

**HADDAM-KILLINGWORTH MIDDLE SCHOOL
451 ROUTE 81
KILLINGWORTH, CONNECTICUT 06419**



**STUDENT & PARENT HANDBOOK
2023 – 2024**

PHONE: (860) 663-1241
FAX: (860) 663-2071



MISSION OF HADDAM-KILLINGWORTH MIDDLE SCHOOL

Haddam-Killingworth Middle School is a child-centered learning community in which positive relationships are the basis of our successes. Our **Cougar Core Values** approach identifies our expectations to help foster a safe environment where all members of our community strive to be the best version of themselves by **persevering**, being **kind, respectful, responsible, and accepting**.

School Colors
BLUE and GOLD

School Mascot
COUGARS

Regional School District #17
Central Office Telephone 860-345-4534
Student Services Telephone 860-345-4244
Middle School Main Office Telephone 860-663-1241
Middle School Fax Number 860-663-2071
Web Page: www.rsd17.org

DAILY SCHEDULE BY GRADE

HKMS Schedule 2023-2024			
<u>TIME</u>	<u>Gr 6</u>	<u>Gr 7</u>	<u>Gr 8</u>
<i>8:05-8:10</i>	<i>HR</i>	<i>HR</i>	<i>HR</i>
<i>8:13-8:56</i>	<i>1</i>	<i>1</i>	<i>AAFA</i>
<i>8:59-9:42</i>	<i>2</i>	<i>2</i>	<i>2</i>
<i>9:45-10:28</i>	<i>AAFA</i>	<i>3</i>	<i>3</i>
<i>10:31-11:46</i>	<i>4 - Flex & Lunch</i>	<i>4 - Flex & Lunch</i>	<i>4 - Flex & Lunch</i>
<i>11:49-12:32</i>	<i>5</i>	<i>AAFA</i>	<i>5</i>
<i>12:35-1:18</i>	<i>6</i>	<i>6</i>	<i>AAFA</i>
<i>1:21-2:04</i>	<i>AAFA</i>	<i>7</i>	<i>7</i>
<i>2:07-2:50</i>	<i>8</i>	<i>AAFA</i>	<i>8</i>

HKMS follows an A/B day schedule, in which AAFA classes rotate. The first day of school is an “A” day and the rotation remains consistent throughout the school year. In the event of inclement weather or other cancellations, some modifications to the A/B day rotation may be made. Alternative schedules will be followed on late arrival and early dismissal days, as well as days that feature special events or assemblies.

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COUGAR CORE VALUES

Core Values

As educators, we value building character traits in our students that will not only make them successful students but also contributing members of our community. The **HKMS Cougar Core Values** are **Acceptance, Kindness, Perseverance, Respect, Responsibility**. These values are our guiding principles and outline the expectations for all of our community members.



Portrait of a Graduate

The Portrait of a Graduate clarifies and unifies our goals for our students. It describes skills and dispositions across six elements which interact with each other and with curriculum content standards, facilitated by excellence in teaching, to support the development of a learner prepared to contribute and succeed. These traits have always been essential, and we can also imagine a future where preparing students to provide leadership, creativity, and ingenuity in an increasingly connected global world is as critical as it has ever been.

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.

Alignment

The following chart shows alignment of the Core Values of HKMS to RSD 17's Portrait of a Graduate.

HKMS: <i>Cougar Core Values</i>					
Responsibility & Respect	Responsibility & Perseverance	Responsibility & Acceptance	Perseverance & Responsibility	Kindness & Respect	Acceptance & Kindness
RSD 17: <i>Portrait of a Graduate</i>					
Contribute Productively	Think Critically	Communicate Effectively	Maintain a Growth Mindset	Demonstrate Respect, Empathy and Kindness	Display Character, Courage, and Integrity
Take control of one's learning by planning and organizing oneself to complete tasks	Inquire and formulate questions to gather information and expand upon ideas	Actively listen to understand and interpret the ideas and reasoning of others	Involves believing in oneself, having an open-mind, and demonstrating perseverance and resilience.	Involves caring for and showing compassion for oneself and others	Involves having confidence in oneself to make sound decisions
Seek leadership or take a supportive role within a group in a manner that works best for oneself, others and the outcome	Research and distill information from reliable resources representative of multiple perspectives	Organize thoughts to articulate and justify one's position or perspective with clarity	Apply sustained effort to understand concepts, acquire skills, and achieve to one's greatest potential	Seek to understand one another's experiences, circumstances, and perspectives	Do the right thing, even when no one is looking
Collaborate positively on a team project or shared endeavor	Inquire and formulate questions to gather information and expand upon ideas	Construct, refine, and present arguments supported by evidence	Show determination to accomplish one's goals	Maintain self-respect and advocate for oneself and others	Take the initiative to provide or seek help for oneself or others
Think creatively and flexibly to design and develop innovative solutions, strategies, and outcomes	Analyze and interpret information and data to generate solutions to problems	Use a variety of verbal, written, or visual methods appropriate for the message and audience	Reflect upon feedback or mistakes as opportunities to adapt and improve upon learning	Be kind and act to enhance the climate of our schools and community	Stand up for oneself or others when faced with unkind, disrespectful, or discriminatory behavior
Demonstrate Independence and initiative in doing one's best work	Evaluate information for credibility, bias, and point of view		Explore ideas to expand thinking And Encourage a growth mindset in others	Embrace diversity and recognize the value of all persons by promoting equity and inclusivity	Actively engage in discourse that addresses difficult topics or situations to improve conditions for all

PREFACE

The Haddam-Killingworth Middle School (HKMS) Handbook is designed as a general guideline and resource for students and families. The full catalog of Regional School District 17 (RSD 17) Board of Education (BOE) policies and regulations is found on the [district website](#) (District →Board of Education →Policies and Resources).

EQUAL EDUCATION 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 17 Board of Education.

NON-DISCRIMINATION

The Regional School District 17 Board of Education (the “Board”) 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, color, religion, age, sex, sexual orientation, marital status, national origin, alienage, ancestry, disability, pregnancy, gender identity or expression, or veteran status, 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 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 P/R](#) and are available online at www.rsd17.org or upon request from the main office of any district school.

DIRECTORY

District Administration

Jeffrey Wihbey	Superintendent Of Schools	860-345-4534
Jennifer Miller	Assistant Superintendent of Schools	860-345-4534
Dr.Kris Lindsay-Stevens	Director of Student Services	860-345-4244
David Solin	Director of Fiscal Operations	860-345-4534
Rob Albert	Director of Building and Grounds	860-345-4534
Marie Illingworth	Director of Transportation (STA)	860-345-8228
Sharon Shettleworth	Director of Food Services	860-345-4534
Kelly Camporeale	Director of HK Cubs Child Care Center	860-345-4534
Tonya Gorgone	Student Services Coordinator	860-345-4244
Rebekah Templeton	Elementary Coordinator	860-345-4244
Lori Kenney	Nurse Coordinator	860-663-1241
Jennifer Beermuender	Humanities Curriculum Coordinator	860-663-1121
Heather Rigatti	STEM Curriculum Coordinator	860-663-1241

HKMS Staff Directory

Note: Faculty & staff email addresses follow the following format: first initial & last name, followed by “@rsd17.org”. For example, to contact Dorothy Ventura email dventura@rsd17.org

<u>ADMINISTRATION</u> Dorothy Ventura Principal Heather Persson Assistant Principal <u>MAIN OFFICE SUPPORT</u> Lori LaBella Main Office Secretary Debra Cumpstone Guidance Secretary Susan Hammar Bookkeeper <u>SCHOOL COUNSELORS</u> Alan Fortin Last names: A-N Chloe Mulberry Last names: M-Z	<u>TEAM LEADERS</u> Jessica Maynard Grade 6 Kerry Geoghegan Grade 7 Gretchen Schwanfelder Grade 8 Robert Fagan AAFA Rebecca Reinhold Special Education Susan Speir Student Services <u>INSTRUCTIONAL COACHES</u> Paige Callahan Literacy Heather Rigatti Math	<u>ACTIVITIES COORDINATOR</u> Mike Baklik 860-345-8541 <u>ATHLETIC DIRECTOR</u> Lynne Flint 860-345-8541 <u>CURRICULUM COORDINATORS</u> Jennifer Beermuender Humanities Heather Rigatti STEM <u>LIBRARY</u> Leanne Honious Library Media Specialist Terrie Shimoda Library Media Coord.																																																																																																														
<u>GRADE 6 ACADEMIC TEACHERS</u> <table><tr><td><u>Language Arts</u></td><td><u>Science</u></td></tr><tr><td>Beth Gagliardi</td><td>Janet Nelson</td></tr><tr><td>Kim Gray</td><td>Michelle O'Rourke</td></tr><tr><td>Amy Koepke</td><td></td></tr><tr><td><u>Math</u></td><td><u>Social Studies</u></td></tr><tr><td>Tara Brinkman</td><td>Rob Davey</td></tr><tr><td>Courtney Smalley</td><td>JoAnn Smith</td></tr></table>	<u>Language Arts</u>	<u>Science</u>	Beth Gagliardi	Janet Nelson	Kim Gray	Michelle O'Rourke	Amy Koepke		<u>Math</u>	<u>Social Studies</u>	Tara Brinkman	Rob Davey	Courtney Smalley	JoAnn Smith	<u>GRADE 7 ACADEMIC TEACHERS</u> <table><tr><td><u>Language Arts</u></td><td><u>Science</u></td></tr><tr><td>Lynne Landry</td><td>Catherine Harris</td></tr><tr><td>Sharon Papale</td><td>Michelle O'Rourke</td></tr><tr><td>Daniel Vorio</td><td></td></tr><tr><td><u>Math</u></td><td><u>Social Studies</u></td></tr><tr><td>Kerry Geoghegan</td><td>Rob Davey</td></tr><tr><td>Jennifer Leavitt</td><td>Britney Letizio</td></tr></table>	<u>Language Arts</u>	<u>Science</u>	Lynne Landry	Catherine Harris	Sharon Papale	Michelle O'Rourke	Daniel Vorio		<u>Math</u>	<u>Social Studies</u>	Kerry Geoghegan	Rob Davey	Jennifer Leavitt	Britney Letizio	<u>GRADE 8 ACADEMIC TEACHERS</u> <table><tr><td><u>Language Arts</u></td><td><u>Science</u></td></tr><tr><td>Gretchen Schwanfelder</td><td>Robin Duffield</td></tr><tr><td></td><td></td></tr><tr><td><u>Math</u></td><td><u>Social Studies</u></td></tr><tr><td>Brian Pember</td><td>Brendan Kennedy</td></tr><tr><td>Barbara Welles</td><td></td></tr></table>	<u>Language Arts</u>	<u>Science</u>	Gretchen Schwanfelder	Robin Duffield			<u>Math</u>	<u>Social Studies</u>	Brian Pember	Brendan Kennedy	Barbara Welles																																																																							
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Monica Hansen	<i>Reading</i>																																																																																																															
Emma Locklear	Kristin Menard																																																																																																															
Nicole Lucey	Catherine Wendt																																																																																																															
Betsy Stehr	Lara Wowk																																																																																																															
Denise Zanardi																																																																																																																
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Lori Kenney	<i>Head</i>																																																																																																															
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<u>Receptionist</u>	<u>Food Service</u>																																																																																																															
Anne O'Brien	Mary Hueg																																																																																																															
	Linda Magnano																																																																																																															
	Candace Peters																																																																																																															
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ANNUAL NOTIFICATION OF OBLIGATION

Connecticut laws require that Regional School District 17 provide you with this written notice of your obligations under Connecticut General Statutes. This law provides that each parent or other person having control of a child five through eighteen years of age (unless withdrawn with adult permission after age 16) is obligated 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 such parent or such other person during the school day. Forms for notifying the school of this information will be sent out yearly and can be received from each school for new enrollees or for updated information.

ABOUT HADDAM-KILLINGWORTH MIDDLE SCHOOL

Regional School District 17 provides free public education to all students whose legal residence is in the towns of Haddam or Killingworth. Tuition students are not accepted from outside the district without the approval of the Superintendent, or when necessary, the Board of Education. ([BOE Policy 5118](#))

The middle school years are a critical time for student growth and development. Adolescents require a safe space to explore their identities, recover from their mistakes, and gain increasing levels of responsibility and independence. HKMS instructional approaches are designed for authentic engagement and offer opportunities for academic and social growth. Educational experiences provoke student thought so that they remain curious in their learning, show respect in their actions, persevere through challenges, advocate for their needs, exhibit compassion towards others, and reflect on their choices.

Academic Program

The HKMS day is designed to help students develop the knowledge, attitudes, and skills necessary for success in our global community. Every day students will be engaged in eight classes; five academic, two Applied Academics and Fine Arts (AAFA), and a flex period. The five academic periods include history, mathematics, science, and language arts. In 6th and 7th grade, students have two language arts classes. In 8th grade, students have one language arts class and one world language class. The two AAFA periods include exploratory classes in technology, art, world language (for grades 6 and 7), music, and foods scheduled over three years. Students take physical education and health all three years and may choose elective opportunities in band or chorus. Newly added to the 2023-2024 school year is a math AAFA class, which all students will take during one rotation. Other AAFA courses that students will be required to take include personal finance and computer science. AAFA courses are continuously evaluated and revised to meet the needs and interests of our students.

Courses that have additional criteria or audition requirements include: LEAP, Jazz Band, Honors Choir, Accelerated Math 7, and Algebra I. Communication and criteria to enroll in these classes are published annually.

Advisory

Advisory is an integral part of the middle school experience and will meet regularly throughout the school year. The intent of the advisory program is to offer students a structured support system for academic, social-emotional, and future planning support. The advisory curriculum includes important concepts such as emotional awareness, empathy, stress management, behavior regulation, conflict resolution, education on building and maintaining healthy relationships, perspective-taking, goal setting and responsible decision-making.

Extra Help

Extra help and time to make up work from an absence is available after school. Although teachers are available for help almost every day after school, arrangements must be made at least one day in advance, and a signed form from a parent should be submitted to the office.

Flex Period

Flex Period is intended to provide students with opportunities to check in with teachers, get extra help, participate in intervention, or attend enrichment classes. Students have an extension of their math class once a week during Flex. Flex is not a free period for students to complete homework or assignments. The purpose of a middle school education is, in part, to prepare students for the rigor of high school. Haddam-Killingworth High School (HKHS) does not offer study halls to their students, nor do we.

Homework

The goal of homework is to promote self-direction and independence among learners. Teachers give homework assignments to continue or expand on the concepts the students have been exposed to in class. The amount of homework varies daily and varies per subject area. Homework should not exceed 90 minutes per day.

There are three purposes for homework assignments:

1. Practice of Skills: Practice provides students with the opportunity to reinforce and master specific skills presented in class and to review content.
2. Preparation for Future Classes: Prepares students for the next class meeting including: reading, studying, long term projects or library research.
3. Extension of Classwork: Extension work moves students beyond the topics covered in class. Extension assignments include: individual application, fact-finding missions or researching details on a topic.

Homework Responsibilities of Parents

Students assume the major responsibility for completing homework. Parents are encouraged to take an active role in supporting homework engagement and completion by:

- Promoting a positive attitude toward homework
- Providing a consistent time and suitable place for homework
- Communicating to the teacher any special circumstance that may affect a student's ability to complete an assignment
- Communicating with the teacher if the student is spending an unreasonable amount of time on an assignment.

School Counseling

Social services and counseling are offered by professionally qualified members of the school staff. The responsibilities of the social worker, school psychologist, and school counselors are to assist students to successfully navigate the HKMS school structures. Counselors are available for students who need an opportunity to discuss anything that is currently interfering with their learning process, including topics that are personal, social, educational or vocational. Counselors will listen and be open and honest with students. Conversations will be kept confidential as specified by state and federal guidelines. However, counselors will remind students that they are mandated reporters. Students can easily make appointments by accessing the [Counseling Google Form](#) on Google Classroom. Students in crisis receive priority attention.

School Progress Review Team

The mission of the HKMS School Progress Review Team (SPRT) is to combine the expertise of administrators, teachers, support staff and parents to respond to the academic and/or social-emotional needs of a student. The goal is to create an atmosphere of support where all students can succeed through early identification, accurate and targeted assessment, and appropriate interventions.

SPRT is designed to provide communication and design interventions that will individualize the approach teachers take with students who are not meeting academic or behavioral standards. SPRT includes an administrator, school counselor, school psychologist, reading interventionist, math interventionist, and/or regular education teachers.

Any staff member can refer a student to SPRT who has not responded to the Tier 1 interventions provided by the classroom teacher. The team gathers and reviews data such as academic records, student work samples, discipline referrals, attendance, health records, academic testing, and teacher feedback. An action plan is created to target areas of concern. The team continues to monitor the action plan and make modifications as necessary. Parents will be notified of a child's referral to SPRT.

ATTENDANCE

Regular and punctual student attendance in school is essential to the educational process. Connecticut State law requires parents to ensure that their children between the ages of 5 and 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. Rules are designed to minimize student absenteeism while providing students the opportunity to make up schoolwork missed due to a legitimate absence.

A student is considered “in attendance” if they are present, in-person, at their assigned school for at least one half of the school day or meet one of the following criteria:

1. A student participating in a class field trip or other school-sponsored activity outside of the school.
2. A student serving an out of school suspension or expulsion shall be reported as absent unless the student receives an alternative educational program for at least one half of the regular school day. In any event, the absence is considered a disciplinary absence, and will not be designated as excused or unexcused.
3. A student receiving homebound instruction due to an illness or injury in accordance with applicable regulations and requirements is counted as being “in attendance” for every day that they receive instruction from an appropriately certified teacher for an amount of time deemed adequate in accordance with applicable law.

Unless approved by administration in advance, a student who is absent from school, excused or unexcused, is not permitted to attend or participate in extracurricular activities or school-sponsored events.

Attendance Documentation

Every attempt should be made to schedule necessary appointments to periods of time in which school is not in session (after-school, weekends, etc.). When a parent/guardian determines that an absence is unavoidable, they must telephone the HKMS Main Office as early as possible.

To code an absence as excused, a signed note and any other required documentation must be provided the first day the student returns to school. If a note is not received within three days, the absence will be coded as unexcused.

With an official letter from a physician or mental health provider, all absences relating to a specific illness will be considered excused. The letter can be mailed, faxed or hand delivered and must list the dates of the student’s absences that are to be considered. Documentation must be received within three school days of the student’s return to school. The school nurse may verify the documentation. In order for absence from chronic illness to be considered, the Health Office must be aware of the illness and be in contact with the medical professional.

Truancy, Excused and Unexcused Absences

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. If a student becomes truant, HKMS administration or support staff is required to have a meeting with the student’s parent/guardian. If attendance does not improve, the Superintendent or his/her designee shall coordinate services with community agencies providing child and family services, as appropriate.

Criteria for Excused Absences

Number of Absences	
Any absence before the student’s tenth	Absence is considered excused when the student’s parent/guardian approves such absence and submits appropriate written documentation in accordance with this regulation.
For the student’s tenth absence and all absences thereafter	Absence will be considered excused if appropriate documentation is submitted within three days of the student’s return and for the following reasons: <ol style="list-style-type: none">1. 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);

	<ol style="list-style-type: none"> 2. Student's observance of a religious holiday; 3. Death in the student's family or emergency beyond the control of the student's family; 4. Mandated court appearances (additional documentation required); 5. 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); 6. Extraordinary educational opportunities pre-approved by district administrators and in accordance with Connecticut State Department of Education
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Criteria for Unexcused Absences

A student's absence from school is considered unexcused unless the absence:

1. meets the definition for an excused absence **and** the documentation requirements are satisfied; or
2. is the result of school or district disciplinary action.

* HKMS will consider attendance documentation after three days if prior approval was obtained prior to the third day.

Chronic Absenteeism

“Chronically absent child” - a child who is enrolled in a school under the jurisdiction of the Board and whose total number of absences at any time during a school year is equal to or greater than ten percent (10%) of the total number of days that such student has been enrolled at such school during such school year. Excused, unexcused and disciplinary absences are counted in determining chronic absenteeism.

Tardy To School

Students who are late arriving at school and not in their homeroom by 8:05 a.m. are considered tardy. If students arrive after homeroom they must report to the school office and sign in. Parents also have the option to come into the school to sign their child in.

A student who misses more than half of the school day will be considered absent for that day and should follow the same procedures outlined above.

Tardy to Class

All students are expected to report to class on time. The teacher will record all offenses. A third offense will result in a teacher detention and parents will be notified. Subsequent tardiness will result in a referral to the administration.

Leaving Class with Permission

Students who leave class with permission to use the bathroom, go to their locker, visit the nurse, etc., are expected to be prompt as they travel directly to and from their destination. Failure to do so will lead to consequences as defined by the infraction chart at the end of the handbook.

Dismissal From School/Leaving School Grounds

Under no circumstances may a student leave the school or school grounds during school hours without permission from his/her parents or guardians and school administration. In the event it is necessary for a student to be dismissed early, a parent or guardian must send a written request via email at hkmsattendance@rsd17.org to the office. The note must include the reason for dismissal as well as the name of the adult who is picking up the student. Students will be released only to custodial parents or guardians unless prior arrangements have been previously confirmed by the school. School officials must ensure that no unauthorized person ever takes a child from HKMS. If someone other than a parent/guardian is picking up the student, the person must appear in the school office and present identification.

CO-CURRICULAR ACTIVITIES

Contact: Mike Baklik, Activities Coordinator email: mbaklik@rsd17.org.

Further information about specific clubs & sports can be found at the “HKMS Athletics and Activities” tab on the HKMS website.

About

Co-curricular activities refer to any school activity outside the regular classroom experience. These activities are considered an integral part of the school's educational program. Any student legally enrolled in RSD 17 is eligible to participate in any co-curricular activity. Such activities are to supplement the curriculum and participation in co-curricular activities is a privilege. The administration reserves the right to establish conditions for participation in such activities.

Students may not participate in any school event, practice, performance, contest, or activity while under suspension, nor may a student appear on school grounds or at a school activity away from school grounds on any school day while suspended from school.

Students may not stay after school if they do not have a scheduled activity such as a sport, club, detention, extra help, meeting, or if they are not signed up as a spectator. Students will report to the designated areas where the activity will take place. If there is time between dismissal from school and the activity, or time after the activity before the student is picked up, the student must check in to the PM Room in the cafeteria.

The participating student must attend school and regularly scheduled classes on the day of any activity. A minimum school day for this purpose requires attendance of five hours with the student reporting to school no later than 9:50 A.M. and present for the remainder of the school day. Exceptions to this rule will be considered only if the student's parent explains the unusual circumstances to the administration or activities coordinator and is granted approval.

If a detention is scheduled at the same time as an after-school activity, the student must serve the detention before attending the activity. Any request for a change of date for the detention must be submitted at least one school day prior the scheduled detention. Same-day approvals cannot be granted.

All students participating in extracurricular activities will be required to sign and abide by the guidelines associated with the HKMS Code of Conduct for Extracurricular Activities. ([BOE Policy 5135](#))

The following programs are supervised by staff hired through Board of Education funding:

Athletics

Student interscholastic activities shall be governed by the Connecticut Interscholastic Athletic Conference (CIAC) regulations. The athletic sports program is an after-school activity that will give the student a chance to play on an interscholastic team. Each season, certain sports are organized into league competition. Each team has team uniforms and its own coach. A list of the sports teams will be distributed at the beginning of the school year. There will be a tryout period held for each interscholastic team. Students will not be allowed to try out unless they have a sports physical on file with the school nurse dated within the last thirteen months, are registered on FamilyID, and have an up-to-date ImPACT test completed. Players who make the team must meet specific attendance and behavioral guidelines in order to participate. These guidelines are handed out to team members at the beginning of the season. ([BOE Policy 5135](#))

HKMS currently offers the following sports:

<u>Fall</u>	<u>Winter</u>	<u>Spring</u>
<ul style="list-style-type: none">● Boys' soccer● Girls' soccer● Girls' field hockey● Co-ed cross country	<ul style="list-style-type: none">● Boys' basketball● Girls' basketball● Co-ed swimming● Co-ed wrestling	<ul style="list-style-type: none">● Boys' baseball● Girls' softball● Co-ed track and field

Expectations of Spectators & Family Members

1. Be positive with your athlete; let them know that they are accomplishing something simply by being part of the team.
2. Be involved with your athlete's team in a positive way. As an adult and role model, consider cheering for all athletes on the team and always refrain from booing or yelling negative comments regarding players on our team or the opposing team.
3. Encourage your athlete to work hard and do their best.
4. Be supportive in a positive way. As spectators, please refrain from yelling advice, criticism or anything else to the coach, sporting officials, or players. This is distracting to them and others and creates an uncomfortable environment for those who are trying to enjoy the game.
5. HKMS values academics over athletics. As such, please review your athlete's academic profile through PowerSchool or teacher communication and ensure they are putting forth the effort needed to be a successful student.
6. Student athletes represent HKMS values when they wear their uniforms, at home or away. Accordingly, school rules as well as team rules need to be followed.
7. Be respectful to all athletic staff and officials for our team and the opposing team. The coaches, Activities Coordinator, school administrators, and/or security staff will ask you to leave if you are unable to be positive throughout the entire game. This includes but is not limited to: yelling at officials; coaching from the stands; addressing students by name or number negatively; use of profanity; or being disrespectful overall.

After-School Clubs

There is an after school club program that offers a variety of activities organized by season. Brochures for each season will be distributed to students and parents prior to each session. Clubs occurring during the school day do not require registration, however, students participating in clubs that meet after school are to register for these via FamilyID. Club activities may include: yoga, trailblazing, book club, scrapbooking, video game, knitting, guitar, running, fitness, newspaper, class night, movie, etc. Club offerings will be based on supervisor interests and availability. Certain clubs that are athletic in nature, may require a physical to participate.

Drama

Every spring, the Middle School Drama Club sponsors a production that is open to all middle school students. Auditions for singing and acting parts are held. Students may also participate as stage crew, production assistants or ushers.

Math Counts

This is a program to encourage students in the area of mathematics enrichment. Students meet after school to solve mathematics problems and compete in statewide competition.

Student Council

The Student Council is the student government of Haddam-Killingworth Middle School. Every homeroom elects a representative and an alternate to the council. The council's main function is to provide a forum to discuss students' concerns. The council plans social events, tournaments, and other activities to promote school spirit. It provides students with service opportunities, leadership, and ownership in the school community.

Yearbook

This is a group that gives students experience in print media publishing. Being in Yearbook allows students to experience photography, computer design and writing creatively to publish a yearbook that captures the memories of our school year.

CODE OF CONDUCT

Students are responsible for conducting themselves properly in a responsible manner appropriate to their age and level of maturity.

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.

4. Showing respect toward others.
5. Behaving in a responsible manner.
6. Fulfilling all obligations.
7. Practicing and exhibiting the HKMS Core Values.
8. Following all school and safety rules.
9. Seeking change in school policies/regulations in a respectful manner and through appropriate channels.
10. 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. Furthermore, repeated offenses can lead to loss of privileges such as attending school-sponsored activities, events or field trips. A complete list of infractions and possible disciplinary actions are located on the [Infraction Chart](#) found at the end of this Handbook.

Office Referrals

Office referrals are disciplinary forms written and submitted to administration for review and can lead to intervention or consequence. The form includes the student's name, the concerning behavior(s) and a summary of events.

Detention

Teachers or administrators may assign detentions to pupils whose behavior is in violation of the Code of Conduct. If a student is detained after school, the parent will be notified in advance.

HKMS has three types of detentions: office detentions, teacher detentions, and lunch detentions. A detention is an obligation that takes priority over all other school-sponsored activities.

Office detentions are assigned by administration. It is held after school between 2:50 p.m. and 3:30 p.m. If the student has an office detention, the student is expected to be on time and may be asked to complete a reflection assignment. Additional disciplinary action will be taken for any student who misbehaves during detention or who skips detention.

Teacher detentions are assigned by staff. Students should fully understand that **any** staff member in the building has the authority to correct misconduct at any time. Teacher detentions are scheduled at the discretion of the teacher, who will communicate with parents directly. Failure to attend scheduled detentions will result in an office referral.

Lunch detentions may be assigned by any school personnel. Parental contact will be made by the individual who assigned the lunch detention.

Removal from Class

A teacher may remove a student from class when the student causes serious disruption of the teaching and learning process. For all instances of student removal from class, teachers are required to:

- call the office immediately
- notify the parent by the end of the school day
- fill out an office referral by the next school day

Additional disciplinary action cannot be applied without a signed office referral. As part of the student's due process, they will complete a reflection assignment. The reflection allows the student to reflect and share their perspective of the situation as well as identify core values that align with their actions. If possible, the student will be re-engaged into the classroom. Regardless of the length of time students are out of the classroom, they are responsible for the content they missed and must coordinate with the teacher to make up the work following the procedures outlined in the [attendance section](#).

Suspension

Students may be suspended for conduct on school grounds or at any school-sponsored activity that violates a publicized policy of the Board, is seriously disruptive to the educational process or endangers persons or property. Disciplinary action is progressive, meaning a student may get suspended for a repeated violation of school and safety rules. In-school suspension (ISS) or

out-of-school suspension (OSS) prevents students from participation in all school classes and activities, including those that are during after-school hours.

School Administration, or designee, shall have the right to suspend a student for breach of conduct as noted in Section II of Board Policy 5131 for not more than ten (10) consecutive school days. In cases where suspension is contemplated, the following procedures shall be followed:

1. Unless an emergency situation exists, no student shall be suspended prior to having an informal hearing before the principal or designee at which the student is informed of the charges and given an opportunity to respond. In the event of an emergency, the informal hearing shall be held as soon after the suspension as possible.
2. The decision of the principal or designee with regard to disciplinary actions up to and including suspensions shall be final.

In cases where a student's suspension will result in the student being suspended more than ten (10) times or for a total of fifty (50) days in a school year, whichever results in fewer days of exclusion, the student shall, prior to the pending suspension, be granted a formal hearing before the Board of Education. The principal or designee shall report the student to the Superintendent or designee and request a formal Board hearing.

The notice of suspension will include a letter mailed to the parents at the last address reported on school record and will describe the reasons for the suspension and the duration of the suspension. A copy of this letter will be placed in the student's educational file as required by state statute. Such notice shall be expunged from the cumulative educational record by the Board of Education if a pupil graduates from high school. ([BOE Policy 5131](#))

Expulsion

Expulsion means the exclusion from school privileges for more than ten (10) consecutive school days and shall be deemed to include, but not limited to, exclusion from the school to which the student was assigned at the time disciplinary action was taken, provided such exclusion does not extend beyond a period of one calendar year.

The Board of Education may expel a student from school privileges if, after a hearing, the Board finds that the student's conduct endangers person(s), property or the educational process or is in violation of a publicized Board policy. Students who have been expelled may be eligible for an alternative educational program. An expelled student may apply for early readmission to school. Such readmission is at the discretion of the Board of Education. The Board or Superintendent, as appropriate, may condition such readmission on specified criteria.

Expulsion from school will result in the loss of all co-curricular and social privileges during the period of expulsion. Examples of conduct which may lead to expulsion are:

- a. Willfully striking or assaulting a student or any member of the school staff.
- b. Theft.
- c. The use of obscene or profane language or gestures.
- d. Deliberate refusal to obey a member of the school staff.
- e. A walkout from or a sit-in within a classroom or school building or class.
- f. Blackmailing, threatening, intimidating, or harassing school staff or another student.
- g. Having in personal possession any kind of weapon such as a pistol, knife, blackjack, martial arts weapon, etc. or weapon facsimile.
- h. Unauthorized possession, selling on or off school grounds, distribution or consumption of dangerous drugs, narcotics or alcoholic beverages or mood altering substances (Dangerous drugs or narcotics shall mean any "controlled" drug as defined in C.G.S. 21a-240, subsection (8)).
- i. Willful destruction of school property or of property of staff members or other students.
- j. Gambling.

The Board may modify the expulsion period on a case-by-case basis. (PA 95-304 permits expulsion for conduct off-school grounds.) The notice of formal hearing shall be given to the parents/guardians of the student if the student is a minor. A student may be expelled before the formal hearing provided that an emergency exists, but in this case the hearing shall be held as soon after the expulsion as possible.

In determining the length of an expulsion and the nature of the alternative educational opportunity, the Board of Education may receive and consider evidence of past disciplinary problems which have led to removal from the classroom, suspension or expulsion of such student, and any other information relevant to such a determination.

A special education student's disability shall be considered before making a decision to expel and in making decisions in regard to alternative education after expulsion. 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 possession of a firearm or deadly weapon.

In all cases, students who violate the basic conduct rules will be removed from any/all leadership positions in their activities for the academic year. ([BOE Policy 5131](#))

Search and Seizure

Fourth Amendment rights to be free from unreasonable searches and seizures apply to searches conducted by public school officials. A student and his/her effects may be searched 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. The way the search is conducted should be reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction.

Lockers, desks, and other storage areas provided by the school system for use by students are the property of the school system. Such storage areas are provided for the temporary convenience of students only. The Board of Education authorizes the administration and/or law enforcement officials to search lockers and other school property available for use by students for the presence of weapons, contraband or the fruits of a crime if there are reasonable grounds at the inception of the search for suspecting that the search will reveal evidence that the student has violated or is violating either the law or the rules of the school. Moreover, the scope of the search shall be reasonably related to the objectives of the search and shall not be excessively intrusive in light of the age and sex of the student and the nature of the infraction.

Use of drug-detection dogs and metal detectors, similar detective devices; and/or breathalyzers and other passive alcohol screening devices may be used only upon the expressed authorization of the Superintendent, in accordance with such procedures as the Superintendent may devise.

The Regional School District 17 Board of Education (the "Board") supports the use of both passive alcohol screening ("PAS") devices and breathalyzers during the school day or at school-sponsored events, on or off campus, to deter the use of alcohol by students in the Regional School District 17 Public Schools (the "District") and to promote the health and safety of all students.

This regulation provides the basic structure for the use of passive alcohol sensors and breathalyzers in this District to detect/confirm alcohol consumption by students. Such instruments shall be used by the District to 1) to confirm a reasonable suspicion that a particular student has used or is under the influence of alcohol at school during the school day, or at a voluntary, extracurricular school-sponsored event; and/or 2) systematically screen students attending extracurricular/voluntary school-sponsored events for positive alcohol use. ([BOE Policy 5145.12](#))

Weapons and Dangerous Instruments

Possession of any weapon, weapon facsimile, deadly weapon, martial arts weapon, electronic defense weapon, pistol, knife, blackjack, bludgeon, box cutter, metal knuckles, pellet gun, air pistol, explosive device, firearm, whether loaded or unloaded, whether functional or not, or any other dangerous object or instrument. The possession and/or use of any object or device that has been converted or modified for use as a weapon. ([BOE Policy 5131](#))

Substance Abuse

The Board of Education prohibits the possession, use, sale and/or distribution of any controlled drug, controlled substance, alcohol, or drug paraphernalia, or being willfully under the influence of any controlled drug, controlled substance, or alcohol. This shall include, but is not limited to, any alcohol, malt beverage, controlled drug or controlled substance as defined by the Penal Code of the State of Connecticut, any chemical, substance or medication for which a prescription is required under the law, and/or any substance which is intended to alter mood. Examples of the above may include, but are not limited to: beer, wine, liquor, hashish, anabolic steroids, chemical solvents, glue, and any over-the-counter medication, capsule, pill or substance not

registered with the nurse, annotated within the student's health record and given in accordance with the school district policy for the administration of medication to students in school. Any substance, which is a facsimile of these prohibited items or that, is represented to be a drug or alcoholic substance is also prohibited. This policy extends to all school real property and to any school-sponsored activity off school property. The Board of Education may take any action within its authority in other drug and alcohol situations brought to its attention where in its considered judgment a present or clear danger or disruption has arisen related to the academic environment or student body.

Students taking improper amounts of 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.

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. In the event that a student is willfully under the influence of a drug or alcohol, or is engaged in any activity involving such substances as listed above, he/she will be suspended from school for up to ten days and referred to the appropriate treatment agency, unless otherwise prohibited by state and federal law. In all cases, the parents will be notified, the police will be contacted and a referral will be made to the Board of Education for a hearing to consider expulsion, subject to state and federal law provisions to the contrary. The consequences of such violations may ultimately result in disciplinary action, including expulsion from school and/or criminal prosecution.

Procedures:

If an emergency situation results from drug or alcohol use, the student shall be sent to the school nurse immediately. The parent(s) or guardian(s) or the designated responsible person will be notified.

When a professional employee obtains information related to a student *from a source other than the student's confidential disclosure*, that the student, on or off school grounds or at a school sponsored activity, is under the influence of, or possesses, uses, dispenses, distributes, administers, sells or aids in the procurement of a controlled drug, controlled substance, drug paraphernalia or alcohol, that information is considered to be involuntarily disclosed. In this event, the following procedures will apply:

- The professional employee will immediately report the information to the building administrator or designee. The building administrator or designee will then refer the student to appropriate school staff members for intervention and counseling.
- Any physical evidence (for example, alcohol, drugs or drug paraphernalia) obtained from a student indicating that a crime has been or is being committed by the student must be turned over to the building administrator or designee or to law enforcement officials as soon as possible, but no later than within two calendar days after receipt of such physical evidence, excluding Saturdays, Sundays and holidays. C.G.S. Section 10-154a(b). Because such evidence was not obtained through a professional communication, the name of the student must be disclosed to the building administrator or designee.
- Search and Seizure of Students and/or Possessions: A professional employee who reasonably suspects that a student is violating a state/federal law or a school substance abuse policy must immediately report his/her suspicion to the building administrator or designee. The building administrator or designee may then search a student's person or possessions connected to that person, in accordance with the Board's policies and regulations if he/she has reasonable suspicion from the inception of the search that the student has violated or is violating either the law or a school substance abuse policy.

Any physical evidence obtained in the search of a student, or a student's possessions, indicating that the student is violating or has violated a state or federal law must be turned over to law enforcement officials as soon as possible, but not later than within three calendar days after receipt of such physical evidence, excluding Saturdays, Sundays and holidays. C.G.S. Section 10-154a(c). All school employees are encouraged to contact the school administration immediately upon obtaining physical evidence.

Consequences for the Use, Sale, Distribution or Possession of Controlled Drugs, Controlled Substances, Drug Paraphernalia or Alcohol:

- Any student in the Regional School District 17 Public Schools using, consuming, possessing, being under the influence of, manufacturing, distributing, selling or aiding in the procurement of controlled drugs, controlled substances, drug paraphernalia or alcohol either on or off school property, or at a school-sponsored activity, except as such use or possession

is in accordance with Connecticut General Statutes 21a-408a through 408q, is subject to discipline up to and including expulsion pursuant to the Board's student discipline policy.

- In conformity with the Board's student discipline policy, students may be suspended or expelled for drug or alcohol use off school grounds if such drug or alcohol use is considered seriously disruptive of the educational process. In determining whether the conduct is seriously disruptive to the educational process, the Administration and the Board may consider, among other factors: 1) whether the drug or alcohol use occurred within close proximity of a school; 2) whether other students from the school were involved; and 3) whether any injuries occurred.
- If a school administrator has reason to believe that any student was engaged, on or off school grounds, in offering for sale or distribution a controlled substance (as defined by Conn. Gen. Stat. 21a-240(9), whose manufacturing, distribution, sale, prescription, dispensing, transporting, or possessing with intent to sell or dispense, offering or administering is subject to criminal penalties under Conn. Gen. Stats. 21a-277 and 21a-278, the administrator will recommend such student for expulsion, in accordance with the Board's student discipline policy.
- Students found to be in violation of this policy may be referred by the building administrator to an appropriate agency licensed to assess and treat drug and alcohol involved individuals. In such an event, assessment and treatment costs will be the responsibility of the parent or guardian.
- A meeting may be scheduled with appropriate school staff members for the purpose of discussing the school's drug and alcohol policy with the student and parent or guardian.
- Law enforcement officials may be contacted by the building administrator in the case of suspected involvement in the use, sale or distribution of controlled drugs, controlled substances, drug paraphernalia or alcohol.

[\(BOE Policy 5131.6\)](#)

Smoking/Tobacco Use

Regional School District 17 Board of Education prohibits students from the possession and/or use of tobacco and tobacco products including e-cigarettes and vaporizers (with or without nicotine), on the real property of any school or administrative office building or at any school-sponsored activity. Students found to be in possession or use of tobacco products or a facsimile thereof will be subject to disciplinary procedures/penalties.

If a student is found to be in possession of or use of tobacco or tobacco product, on school property or at any school-sponsored activity, the following procedures will be followed:

- The tobacco or tobacco product will be confiscated and given to the appropriate school administrator;
- The administrator will meet with the offender and contact his/her parent or guardian;
- The administrator will determine the appropriate consequence.

Students found to be in possession or using tobacco or tobacco products may face one or more of the following consequences:

- Suspension by the building administrator for up to ten days.
- A mandatory parent conference.
- Mandatory attendance at tobacco cessation classes may be required.

In addition to the consequences above, persons found to be using tobacco on school grounds may be referred to local legal authorities and may be subject to a fine by the State Police for violation of C.G.S. 1-21b. Students under 16 years of age may be referred to the Juvenile Review Board (JRB).

Athletic Policy Regarding Substance Abuse

The RSD 17 Administration, faculty and staff are committed to achieving an environment free of substance abuse. A student who possesses, uses, distributes, or is in the presence of drugs and/or alcohol, drug facsimile, spliced wires, or other substances intended to impair normal cognitive and/or psychological functions at any time during the school year will be subject to the consequences detailed below.

First Offense for In-Season/Out-of-Season Substance Abuse On or Off School Grounds (for use, possession, distribution, or in the presence of drugs, alcohol, and/or controlled substances)

- Thirty (30) calendar day suspension from athletics. The student cannot attend practices, games, or team activities during the suspension. If the season ends before the penalty is complete, the suspension is carried to the next season in which the student participates.
- In order to return to participation after the 30 calendar day suspension the student-athlete must:

- A. Complete a planned assistance program as designated by the school, and
- B. Attend a re-entry meeting with their parent/guardian and the Principal, Athletic Director, and Head Coach to discuss the student's suitability to return to the team
- If the suspension runs into the time in which try-outs are held for another season, the student may attend try-outs.
- As with certain other disciplinary violations, the student will be removed from any/all leadership positions for the remainder of that academic year and may not hold or run for any athletic leadership position for one calendar year beginning on the date of the offense.

Second Offense for In-Season/Out-of-Season Substance Abuse On or Off School Grounds (for use, possession, distribution, or in the presence of drugs, alcohol, and/or controlled substances)

- Suspension from athletics for 180 school days.
- Any additional offenses of this category will result in additional 180 school day suspension(s) per incident.

First Offense for In-Season/Out-of-Season for use, possession, distribution of tobacco including smoking, chewing, use of snuff, e-cigarettes/vaping devices (with or without nicotine)

- One (1) game suspension, and
- Loss of leadership in athletics for one calendar year.

Second Offense for In-Season/Out-of-Season for use, possession, distribution of tobacco including smoking, chewing, use of snuff, e-cigarettes/vaping devices (with or without nicotine)

- Three (3) game suspension
- Loss of leadership for one calendar year

Third Offense for In-Season/Out-of-Season for use, possession, distribution of tobacco including smoking, chewing, use of snuff, e-cigarettes/vaping devices (with or without nicotine)

- Student will not be eligible for participation in athletics for the remainder of the school year
- Loss of leadership for one calendar year

([BOE Policy 5131.7](#))

COMMUNICATION & PARENTAL INVOLVEMENT

HKMS faculty and staff believe that educating the students in RSD 17 is a shared responsibility between school, student, families and community. Parental involvement and open communication are key factors for student success.

Effective two-way communication between families and HKMS fosters a positive environment for all. The more relevant information parents and teachers exchange about a student, the more prepared both parties will be to support them to achieve their academic goals.

Families can expect continuous, consistent and efficient communication from HKMS faculty. Every week a newsletter will be sent out from administration with pertinent information which may include: dates of upcoming events, curriculum highlights, celebrations of student achievement, fundraisers, etc.

Teachers will contact families with academic or behavioral concerns via email with a possible scheduled follow-up phone call. Academic concerns warranting communication include a significant decrease in grades, missing assignments or students not working to their potential. Behavioral concerns warranting a phone call include infractions that result in an office referral or a teacher-directed consequence. Teachers will also contact families with good news regarding their students' engagement, growth or "caught being nice" moments!

Communication does not solely need to be through phone calls or emails. There are opportunities to meet with teachers in person including Open House, teacher conferences and other events sponsored by HKMS. Families can always request a meeting as well. These meetings can be virtual or in person.

Families should never hesitate to reach out to any HKMS faculty or staff member. The sooner we communicate, the sooner we can resolve misunderstandings and grow a stronger educational community.

Complaints/Grievances

Any student or parent may bring a grievance or concern to the attention of the teacher, principal, superintendent, or Board of Education. It should be understood that matters should be resolved at the closest level to the student whenever possible and should not proceed outside of the school level until all resources have been exhausted.

Who should you call?

Building Administrators: Contact by phone with any immediate safety concerns for students, staff, or building.

HKMS front office: Attendance and just about everything. HKMS front office staff will happily answer your questions or direct you to the individual who can answer your question or where you can locate the information you are seeking.

Classroom teacher: Any concern regarding instructional practices, structures or classroom management begins with communicating with the teacher. 99.9% of the time, misunderstandings resolve there.

Curriculum Coordinators: Any questions regarding Curriculum or Texts/Resources used during a lesson can be directed to our curriculum coordinators.

Director of Student Services: Any complaints regarding possible discrimination on the basis of gender, religion, sexual orientation, race, creed, national origin, mental or learning disabilities, physical disabilities, and/or socioeconomic status.

School Counselor: Questions or concerns regarding your student's 504 plan. Overall concerns, including social-emotional concerns, general academic achievement or behavior. Academic behaviors may include: working below potential, a change in personality, disruptive behavior in class, change in peer group, frequent physical complaints, mood swings, tardiness or truancy, depressed/excessively quiet, or withdrawn, anxious or stressed, or significant changes at home such as death, divorce or loss of income. Contacts: Alan Fortin (Last names A-L) and Chloe Mulberry (Last names M-Z)

Special Education Case Manager: Any questions or concerns regarding your student's IEP or progress.

Opportunities to get involved

- **Parent Teacher Association (PTO):** Volunteer organizations are vital links between the school and the families it serves. Parents are encouraged to join and take an active role in the HKIS/HKMS PTO. Monthly meetings are held in person. The schedule of meetings will be posted and published in HKMS newsletters.
- **Committees:** Periodically, HKMS administration will call on parents to join committees that help review, revise or explore possible revisions to the HKMS current structures or policies. Communication regarding upcoming Committees will be in our newsletter.
- **Seminars:** HKMS administration will hold seminars focusing on HKMS policy as well as growing trends in middle school education. Topics will be shared prior to the Seminars. All parents are welcome to attend. The first Seminar will take place at the conclusion of Open House in September. Parents can share topics that need to be discussed with administrations.

Parental Access to Instructional Material

In accordance with federal law and Board policy, parents or guardians shall be permitted access to instructional material used as part of the educational curriculum for any student.

“Instructional material” means any instructional content that is provided to a student, regardless of its format, including printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or academic assessments.

Upon request, the district shall permit parents or guardians to inspect any instructional material. The district shall grant reasonable access to instructional material within a reasonable period of time after a request is received from a parent or guardian. ([BOE Policy 6120](#))

Curricular Exemptions

In accordance with the Connecticut General Statutes and RSD 17 Board of Education Policy 61441.1, certain curricular exemptions are permitted. Exemptions are permitted for dissections, family life, HIV/AIDS and sexual abuse and assault awareness and prevention. Written notification to the principal and teacher by the student’s parent or legal guardian using this [form](#) will exempt a student from that part of a course. ([BOE Policy 6144.1](#))

GRADE REPORTING

Grading Structures

Students in grades six through eight will receive a standards-based report card three times a year. Students will also receive a letter grade for each course they are taking. Report cards should reflect the educational growth of students in relation to their abilities, attitudes, interests, conduct, citizenship and achievement as they relate to standards for their age and grade. ([BOE Policy 5124](#))

Feel free to inquire about how grades for your child are determined by contacting the classroom teachers.

Letter Grade	Numerical Range	Letter Grade	Numerical Range	Letter Grade	Numerical Range	Letter Grade	Numerical Range
A+	97.00 - 100	B	83.00 – 86.99	C-	70.00 – 72.99	F	59.99 or below
A	93.00 – 96.99	B-	80.00 – 82.99	D+	67.00 – 69.99	I	Incomplete
A-	90.00 – 92.99	C+	77.00 – 79.99	D	63.00 – 66.99	M	Medical Excuse
B+	87.00 - 89.99	C	73.00 – 76.99	D-	60.00 – 62.99	W	Withdrawn

Marking Periods

First Term: Aug. 30, 2023 - Dec. 1, 2023
Second Term: Dec. 4, 2023 - March 7, 2024
Third Term: March 11, 2024 - End of School
Note: In the event of excessive school cancellations, term ranges may change.

Report Cards

First Term: Dec. 15, 2023 - posted online
Second Term: March 22, 2024 - posted online
Third Term: Report cards will be mailed home.

HARASSMENT AND BULLYING

Bullying or harassing behavior by any student in HKMS will not be tolerated. No one has the right to impede on the educational experiences of others. Conduct related to harassment and/or bullying will result in disciplinary action, including suspension and/or expulsion from school. Discrimination among students with respect to race, color, religious creed, age, marital status, national origin, sex, sexual orientation, physical disability, gender or identity, is not tolerated and will result in immediate disciplinary action. [Bullying and Harassment](#) plans and forms can be found on the district and school websites.

Bullying

The Regional School District 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.

The Board also prohibits any form of bullying behavior outside of the school setting if such bullying (i) creates a hostile environment at school for the student against whom such bullying was directed, (ii) infringes on the rights of the student against whom such bullying was directed at school, or (iii) substantially disrupts the education process or the orderly operation of a school. Discrimination and/or retaliation against an individual who reports or assists in the investigation of an act of bullying is likewise prohibited.

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 the purpose 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 not be limited to, a written, oral or electronic communication or physical act or gesture based on any actual or perceived differentiating characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression, socioeconomic status, academic status, physical appearance, or mental, physical, developmental or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics. ([BOE Policy 5131.911](#))

Bullying - Contacts

- HKMS’s Safe School Climate Specialist is Heather Persson, Assistant Principal: hpersson@rsd17.org
- RSD17’s District Safe School Climate Coordinator is Dr. Kris Lindsay-Stevens: klindsay-stevens@rsd17.org

Sexual Harassment

It is the policy of the Regional School District 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”) not to discriminate in such a manner. Discrimination or harassment on the basis on 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 another Board policy.

Definitions:

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). These definitions can be found in Appendix A of these Administrative Regulations.

Although not an exhaustive list, the following are other examples of conduct prohibited by the Board's Policy regarding Title IX of the Education Amendments of 1972-Prohibition of Sex Discrimination and Sexual Harassment (Students):

1. Statements or other conduct indicating that a student's submission to, or rejection of, sexual overtures or advances will affect the student's grades and/or other academic progress.
2. Unwelcome attention and/or advances of a sexual nature, including verbal comments, sexual invitations, leering and physical touching.
3. Display of sexually suggestive objects, or use of sexually suggestive or obscene remarks, invitations, letters, emails, text messages, notes, slurs, jokes, pictures, cartoons, epithets or gestures.
4. Touching of a sexual nature or telling sexual or dirty jokes.
5. Transmitting or displaying emails or websites of a sexual nature.
6. Using computer systems, including email, instant messaging, text messaging, blogging or the use of social networking websites, or other forms of electronic communications, to engage in any conduct prohibited by the Board's policy regarding Title IX of the Education Amendments of 1972-Prohibition of Sex Discrimination and Sexual Harassment (Students).

Procedure:

It is the express policy of the Board to encourage victims of sex discrimination and/or sexual harassment to report such claims. A student or a parent or guardian acting on behalf of the student may file a report setting out the reasons he or she believes the student has been subjected to sex discrimination or sexual harassment committed by another student, an employee or other individual under the control of the Board. The Board's complaint procedures, along with a sex discrimination and sexual harassment reporting form, are set out in the Board's Administrative Regulations Regarding Sex Discrimination and Sexual Harassment (Students) R 5145.5 P/R. The policy and regulation are available online at www.rsd17.org for the Board policies or a copy of the regulation and form can be obtained upon request from the main office of any district school or at the Board offices.

Students are encouraged to promptly report complaints of sex discrimination or sexual harassment to the appropriate personnel and in the manner, as set forth in the Administrative Regulations implementing this Policy. The district will investigate such complaints promptly, take interim measures, and take corrective action where appropriate. The district will maintain confidentiality to the extent appropriate. The district will not tolerate any reprisals or retaliation that occurs as a result of the good faith reporting of charges of sexual harassment or sex discrimination. Any such reprisals or retaliation will result in disciplinary action against the retaliator.

The school district will periodically provide staff development for district administrators, and periodically distribute this Policy and the implementing Administrative Regulations to staff and students in an effort to maintain an environment free of sex discrimination and sexual harassment. ([BOE Policy 5145.5](#))

Sex discrimination and/or sexual harassment may also constitute bullying behavior under the Board's Bully Behavior in the Schools Policy.

Sexual Harassment - Contacts

- HKMS's Title IX Coordinator is Ms. Susie Speir, School Psychologist: sspeir@rsd17.org
- The District's Title IX Coordinator is Dr. Kris Lindsay-Stevens: klindsay-stevens@rsd17.org

A full copy of RSD 17's Safe School Climate Plan is published in [BOE Policy 5131.911](#)

Health Services

The Regional School District 17 health services are designed to provide care to students who become ill or are injured while in school.

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. Students will not be transported home when ill by staff. 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.

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. All students are required to have a health assessment prior to public school enrollment. Students are also required to have health assessments in grade 6 and then again in grade 10. These health assessments must be completed prior to the student's entry into grade 7 and grade 11 respectively. The Board of Education will deny continued attendance in school to any student who fails to obtain the health assessments required under C.G.S. 10-206.

Medications

In accordance with State law, the parent or guardian of any student who is required to take any prescribed medication or over-the-counter medication during the school day shall inform the school nurse or the person designated to act in the absence of the nurse. Such medications will then be administered to the student under the supervision of the school nurse or designee in accordance with C.G.S. Section 10-212a (a medication authorization signed by the prescribing physician and parent/guardian) and the applicable regulations and in accordance with any Board policies and regulations concerning medication administration. All medication must be delivered by a responsible adult and in the original container with proper prescription labels. The nurse will keep all medication locked in the clinic and will dispense the medication at the proper time.

Students are NOT allowed to bring medication to school. Students taking improper amounts of 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.

Parents of 6th, 7th and 8th grade students wishing to allow their children to take Tylenol through the school year must sign the permission on the emergency card. The school nurse will keep Tylenol tablets on hand.

In cases in which a student is able to self-administer medication such as asthma inhalers or Epi-pens, the parents or guardians must submit a signed statement that the medication must be taken during the school day and that the student is capable of administering the medication. The statement must be accompanied by a signed medical administration form indicating the necessity and naming the medication, the strength, and the prescribed dosage. It must specify the schedule on which it is to be taken and the details for administrations. Such statements must be renewed at the beginning of each school year. ([BOE Policy 5141.21](#))

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, deprivation of necessities, emotional abuse, cruel punishment or neglect are also considered child abuse.

([BOE Policy 5141.4\(a\)-P](#))

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 a 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. This information is critical when a student is sick or injured and the school needs to be able to contact someone especially if a parent is unavailable.

Food Allergies, Glycogen Storage Disease and/or Diabetes

Other life-threatening allergies or diseases follow similar procedures. Communication with the school nurse and administration is key to ensure all students have a safe way to access HKMS's academic program in its entirety.

The RSD 17 academic community recognizes that food allergies, glycogen storage disease (GSD) and diabetes may be life threatening. For this reason, the district is committed to developing 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 student suffer an allergic reaction while at school. The district is also committed to appropriately managing and supporting students with glycogen storage disease and diabetes. The district further recognizes the importance of collaborating with parents and appropriate medical staff in developing such practices and strategies that enable the student to become increasingly proactive in the care and management of their food allergy, glycogen storage disease or diabetes, as developmentally appropriate. To this end, the district adopts the following guidelines related to the management of life-threatening food allergies, glycogen storage disease, and diabetes for students enrolled in district schools. Please review Board Policy 5131 for the entire policy which includes proactive measures including developing Individual Health Care Plans, Training, Prevention, Monitoring and Communication plans.
([BOE Policy 5131](#))

Health Assessments/Physical Examinations

All students are required to have a health assessment prior to public school enrollment. Health assessments are again required in 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

Homebound Instruction

Home instruction is available to a child in a public school who is unable to attend school for a period of two weeks or longer for a verified medical reason, including mental health. The treating physician must provide a statement in writing directly to the board, with supporting documentation. The form can be found on the district website. Home instruction may also be provided for those students who have been excluded from regular school attendance for disciplinary reasons.

Immunizations

All students must be immunized according to state regulations against certain diseases and must present a certificate from a physician or local health agency. If the student should not be immunized due to medical or religious reasons, a statement from a physician must be provided. The required immunizations are Diphtheria, Pertussis, Tetanus, Polio, Measles, Mumps, Rubella and Haemophilus Influenza Type B, Meningitis, Hepatitis "B" and Varicella (Chicken Pox). For further information regarding immunizations contact the school nurse.

Limited Physical Education Program

Any student who must have limited school days or physical activity for health reasons will have his/her program modified by the nurse. The nurse will do this after receiving a request from a physician giving the reason for the limitation and instructions.

Short Term Illness or Absence

When a student needs to be absent on a given day because of illness or some other reason, the parent is to notify the school by calling the school’s main office and giving the reason for absence. Each school will monitor daily attendance and make a reasonable attempt to notify parents whenever a child fails to report to school ([BOE Policy 5113](#))

If a student has been absent for three consecutive days, the school nurse will call home as a routine and follow-up measure. Parents may call the school nurse at any time if they have questions regarding their student's health.

Sport or Athletic Club Physicals

A sports physical is required annually prior to participation in any practice or event. Physicals are valid for thirteen (13) months from the date that it is done, per CIAC guidelines. Upon expiration, the student is not to practice or play a sport until the new physical form is filed in the Clinic. Since doctors’ offices do not routinely send physical forms to the school, parents are responsible for returning completed forms to the Clinic. Parental notes will not be accepted.

Sunscreen Application

For a student to apply sunscreen prior to engaging in any outdoor activity, the following elements must be met:

- 1. The student’s parent or guardian must sign the Board’s written authorization and submit the authorization to the school nurse; and
- 2. The student and the student’s parent or guardian, where applicable, must comply with any individual school procedures concerning the possession and self-application of sunscreen in school.

([BOE Policy 5141.28](#))

Use of Elevator

There may be instances where students may need the elevator for medical reasons. If this is the case, the student will need medical documentation from their family physician as well as a pass from the school nurse. The elevator pass can only be used by the student with the medical issue(s) unless otherwise noted by the school nurse.

REGIONAL SCHOOL DISTRICT 17 SCHOOL HOURS

Regular School Hours

High School (9-12)	7:25 AM – 2:10 PM
Middle School (6-8)	8:05 AM – 2:50 PM
Intermediate (4-5)	8:50 AM – 3:35 PM
Elementary (K-3)	8:40 AM – 3:25 PM

Minimum Day Schedule (see District Calendar for dates of early dismissal)

High School (9-12)	7:25 AM - 11:55 AM
Middle School (6-8)	8:05 AM – 12:35 PM
Intermediate (4-5)	8:50 AM – 1:15 PM
Elementary (K-3)	8:40 AM - 1:05 PM

Delayed Opening Schedule

If there is a delayed opening due to inclement weather, the delay will be two (2) hours.

High School (9-12)	9:25 AM - 2:10 PM
Middle School (6-8)	10:05 AM – 2:50 PM
Intermediate (4-5)	10:50 AM – 3:35 PM
Elementary (K-4)	10:40 AM - 3:25 PM

REQUESTING MISSED ASSIGNMENTS

Attend today and achieve tomorrow! Studies show that regular attendance is a better predictor of success at the high school than grades alone. Although we have a process in place to request missed classwork, the benefit of in-person instruction is lost when students are absent. The following is HKMS's procedure in requesting missed work:

Missed Work Due to Absence or Missing Class

When students are absent from school or miss class, they are responsible for the materials missed. Students are expected to communicate with teachers and make arrangements to access the concepts, materials, and assignments they missed. Students can check teacher websites or email the teacher directly to request the missed assignments. The teacher will provide assignments no later than one day following the request. Once assignments are received, students will have one day per missed class to make up assignments, up to three days.

Missed Work Due to Extended Absences

Extended absences are defined as missing school for at least three consecutive school days that are not a result of a disciplinary action. Students have the responsibility of communicating with teachers and making arrangements to access the concepts, materials, and assignments they missed. Students will be given one weekend to complete the assignments and they must be submitted the following school day.

Missed Work Due to Vacations

Students who will be absent due to a family vacation during the school year may be provided assignments that are readily available. However, it should not be expected that teachers prepare assignments in advance. Upon returning from vacation, students have the responsibility of communicating with teachers and making arrangements to access the concepts, materials, and assignments they missed. Students will be given one weekend to complete the assignments and they must be submitted the following school day.

STUDENT RECOGNITION

Honor Roll

All courses (academic and AAFA) are included in the honor roll calculation. Courses are weighted by how often they appear in a child's schedule. Students with any C- grades or lower cannot be considered for the honor roll. The honor roll is run 10 days after the close of the marking period once grading errors and incompletes are cleared. HKMS honor roll is published in local newspapers.

High Honors	Cumulative grade of A (93% average or higher)
Honors	Cumulative grade of B+ to A- (87.0% to 92.99% average)

National Junior Honor Society (NJHS) – Grade 8

Eighth grade students who achieved an overall cumulative scholastic average of A for three marking periods in grade seven will be invited to apply for membership. Applications are then evaluated and students are recommended by the faculty on the basis of leadership, service, character, and citizenship. Once selected, members must maintain these standards.

Members who fall below the standards shall be properly warned in writing by the chapter advisor and given an opportunity to correct the deficiency. In all cases of impending dismissal, a member shall have a right to a hearing before the faculty council.

Scholar Leader Award – Grade 8

The Connecticut Association of Schools (CAS), honors two HKMS outstanding students each year.

Students who meet the following CAS requirements will be considered for recognition:

- A minimum scholastic average of 85%
- Personal standards and accomplishments that are a positive model to others
- High levels of integrity, self-discipline, honesty and courage
- Service to their classmates and schools

All middle school staff will choose eligible students by nomination and ballot.

Student of the Month

Each grade and AAFA use the Cougar Core Values as the criteria to nominate students for this recognition.

President's Award for Educational Excellence

Presented by the Federal Department of Education to students who meet established academic criteria and national standardized achievement levels.

President's Award for Educational Improvement

Presented to students who demonstrate outstanding growth, improvement, commitment, and intellectual development.

TRANSPORTATION

School 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 which endangers persons or property or violates a BOE policy or administrative regulation. ([BOE Policy 5160](#))

If you do not want your student dropped off at their regular stop without a parent present, please contact the school and bus garage to make them aware.

Students who are traveling to a different destination other than their normal bus stop must have a note signed by their parent or guardian. This note must be turned in to the main office prior to the start of their first academic class. In the afternoon, students must pick up their approved note in the main office before boarding the bus. Students who do not have a signed note will not be allowed special transportation after school. Parents may fax or email a note if one is not signed prior to the dismissal.

The following rules shall apply to student conduct on school transportation:

- Passengers shall follow the driver's directions at all times.
- Passengers shall board and leave the bus in an orderly manner at the designated bus stop nearest their home.
- Passengers shall remain seated while the bus is in motion.
- Passengers shall keep books, instrument cases, feet, and other objects out of the aisle of the bus.
- Passengers shall not deface the bus and/or its equipment.
- Passengers shall keep head, hands, arms, and/or legs inside the bus and shall not extend them out of the window, nor hold any object out of the window nor throw objects within or out of the bus.
- Passengers shall refrain from smoking or using any form of tobacco.
- Passengers shall not eat or drink on the bus.
- Usual classroom conduct should be maintained. Unruly conduct, including the use of obscene language, will subject the passenger(s) to disciplinary action.
- Upon leaving the bus, passengers shall wait for the driver's signal before crossing in front of the bus.
- Students must ride the bus to which they are assigned unless granted prior administrative approval.

Changes to transportation for a student with a disability shall be made in accordance with the provisions of the student's Individual Education Plan (IEP).

Transportation To and From School-Sponsored Student Activities

It is the responsibility of the school district to transport students to and from school-sponsored student activities. Students participating in any athletic or non-athletic co-curricular activities are usually expected to travel to and from events on transportation provided by RSD 17 with coaches, advisors, teams, and/or groups. There may be some circumstances when parents are allowed to transport their own child(ren) home at the conclusion of an off-campus after-school event with prior written communication.

In all cases the following process must be fulfilled:

- Parents must have on file with the appropriate teacher or coach a signed note. All parents or guardians who would be transporting the student must sign this form. If there are any custodial issues they must be noted on this form.
- When picking a student up from the event the parent must:
 - ❖ Show appropriate identification, and;
 - ❖ Accept full responsibility for the child's transportation home.

[Transportation Change form](#)

[Visitor Vehicles/Parking](#)

All vehicles coming into or leaving the school grounds are subject to the regulations of the school. Vehicles should remain in the visitor's parking lot only. Visitors MAY NOT park anywhere else on the premises (including the front of the building, fire zones, loading zones and bus zones).

[No Parking Zones](#)

Emergency vehicles must have immediate access to all areas of the school complex. For this reason, no parking zones are designated next to yellow curbs and in areas marked "fire lane." **No vehicles are to be parked in the fire lane at any time. Vehicles will be ticketed and towed. No vehicle can be left idling in the fire lane.** If you need to come into the school, simply park in the front lot and walk over the crosswalk to the office.

GENERAL INFORMATION

[Academic Honesty](#)

Any form of cheating, plagiarism, or forgery is not acceptable. The misrepresentation by students of homework, class work, tests, reports, or other assignments as if they were entirely their own work shall be considered forms of cheating. Consequences of cheating, plagiarism, or forgery will be academic in nature and may require disciplinary action. ([BOE Policy 5121.3-P](#))

[Acceptable Use Policy \(Use of RSD 17 Network\)](#)

Guidelines have been established for the use of the Internet. Student violations of the guidelines can result in the termination of access privileges and disciplinary action. It is the policy of the Board of Education that all students must sign an Acceptable Use Policy, which indicates that a student agrees to use the Internet exclusively for educational purposes. Each contract must also include a signature from the student's parent/guardian.

Parents and students must sign and return the [Acceptable Use Policy](#) form before a student is permitted to use this resource. The form can be found under the Home & Info tab on the HKMS website: <https://hkms.rsd17.org/>. ([BOE Policy 5131.914](#))

[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.

[After-School Events](#)

After school social activities may be scheduled periodically during the school year. Only legally enrolled students of this school may attend after school events unless other arrangements have been made and approved by the administration. Standards of dress, admission costs, and other pertinent instructions for a particular activity will be announced prior to the event. Students who are absent from school will not be permitted to attend the event.

[Asbestos](#)

Legislation requires all school buildings to be re-evaluated 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.

Accidents

All accidents should be reported to the teacher, coach, principal, nurse or office. When accidents occur in school, a school accident report form must be filled out. Accident reports can be found in the nurse's office. ([BOE Policy 5141.1](#))

Cafeteria

Students will eat lunch daily in the cafeteria and must observe the following rules while in the cafeteria:

- No pushing, running, horseplay, or attempting to swivel the seats
- Sit at your selected table and remain there
- Saving seats or spots in line is not allowed
- Comply with the lunchroom monitors
- Clean up your area, including the floor around your table and the table top
- Keep conversations and other sounds at a reasonable level
- Throwing of any items is prohibited
- Use common courtesy and proper table manners
- If you need to leave the cafeteria, you must have a pass or check in with a lunchroom monitor
- All food must remain in the cafeteria
- Only one student to a seat

Students unable to abide by these rules will lose lunchroom privileges.

The District participates in the National School Lunch Program and offers 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 main office or guidance office.

Cell Phones and Personal Electronic Devices

HKMS recognizes that the use of electronic devices can play a positive role in supporting student learning. HKMS also understands that the use of electronic devices can be disruptive to the educational process and have a variety of legal and safety related implications. The distinction between these two roles of technology is often a matter of developmental and age appropriateness. **The use of personal electronic devices, including cell phones and tablets, by HKMS students at school during school hours (8:05 - 2:50) is explicitly forbidden.** Students possessing these devices at school during school hours should store them in their lockers. Smart watches that are being used as electronic communication devices fall under this category. The school system is not liable for loss or theft of personal electronic devices that are brought to school. Please review the infraction chart at the end of the handbook for consequences. ([BOE Policy 5131.92](#))

Chromebook Regulations and Procedures

District resources have been invested in computer technology to broaden instruction and to prepare students for an increasingly computerized 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. A parent and/or administrator may determine the restriction of computer privileges if any misuse has been determined.

The [Chromebook Regulations and Procedures Handbook](#) outlines the appropriate use and care for HKMS and RSD 17 devices available for students to use. Included in this extensive document are the fees associated with damage to the device that is not covered by insurance. Fees are noted in PowerSchool and become obligations that do follow the student through high school. ([BOE Policy 5131.914](#))

Crisis Response Drills

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 lockdown drills will adhere to the school's crisis management plan.

Dress Code - Dress and Grooming

Students will not miss instructional time for questionable dress unless the dress poses a safety issue. If a teacher feels that a student's clothing is unsafe or offensive, they will contact administration to address the issue.

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 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 constitutes "fighting words", including but not limited to attire or accessories depicting the Confederate flag and/or Nazi swastika.

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, hoods (of hoodies or jackets) or capes may not be worn during the school day*.
- Flags of any kind may not be worn as clothing or accessory.
- 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. (BOE 5132(a) – P)

Emergency School Closing Information

In case of inclement weather or school conditions which would make it impossible to hold classes, school may be canceled or delayed. This information will be posted on the website at www.rsd17.org and the instant alert messaging system will be activated throughout the district. Notice will be given on local television stations and radio stations WELI (960 AM), WTIC (1080 AM), WRCH (100.5 FM), and WZMX (93.7 FM). In the event school has to be dismissed once in session, announcements will be made over the same local radio stations. Students will be transported via the usual bus routes. Depending on the dismissal time, lunch may not be served. Parents will not be contacted if the school has been dismissed for weather conditions.

Gum Chewing

Gum chewing is not permitted at HKMS unless expressly authorized by administration.

Fees/Unfulfilled Obligations

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, erasers, and notebooks. The student may be required to pay certain other fees or deposits, including:

- The materials for a class project that the student will keep.
- Personal physical education and athletic equipment and apparel.
- Voluntary purchases of pictures, publications, class rings, yearbooks, etc.
- Student accident insurance.
- Insurance on school-owned instruments, instrument rental and uniform maintenance.
- Fees for damaged library books and school-owned equipment.
- Membership dues in voluntary clubs or student organizations and fees for some co-curricular activities.

Students who owe financial obligations at the end of the year will be given notices of such unfulfilled obligations. Outstanding fees owed to school may result in disciplinary action or withholding of end-of-year materials. These may be library fines, the cost of replacing a lost or defaced book, or borrowed equipment that has been lost. Students should get numbered receipts for all monies paid as obligations. If a student pays an obligation and then finds the lost item, the school will refund the money.

Field Trips

The Regional School District 17 Board of Education encourages and sanctions student field trips that are of value in helping achieve each participating student's educational objectives.

All student field trips shall require prior written approval by the building principal. In addition, all student field trips that are scheduled to last more than one day shall require the prior written approval of the Superintendent or his/her designee and the Regional School District 17 Board of Education.

All student field trips that require public solicitation of funds shall require Board approval prior to any fundraising by involved students or others on their behalf. In addition, any such fundraising activities must comply with the provisions of Board Policy concerning Fundraising Activities and any administrative regulations implementing such Board Policy.

The Board of Education will not be responsible for any field trip that is not approved in accordance with the procedures set forth in this policy and the accompanying regulations.

There are “Core Curriculum” field trips and “Other Supportive” field trips. Core Curriculum field trips are an integral part of the curriculum for a grade level or course and no child shall be excluded from such a field trip due to an inability to pay. The fees and transportation costs for Other Supportive field trips will be paid by students, potentially including funds that were raised toward the cost of the field trip. ([BOE Policy 5136-P](#))

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. Any student who needs financial assistance for school activities should contact a guidance counselor, advisor, administrator, teacher, or adult with whom the student feels comfortable to request confidential help.

Fundraising

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.

The Regional School District 17 Board of Education will not be responsible for any fundraising activities that are not approved in accordance with the procedures set forth in this policy and the accompanying regulations.

Any fundraising activities must comply with all applicable state and federal laws and regulations, including those provisions relating to the sale of healthy foods and beverages on school grounds or at school-sponsored events. ([BOE 5136.1-P](#))

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)

Insurance

School insurance is made available to families through a specific program. 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 arrangements are contractual between the parent and insurance carriers and Regional School District #17 assumes no liability from disputes arising from such a contract.

Library/Media Center

Students are invited to use the materials located in the media center. They are responsible for any material they sign out. Materials must be returned to the media specialist or an assistant at the circulation desk. Materials that are lost or damaged will incur monetary obligations, as appropriate. Outstanding fees owed to school may result in loss of privileges.

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 periodically throughout the school year to designated charities. Loss or suspected theft of personal or school property should be reported to the main office.

Lunch Money

Students may prepay for a hot lunch. Parents or guardians may send a payment to Haddam-Killingworth Middle School for a set number of lunches. Please contact Sharon Shettleworth at sshettleworth@rsd17.org with any questions.

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.

Pesticide Notification and Application

Only certified pesticide applicators shall be used in schools for any non-emergency pesticide 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.

Photographs

Photos may be taken throughout the school day, or at any school function, by students, faculty, staff and may be used for yearbook, school newspaper, parent bulletins, school website and in the classroom. To opt out of the publication of or dissemination of their child's photo, parents/guardians must submit a written request to the principal by September 15.

Students are prohibited from taking pictures or videos on school grounds without specific authorization from school administration.

Pledge of Allegiance and Silent Meditation

Each school will provide an opportunity at the start of each school day to allow students and teachers who wish to do so, the opportunity to recite the pledge of allegiance and to observe time in silent meditation.

P.M. Room

Students who have stayed for approved after school activities may wait for their ride home in a supervised setting called the P.M. Room on Monday through Friday. The P.M. Room is located in the cafeteria. It is only to be used by students who are scheduled for after school activities. At times, the P.M. Room may be canceled due to unavailability of staff coverage. **All students must be picked up no later than 5:30 p.m. and must be signed out by a parent or guardian to be released. A student is not permitted to go home with another parent without a written note in advance.**

P.M. Room Rules:

1. All students must report to the P.M. Room for pickup after they have completed their after-school activity. Club advisors will bring their entire club to the P.M. Room. Coaches will bring any students not directly picked up from practice to the P.M. Room.
2. Students are expected to follow our Cougar Core Values of acceptance, kindness, perseverance, respect, and responsibility at all times.
3. Students are to remain in the P.M. Room (cafeteria) until signed out by a parent or guardian.
4. Students are permitted to use electronic devices in an appropriate manner. Taking photographs in the P.M. Room is strictly prohibited.

Misbehavior in the P.M. Room will result in administrative review with subsequent disciplinary action including parent notification, detention, suspension, or loss of P.M. Room access.

Posters/Flyers

The superintendent and/or building principal must approve signs, posters, flyers that are displayed or distributed in any school. Posters displayed without authorization will be removed.

Safety/Accident Prevention

Student safety on campus and at school-related events is a high priority of the District. Although the District 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 the school's code of conduct.
- 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.
- Skateboards, roller blades, or similar devices are not permitted to be used on school grounds.

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.

School Phone Use

Except for safety, health or extenuating circumstances, students may not miss instruction to use the school phone. Students should exhibit and practice the [Cougar Core Value](#) of **Responsibility** and plan accordingly.

School Property: Textbooks, Lockers, and Equipment

It is the policy of the Board to hold students responsible for any loss of or damage to the property of the school under the jurisdiction of the Board when the loss or damage occurs through fault of the student.

Students are responsible for the care of books and supplies entrusted to their use. They will assess damage to textbooks, equipment or materials in accordance with state law and district policy. Students are expected to cover all loaned textbooks immediately. Students are not to mark or in any way damage textbooks. *Students are responsible for all books whether lost, stolen, or defaced.*

Student lockers and equipment are the property of the school, loaned to students for their convenience during the school year, and should be kept in good order and not abused. It is up to the student to keep the student's locker in good condition. Lockers may be opened and subject to inspection from time to time by school officials.

Students will be assigned a locker and a lock at the beginning of the school year. Students may not bring in locks from home and attach them to their lockers.

Student-Led Conferences

Student-led conferences are held twice a year to review the student's strengths and areas for improvement in collaboration with the child's parent/guardian and homeroom teacher. Research shows there are many benefits of student-led conferences. These include increased student accountability for performance, greater student control of their progress, and improved self-reflection, organization and communication skills.

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.

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.

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. If the parent or eligible student believes that information in the student's records is inaccurate, misleading or violates the student's right, he/she must request in writing that the school district make appropriate amendments. If the school district decides to amend the records, steps will be taken promptly. If the district decides that an amendment of data in accordance with the request is not warranted, it shall inform the parent or eligible student and advise him/her of the right to a hearing ([BOE Policy 5125](#)).

Student Visitors

Student visitors are not permitted unless specifically granted permission by the HKMS administration.

Transfers and Withdrawals

In cases where a student is being withdrawn from Regional School District 17 the parent/guardian or student who has reached the age of 18 must notify the building principal or guidance office one (1) week in advance of their last day. The appropriate forms will be provided for completion. Included will be a formal written statement of withdrawal and release of records form. Records cannot be forwarded until all materials have been returned.

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 are prohibited during instructional time without prior authorization from school administration. Such visits shall be permitted if their duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment. Parents who want to visit the school need to communicate with the school in advance so that appropriate arrangements can be made including communicating with staff.

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.

INFRACTION CHART

RSD 17 has authority over students during the regular school day and while traveling to and from school on district transportation. This jurisdiction includes any school-sponsored activity, regardless of time or location, including off-campus events.

While restorative practice is the preferred approach in maintaining a positive academic environment, one or more discipline management techniques will be applied when necessary. In addition, when a student violates the law, that student may be referred to legal authorities. During any disciplinary investigation, the outcomes may be altered or combined by administration due to student circumstances.

Definitions

Conduct Violation: The behavior exhibited or action taken by a student that violates a publicized Board policy or is a disruption to the learning environment.

Outcomes: Consequences that align to conduct violations. Outcomes (consequences) are listed on a continuum of severity. The nature of the conduct determines where the consequence falls on the continuum. Conduct violations may align with more than one descriptor outlined in the Infraction Chart. For example, vandalism or dress code can also align with derogatory or offensive conduct.

A student's reaction to corrective behavior or a directive could move the original conduct violation to a different and possibly a more severe violation warranting a separate outcome. For example, the student's argumentative or disrespectful reaction to a teacher correcting a minor conduct violation such as running in the hall or attempting to follow the protocol of confiscating a cell phone will lead to outcomes aligning with insubordination or obscene behavior.

Conduct Violation	Minimum Outcome	→	Maximum Outcome
Academic Honesty (Page 26)	<ul style="list-style-type: none"> ➤ Academic Penalty ➤ Loss of Awards/Honors 		
Arson, including possession or ignition of any fireworks, combustible, or other explosive materials	<ul style="list-style-type: none"> ➤ Confiscation ➤ Authorities notified ➤ Suspension up to 3 days 	<ul style="list-style-type: none"> ➤ Confiscation, ➤ Authorities notified ➤ Suspension up to 5 days 	<ul style="list-style-type: none"> ➤ Confiscation ➤ Authorities notified ➤ Suspension for 10 days ➤ Recommended for Expulsion
Assault/Battery; striking or assaulting a student, members of the school staff or other persons	<ul style="list-style-type: none"> ➤ Suspension up to 3 days 	<ul style="list-style-type: none"> ➤ Suspension up to 5 days ➤ Authorities may be notified 	<ul style="list-style-type: none"> ➤ Suspension for 10 days, ➤ Authorities notified, ➤ Recommended for Expulsion
Bus behavior (Page 25)	<ul style="list-style-type: none"> ➤ Apology to bus driver and/or peers 	<ul style="list-style-type: none"> ➤ Assigned seat on bus 	<ul style="list-style-type: none"> ➤ Suspended bus privileges
Cafeteria behavior (Page 27)	<ul style="list-style-type: none"> ➤ Restitution or school service hours ➤ Office Detention ➤ Consequences of vandalism may include those of other infraction categories 		

Conduct Violation	Minimum Outcome	→	Maximum Outcome
Cell Phones or other Personal Electronic Devices (Page 27)	<ul style="list-style-type: none"> ➤ Teacher Confiscation ➤ Item returned at the end of class 	<ul style="list-style-type: none"> ➤ Confiscated and turned in to the office ➤ Item returned at the end of school day 	<ul style="list-style-type: none"> ➤ Confiscated and turned in to the office ➤ Item returned to the parent
Cutting class, tardiness, leaving class without permission, or missing class for an extended period of time (Page 8)	<ul style="list-style-type: none"> ➤ Letter of apology or conference ➤ Teacher Detention 	<ul style="list-style-type: none"> ➤ Letter of apology or conference ➤ Office Detention 	<ul style="list-style-type: none"> ➤ Letter of apology or conference ➤ Suspension up to three days
Derogatory speech or offensive conduct, including offensive jokes, slurs, epithets or name-calling, physical threats or assault, intimidation, ridicule or mockery, insults or put-downs, and offensive objects or pictures	<ul style="list-style-type: none"> ➤ Letter of apology or conference ➤ Office Detention ➤ Referral to Support Staff 	<ul style="list-style-type: none"> ➤ Letter of apology or conference ➤ Suspension up to 3 days ➤ Referral to bullying or harassment investigation 	<ul style="list-style-type: none"> ➤ Letter of apology or conference ➤ Suspension for 10 days ➤ Referral to authorities ➤ Recommended for expulsion
Disruptive behavior; interferes with the educational process	<ul style="list-style-type: none"> ➤ Letter of apology or conference ➤ Teacher Detention 	<ul style="list-style-type: none"> ➤ Letter of apology or conference ➤ Office Detention 	<ul style="list-style-type: none"> ➤ Letter of apology or conference ➤ Suspension up to three days
Dress Code Violation (Page 27)	<ul style="list-style-type: none"> ➤ Change clothing ➤ Consequences of dress code violations may include those of other infraction categories 		
Engaging in potentially harmful acts, such as throwing snowballs, rocks, or similar objects (without intent to harm)	<ul style="list-style-type: none"> ➤ Teacher Detention 	<ul style="list-style-type: none"> ➤ Office Detention 	<ul style="list-style-type: none"> ➤ Suspension up to 3 days
Gambling or selling items at school	<ul style="list-style-type: none"> ➤ Warning ➤ Confiscation of items or money & return to parents 	<ul style="list-style-type: none"> ➤ Office Detention ➤ Confiscation of items or money & return to parents 	<ul style="list-style-type: none"> ➤ Suspension ➤ Confiscation of items or money & return to parents
Harassment/Bullying , including cyberbullying (Page 18)	<ul style="list-style-type: none"> ➤ Letter of apology or conference ➤ Suspension up to 2 days ➤ Referral to support staff 	<ul style="list-style-type: none"> ➤ Letter of apology or conference ➤ Suspension up to 5 days ➤ Referral to support staff 	<ul style="list-style-type: none"> ➤ Letter of apology or conference, ➤ Suspension for 10 days ➤ Referral to authorities, ➤ Recommended for expulsion

Conduct Violation	Minimum Outcome	→	Maximum Outcome
Insubordination; misidentification, forgery, lying, refusal to identify self or follow directions by any staff member or an approved visitor such as, but not limited to, a presenter, police officer or volunteer.	<ul style="list-style-type: none"> ➤ Letter of apology or conference ➤ Teacher Detention 	<ul style="list-style-type: none"> ➤ Letter of apology or conference ➤ Office Detention 	<ul style="list-style-type: none"> ➤ Letter of apology or conference ➤ Suspension up to three days
Internet Agreement Violation or Misuse of Computer Resources , including hacking, unauthorized use or tampering with any school computer, system, or software (Pages 26 & 27)	<ul style="list-style-type: none"> ➤ Warning 	<ul style="list-style-type: none"> ➤ Office Detention ➤ Limited use of devices 	<ul style="list-style-type: none"> ➤ Suspension up to 3 days ➤ Loss of technology for 30 days followed by probationary period with limited access
Leaving school grounds without permission (Page 8)	<ul style="list-style-type: none"> ➤ Office Detention 	<ul style="list-style-type: none"> ➤ Suspension up to 3 days 	<ul style="list-style-type: none"> ➤ Suspension up to 5 days
Obscene behavior; use of obscene or profane language or gestures, the possession and/or display of obscenity or pornographic images or the unauthorized or inappropriate possession or display of images, pictures, or photographs depicting nudity	<ul style="list-style-type: none"> ➤ Letter of apology or conference ➤ Office Detention up to 3 days ➤ Refer to Support Staff 	<ul style="list-style-type: none"> ➤ Conference ➤ Suspension up to 5 days ➤ Refer to Support Staff 	<ul style="list-style-type: none"> ➤ Suspension for 10 day ➤ Authorities notified ➤ Recommended for Expulsion
Possession, consumption &/or use or evidence of use of alcohol, drugs, or mood-altering substances (Page 13)	<ul style="list-style-type: none"> ➤ Confiscation, ➤ Suspension up to 3 days ➤ Referral to Authorities ➤ Superintendent Notified 	<ul style="list-style-type: none"> ➤ Confiscation, ➤ Suspension up to 5 days, ➤ Referral to Authorities ➤ Superintendent Notified 	<ul style="list-style-type: none"> ➤ Confiscation, ➤ Suspension up to 10 days, ➤ Referral to Authorities ➤ Superintendent Notified ➤ Expulsion
Public Displays of Affection	<ul style="list-style-type: none"> ➤ Conference ➤ Teacher Detention 	<ul style="list-style-type: none"> ➤ Conference ➤ Office Detention 	<ul style="list-style-type: none"> ➤ Conference ➤ Referral to support staff and appropriate authorities
Smoking/Vaping/Smokeless tobacco (Use or possession of paraphernalia) (Page 15)	<ul style="list-style-type: none"> ➤ Referral to authorities, ➤ Smoking Education, ➤ Suspension up to 3 days 	<ul style="list-style-type: none"> ➤ Referral to authorities, ➤ Smoking Education, ➤ Suspension up to 5 days 	<ul style="list-style-type: none"> ➤ Referral to authorities, ➤ Smoking Education, ➤ Suspension up to 10 days
Theft or destruction of school or personal property	<ul style="list-style-type: none"> ➤ Restitution, ➤ Office Detention up to 3 days 	<ul style="list-style-type: none"> ➤ Restitution, ➤ Suspension up to 3 days 	<ul style="list-style-type: none"> ➤ Suspension for 10 days, ➤ Authorities notified ➤ Recommended for Expulsion

Conduct Violation	Minimum Outcome	→	Maximum Outcome
Threatening gestures, language or profanity, including blackmail (intent is irrelevant)	<ul style="list-style-type: none"> ➤ Letter of apology or conference ➤ Suspension up to 3 days ➤ Referral to support staff 	<ul style="list-style-type: none"> ➤ Letter of apology or conference ➤ Suspension up to 5 days ➤ Referral to support staff 	<ul style="list-style-type: none"> ➤ Suspension up to 10 days ➤ Recommended for Expulsion
Threats to school safety, including bomb threats, language that incites panic, or other violent language or acts - intent is irrelevant	<ul style="list-style-type: none"> ➤ Suspension up to 5 days ➤ Referral to support staff ➤ Referral to Authorities and Superintendent 		<ul style="list-style-type: none"> ➤ Suspension for 10 days, ➤ Referral to Authorities Superintendent ➤ Recommended for Expulsion
Unauthorized entrance into any school facility or portion of a school facility or aiding or abetting an unauthorized entrance	<ul style="list-style-type: none"> ➤ Warning ➤ Office Detention 	<ul style="list-style-type: none"> ➤ Suspension up to 5 days ➤ Referral to authorities 	<ul style="list-style-type: none"> ➤ Suspension for 10 day ➤ Referral to authorities ➤ Recommended for Expulsion
Unruly behavior or disorderly: gum chewing, running in the hall, pushing, shoving or making an intentional mess.	<ul style="list-style-type: none"> ➤ Warning 	<ul style="list-style-type: none"> ➤ Teacher Detention 	<ul style="list-style-type: none"> ➤ Office Detention ➤ Restitution or school service hours
Vandalism, including food fights	<ul style="list-style-type: none"> ➤ Restitution or school service hours ➤ Office Detention 		
Weapons, Dangerous Instruments, or Ammunition , including facsimiles (Page 13)	<ul style="list-style-type: none"> ➤ Confiscation ➤ Suspension up to 3 days 	<ul style="list-style-type: none"> ➤ Confiscation, ➤ Authorities notified ➤ Suspension up to 5 days 	<ul style="list-style-type: none"> ➤ Confiscation, ➤ Authorities notified ➤ Suspension for 10 days ➤ Recommended for Expulsion
Any other violation of school rules or regulations or a series of violations which makes the presence of the student in school seriously disruptive of the educational process and/or a danger to persons or property.	Consequences will be selected based on the infraction above that is most closely aligned.		

Further definitions, procedures and details regarding Student Discipline can be found on our district's website and board policies. ([BOE Policy 5131](#))