Haddam-Killingworth Intermediate School

2023-2024

HKIS Student and Parent/Guardian Handbook

Dear HKIS Students and Parents/Guardians:

On behalf of the staff and administration of the Haddam-Killingworth Intermediate School, I welcome you and look forward to a wonderful academic year.

This handbook has been prepared to acquaint you with the general operation of our school. Please take some time to review the policies, procedures, and services that are outlined in this handbook. Though we have tried to cover many important items, please do not hesitate to contact the school or district staff with additional questions or for more information.

Sincerely,

Eric D. Larson

Principal

Table of Contents

HKIS PLEDGE 4
RSD 17 MISSION STATEMENT 4
REGIONAL SCHOOL DISTRICT 17 VISION OF THE GRADUATE 4
HKIS HOURS 6
SNOW DAYS 6
SAFE SCHOOL CLIMATE 7
GENERAL BEHAVIORAL EXPECTATIONS 7
BATHROOM EXPECTATIONS 8
HALLWAY/LOCKER EXPECTATIONS 8
RECESS EXPECTATIONS 8
LUNCH/CAFETERIA BEHAVIORAL EXPECTATIONS 9
BULLYING 9
SEXUAL HARASSMENT 10
SUBSTANCE ABUSE 11
DRUGS/BEHAVIOR-AFFECTING SUBSTANCES/ALCOHOL 11
GENERAL SCHOOL INFORMATION 11
ATTENDANCE: ANNUAL NOTIFICATION OF OBLIGATION 11
CURRICULAR AND CLUB INFORMATION 12
PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE 12
VISITORS 12
SCHOOL CRISIS PLAN 13
FIRE DRILLS AND EMERGENCY PREPAREDNESS 13
USE OF SCHOOL PROPERTY 13
DISCLOSURE OF INFORMATION 13
COMMUNICATION (SCHOOL-TO-HOME) 13
PERSONAL CALLS AND MESSAGES FOR STUDENTS 14
COMPUTER RESOURCES 15
CELL PHONES 15
SEARCH OF PRIVATELY OWNED TECHNOLOGICAL DEVICES 15
LOCKERS 16
LOST AND FOUND 16
HOMEWORK 16
SCHOOL LUNCH PROGRAM 17
CANDY, GUM, SODA and SNACK 17
FOOD ALLERGY MANAGEMENT 17
BIRTHDAY CELEBRATIONS IN THE CLASSROOM 18
BIRTHDAY INVITATIONS 18

HEALTH SERVICES 18
FIELD TRIPS 19
PARENT TEACHER ORGANIZATION (P.T.O.) 20
FUND-RAISING 20
POSTERS 20
INSURANCE 20
TRANSPORTATION 20
BUS SAFETY EXPECTATIONS 21
BICYCLES AND WALKING TO SCHOOL 21
PARENT OR ADULT PRESENCE AT BUS DROP OFF 21
DISTRICT POLICIES AND PROCEDURES 21
DRESS CODE 21
ADMISSION/PLACEMENT 23
PROMOTION AND RETENTION OF STUDENTS 24
CURRICULAR EXEMPTIONS 24
RESOLUTION OF PROBLEMS 24
FINANCIAL ASSISTANCE 25
NON-DISCRIMINATION 25
EQUAL EDUCATIONAL OPPORTUNITY 26
MANDATED REPORTING/CHILD ABUSE 26
WEAPONS AND DANGEROUS INSTRUMENTS 27
PARENTS RIGHT-TO-KNOW 27
CONFIDENTIALITY AND ACCESS TO EDUCATION RECORDS 27
ADVERTISING 28
SEARCH AND SEIZURE 28
SELECTION OF AUDIO VISUAL AND REFERENCE MATERIALS 29
PESTICIDE NOTIFICATION AND APPLICATION 30
GREEN CLEANING 30
RECYCLING PROGRAM 31
ASBESTOS 31

HKIS PLEDGE

As part of the HK Family,

I am kind and respectful.

I will treat others how I want to be treated,

Give effort and learn from my mistakes,

Be responsible, and still have fun.

I am a Cougar and the best person I can be.

RSD 17 MISSION STATEMENT

The Mission of Regional School District 17 is to engage our students in an educational community that challenges students with high standards and builds their capacity to succeed and their aspiration to improve themselves and their society.

REGIONAL SCHOOL DISTRICT 17 VISION OF THE GRADUATE

A graduate of the RSD17 School District is a compassionate critical thinker, who collaborates to solve problems, and is prepared to contribute to improving our world.

Contribute Productively includes the ability to:

- Take control of one's learning by planning and organizing oneself to complete tasks
- Demonstrate Independence and initiative in doing one's best work
- Collaborate positively on a team project or shared endeavor
- Seek leadership or take a supportive role within a group in a manner that works best for oneself, others and the outcome
- Think creatively and flexibility to design and develop innovative solutions, strategies, and outcomes

Think Critically includes the ability to:

- Inquire and formulate questions to gather information and expand upon ideas
- Research and distill information from reliable resources representative of multiple perspectives
- Evaluate information for credibility, bias, and point of view
- Analyze and interpret information and data to generate solutions to problems
- Reflect upon the accuracy or viability of solutions or conclusions

Communicate Effectively includes the ability to:

- Organize thoughts to articulate and justify one's position or perspective with clarity
- Construct, refine, and present arguments supported by evidence
- Actively listen to understand and interpret the ideas and reasoning of others
- Use a variety of verbal, written, or visual methods appropriate for the message and audience

Maintain a Growth Mindset involves believing in oneself, having an open-mind, and demonstrating perseverance and resilience. Examples of demonstrating a Growth mindset include:

- Apply sustained effort to understand concepts, acquire skills, and achieve to one's greatest potential
- Reflect upon feedback or mistakes as opportunities to adapt and improve upon learning
- Show determination to accomplish one's goals
- Explore ideas to expand thinking
- Encourage a growth mindset in others

Demonstrate Respect, Empathy and Kindness involves caring for and showing compassion for oneself and others. Examples include:

- Seek to understand one another's experiences, circumstances, and perspectives
- Embrace diversity and recognize the value of all persons by promoting equity and inclusivity
- Maintain self-respect and advocate for oneself and others
- Be kind and act to enhance the climate of our schools and community

Display Character, Courage, and Integrity involves having confidence in oneself to make sound decisions. Examples include:

- Do the right thing, even when no one is looking
- Take the initiative to provide or seek help for oneself or others
- Stand up for oneself or others when faced with unkind, disrespectful, or discriminatory behavior
- Actively engage in discourse that addresses difficult topics or situations to improve conditions for all

HKIS HOURS

Full Days	8:50 – 3:35
Bus Arrival	8:42 a.m. (See note below)
Early Dismissal	8:50 – 1:15
Delayed Opening	10:50 – 3:35

All parents should be aware that teacher supervision begins with the arrival of the first bus at 8:42 a.m. NO CHILD should arrive at school, either by walking or being dropped off, before 8:42 a.m.

It is our school expectation that students remain in class until 3:35 p.m. for dismissal. Just as arriving late in the morning is disruptive to learning, leaving early on a regular basis is equally disruptive. Parents must communicate directly with the principal if there are special circumstances which warrant frequent early dismissal. We appreciate your cooperation.

Our doors will be locked from the time the final bus arrives until dismissal. Please utilize the intercom near the front door to gain admittance.

SNOW DAYS

The Superintendent of Schools or her delegate, acting for the Board of Education, may cancel school because of bad weather. The announcements are made at approximately 6:00 a.m. to indicate the cancellation of school within the region. Announcements of cancellations or delays will be made using the School Messenger System. School Messenger can deliver a message to parents or guardians by telephone, cell phone, e-mail, and/or pager. School Messenger can also be used to notify you of a school closing due to inclement weather. Announcements will also be made via local radio and TV stations.

Please **DO NOT CALL THE SCHOOL** to determine whether school is canceled. If still in doubt after listening to the announcements, check our website www.rsd17.org for a weather message.

If school is not canceled, but a parent feels that weather conditions are too severe, he/she must make the decision whether or not to send the child to school. This freedom of choice applies to either a morning or an afternoon session, as well as the whole day.

Once it has begun, school should remain in session the full day unless the police, highway department or other officials specifically advise the Superintendent to the contrary. It is inadvisable to call school off before the regular dismissal hour because a number of children do not have a parent or neighbor to receive them directly after school.

Area towns often cancel together, but not always. Conditions may vary widely. Also, sometimes it is necessary to cancel on the day following a storm in order to give the highway department a chance to clear roadways, school entryways and parking areas. We ask you to understand that there is always a reason for canceling.

School must be in session for a minimum of 180 days. The State Department of Education is extremely reluctant to grant exceptions and may withhold financial aid from towns violating the requirements. However, the safety of students is foremost in our minds. Please refer to the 2022-23 school calendar for how days will be made up.

SAFE SCHOOL CLIMATE

Our schools are child-centered learning communities where positive relationships are the basis of many successes. Behavioral expectations help set reasonable guidelines for an environment where all members of the school community are part of an emotionally supportive and safe climate. The district Safe School Climate Plan is posted on each school's web page.

The guiding principles of RSD 17's HKIS Behavioral Expectations are as follows:

- The social skills approach is as important as the academic curriculum.
- There are social skills that children need to learn and practice in order to be successful academically and socially.
- Knowing the children we teach—individually, culturally, and developmentally—is as important as the content we teach.
- Partnering with families of the children we teach is as important as knowing the children we teach.
- How the adults in school work together enhances our individual and collective competence.

Some of the key steps in implementing this approach include:

1. Communicating clear and common expectations school-wide
2. Using positive strategies to help children learn desired behaviors
3. Establishing and maintaining a positive environment
4. Teaching students how to respect and take care of one another
5. Teaching students how to build and maintain positive relationships
6. Reinforcing positive behavior
7. Responding to inappropriate behavior

GENERAL BEHAVIORAL EXPECTATIONS

Students are expected to behave in a courteous, respectful and responsible manner in the following ways:

1. Follow directions the first time asked.
2. Use appropriate language and gestures.
3. Ask permission to use things.

4. Use furniture, equipment and supplies appropriately.
5. Move about a room and the building in a quiet and orderly fashion.
6. Keep desk and other belongings neat and organized.
7. Do your best work; do not copy the work of others.

BATHROOM EXPECTATIONS

1. Follow classroom sign-out procedures
2. Do your business, wash your hands, and leave. Remember others are waiting for you to return.
3. Report unsafe or dirty conditions to your teacher right away.
4. Respect yourself, the space, and others

HALLWAY/LOCKER EXPECTATIONS

1. Only touch your own locker and belongings
2. Use an inside voice in the hallways and stay quiet in the pod area
3. Walk
4. Be prompt/on time
5. Stay on the right hand side

RECESS EXPECTATIONS

1. Every recess begins in a circle where staff members can address the grade before releasing them to play.
2. Wear safe footwear; change into sneakers for recess if other shoes were worn to school (such as Crocs, clogs or dress shoes). Flip flops are <u>not</u> allowed in school or at recess.
3. Take turns, play cooperatively, and share equipment.
4. Be fair and don't exclude others.
5. Follow game rules.
6. Use appropriate language and gestures.
7. Use equipment properly and safely and stay in designated areas.
8. Use hands and feet appropriately - keep hands to yourself unless it is part of the game.
9. Run/play only where permitted.
10. Snow boots and snow pants are required for play in the snow. (Boots are encouraged if the playground is muddy or wet.)
11. Coats, hats and gloves are highly recommended for cold days. We go outside for recess as long as the wind chill is 20 degrees or above. Sweatshirts are not warm enough on typical

winter days without a coat or jacket.

12. If you are unable to resolve a difficulty on your own, let the adult on duty know before recess ends.

LUNCH/CAFETERIA BEHAVIORAL EXPECTATIONS

1. Wait quietly in the lunch line.
2. Use good table manners; do not play with food.
3. Talk nicely with others and use an indoor voice.
4. Clean up your eating area when finished.
5. Follow directions the first time asked.
6. Treat fellow students, cafeteria staff, and lunch supervisors in a polite manner.

BULLYING

The Regional School District No. 17 Board of Education (the "Board") is committed to creating and maintaining an educational environment that is physically, emotionally and intellectually safe and thus free from bullying, teen dating violence, harassment and discrimination. In accordance with state law and the Board's Safe School Climate Plan, the Board expressly prohibits any form of bullying behavior on school grounds; at a school sponsored or school-related activity, function or program, whether on or off school grounds; at a school bus stop; on a school bus or other vehicle owned, leased or used by a local or regional board of education; or through the use of an electronic device or an electronic mobile device owned, leased or used by the Board.

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

For purposes of this policy, "Bullying" means an act that is direct or indirect and severe, persistent or pervasive, which: (1) causes physical or emotional harm to an individual; (2) places an individual in reasonable fear of physical or emotional harm; or (3) infringes on the rights or opportunities of an individual at school. Bullying shall include, but need not be limited to, a written, oral or electronic communication or physical act or gesture based on any actual or perceived differentiating characteristics, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, socioeconomic status, academic status, physical appearance, or mental, physical, developmental or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics.

If you have any questions or concerns, please contact the Safe School Climate Specialist who is the building principal or the District Safe School Climate Coordinator, Dr. Kris Lindsey-Stevens, at 860-345-4534. (BOE 5131.911)

SEXUAL HARASSMENT

Regional School District #17 P-5145.5 P/R

POLICY REGARDING SEX DISCRIMINATION AND SEXUAL HARASSMENT (STUDENTS)

It is the policy of the Regional School District No. 17 Board of Education (the "Board") for the Regional School District 17 Public Schools (the "District") that any form of sex discrimination or sexual harassment is prohibited in the Board's education programs and activities, whether by students, Board employees or third parties subject to substantial control by the Board. The Board does not discriminate on the basis of sex in the education programs or activities that it operates and the Board is required by Title IX of the Education Amendments of 1972 and its implementing regulations ("Title IX") and Connecticut law not to discriminate in such a manner. Discrimination or harassment on the basis of sex includes discrimination or harassment on the basis of gender identity or sexual orientation. Students, Board employees and third parties are required to adhere to a standard of conduct that is respectful of the rights of students, employees and third parties. Any student or employee who engages in conduct prohibited by this Policy shall be subject to disciplinary action, up to and including expulsion or termination, respectively.

For conduct to violate Title IX, the conduct must have occurred in an education program or activity of the Board; the conduct must have occurred within the United States of America; and the complainant must be participating in or attempting to participate in the education program or activity of the Board. Conduct that does not meet these requirements still may constitute a violation of Connecticut law or another Board policy.

The Superintendent of Schools shall develop Administrative Regulations implementing this Policy and in accordance with Title IX and Connecticut law (the "Administrative Regulations").

Sex discrimination occurs when a person, because of the person's sex, is denied participation in or the benefits of any education program or activity receiving federal financial assistance.

Sexual harassment under Title IX means conduct on the basis of sex that satisfies one or more of the following: (1) An employee of the Board conditioning the provision of an aid, benefit, or service of the Board on an individual's participation in unwelcome sexual conduct (i.e., quid pro quo); (2) Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the Board's education programs or activities; or (3) "Sexual assault" as defined in 20 U.S.C. 1092(f)(6)(A)(v), "dating violence" as defined in 34 U.S.C. 12291(a)(10), "domestic violence" as defined in 34 U.S.C. 12291(a)(8), or "stalking" as defined in 34 U.S.C. 12291(a)(30).

Sexual harassment under Connecticut law means conduct in a school setting that 1) is sexual in nature; 2) is unwelcome; and 3) denies or limits a student's ability to participate in or benefit Page 2 of 24 from a school's educational program. Sexual harassment can be verbal, nonverbal or physical. Sexual violence is a form of sexual harassment.

SUBSTANCE ABUSE

DRUGS/BEHAVIOR-AFFECTING SUBSTANCES/ALCOHOL

The Board is required by Connecticut law to prescribe rules for the management and discipline of its schools. In keeping with this mandate, the unlawful use, sale, distribution or possession of controlled drugs, controlled substances, drug paraphernalia, as defined in C.G.S. Section 21a-240, or alcohol on or off school property or during any school sponsored activity is prohibited. It shall be the policy of the Board to take positive action through education, counseling, discipline, parental involvement, medical referral, and law enforcement referral, as appropriate, in the handling of incidents in the schools involving the unlawful possession, distribution, sale or use of substances that affect behavior. (BOE 5131.6(A)-P)

GENERAL SCHOOL INFORMATION

ATTENDANCE: ANNUAL NOTIFICATION OF OBLIGATION

Connecticut laws require parents to cause the child to attend school regularly during the hours and terms school is in session, unless such parent or other person shows that the child is elsewhere receiving equivalent instruction or the child is otherwise not required to attend school by statute. Connecticut General Statute 10-185 provides that each day's failure to comply with these requirements is a separate offense, punishable by $25.00 fine.

Parents are required to provide the school with a telephone number or other means of contacting the parent or such person during the school day. Forms for notifying the school of this information will be sent out at the beginning of each year and can be received from each school for new enrollees or for updated information.

Whenever a child is absent from school, a telephone call to school or email to HKISattendance@rsd17.org is needed to explain his/her absence. The school nurse will call home if no information about the child's absence is received that day. A student is considered absent if he/she is not present for at least half of the school day.

Truancy, Excused and Unexcused Absences

Regular attendance at school is critical to students' success and is required by district policy and Connecticut law. Under Connecticut law, a "truant" is defined as any student who has four (4) unexcused absences in a month or ten (10) unexcused absences in a school year. The Connecticut State Department of Education established the following definitions for excused and unexcused absences:

Excused Absences

1. **For absences one (1) through nine (9),** a student's absence is considered excused when his or her parent or guardian provides a signed note stating the reason for the absence.

The school will be in contact with a family after the ninth (9^{th}) absence.

2. **For the tenth (10th) absence and all absences thereafter,** a student's absence from school is considered excused only if his or her parent or guardian provides a signed note **and** the absence is due to one of the following reasons:

a. student illness (Note: all student illness absences must be verified by an appropriately licensed medical professional to be deemed excused, regardless of the length of absence);

b. a student's observance of a religious holiday;

c. death in the student's family or other emergency beyond the control of the student's family;

d. mandated court appearances (additional documentation required);

e. the lack of transportation that is normally provided by a district other than the one the student attends (no parental documentation is required for this reason); **or**

f. extraordinary educational opportunities pre-approved by district administrators and in accordance with Connecticut State Department of Education guidance.

Regardless of whether absences are excused or unexcused, students who have more than 18 absences in a year are considered "Chronically Absent" in our school report to the state.

CURRICULAR AND CLUB INFORMATION

Course descriptions, daily schedules, and club information is found online in the *HKIS Program of Studies*. Clubs will run on a trimester basis. Brochures for each season will be distributed to students and parents prior to each session and posted on our website. Club permission slips are included with the brochures and must be filled out prior to a student attending a club. Students who are attending a club must be considered present in school (at least half of the day.)

PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE

HKIS will provide at the start of each school day the opportunity to recite the Pledge of Allegiance and to observe a moment of silence.

VISITORS

Parents and other visitors are welcome to visit RSD #17 schools. **All visitors must first report to the main office**. Visits to individual classrooms during instructional time shall be permitted only through prior arrangement with the classroom teacher and/or the principal. Such visits shall be permitted only if their duration or frequency does not interfere with the delivery of instruction or disrupts the normal school environment.

Unauthorized persons shall not be permitted in school buildings or on school grounds. School principals are authorized to take appropriate action to prevent such persons from entering the building or from loitering on the grounds. Such persons will be prosecuted to the full extent of the law.

SCHOOL CRISIS PLAN

Should an unexpected emergency occur, all schools have a detailed Crisis Plan and a Crisis Team in place. The school district works with the communities of Haddam and Killingworth to coordinate plans as well.

FIRE DRILLS AND EMERGENCY PREPAREDNESS

Fire drills are required monthly and may be substituted periodically with crisis response drills. Students must follow the exit directions posted in each classroom. Evacuation and inside safety drills will be held in accordance with the school's crisis management plan.

USE OF SCHOOL PROPERTY

The school facilities of Regional School District #17 are available for use by non-profit organizations for special meetings or activities. The Principal of each school has information regarding the use of facilities and should be contacted well in advance of the date desired.

DISCLOSURE OF INFORMATION

Directory information includes information not generally considered harmful or an invasion of privacy if disclosed, including, name, address, telephone number, date and place of birth, dates of attendance, and the most recent previous educational agency or institution attended.

There are times during the year when names, addresses and/or phone numbers of students are requested by certain parties: special events, parents to invite classmates to birthday parties, PTO members to inform parents of activities, etc. Such information is considered public information by law UNLESS you (as the parent) notify us otherwise. Please let us know, in writing, as soon as possible, if you do not wish such information to be disclosed.

In addition, photographs and videos are sometimes taken for educational, and/or publicity purposes. A permission slip will be sent home with your child and is also located on our website. Please complete and sign the form if you *do not* want your child's information released.

COMMUNICATION (SCHOOL-TO-HOME)

Regular communication with parents and guardians is one of the keys to student success. Resources such as our district website, www.RSD17.org, and School Messenger enhance our ability to communicate in an effective and timely manner. We strive as a school system to provide quality communications that are consistent, efficient and effective. Below is an outline of the many communication methods that our school system employs, communications you can expect to receive throughout the school year, and where you can turn for information.

District Information

- The RSD17.org website contains district announcements, calendar items, and other resources. School closings and delays are also posted on the home page. From this home page you can access websites for district schools, departments and the Board of

Education. Board of Education meetings, agenda, minutes, and policies are posted on their site.

- School Messenger is used to send home both emergency (phone and email) and routine (email only) district-wide information.
- Board of Education meetings are televised on Channel 18.
- *Board Update* is a newsletter published by the Board of Education monthly.

School Information

- Curriculum Night is scheduled at the beginning of each school year.
- School orientations for parents of students entering the intermediate and middle schools are scheduled in the spring of each school year.
- School handbooks are posted on each school's website and are sent home.
- School websites include school contact information, addresses, phone numbers, etc., calendars of events, announcements, school procedures, schedules, school handbooks, and access to websites for the library, PTOs and parent groups, and for each teacher.
- School Messenger is used to send home both emergency (phone and email) and routine (email only) school information.
- Letters are mailed to parents/guardians and paper fliers are distributed as needed.
- School Principals and school offices call parents directly when needed.

Classroom Information/Student Progress

- Teachers' websites can be found by clicking on the "Staff Directory" of the school's website. Teachers post updated grade-level/class news, events, and resources on their websites.
- Teachers occasionally send class information and updates via email and hard copy fliers.
- **Parent/Teacher conferences** are typically scheduled for October and March. However, conferences can be arranged with the teacher at any time during the school year.
- **Report cards** are distributed in December, March, and on the last day of school in June. Specific distribution dates will be posted on school websites and will be announced in school newsletters.
- Teachers send individual notes, emails, and call parents directly when needed.

PERSONAL CALLS AND MESSAGES FOR STUDENTS

Only emergency calls will be accepted for students during the school day. Personal messages cannot be transmitted through the school, since they interrupt the learning process. Students are not allowed to use school phones to call home if they forget homework or to make plans to

visit a friend's house. The phones should be used only when it is an emergency.

COMPUTER RESOURCES

District resources have been invested in computer technology to broaden instruction and to prepare students for success in a global, technological society. Use of these resources is restricted to students working under a teacher's supervision and for approved purposes only. Students and parents will be required to sign and abide by a user agreement regarding appropriate use of these resources.

For no reason should any remote/online or in-person teaching, staff, classmates or lesson be recorded, by a student or a parent, with a Chromebook or any other technology. Students must be on camera during remote/online learning.

It is important that students and parents understand that the district, as the owner of the computer systems, reserves the right to monitor and review the use of these computer systems. The district intends to monitor and review in a limited fashion, but will do so as needed to ensure that the systems are being used for district-related educational purposes. As part of the monitoring and reviewing process, the district will retain the capacity to bypass any individual password of a student or other user. The system's security aspects, such as personal passwords and the message delete function for e-mail, can be bypassed for these purposes. The district's ability to monitor and review is not restricted or neutralized by these devices. The monitoring and reviewing process also includes, but is not limited to; oversight of Internet site access, the right to review emails sent and received, the right to track students' access to blogs, electronic bulletin boards and chat rooms, and the right to review a student's document downloading and printing. Therefore, all users must be aware that they should not have any expectation of personal privacy in the use of these computer systems.

Misuse of the computer systems, or violations of these policies and regulations, may result in loss of access to such computer systems as well as other disciplinary action, including suspension and/or expulsion, depending on the specific conduct.

CELL PHONES

The use of personal electronic devices by HKIS students during school during school hours is explicitly forbidden. Students possessing these devices at school should store them in an appropriate and secure location. The school system is not liable for loss or theft of personal electronic devices that are brought to school. Smart watches that are being used as electronic communication devices will be treated accordingly and will be confiscated. Please avoid texting your child during school hours as this can be distracting to the educational environment.

SEARCH OF PRIVATELY OWNED TECHNOLOGICAL DEVICES

A student's privately owned technological device may be searched if the device is on Board property or in a student's possession at a school-sponsored activity and if there are reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is

violating either the law or the rules of the school.

TOYS, ELECTRONICS AND OTHER ITEMS NOT TO BRING

Students are asked not to bring toys, electronic games, iPods, or other similar items to school as they could get lost or broken or be distracting to the learning environment. Teachers/the school are not responsible for lost or stolen toys or electronics. In addition, students are not to bring pocket knives, laser pens, bullets, weapons or toy weapons to school. Items that violate our rules will be confiscated and will not be returned to the student. Parents will be notified and will need to arrange pick up of the items.

LOCKERS

Each student at HKIS will be assigned a locker to hold their outerwear, backpack and lunch.

LOST AND FOUND

Any articles found in the school or on school grounds should be turned in at the main office. Unclaimed articles will be disposed of or donated at the end of each trimester. It is very helpful if you label your child's belongings, such as lunch boxes, backpacks, raincoats, winter wear and footwear.

HOMEWORK

The Regional School District No. 17 Board of Education recognizes that homework is an integral part of student learning. Assignments shall be appropriate in amount and degree of difficulty for student ages/ grade levels.

The purpose/benefit of a specific homework assignment may be one or more of the following:

1. Strengthen basic skills
2. Extend classroom learning
3. Stimulate and further interests
4. Reinforce independent study skills
5. Develop initiative, responsibility, and self-direction
6. Acquaint parents with the work students do in school

Homework assignments shall be planned in accordance with the following principles:

1. If the homework is to have value, its purpose and relation to what has been learned or what will be learned in the classroom must clearly be understood by the student.
2. Students should understand not only what to do, but also how to do it.
3. Homework should grow from classroom studies.

Homework in the Intermediate School should average about 40-50 minutes, including independent reading time. This may vary depending upon assigned projects and a child's work pace as well as individual needs. At Curriculum Night and through other

teacher/parent/student communications, teachers will share specific expectations for homework.

SCHOOL LUNCH PROGRAM

The District participates in the National School Lunch Program and offers the students nutritionally balanced lunches daily. Free and reduced price lunches are available based on financial need. Information on this program can be obtained from the school office. Breakfast is also available at the beginning of the day.

Students are expected to pay for their lunches and breakfasts each day. Lunch and milk prices are available on the monthly menu. Parents also have the option to pre-pay by sending a check payable to RSD # 17 Cafeteria. Students who forget their money will be given a lunch charge. They may charge their lunches this way three times. These charges should be paid as quickly as possible. Parents who wish to have lunch with their children may purchase a lunch. Students will not be permitted to charge lunches after June 1.

Lunchtime is supervised by school staff.

CANDY, GUM, SODA AND SNACK

In the interest of good nutrition, students are urged not to bring candy or soda to school. Gum is not allowed in school without permission from administration.

HKIS students will have the opportunity to eat a snack in the classroom during the morning. We ask that you limit drinks to just water to minimize the cleanup in case of spillage on the floors and carpets. The exception to this rule is milk that is part of our school breakfast program.

FOOD ALLERGY MANAGEMENT

Regional School District No. 17 recognizes that some food allergies may be life threatening. For this reason, the district has developed strategies and practices to minimize the risk of accidental exposure to life-threatening food allergens and to ensure prompt and effective medical response should a child suffer an allergic reaction while at school. If your child has a food or other life-threatening allergy, please contact the school nurse. For more information, please visit www.rsd17.org and click on the "Health Services" link under the "District" menu.

We ask for cooperation from our students and parents in the following ways:

1) Consider bringing non-food alternatives into school for birthday or holiday celebrations. (Please see "Birthday Celebrations" below).
2) Wash hands before and after eating.
3) Eat only in designated areas and at designated times.
4) Do not share or trade food with others.
5) Seek help when another student is in distress.

BIRTHDAY CELEBRATIONS IN THE CLASSROOM

For health reasons, we would prefer students celebrate their birthdays by sharing a craft, a book, or a healthy snack with the class. However, students are allowed to bring treats if they so choose to celebrate their birthday. A number of our students have food allergies that can be life threatening, therefore please remember to read the nutrition labels on the actual package and be mindful of all classroom food allergies if you plan to send in an edible item. We request that you let your child's teacher and the school nurse know at least 24 hours ahead of time if you plan on bringing in food to share. Keep in mind that a food label is not always available on individually packaged candy treats yet many times those are sent in to be shared. Unfortunately, these candy treats are often the source of hidden allergens likes nuts and peanuts. This presents a challenge when managing classroom food allergies. We don't want any of our students to feel left out because they can't share in a classroom treat.

BIRTHDAY INVITATIONS

Students may distribute invitations to birthday parties in school provided they are inviting either the whole class or all students of the same gender from the class. If a child wants to invite only certain friends, parents should mail/email invitations home and not send them through school.

HEALTH SERVICES

The Regional School District No. 17 health services are designed to provide care to students who become ill or are injured while in school.

A cumulative health file is maintained for each student. This file includes notations of past illnesses, results of physical examinations, and other pertinent health information.

Parents are notified of any deviation from the normal pattern of health, and suggestions are given for follow-up. It is likewise important that parents notify the school nurse in case of a student's illness. If a student is to be excused or limited for an extended period from participation in school activities, he/she is required to bring a statement signed by a physician. The school nurse is available to parents and students for conferences regarding health issues.

Accidents

All accidents, no matter how minor, should be reported to the teacher, principal, nurse or office. When accidents occur in school, a school accident report form must be filled out.

Medications

If a student needs to take medication during the school day, the school nurse's office must have a signed form from the physician which includes the drug name and dosage. You may obtain these forms from the school nurse. The school nurse must keep the medication locked up in her office and will dispense medication at the proper time. We must emphasize that students must not be sent to school with medication without physician's orders as they will not be allowed to take it.

Students taking improper amounts of a medication or taking a medication without proper notification and supervision of the school nurse or designee will be subject to the procedures for improper drug or alcohol use outlined in this policy.

Students who become ill at school will be under the care of the school nurse. The nurse may allow the student to rest in the clinic or call the parents and ask them to come to the school for the student.

Communicable/Infectious Diseases

Students with any medical condition that may expose others to disease or contagious and infectious conditions may be excluded from school and referred for medical diagnosis and treatment. Additional information concerning this may be obtained from the school nurse.

Before a student may return to school after an absence due to such condition, parents and students may be required to submit medical evidence that their child has recovered sufficiently to prevent exposing others.

Emergency Cards and Medical Treatment

Parents are required each year to complete an emergency information form for use by the school in the event of a medical emergency. Cards are sent home at the start of the school year. This information is critical when a student is sick or injured. The school needs to be able to contact someone especially if a parent is unavailable.

Health Assessments/Physical Examinations

All students are required to have a health assessment prior to public school enrollment. Health assessments are again required prior to grade six and in grade ten. School nurses are required to administer the following screening procedures:

Vision:	K – 6 and grade 9
Hearing:	K – 3, grade 5, and grade 8
Postural:	Grades 5 – 9

FIELD TRIPS

Field trips may be scheduled for educational, cultural or co-curricular purposes. Any student who is serving a suspension or an expulsion may not participate in any field trip. While on a trip, all students are considered to be in school. This means that conduct and dress standards will be appropriate for the field trip activity.

In the rare situation where a parent must take their child directly from a field trip a Parent Request Transportation from a School Sponsored Event form **must** be completed and approved by the building principal prior to the date of the field trip or the school sponsored event. The parent will also sign the bottom section of that form at the time he/she picks up his/her child. Children are allowed to be picked up by their own parents only.

PARENT TEACHER ORGANIZATION (P.T.O.)

The main objective of the HKIMS P.T.O. is to create and maintain a close relationship between the home and the school so that parents and teachers may participate together in the education of our children. The P.T.O. supports the school through many different activities such as: cultural arts programs, field trip scholarships, bake sales, technology, spring/fall clean ups, holiday workshops, etc.

P.T.O. membership is free and open to every family in the school. Meeting notices and newsletters are sent home with students.

FUND-RAISING

Students may engage in raising funds for school-sponsored activities, subject to the provisions of regulations to be developed by the Superintendent. No such fund-raising activities may involve door-to-door solicitation in the community by students. (BOE 5136.1 - P)

POSTERS

The building principal or designee must approve signs or posters that students wish to display. Posters displayed without authorization will be removed.

INSURANCE

School insurance is made available to families. Brochures are distributed to all students at the beginning of each academic year. While the program is not mandatory, it is suggested that parents take advantage of the opportunity to provide adequate protection for their children while in school. Any such arrangement is contractual between the parent and insurance carriers, and Regional School District #17 assumes no liability from disputes arising from such contract.

TRANSPORTATION

School transportation privileges are extended to students conditioned upon their satisfactory behavior on the bus. Students will be advised that they may be suspended from transportation services for unsatisfactory conduct while awaiting or receiving transportation to and from school.

Video cameras may be installed in some Region 17 buses as a means of ensuring safety and security. Videos are kept for one week and are reviewed only by an administrator and only at times where a disruption or concern has been reported.

An incident report from a bus driver will result in contact by either the bus transportation director or school principal. Multiple offenses could result in a loss of transportation privileges.

Parents should advise their children to use the proper and safe practices while riding on the school buses. (See the following Bus Safety Expectations)

BUS SAFETY EXPECTATIONS

1. Wait for the bus on a sidewalk or at a safe distance off the road.
2. Wait for the bus to come to a complete stop before **walking** to board the bus.
3. Respond immediately to the bus driver's directions.
4. Talk in an inside voice and only to those students that are in your seat or across the aisle.
5. Stay in your seat facing forward and in a sitting position. Remain seated while the bus is in motion. Leave your seat only when the bus arrives at your stop or when the driver or a school authority permits you to leave.
6. Keep hands, feet, and objects inside of the bus.
7. Hold books, backpacks, and/or instruments on your lap; keep aisles clear.
8. The rear emergency door is for emergencies only and should only be opened as directed by the driver.

BICYCLES AND WALKING TO SCHOOL

If children walk or ride bicycles to school, they must have written permission from their parents or guardians who have ensured that the route to school is safe and the child knows road and/or bike safety rules.

PARENT OR ADULT PRESENCE AT BUS DROP OFF

A parent or other adult should be present at the bus stop when buses drop off, unless the HKIS office is notified that your child has permission to be let off the bus without adult supervision. Permission forms for this purpose will be sent home at the beginning of the year and are available online.

DISTRICT POLICIES AND PROCEDURES

DRESS CODE

The dress code of Regional School District 17 is intended to support equitable educational access for all students designed in a manner that does not reinforce stereotypes. The Board of Education acknowledges students as individuals and students' dress should respect the District's intent and its responsibility to ensure the health, safety, and mental well-being of all students. To implement effective and equitable enforcement of its dress code, school staff shall enforce the dress code consistently and in a manner that does not reinforce or increase marginalization or oppression of any person or group. At the same time, the Board expects that students will dress in a manner appropriate for the school day or for any school-sponsored event. Administrators shall use reasonableness and have discretion to determine the appropriateness of attire and grooming.

The Regional School District 17 dress code is designed to:

- Ensure that all students are treated equitably regardless of race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income, or body type/size/maturity.
- Maintain a safe learning environment for the "business" of school.
- Allow students to wear clothing that is comfortable.
- Allow students to wear clothing that expresses their self-identified gender.
- Allow students to wear religious attire without fear of discipline or discrimination.
- Prevent students from wearing clothing or accessories with offensive images or language, including profanity, hate speech, or pornography.
- Prevent students from wearing clothing or accessories that denote, suggest, display or reference alcohol, drugs or related paraphernalia or other illegal conduct or activities.
- Prevent students from wearing clothing or accessories that will interfere with the operation of the school, disrupt the educational process, invade the rights of others, or create a reasonably foreseeable risk of such interference or invasion of rights.
- Prevent students from wearing clothing or accessories that reasonably can be construed as being or including content that is racist, lewd, vulgar or obscene. Attire or accessories depicting or suggesting violence so as to disrupt the educational environment or that provokes others to act violently or causes others to be intimidated by fear of violence or that constitute "fighting words," including but not limited to attire or accessories depicting the Confederate flag and/or the Nazi swastika.

The responsibility for the dress and grooming of a student rests primarily with the student and their parents/guardians. Students who fail to comply with Board policy and regulations concerning student dress will be subject to school discipline up to and including expulsion in accordance with the Board's policy on student discipline.

A basic requirement for dress is that certain body parts must be covered for all students at all times. Clothes must be worn in such a way that genitals, buttocks, and breasts are fully covered with opaque (non see-through) fabric. Clothing must also be suitable for classroom activities, including physical education, science/technology labs, or other activities where unique hazards could exist. In addition to the types of dress described on the prior page of this policy, the following clothing/attire/accessory items are prohibited:

- Outerwear (e.g. heavy coats, jackets, etc.) shall not be worn, carried, or kept in the classroom during the regular school hours.
- Hats or hoods (of hoodies or jackets) should not be worn during the school day*.
- Sunglasses may not be worn in the school building.
- Clothing worn or designed to show undergarments are not allowed.

- Students may not wear spiked or studded bracelets, oversized or multi-finger rings, belts or any article of attire with spikes, studs attached, or any other clothing item that may present a safety hazard to the student, other students, or staff.

*Approved head coverings worn as part of a student's religious practice or belief, or as required or permitted in conjunction with school district health and safety protocols, shall not be prohibited under this policy. Nothing in this policy shall be construed to prohibit protective hairstyles. "Protective hairstyles" includes, but is not limited to, wigs, headwraps, and hairstyles such as individual braids, cornrows, locs, twists, Bantu knots, afros and afro puffs.

A second basic requirement is that students must wear a shirt (with fabric in the front, back, and on the sides under the arms, and pants/jeans or the equivalent (skirt, sweatpants, leggings, dress,or shorts), and shoes. Shoes should be appropriate for weather, course, assignments, athletic or other conditions. Footwear that mars floors is prohibited.

Slippers are not allowed, unless there is an approved school spirit day/event which allows for it.

The Board also recognizes the importance of developing health and safety protocols to protect the health and safety of students, staff, and the community during a public health crisis, such as a pandemic. Compliance with protocols, such as wearing a mask, may be mandatory for all individuals while on school property or participating in a school-sponsored activity, unless a legally recognized exemption or exception applies. Failure to comply with such health and safety protocols may lead to disciplinary action, and exclusion from school property or the school-sponsored activity, in accordance with applicable laws, rules, regulations, and/or Board policies.

ADMISSION/PLACEMENT

Regional School District #17 provides free public education to all students whose legal residence is in the towns of Haddam and Killingworth. Tuition students are not accepted from outside the district without the approval of the Superintendent or, when necessary, the Board of Education. In all cases of residency verification, an affidavit will require a statement or statement with documentation that there is bona fide student residence in Haddam or Killingworth, that the residence is intended to be permanent, that it is provided without pay, and that it is not for the sole purpose of obliging school accommodations.

A student seeking enrollment in the Haddam-Killingworth High School for the first time or following attendance in another Connecticut public school district, out-of-state attendance, private school attendance or admission should contact the principal. A student who is transferring from non-public schools or schools outside the district will be placed at his/her current grade level pending evaluation and observation of the student. After such assessment and consultation with the parents, the principal will determine the grade placement of the child.

Students may participate in the inter-district public school attendance program called Open Choice. The Regional Educational Service Centers will determine which school districts are close enough to make transportation feasible.

Exchange students participating in a formal exchange program may be admitted by the Superintendent for no more than two semesters at no tuition cost. Admissions are dependent upon space available and must not lead to the hiring of additional staff. Exchange students will be accorded all the rights, privileges, and responsibilities of a resident student during the period of enrollment.

PROMOTION AND RETENTION OF STUDENTS

It is the policy of the Regional School District No. 17 Board of Education that student promotion shall be determined by academic performance and social and emotional maturity. The Administration and faculty shall apply these criteria when determining whether to promote or retain a student. Retention is an extraordinary measure that should be the result of the combined professional judgment of the school principal, teachers, guidance counselor and/or other support personnel. (BOE 6151)

CURRICULAR EXEMPTIONS

Mandatory Curricular Exemptions: Upon the written request of a parent or guardian received by the school district prior to planned instruction in the areas set forth below, the Regional School District No. 17 Board of Education (the "Board") shall permit curricular exemptions for instruction in the following areas: 1. Dissection; 2. Family life education; 3. HIV/AIDS; or 4. Sexual abuse and assault awareness and prevention program.

Written Request for Mandatory Exemption: Parents who wish to exercise such exemptions must notify the school district in writing within the first two weeks of school. (BOE 6144.1)

RESOLUTION OF PROBLEMS

Community Relations – Public Complaints – General Complaint Procedure:

The Board recognizes that situations may arise in the operation of the schools that are of concern to parents or the public. Such concerns are best dealt with through communication with appropriate staff. All complaints and grievances shall be handled and resolved as close to their origin as possible. The following guidelines are suggested as the proper procedure to be followed by persons with questions or complaints.

1. Letters concerning individual students should first be addressed to the teacher.
2. Unsettled matters from (1) above or problems and questions concerning individual schools should be directed to the Principal of the school.
3. Unsettled matters from (2) above or problems and questions concerning the school system as a whole should be directed to the Superintendent. There is no statutory appeal process beyond the level of Superintendent except in cases involving expulsion, tenure, and school

accommodations.

4. Should there be disagreement with the decision of the Superintendent; the concern may be put in writing to the Chairperson of the Board, who shall bring the concern to the attention of the full Board of Education. Except as Board action is required by statue (e.g. expulsion, tenure hearings, and school accommodations), the Board shall hear the concern (in open or executive session in accordance with the Freedom of Information Act) only if upon the motion of a member of the Board to hear the matter, the Board decides by majority vote to do so.
5. Exceptions to the above process are complaints that directly concern Board actions or policies.

The public should be advised that individual Board members are unable to respond or act on behalf of the Board except when attending a public Board of Education meeting.

Parents/community members who wish to pursue an issue will be made aware of the proper channels of communication and appeal if they so request the information.

FINANCIAL ASSISTANCE

Students will not be denied the opportunity to participate in any class or school-sponsored activity because of inability to pay for material fees, transportation costs, admission prices, or any other related expenses. The parent/guardian of any student who needs financial assistance for school activities should contact the child's principal, social worker, school psychologist, teacher or anyone with whom the parent feels comfortable to request confidential help.

NON-DISCRIMINATION

In compliance with Title VI, Title IX and Section 504 of the Rehabilitation Act of 1973, the Regional School District 17 Board of Education complies with all applicable federal, state and local laws prohibiting the exclusion of any person from any of its educational programs or activities, or the denial to any person of the benefits of any of its educational programs or activities because of race, religion, color, national origin, alienage, sex, sexual orientation, marital status, age, disability (including pregnancy), veteran status or gender identity or expression, subject to the conditions and limitations established by law.

It is the policy of the Board that any form of discrimination or harassment on the basis of race, color, religion, age, sex, sexual orientation, marital status, national origin, alienage, ancestry, disability, pregnancy, gender identity or expression, or veteran status, or any other basis prohibited by state or federal law is prohibited, whether by students, Board employees or third parties subject to the control of the Board. The Board's prohibition of discrimination or harassment in its educational programs or activities expressly extends to academic, nonacademic and extracurricular activities, including athletics. It is also the policy of the Board to provide for the prompt and equitable resolution of complaints alleging any discrimination or harassment on the basis of protected characteristics such as race, color, religion, age, sex,

sexual orientation, marital status, national origin, alienage, ancestry, disability, pregnancy, gender identity or expression, or veteran status.

Any student and/or parent/guardian wishing to file a complaint regarding discrimination or harassment may obtain a copy of the Board's complaint procedures and complaint form, which are included in the Board's Administrative Regulations Regarding Non-Discrimination/Students. These regulations accompany Board Policy #5152 and are available online at www.rsd17.org or upon request from the main office of any district school.

Anyone who has questions or concerns about this policy, and/or who may wish to request or discuss accommodations based on religion, and/or who would like a copy of the Board's complaint procedures or complaint forms related to claims of discrimination or harassment, may contact: Page 3 of 10 The Director of Student Services, 57 Little City Rd., Higganum, CT 06441 Telephone number: 860-345-4244. Klindsay-Stevens@rsd17.org
Anyone who has questions or concerns about the Board's policies regarding discrimination or harassment on the basis of gender/sex, gender identity, or sexual orientation may contact the Board's Title IX Coordinator: The Director of Student Services, 57 Little City Rd., Higganum, CT 06441 Telephone number: 860-345-4244. Klindsay-Stevens@rsd17.org
Anyone who has questions or concerns about the Board's policies regarding discrimination or harassment on the basis of disability, and/or who may wish to request or discuss accommodations for a disability, may contact the Board's Section 504/ADA Coordinator: The Director of Student Services, 57 Little City Rd., Higganum, CT 06441 Telephone number: 860-345-4244. Klindsay-Stevens@rsd17.org

EQUAL EDUCATIONAL OPPORTUNITY

Pursuant to the IDEA, Americans With Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973, no otherwise qualified individual with disabilities shall, solely by reason of such disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program of the Regional School District No. 17 Board of Education.

MANDATED REPORTING/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 Services. Specific procedures governing the reporting of abuse and neglect are in effect, and staff receive yearly training in their use.

Reporting of child abuse and neglect is a responsibility that is taken seriously. If there is any doubt about reporting suspected 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, deprivations of necessities, emotional abuse, cruel punishment or neglect are also considered child abuse.

WEAPONS AND DANGEROUS INSTRUMENTS

In accordance with Conn. Gen. Stat. § 29-28(e) and § 53a-217b, the possession and/or use of a deadly weapon or firearm on the real property of any school or administrative office building in this district, on school transportation, or at a school-sponsored activity, is prohibited, even if the person possessing the deadly weapon or firearm has a permit for such item. (BOE 1700)

A. Deadly Weapon means "any weapon, whether loaded or unloaded, from which a shot may be discharged, or a switchblade knife, gravity knife, billy, blackjack, bludgeon, or metal knuckles." Conn. Gen. Stat. § 53a-3 (6).

B. Firearm means "any sawed-off shotgun, machine gun, rifle, shotgun, pistol, revolver or other weapon, whether loaded or unloaded from which a shot may be discharged." Conn. Gen. Stat. § 53a-3 (19)

PARENTS RIGHT-TO-KNOW

As part of the federal 'No Child Left Behind Act' you may request information regarding the professional qualifications of your child's teacher. You may do this by contacting the main office at the school your child attends.

CONFIDENTIALITY AND ACCESS TO EDUCATION RECORDS

The Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g, et seq., affords parents and eligible students (i.e., students over 18, emancipated minors, and those attending post-secondary educational institutions) certain rights with respect to the student's education records. They are: (1) The right to inspect and review the student's education records within forty-five (45) calendar days of the day the District receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parents or eligible student of the time and place where the records may be inspected. (2) The right to request the amendment of the student's education records that the parents or eligible student believe are inaccurate or misleading, or otherwise violate the student's privacy rights. Parents or eligible students who wish to ask the District to amend a record should write the school principal, clearly identify the part of the record the parents or eligible student want changed, and specify why it should be changed. If the District decides not to amend the record as requested by the parents or eligible student, the District will notify the parents or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parents or eligible student when notified of the right to a hearing. (3) The right to privacy of

personally identifiable information in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception that permits disclosure without consent is disclosure to a school official with legitimate interests. A school official is a person employed by the District as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board of Education; a person or company with whom the District has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, Page 41 of 47 auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses a student's education record without consent to officials of another school, including other public schools, charter schools, and postsecondary institutions, in which the student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. Further, and in accordance with state and federal law and guidance, the District may disclose education records to another school for enrollment purposes, which may include exploration of educational placement options by the District or educational placement decisions made by a planning and placement or Section 504 team, or in order to explore placement options for the provision of alternative educational opportunities.

(BOE 5125(a) - P)

ADVERTISING

The public schools maintain careful controls on the way in which students are exposed to materials and announcements, other than those directly related to school-sponsored programs and activities. Caution is exercised to prevent exploitation of the system and its students. Fliers distributed in the district must have approval from the Superintendent prior to distribution and only non-profit organizations will be considered.

SEARCH AND SEIZURE

The right to inspect desks and other equipment assigned to students may be exercised by school officials to safeguard students, their property and school property. This document serves as advance notice that school board policy allows desks 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, an authorized school administrator may search a student or student's property when reasonable suspicion indicates that a particular student is in possession of an item or a substance that represents a material threat to school routine or is prohibited by

school board regulations or law. Students must be aware that such items are forbidden both on school property and at school-related activities. Student property shall include but not be limited to, purses and book bags. All searches of students shall be conducted or authorized by the principal or designee, in the presence of a witness and following district policy (BOE 5145.12

SCHOOL CEREMONIES AND OBSERVANCES

The school district recognizes the value of certain ceremonies and observances in promoting patriotism and good citizenship among the students. 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. Students shall be given the option to be excused from participating in those parts of a program or curriculum involving a religious theme that 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 building principal should be contacted.

SELECTION OF AUDIO VISUAL AND REFERENCE MATERIALS

A. Library Materials:

School librarians or media coordinators are responsible for implementing Board Policy, as pertains to library materials. In the event doubt may exist as to the appropriateness of the selection of, or use of, certain library materials, the librarian should indicate this reservation to the building principal. The building principal will review the material with other staff members (selected by the principal) and render a decision as soon as practicable.

B. General Instructional Material:

Each teacher has the professional responsibility to properly review all instructional material for fact and appropriateness prior to use in the classroom. In the event doubt may exist as to the appropriateness of certain material, the teacher should request the building principal review the material and/or seek out the advice of other professionals as deemed appropriate.

On occasion, parental comments or questions may focus on the use of certain materials in our schools. When this occurs, principals are requested to take immediate action to ascertain the nature of the objection and to review the matter with appropriate staff members. Hopefully, the end result of this action will be the resolution of the issue.

Selection Of Instructional Materials

A. Procedure for Selection of Materials

Media Center Materials (Media)

1. In selecting materials for purchase for the media center, the media specialist will evaluate the existing collection and the curriculum needs and will consult reputable, professionally prepared selection aids and other appropriate sources. For the purpose of this rule, the

term "media" includes all materials considered part of the library collection, plus all instructional materials housed in resource centers and classrooms which are not text materials.

2. Recommendations for purchase will be solicited from faculty, P.T.O. and parents.
3. Selection is an ongoing process which shall include the removal of materials no longer appropriate and the replacement of loose and worn materials still of educational value.
4. Selections are forwarded to the principal's office.

B. Criteria for Selection of Materials

The following criteria will be used as they apply:

1. Materials shall support and be consistent with the general educational goals of the district and the objectives of specific courses.
2. Materials shall meet high standards of quality in factual content and presentation.
3. Materials shall be appropriate for the subject area and for the age, emotional development, ability level, and social development of the students for whom the materials are selected.
4. Materials shall have aesthetic, literary, or social value.
5. Materials chosen shall be by competent and qualified authors and producers.
6. Only grade appropriate G-rated library films will be shown. These films will be clearly curriculum related.
7. Biased or slanted materials may be provided to meet specific curriculum objectives.
8. Physical format and appearance of materials shall be suitable for their intended use.
9. Any exceptions to the above guidelines will be discussed beforehand with the school principal. All questions regarding misuse of audio-visual materials will be handled by the school principal.

PESTICIDE NOTIFICATION AND APPLICATION

As of July 1, 2000, only certified pesticide applicators shall be used in schools for any non-emergency pesticide use in school buildings or on school grounds. Areas to receive pesticide application will be posted and a written record of all pesticide applications will be maintained for five years. Parents/guardians and staff who want to receive advance notice of all pesticide use will be listed on a registry and such notice will be provided as required by law. Parents/guardians who want to be notified prior to pesticide applications inside their children's school assignment area may contact the Superintendent's office.

GREEN CLEANING

RSD 17 complies with the Green Cleaning Act. On or before July 1, 2011, each local and regional board of education shall implement a green cleaning program for the cleaning and

maintenance of school buildings and facilities in its district. No person shall use a cleaning product inside a school unless such cleaning product meets guidelines or environmental standards set by a national or international environmental certification program approved by the Department of Administrative Services, in consultation with the Commissioner of Environmental Protection. Such cleaning products shall, to the maximum extent possible, minimize the potential harmful impact on human health and the environment. (P.A. No. 09-81)

RECYCLING PROGRAM

RSD 17 complies with the Private and Municipal Recycling Act. An important step was taken toward changing the way we manage our municipal solid waste (MSW) when the Connecticut State legislature passed the mandatory recycling laws which required recycling of 25% of the state's solid waste stream by January 1, 1991. Over the past twenty years several updates to those laws, or new laws, have been passed to help increase recycling and address topics such as e-waste, deposit containers, rechargeable NiCd batteries, and grass clippings. (P.A. No. 10-87)

ASBESTOS

Legislation requires all school buildings to be reevaluated to determine if asbestos is present and if it poses a significant health hazard to the building's occupants. The district has on file plans showing the location of asbestos in each building and measures undertaken to comply with regulations to maintain a safe school environment. Requests to review these plans may be made in the school office.