/guardian will be notified immediately. If the parent/guardian cannot be reached, the nurse will attempt to notify the next emergency contact person on file. The nurse will act according to the information on the student's emergency medical data card and as deemed medically necessary to ensure the overall well being of the student.

Each student and parent must take responsibility to ensure that accurate, updated medical data is on file with the nurse, including the following:

- A telephone number to reach parent or guardian.
- Name of an emergency contact person with day telephone number.
- Hospital preference in case of a medical emergency (in an acute emergency, the student will be taken to the nearest hospital).

Illness in school: If a student becomes ill in school, he/she will report to the school nurse. The student:

- Must** present a pass from the teacher,
- Must** go to class prior to seeing the nurse in the morning, or
- Must** go to class after lunch before coming to the Nursing Office.

Students will not be permitted in the health room without a pass except in an emergency.

Release due to illness: Students will be allowed to go home when ill, only after a parent or the designated emergency contact person is reached. Means of transportation to go home must be discussed between the

nurse and an adult before the student is dismissed. A “sickness card” is filled out by the Nurse. One copy remains in the Nursing Office and the other copy is given to the student who must submit it to the main office before leaving the building.

Students (regardless of age) may not leave school for illness or injury or call parents for transportation without first reporting to the nurse or an administrator. Only a school administrator, conferring with the nurse, can dismiss a student from school. Parents are responsible for updating the school with any address, telephone(s), email(s), and emergency contact(s) changes.

Immunizations: Connecticut law mandates that all students be successfully immunized against Diphtheria, Tetanus, Polio, Pertussis, Measles, Mumps, Rubella and Hemophilus Influenza Type B. In addition, all students (7-12) are required to be immunized against Varicella (chicken pox) or present documentation from their primary care provider stating that they had the disease. As per the Connecticut State law, students who have not been fully immunized will not be allowed to attend school until they have received the required vaccinations or provided the documentation indicating the immunizations were received. Students who are from out of the country and are seeking entry into the Hartford School System BSTEM must have had a PPD (tuberculin skin test) within the past year.

Medications: No medications including Tylenol or Motrin will be administered by the nurse without written authorization from the primary care provider and parent. Students who take medication on a regular basis or on an as-needed basis are required to submit a Medication Authorization Form. The name of the medicine, the dosage, time, route of administration and reason for medication must be clearly indicated. This form must be signed by both the parent and primary care provider and on file in the Nursing Office before any medication can be administered. Parents are responsible for bringing in the medication properly labeled in the pharmacy prepared container. The medication is then securely stored in the Nursing Office. All controlled medication must be brought to school by the parent/guardian and delivered to the nurse personally.

Physical Exams: All students are required to have a complete physical exam. This complies with Connecticut State statute. If written proof of a physical exam is not submitted by the end of their year, students will not be allowed to re-enter school the following September. This assessment should be done by the student’s primary care provider. Should a school physician be desired to conduct the physical, prior arrangements must have been made.

*A **Blue Health Assessment Record Form** should be filled out by your provider. We encourage that a thorough exam by the student’s primary care provider be arranged early in the year.*

Screenings: By state law, all students are required to have postural, hearing, and vision screenings done. The nurse will provide screenings to all students.

Parents will be notified if results of evaluation indicate that further testing needs to be arranged. A referral form will be given to the student and mailed home indicating any questionable findings. For safety reasons, students must remove all jewelry before participating in sports and/or physical education activities during the day and after school. If you have any questions regarding health requirements and issues, please contact our school nurse through the main office at (860) 695-2970.

Homebound

Home instruction is made available through the Alternative Education Department to students who are unable to attend school for medical and/or mental health reasons for a period of two weeks or longer as diagnosed by a physician, psychiatrist or the Planning and Placement Team. Those students who have been excluded from regular school attendance for disciplinary reasons may also receive such home instruction.

Homework

The grades achieved by a student depend upon the amount and degree of preparation devoted to one's subjects. Some courses may require more preparation than others; also, preparation time may vary during different periods of the school year. Whatever the subject, students are required to complete all homework as required by the teacher. Homework can acquaint parents with the student’s work in school even as it fosters discipline and independent practice. Parental supervision of homework aids in promoting such communication and discipline. **Homework is given daily.** Due dates are expected to be honored.

Grade 4-8: Average 45 - 60 minutes per night

Lost and Found

Any articles, which are found in the school or on school grounds, should be turned in at the main office. Unclaimed articles will be disposed of at the end of the school year. Students are expected to carefully safeguard their property. Loss or suspected theft of personal or school property should be reported to the main office immediately. Every effort will be made to retrieve lost items; however, **BSTEM is not responsible for the replacement of lost or stolen property.**

Out of School Misconduct

Students are subject to discipline, up to and including suspension and expulsion for misconduct, which is disruptive of the educational process and is a violation of a publicized school policy, even if such conduct occurs off-school property and during non-school time. Examples of off-school conduct that may result in such discipline include but are not limited to:

1. Sale, possession, use, or distribution of dangerous weapons, including martial arts weapons;
2. Use, possession, or distribution of illegal drugs;
3. Violent conduct (including physical fights);
4. Making a bomb threat or making a bomb;
5. Threatening to harm or kill another student or member of the staff; where any such activity has the reasonable likelihood of threatening the health, safety or welfare of school property, individuals thereon, and/or the educational process (including use of the Internet for such purposes)
6. Stealing from local merchants or misconduct in area restaurants.
7. Using the Internet to harass BSTEM students or staff.

Parent Compact

Parents, students and staff are all required to sign the compact. The compact is a “living” document that will support the education of the child. It also holds each party accountable for their responsibility in educating the child.

Parent Conference

Parents are required to become partners in their child’s educational successes. Conferences with teachers may be held at any time during the school year. Parents and students, as well as teachers, counselors or administrators may initiate a conference. Parents will be notified of regular parent conferences and are expected to attend. A parent or student may arrange a conference with an individual member of the school staff or a group conference with school staff members. Conferences are held after regular school hours. Every effort will be made to accommodate parent schedules. Parents are encouraged to call the classroom teacher to arrange for a parent-teacher conference. Parents are also encouraged to utilize our email system to communicate with teachers. All members of the BSTEM staff have an email address.

Parent Meetings/Communications

BSTEM was founded with the idea that a true partnership between parents and teachers is the most fundamental requirement for success. Parents/guardians are urged to encourage their children to put a high priority on education and to make the most of their educational opportunities available. Parents/guardians should become familiar with all of the child’s school activities and with BSTEM’s academic programs. Attendance at parent-teacher conferences, participation in campus parent organizations, attendance at Board of Education meetings and being a school volunteer are strongly encouraged. Parents are discouraged from calling the school requesting to talk to their child. In an emergency, students will be contacted to call home directly. Parents should be sure teachers have the correct telephone numbers and contact information for work and home. Because teachers are expected to contact parents regularly by telephone, in writing, or by arranging a face-to-face conference, monthly contact will be impossible if such numbers and contact information are incorrect. Parents who have an email account are encouraged to share it with the school staff to facilitate communication. Parent(s)/Guardian(s) will also receive messages via School Messenger a phone message system that will automatically notify you of information pertaining to the school. Additionally, parents can also sign-up for Parent Portal an internet based service that allows parents to see your child’s attendance, grades, and homework completion with a secure password.

Passes

Students must have a pass signed by a faculty member or office staff member when traveling through the halls during class time. Passes must be shown upon staff member's request.

Posters

Signs and posters that students wish to display must be approved by the Principal. Posters displayed without authorization will be removed. Any student who posts such material without authorization shall be subject to disciplinary action.

Prepared for School Each Day

Students are expected to arrive at school with a minimum of a notebook, pen or pencil. Essential school materials should not be left at home. Students are expected to carry their notebook and/or textbook(s) home for study and homework purposes.

Property and Equipment

It is the policy of BSTEM to hold students responsible for any loss of or damage to the property of BSTEM under the jurisdiction of BSTEM when the loss or damage occurs through fault of the student. Any student damaging or defacing school property will be financially liable for restoring the property regardless of the condition of the property at the time of the destructive act, in addition to any other discipline up to and including arrest or civil prosecution as deemed appropriate. In addition, anyone who witnesses such an act and fails to report it to the proper authorities will be considered as having contributed to that action. Such charges for damaged property will be exactly those which the school must incur to repair the damage. Each student is assigned a desk/seat and/or other equipment. Students are warned not to bring large sums of money or valuables to school; liability for these items remains with the student. **Please note that as a rule BSTEM cannot be responsible for any loss of or damage to students' personal property.**

Safety/Accident Prevention

Student safety on campus and at school related events is a high priority of BSTEM. Although BSTEM has implemented safety procedures, the cooperation of students is essential to ensure school safety. A student should:

- Avoid conduct that is likely to put the student or other students at risk.
- Follow BSTEM's School Rules
- Remain alert to and promptly report safety hazards, such as intruders on campus.
- Know emergency evacuation routes and signals.
- Follow immediately the instructions of staff who are overseeing the welfare of students.

School Ceremonies and Observances

The school district recognizes the value of certain ceremonies and observances in promoting patriotism and good citizenship among the students. Therefore, activities in schools commemorating national holidays (as recognized by the Hartford Board of Education) are encouraged. The Hartford Public Schools and BSTEM remind students, faculty and administration of the variety of religious beliefs, and all are urged to be conscious of and respect the sensitivities of others. Any activities related to a religious holiday or theme will be planned to ensure that the activity is not devotional, and that students of all faiths can join without feeling that they are betraying their own beliefs. Therefore:

1. School and class plays shall not be overly religious and church-like scenery will be avoided;
2. Religious music shall not entirely dominate the selection of music; and
3. Program notes and illustrations shall not be religious or sectarian. Students shall be given the option to be excused from participating in those parts of a program or curriculum involving a religious theme which conflicts with their own religious beliefs. If a parent or student has any questions regarding the use of religious music, artwork and/or symbols in a particular course/activity, the Principal should be contacted

Search and Seizure

The right to inspect desks, handbags, purses, book bags, and/or other items and equipment used by students may be exercised by school officials to safeguard students, their property and school property. An authorized school administrator may search any such items and/or equipment under the following conditions:

1. There is reason to believe that such items and/or equipment contains contraband material.
2. The probable presence of contraband material presents a serious threat to the maintenance of discipline, order, safety and health in school.
3. Property has been reported missing. This document serves as advance notice that school board policy allows desks, and other items and/or equipment to be inspected if the administration has reason to believe that materials injurious to the best interests of students and the school are contained therein. Under special circumstances, school officials may search students, particularly if there is reasonable suspicion that a student possesses illegal matter, such as a dangerous weapon or illegal drugs. Students must be aware that such items are forbidden both on school property and at school-related activities.

Special Services for Exceptional Students

Special services and programs are provided for students at BSTEM who are identified as requiring such special education instruction or intervention. Educational support services are provided for students with special needs. Specially trained teachers work with students on an individual or small group basis providing them with instructional, consultative, and supportive services. These students are included in regular academic and elective courses. BSTEM supports an inclusion model. No self-contained classroom instruction is available exclusively for special needs students.

Section 504 of the Rehabilitation Act of 1973 is a comprehensive civil rights legislation that protects individuals with disabilities. A person is considered disabled within the definition of section 504 if he or she has a mental or physical impairment that substantially limits one or more major life activities, has a record of such impairments, or is regarded as having such impairment. Major life activities include such functions as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, and breathing, learning, and working. The major difference between IDEA (special education) accommodation and Section 504 is whether the disability “adversely affects educational performance. The Hartford Public Schools Section 504 Coordinator is the person who is responsible for ensuring that the district complies with Section 504.

The contact person is: Hartford Public Schools, Carol Forand, 153 Market Street, Hartford, CT 06103, or you may call the BSTEM school nurse for additional information at **860-695-2970**.

A 504 grievance shall mean a complaint by a parent/guardian and/or student in the schools operated by the Hartford Public Schools in which there is an allegation that educational discrimination on the basis of disability has occurred. Educational discrimination can include harassment based on a student’s disability. Formal 504 grievance procedures: A complaint may be filed with the Office for Civil Rights before or instead of filing a complaint directly with the school district. If the complainant chooses to file an internal complaint, the following procedures apply:

1. A written complaint shall be forwarded by the parent/guardian to the Principal. The complainant shall fully state the facts of the alleged violation and specify the remedy that is being sought. The Principal will review the facts and issue a written response to the complainant within seven school days.
2. If the complainant is not satisfied with the decision of the Principal, the complainant can appeal the decision to the Section 504 Grievance Committee. The membership of this committee shall be determined by the Assistant Superintendent of Support Services. This committee will meet within seven school days to review the evaluation data and all previous findings as part of their investigation. The Grievance Committee will issue written findings and recommendations within ten school days.
3. If the complainant is not satisfied with the findings of the Grievance Committee, they may request a hearing with a designee of the Superintendent, who will set a hearing date. A decision will be rendered within ten school days of the hearing.
4. In the event the complainant feels the decision of the Superintendent is not satisfactory, the complainant may file directly with the Office for Civil Rights.

Students Dress Code

Student dress must adhere to the BSTEM uniform. **Students must enter the school building in accordance to the dress code, (including the first day of school).** Students must adhere to dress code at

all times while in the school building and any outside activity for which the uniform is required. The school staff and administration have the authority to deal immediately with any violators of the uniform code.

4th - 6th Grade Uniform Policy

Official Black BSTEM Tops (short or long sleeve)
Khaki Pants, capris, shorts or skirts
Sneakers

7th and 8th Grade Uniform Policy

Official Royal Blue BSTEM Tops (short or long sleeve)
Khaki Pants, capris, shorts or skirts
Sneakers

Alterations (including graffiti) of or variations on the above uniform are not permitted. Additionally, hats, wave caps, bandanas, kerchiefs, armbands or sweatbands; or other clothing accessories with or without various insignia and/or messages are strictly prohibited. Open toed shoes/backless shoes (e.g. sandals, slippers, flip-flops) and high heeled shoes are prohibited due to safety factors.

On non-uniform approved days, students are expected to dress appropriately for school as per the student dress code.

Students may not carry or wear hats, coats, jackets, vests, outer wraps or outdoor garments in the building. Students who wear these items in school will be in violation of the dress code and be subject to administrative action.

Student Records

A student's school records are confidential and are protected by law from unauthorized inspection or use. A cumulative record is maintained for each student from the time the student enters the district until the student withdraws or graduates. This record moves with the student from school to school. The Principal is custodian of all records for currently enrolled students at the present school. By law, both parents, whether married, separated, or divorced, have access to the records of a student who is under 18 or a dependent for tax purposes. A parent whose rights have been legally terminated will be denied access to the records if the school is given a copy of the court order terminating these rights. Certain other officials from various governmental agencies may have limited access to the records. Parental consent is required to release the records to anyone else. When the student reaches 18 years of age, only the student has the right to consent to release of records. Official transcripts must be generated by the Main Office.

Testing

Throughout the year students will be required to take different assessments including NWEA/MAP, 5th and 8th Grade Science CMT, SBAC, i-Ready, and other classroom assigned tests. The information gathered from these assessments are used to inform teachers about student's progress toward Common Core goals. It is expected that all students participate in these assessments to the best of their ability.

Textbook Care and Obligations

Students are responsible for the care of books and supplies entrusted to their use. They will be assessed for damage to textbooks, equipment or materials. In accordance with state law, the school reserves the right to withhold grades, transcripts, or report cards until the student pays for or returns the textbooks, library books or other educational materials.

Transportation

All students are expected to abide by all the rules and regulations of BSTEM and Hartford Public Schools while on public or school transportation. Complaints about transportation companies should be brought to the attention of the Principal. Administration has the authority to revoke bus privileges for any amount of time, including the remainder of the school year, if a student continues to violate rules while riding to and from school.

Uniform Code of Discipline

2012-2013 Uniform Code of Discipline

Purpose of the Code of Discipline:

The Hartford Public Schools, Code of Discipline provides the guide for HPS's definition of behaviors and consequences that require administrative intervention. In all cases a healthy school environment is the result of an ongoing partnership with the school, administrative staff, parents, students and the community. Each student will receive a copy of the Code of Discipline as well as a lesson in interpreting it.

Student Behavior:

Each student is expected to respect the rights and privileges of other students, teachers, other school staff, District staff and visitors to the school. Students shall exercise their rights responsibly in compliance with Board Policy and the Code of Discipline. Students who violate the rights of others or who violate District or school rules shall be subject to disciplinary measures as described in the Code of discipline. The discipline of a disabled student shall be in accordance with appropriate laws, policies, and regulations. Student behavior is categorized as: Level I, Level II or Level III. The consequences for Level I through Level II Offenses may be any or all of those listed below; or others as allowed by Board Policy. The consequence for some Level III Offenses is expulsion, as allowed by Board Policy.

Level I Offenses

1. Entering or remaining in a classroom, in a school building or on the grounds without an authorized purpose.
2. Refusing to identify oneself to school personnel.
3. Leaving a classroom without proper permission.
4. Disrupting class (including but not limited to electronic devices).
5. Displaying inappropriate affection
6. Blocking or interfering with the smooth flow of traffic in the corridors.
7. Turning off corridor, classroom or stairwell lights.
8. Throwing food or other objects that do not result in injury to another.
9. Engaging in pranks that may endanger persons or property.
10. Attendance: skip/cut class; tardy; skip detention/ISS; truancy.
11. Other: cheating/plagiarism/forgery; obscene behavior/gesture/written notes; school policy/dress code; bus infraction.

Consequences

1. The student shall be removed from class if the offense took place during class.
2. The principal shall warn the student and send a notice to the parents.
3. The principal may conference with the teacher, parents and student.
4. The principal may require the student to plan and implement a behavioral contract.
5. The principal may deprive the student of school privileges for a period not to exceed three (3) school days.
6. The principal may refer the student for appropriate counseling.
7. The principal may assign the student to an in-school suspension class and/or Saturday detention.
8. The principal may suspend the student.
9. The principal may refer the student for Level II interventions

Level II Offenses

1. Disruptive behavior beyond classroom.
2. Leaving school building or grounds without proper permission.
3. Possessing* or using a remotely activated paging device or cellular telephone while in school or while attending any school sponsored function on or off school property.
4. Intentionally defying a valid request of a school staff member.
5. Directing disrespectful, vulgar and/or profane language at any person.

6. Sounding or reporting a false emergency alarm.
7. Violating emergency evacuation regulations.
8. Engaging in inappropriate sexual behavior.
9. Being found with any type of paraphernalia normally associated with the use of drugs, e.g. tobacco, rolling papers, bongs, clips, pipes and needles.
10. Smoking.
11. Stealing or damaging school property or the property of others.
12. Recklessly driving on school property, in parking lots or in areas directly adjacent to a school
13. Forcing other persons to engage in conduct that they have a legal right to refuse to do.
14. Intentionally threatening another person with physical injury or property damage.
15. Fighting.
16. Other: technology policy; pornography; gambling; trespassing.

Consequences

1. The student shall be removed from class if the offense took place during class.
2. The principal shall warn the student and send a notice to the parents.
3. The principal shall conference with the teacher, parent and student.
4. The student shall repair, restore or provide restitution for any damaged or stolen property where appropriate.
5. The principal may refer the student to an in-school intervention, and/or community intervention program.
6. The principal may deprive the student of school privileges for a period not to exceed five school days.
7. The principal may require the student's attendance before or after the regular school day not to exceed one hour per day for five school days.
8. The principal may refer the student to law enforcement officials, except where mandated by the Hartford Public Schools Policy on Drug & Alcohol use by Students and Connecticut state laws.
9. The principal may suspend the student or, in the event of repeated, aggravated, or flagrant offenses, may recommend the student for expulsion.
10. The principal may refer the student for Level II interventions.

Level III Offenses

1. Possessing* or transmitting any firearm, knife, explosive or other dangerous object of no reasonable use to the student at school.
2. Starting a fire or causing an explosion with intent to damage school or personal property.
3. Engaging in violent conduct that intentionally or recklessly causes physical injury or substantial property damage.
4. Stealing school property or the property of others by using force against another person.
5. Using threats or force to make other persons give up money or property they have a right to possess.
- 6a. Possessing*, using or being under the influence of any controlled drug, hallucinogenic substance, barbiturate, amphetamine, marijuana, alcoholic beverage or intoxicant.
- 6b. Selling, giving, possessing with the intent to sell, or administering to another person any drug, hallucinogenic substance, barbiturate, amphetamine, marijuana, alcoholic beverage, or intoxicant.
9. Assaulting another person, any school staff member or volunteer or visitor.
8. Bullying (repeated, over acts).
9. Sounding or reporting a false emergency alarm (intent).

Consequences

1. The student shall be removed from class if the offense took place during class.
2. The principal shall contact the parents.
3. The student shall repair, restore or provide restitution for any damaged or stolen property.
4. The principal shall deprive the student of school privileges for a period not to exceed 10 school days.
5. The principal may refer the student to in-school support program, and/or the community counseling program.
6. In the case of possession of drugs, the principal shall follow the Hartford Public Schools policy on Drug & Alcohol use by Students.
7. The principal may refer the student to law enforcement officials, except where mandated by the Hartford Public Schools Policy on Drug & Alcohol use by Students and Connecticut state laws.
8. The principal may suspend the student and/or recommend the student for expulsion.

(*The term “possessing” includes holding, carrying or storing a prohibited object or substance on or in a student’s body, clothing, hat, purse, wallet, handbag, carrying case of any type, locker, desk, chair, automobile, bicycle, motorcycle, book, tablet, pen, pencil or in any way or manner whatsoever.)

Visitors

All guests and visitors must sign in at the security desk and obtain a visitor badge upon entering B STEM. Parents are encouraged to visit at any time.



Hartford Public Schools Board Policies

We strongly recommend that for more detailed information on the Hartford Board of Education Policies and Regulations you visit <http://www.hartfordschools.org/board-of-education/board-policies-and-plans>

Policies	Number
School Governance Councils	1211
Attendance	5114
Student Records	5124
Suspension/Expulsion; Due Process	5131
Weapons and Dangerous Instruments	5133
Cell Phone Use / Electronic Devices	5138.4
Student Attire	5140
Bullying Behavior	5141
Administration of Student Medications	5152
Child Abuse and Neglect	5156
Suicide Prevention and Intervention	5157
First Amendment Rights	5161
Sexual Harassment	5163.1
Use of Metal Detector	5166.1
Military Recruiting	5168
Conducting Research in the Schools	5170
Use of District Computer System Internet Safety Policy	5171.1
Physical Restraint and Seclusion of Students at Risk	5173
School Ceremonies and Observances	6115
Homework	6127
Graduation Requirements	6140

Grade Weighting/Class Rank	6146
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