HADDAM KILLINGWORTH HIGH SCHOOL
STUDENT HANDBOOK – ACKNOWLEDGEMENT OF RECEIPT

2024-2025 ACADEMIC YEAR

My signature below indicates that my student and I have received and read the policies contained in the Haddam Killingworth High School 2024-2025 Student Handbook.

Please note that students involved in Co-Curricular activities may be held to additional standards as required by a specific activity, club or athletic team (See Co-Curricular Activities starting on page 8).

Student Name (please print): _____ Grade: ____

Student Signature: _____

Parent Name (please print): _____

Parent Signature: _____

This page must be signed and returned to your English teacher in the first week of school.

Haddam-Killingworth High School
95 Little City Road, Higganum, CT 06441

School Colors
BLUE and GOLD

School Teams
COUGARS

Regional School District 17
Central Office Telephone 860-345-4534
Pupil Services Telephone 860-345-4244
High School Main Office Telephone 860-345-8541
High School Main Office Fax 860-345-8252
High School Counseling Office 860-554-5750
High School Counseling Fax 860-345-4741
High School Nurse Fax 860-345-8751
High School Athletic Department Telephone 860-554-5780
www.rsd17.org

NAME: _____

ADVISORY TEACHER: _____

COUNSELOR: _____

** Please notify the HKHS Main Office or School Counseling Office if you have any contact changes (such as cell phone or email address) throughout the school year.*

TABLE OF CONTENTS

RSD17 Vision of the Graduate	1
HKHS Core Values, Beliefs and Learning Expectations	2
Preface	2
Equal Education Opportunity	2
Directory	2
Annual Notice of Obligation	4
Admission/Placement	4
Advertising	4
Advisory Groups	4
Asbestos	4
Attendance	4
Absences	5
Loss of Credit	5
Dismissal from School / Leaving School Grounds	6
Truancy, Excused and Unexcused Absences	6
Tardiness	6
Behavior Expectation Matrix	6
Bullying	7
Cafeteria	7
Cheating, Plagiarism, Forgery	7
Child Abuse	8
Co-Curricular Activities	8
Co-Curricular Program Goals	8
Co-Curricular Eligibility	8
Minimum CIAC Academic and Eligibility Requirements	8
HKHS Academic and Eligibility Requirements/Participation in Extra-Curricular Activities	9
Co-Curricular Attendance Policy	9
Medical Information/Sports Physicals	9
Athletic Insurance	9
Accident Medical Expense Coverage	9
Procedures for Treating Injured Student Participants	10
Co-Curricular Disciplinary Policy	10
Code of Conduct: Expectations of All Participants	10
Behaviors Requiring Disciplinary Action	10
Individual Activity Policies	12
Building Procedures	12
Bus Travel and Trips	12
Equipment, Supplies and Uniforms	12
Locker Room	13
Participation on Non-School Teams during the Season	13
Practices/Rehearsals	13
Selection	13
Training Room Procedures and Rules	13
College Entrance Exams	13
AP Test Dates	13
Community Service (See Grading System: Community Service)	
Computer Resources	14
Conduct	14
Smoking/Tobacco Use	15
Substance Abuse – Drugs / Behavior Affecting Substance / Alcohol	16
Procedures	16
Consequences	16
Crisis Response Drills	16
Curricular Exemptions	17
Dances and Proms	17
Directory Information	17

Discipline 17
Due Process 17
Detention 17
Removal 18
Suspension 18
Expulsion 18
Infraction Chart 19
Dress Code 20
Electronic Devices 21
Emergency School Closing Information 21
Equal Employment Opportunity 21
Free Application for Federal Student Aid 21
Field Trips 22
Financial Assistance 22
Fundraising 22
Grading System 24
Graduation Requirements 23
Honor Roll 24
Grade Point Average (GPA) 24
Options for Earning Credit Outside of the Classroom 24
Summer School 25
Community Service 25
Green Cleaning 25
Harassment Statement 25
Health Services 26
Accidents 26
Medications 26
Communicable/Infectious Diseases 26
Disabilities 26
Emergency Forms and Medical Treatment 26
Health Assessments / Physical Examinations 26
Homebound Instruction 26
Limited Physical Education Program 26
Short Term Illness or Absence 27
Sports Physicals (See Co-Curricular Activities: Medical Information/Sports Physicals) 27
Homework 27
Insurance 27
Late Work Policy 27
Library/Media Center 27
Lost and Found 27
National Honor Society 27
Non-Discrimination 28
Parent Conferences 28
Parent Involvement / Communications 28
Parking 28
Student Parking 28
Parking Permits 29
Revocation of Permits 29
No Parking Zones 29
Pesticide Notification and Application 29
Photographs 29
Pledge of Allegiance and Silent Meditation 30
Posters 30
Promotion, Retention and Placement 30
Recycling Program 30
Safety/Accident Prevention 30
Schedule Changes 30
Scholarships, Financial Aid and Awards 30
School Ceremonies and Observances 30
School Property: Textbooks, Lockers and Equipment 30
Scientific Research Based Interventions (SRBI) 31

Search and Seizure 31
Sexual Harassment 31
Special Programs 32
Student Complaints / Grievances 33
Student Identification Cards 33
Student Publications 33
Student Records 33
Student Demographic and Emergency Form 33
Student Teacher Assistance Team (STAT) 33
Technology – Naviance / PowerSchool 33
Tests – Excessive 34
Transfers and Withdrawals 34
Transportation 34
Use of Private Technology Devices by Students 34
Vehicles 35
Visitors 35
Weapons and Dangerous Instruments (See Conduct: Weapons and Dangerous Instruments) 35
Working Papers 35

Regional School District 17 Vision of the Graduate

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

Contribute Productively includes the ability to:

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

Think Critically includes the ability to:

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

Communicate Effectively includes the ability to:

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

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

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

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

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

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

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

HKHS Core Values, Beliefs and Learning Expectations

Approved 2018

We believe that every member of our community has value. We believe in the power of intellectual curiosity, global responsibility, and personal integrity. We believe in developing the knowledge and skills essential to healthy and productive lives.

HKHS Learning Expectations:

In a variety of contexts for a variety of purposes, students will:

1. Demonstrate personal responsibility, character, cultural understanding, and ethical behavior;
2. Communicate clearly and effectively in order to express ideas and connect with others;
3. Investigate, evaluate, and apply information;
4. Work both independently and collaboratively toward a specific outcome;
5. Demonstrate creative, innovative, and reflective thinking.

PREFACE

This booklet is written for our students and their parents. It contains required and useful information. It cannot completely communicate all of the policies and regulations of Regional School District 17 and is designed as a general guideline and resource for students and their families. This information is also available at www.rsd17.org.

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.

DIRECTORY

DISTRICT ADMINISTRATION

Jeffrey Wihbey	Superintendent of Schools	860-345-4534
Dr. Jennifer Miller	Assistant Superintendent of Schools	860-345-4534
Dr. Aaron Puzarne	Director of Student Services	860-345-4224
Tonya Gorgone	Student Services Coordinator	860-345-4224
Rebekah Templeton	Elementary Coordinator	860-345-4224
Lori Kenney	Nurse Coordinator	860-663-1121
T.B.D.	Director of Finance & Operations	860-345-4534
Sharon Shettleworth	Director of Food Services	860-345-4534
Kelly Camporeale	Director of HK Cubs Child Care Center	860-345-4534
Jennifer Beermuender	Curriculum Coordinator	860-345-4534
Heather Rigatti	Curriculum Coordinator	860-345-4534

Administration

Donna Hayward	Principal
Adam Apicella	Assistant Principal

Athletics and Student Activities

Lynne Flint	Director of Athletics and Student Activities

Health Services

T.B.D.	Nurse

Campus Security

Steve Tanasi	Security

Transportation

STA	860.345.8228

Applied Arts Department

Ryan Kish, Dept. Head	Technology Education
Scott Bartholomew	Technology Education
Sean Gallagher	Technology Education
Carlye Kohs	Library-Media Specialist
Jon Todzia	Technology Education
Kasha Topa-Finberg	TV/Media

English Department

Michael Czarkowski, Dept. Head
Ann Deibert
Barth Keck
Julia MacKinnon
Alan Rice
Jennifer Shatraw
Mikayla Zagata

Fine Arts Department

Marcy Webster, Dept. Head	Music
Jason Cannan	Art
Mallory Legman	Music
Megan Martin	Art

Health/Wellness Department

Michael Baklik, Dept. Head	PE/Health
Tony Bergantino	PE/Health
Christine Cassidy	Child Development
Katherine Mayer	PE/Health
Joanna Siciliano	Culinary Arts

History/Social Sciences Department

Ross Pendleton, Dept. Head
Josh Hagewood
Nathan Pallatto
Lindsay Ramm
Tracey Ritter
Kevin White

Math Department

Wendy Adamczyk, Dept. Head
Kate Bagnoli
Christine Ahearn
Zachery Cropper-Alt
Angela Miller
Kelly Ryan

Science Department

David Lowry, Dept. Head
Christine Cassidy
Heather Ferrer
Emily Milcent
Anthony Saglimbeni
Melissa Walston
Alee Zukowski

World Languages Department

Sarah Landers, Dept. Head
Maude Bing
Corey Borzain
Christine Kehrley
Jovan Marrerro

Special Education Department

Kelly Brown, Dept. Head
Megan Balestrieri
Mia Mazzola
Holly Nicoletti
Jessica Petrus
Tyler Wilcox

Support Services

Emily Baerlein, Dept. Head	School Counselor
Drea Beltran	Counselor
Catherine DeLuca	School Psychologist
Rachel Epps	School Counselor
Darren Myers	School Counselor
Alexandria Stone	School Counselor

Support Staff

Donna Bartolotta	Attendance Secretary
Amy Giarnella	Guidance Secretary
Sue Kummer	Bookkeeper/Assistant Principal's Secretary
T.B.D.	Principal's Secretary
Torren Callender	Paraprofessional
Anthony DeLuco	Paraprofessional
Lori Everett	Paraprofessional
Jon Grasso	Paraprofessional
Monica Hansen	Paraprofessional
Rosemary Schlosser	Paraprofessional
Lisa Stankiewicz	Paraprofessional

Custodial Staff

Howie Burr	Head Custodian
Steve Miller	Night Foreman
Ryan Grote	Night Custodian
Sal Imme	Night Custodian
Jim Mrouse	Night Custodian
Paula Remmers	Night Custodian

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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 Statues. 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 17) 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 Statue 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 annually and can be received from each school for new enrollees or for updated information.

ADMISSION/PLACEMENT

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. In all cases of residency verification, an affidavit will require a statement or statement with documentation that there is bona fide student residence in Haddam or Killingworth, that the residence is intended to be permanent, that it is provided without pay, and that it is not for the sole purpose of obliging school accommodations.

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

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

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

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.

ADVISORY GROUPS

Each student is assigned to an Advisory as part of HKHS's Comprehensive School Counseling program where they are provided with information and activities to help them meet transitional/post-high school goals. Advisors fill the role of an additional adult in the school with whom students build relationships and from whom they can get information and support.

ASBESTOS

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

ATTENDANCE

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. High school students can lose course credit for classes for excessive and/or unexcused absences and tardiness. Students and their parents/guardians will need to familiarize themselves with this policy and the possible impact on course credit.

Absences

Every attempt should be made to confine necessary appointments to after school, weekends and vacation periods. When a parent/guardian determines that an absence is unavoidable, he/she must telephone the school as early as possible. If it is not possible to telephone the school on the day of absence, the parent must submit in writing the reason for the absence within 3 days of the absence or the absence will be coded unexcused. A student may not attend after school or evening events on a day that he/she was absent from school.

Loss of Credit

If a student loses credit in a course or courses due to attendance, it is important that the student continue to attend class and earn a passing grade. Successful completion of the course or courses will allow the student to advance in the subject area. (i.e. if a student receives a passing grade in English 10, he/she can proceed to English 11 even if he/she has not received credit for the course.)

Credit / Attendance

HALF CREDIT COURSES	Cumulative Number of Absences Permitted in 0.5 Credit Course	Number of Unexcused Absences Permitted in 0.5 Credit Course	Number of Absences that Result in Loss of Credit in 0.5 Credit Course
	9	4	10 or more 5 or more unexcused
FULL CREDIT COURSES	Cumulative Number of Absences Permitted in 1 Credit Courses	Number of Unexcused Permitted in 1 Credit Courses	Number of Absences that Result in Loss of Credit 1 Credit Course
	18	8	19 or more 9 or more unexcused

TARDY TABLE

15 minutes or later tardy = 1 unexcused absence
6 unexcused tardies (less than 15 minutes each) = 1 unexcused absence
4 unexcused absences in one month = truancy
10 unexcused absences in one school year = truancy
****Parents may only excuse up to 9 tardies. Any tardy after 9 will require the same criteria as an excused absence.****
****5 unexcused tardies = after school detention****
****10 unexcused tardies = loss of parking privileges****

- Both excused and unexcused absences (including cuts) will be counted in determining the number of days of total absences; however, school-sanctioned absences (field trips, school-related meetings, athletic contests, etc.), verified medical reasons, religious holidays approved by parents, family funerals, documented court appearances, and two documented college visits will not be counted in the cumulative total.
- With an official letter from a physician or mental health provider, all absences relating to a specific illness will be considered for waiver. The letter can be mailed, faxed or hand delivered by the student 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 waived, the Health Office must be aware of the illness and be in contact with the medical professional.
- Advisory, Prep for Success, Lunch/Activity and Assembly periods are considered part of the school day, and unexcused absences from these periods may become part of the student's discipline record.

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 to the office. The note must include the reason for dismissal. Telephone requests for early dismissal of a student will be granted on an emergency basis only. Students will be released only to custodial parents or guardians unless prior arrangements have been confirmed by the school with the custodial parent or guardian.

School officials must ensure that no unauthorized person ever takes a child from one of our schools. For someone other than a parent/guardian picks up the student, the person must appear in the school office and bring a note of identification from the parent or guardian.

Truancy, Excused and Unexcused Absences

Regular attendance at school is critical to students' success and is required by district policy and Connecticut law. Under Connecticut law, a "truant" is defined as any student who has four (4) unexcused absences in one month (30 consecutive calendar days) or ten (10) unexcused absences in a school year. If a student becomes truant, their school is required to have a meeting with the student's parent/guardian within 10 school days to work with the student and guardian to help the student return to school. When a student is truant, the Superintendent or his/her designee shall coordinate services with and referrals of students to community agencies providing child and family services, as appropriate. The Connecticut State Department of Education established the following definitions for excused and unexcused absences:

Criteria for Excused Absences (fewer than 10)

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

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

Criteria for Excused Absence (10 or more)

Students receive an excused absence when they are absent from school for the following reasons:

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);
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. Each student is allowed 2 college visits or interviews as waived absences;
7. Driving tests (acceptable reason for tardiness or dismissal only);
8. Extraordinary educational opportunities pre-approved by district administrators and in accordance with Connecticut State Department of Education

Criteria for Unexcused Absence

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.

If your child is absent from school, please notify the HKHS Main Office at (860) 345-8541 as early in the day as possible. Students must bring a signed note and any other required documentation to the main office on the first day they return to school upon the 10th absence. Notes and documentation will be accepted no later than 3 days after a student's absence in emergency cases only.

Tardiness

Students who arrive to school after 7:25 am must report to the school office to sign in. Students must also bring a note from a parent/guardian stating the reason for tardiness. A student who is repeatedly tardy may be considered truant. **Parents may only excuse up to 9 tardies. Any tardy after 9 will require the same criteria as an excused absence.**

BEHAVIOR EXPECTATION MATRIX

This Matrix will be provided to each student as a guide for how to conduct oneself, build character, act responsibly and to challenge students whose behaviors are disruptive and/or detrimental. It specifies behaviors expected during events and in locations throughout the school day in an effort to create an emotionally, socially and physically safe school environment. The Matrix serves as a foundation for creating and maintaining a positive and supportive school culture and climate.

BULLYING

Regional School District No. 17 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

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

RSD17's District Safe School Climate Coordinator: Dr. Aaron Puzarne 860-345-4534.
HKHS Safe School Climate Specialist: Adam Apicella 860-345-8541.

A full copy of RSD 17's Safe School Climate Plan can be found at
https://resources.finalsite.net/images/v1611693417/rsd17org/l7ftvmdjye2zibjphwbv/5131911StudentsBullyingandSafeSchoolClimatePlanBOEapproved120120.pdf

CAFETERIA

Rules of cleanliness are to be observed at all times. Misconduct in the cafeteria may result in disciplinary action deemed appropriate for the misconduct including payment of cleaning costs incurred.

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 high school main office.

CHEATING, PLAGIARISM, FORGERY, USE OF ARTIFICIAL INTELLIGENCE

Any form of cheating, plagiarism, or forgery is not acceptable. The misrepresentation of homework, class work, tests, reports, or other assignments by students will be considered forms of cheating regardless of intent. The consequences of cheating, plagiarism, or forgery will be academic in nature and may require disciplinary action. Teachers will notify the administration, counselor, and parents of any violation of this policy. In addition:

1. Any student involved in cheating or plagiarism will receive a zero for his/her work. If his/her average drops below a passing grade, he/she will receive a failing grade for the course.
2. Any student using information from a previous assignment, computer file or on-line service will receive a zero unless he or she has the express permission of the teacher involved. Students are urged to retain copies of all major assignments in the event that additional copies are required.
3. Any student caught sharing work without the permission of the teacher will receive a zero for that assignment. Jointly done homework, lab reports, etc. are acceptable if approved, in advance, by the teacher.
4. Plagiarism is the use of any published or unpublished works, information gained through on-line services, or arguments that are not the student's own without giving credit to the original source. Any student who plagiarizes will receive a zero for his/her work. The teacher will complete a disciplinary referral and contact the student's parents and counselor.

5. Any 10th, 11th or 12th grade student caught cheating or plagiarizing will not be considered for academic awards or honors given by HKHS during that academic school year.
6. Any 10th, 11th or 12th grade student caught cheating, plagiarizing or forging will be ineligible for the National Honor Society. Any member of the National Honor Society involved in any cheating, plagiarizing, or forgery activity will be referred to the Faculty Council for disciplinary review up to and including dismissal from National Honor Society.
7. Any student forging a school related document will be subject to disciplinary action.
8. *Any unauthorized use of A.I. on school equipment or school assignments will be considered a form of cheating/plagiarism.*

CHILD ABUSE

All school employees 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 receives yearly training in their use.

Physical 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 treatments such as malnutrition, sexual molestation, and deprivation of necessities, emotional or verbal abuse, cruel punishment or neglect are also considered child abuse.

All school employees are mandated by law to report any knowledge or suspicion of any form of child abuse and/or neglect. When possible, the school will work with the parents and appropriate social agencies in all cases.

CO-CURRICULAR ACTIVITIES

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 and are limited only by student and faculty interest. Any student legally enrolled in Regional School District 17 is eligible to participate in any co-curricular activity. Any student who is not attending school in Regional School District 17 is not eligible to participate in any co-curricular activity. Such activities supplement the curriculum and participation is a privilege, not part of the right to school accommodations. 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 or expulsion. Additionally, students may not appear at a school activity on or away from school grounds while suspended or expelled.

Co-curricular Program Goals

1. To foster academic and performance achievement in students by building self-discipline, positive work values, and a commitment to personal excellence.
2. To develop the desire to continually improve by diligently practicing skills and by consistently adhering to desirable work habits.
3. To accept and to respect the advisor's and/or coach's authority.
4. To accept that personal desires may need to be placed below the objectives for the activity, club, or team. Loyalty to fellow participants and placing "the good of others" above personal aspirations are essential.
5. To respect others by developing emotional control and a cooperative spirit.
6. To generate school spirit by displaying good citizenship and a positive attitude.
7. To develop positive feelings about co-curricular activity.
8. To stress the importance of proper preparation and how it relates to personal achievement, fitness, and health habits.
9. To abide by the Code of Conduct and thus serve as a positive role model for others.

Co-curricular Eligibility

Only students legally enrolled at HKHS is eligible to participate in any co-curricular activity. Participants must:

1. Abide by the Code of Conduct, Attendance and Disciplinary Policies.
2. Students may have no outstanding UFOs (Unfulfilled Obligations)
3. Hold different executive/leadership positions in the event that they are leaders in multiple co-curricular groups, clubs or societies.
4. Follow rules of student interscholastic activities governed by the Connecticut Interscholastic Athletic Conference (CIAC) regulations.

MINIMUM CIAC ACADEMIC AND ELIGIBILITY REQUIREMENTS (Please note that HKHS Requirements are higher in some cases.) In accordance with the CIAC you are NOT ELIGIBLE if:

__You are not taking at least four (4) units of work or its equivalent. (Rule I.B.)

__You have not passed at least four (4) units at the end of the last regular marking period as of the official day that grades are issued, with the exception of fall eligibility. (Rule I. A.)

__You are nineteen (19) years of age; Student-athletes will be allowed to compete up through their 19th birthday, however, if their 20th birthday falls during a season, the student-athlete will not be allowed to start or compete during that season and all eligibility will cease. (Rule II.B.)

__You have changed schools without a change of legal residence; (Rule II.C.)
__You have been in attendance for more than eight (8) semesters (A student has eight (8) consecutive semesters or four (4) consecutive years of eligibility from the date of entry into the ninth grade to be eligible for interscholastic competition). (Rule II. B.)
__You play or practice with an outside team in the same sport while a member of the school team after the first scheduled game in any season; (Rule II.E.)
The exception to Rule II.E. shall be:

- Participation in parent/child tournaments and caddy tournaments.
- Swimming, tennis, gymnastics – a pupil may practice but not compete with a non-CIAC team or as an individual during the season as long as such practices do not interfere with or replace member school practices.

__You play under an assumed name on an outside team; (Rule II.F.)
__You receive personal economic gain for participation in any CIAC sport. (Rule II.F.)
__Your work habits or conduct both in and out of school are such as to make you unworthy to represent the ideals, principles, and standards of your school

HKHS ACADEMIC AND ELIGIBILITY REQUIREMENTS:

PARTICIPATION IN ATHLETICS AND EXTRA-CURRICULAR ACTIVITIES

Students will abide by all CIAC rules and regulations. *In addition*, students must maintain a "C" average and pass all subjects in order to be eligible to participate in athletics and extra-curricular activities. Students on academic probation or who are ineligible must appeal to the Principal in order to continue participation in athletics. Only one appeal will be granted per academic year.

"C" (2.0) Average: determination is made without weighting of grades according to whether they are honors or college prep. All courses are included in this determination. Academic eligibility is determined each quarter. Students lacking the required grades in their classes are considered automatically ineligible as of the school's report card issue date unless and until their appeal is granted. Eligibility appeals required to play a fall sport (i.e. as a result of fourth quarter grades the prior year,) must be sought and granted in order to begin practice/play in August. Each appeal will be considered on an individual basis, i.e. documentation of prolonged illness, a student working to potential but unable to maintain a passing grade.

Co-curricular Attendance Policy

In order to participate or perform in any co-curricular activity, a student must know and abide by the following:

1. 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 9:00 A.M. and present for the remainder of the school day. Exceptions to this rule may be granted by the administration in emergency or highly unusual circumstances.
2. If a student is unable to participate in PE class on a particular day due to a medical excuse, the student may not participate in any athletic activity on that particular day. Unexcused absences will result in the student being suspended from any school activity on that day or the next day.
3. Failure to report for a scheduled practice, performance, or contest without being excused may result in suspension or dismissal from the activity.
4. Students with significant family or religious obligations are not required to attend practice held on a Saturday, Sunday, or religious holiday. If a student is unable to attend a weekend practice, as a courtesy, the student should inform the advisor prior to the event, performance, or practice. Events or practices scheduled for Sunday may not begin before 1:00 p.m.

Medical Information / Sports Physical

1. Student participants are required to have, on file with the school nurse, a current physical, good for 13 months from the date it was completed (i.e., Nov. 5, 2016 is current until Dec. 5, 2017).
2. The record of the physical must be completed on the official form and signed by a physician or his/her designee certifying that the student is physically cleared to participate in co-curricular activities.
3. Parental or medical notes indicating a future scheduled appointment will not be honored in lieu of a completed record of a physical.
4. A student-participant who has a medical excuse for physical education class will not be allowed to participate in athletic practices or contests during that time.

Athletic Insurance

The Board of Education provides an athletic insurance policy that may cover students while participating on school-sponsored interscholastic teams. This coverage picks up after the parent's insurance coverage.

Accident Medical Expense Coverage

Regional School District 17 maintains interscholastic insurance coverage for injuries sustained by students involved in high school interscholastic activities. To submit insurance claims, refer to the following:

1. The insurance policy paid by the Board of Education is secondary coverage which becomes effective after a parent's insurance company has paid its maximum benefit for an injured athlete. It is the responsibility of the parents to first submit their child's bills for all injuries sustained through sports to their insurance carrier.

2. After a denial for payment from the parent's health insurance carrier, a bill may be submitted to the school's interscholastic insurance carrier. Proper forms and information may be obtained through the Central Office. Consideration for reimbursement under the interscholastic sports coverage plan will be promptly evaluated by the district's insurance carrier. Questions concerning insurance coverage should be addressed to the school nurse or to Central Office.

Procedures for Treating Injured Student Participants

1. All injuries sustained while participating must be reported immediately to a member of the activity's staff or to the athletic trainer. The advisor or coach must file an accident/injury form with the school nurse within 24 hours of the incident.
2. Students should not try to treat their injuries without consulting with their advisor, coach or the trainer. While at away sites, the HKHS trainer and/or medical personnel responsible for coverage of that site will administer medical treatment. A doctor and/or ambulance is/are required by league rules for all varsity football contests. An athletic trainer will service all JV football contests.
3. The advisor/coach has the responsibility to evaluate all incidents involving their student-participants. In the event a member must be transported for emergency treatment, a family member, assistant advisor, assistant coach or the trainer will ordinarily accompany the injured student. A copy of the emergency information form will accompany the student.
4. If an injury requires a physician's attention, the insured student-participant must present written authorization from a physician before she/he may return to practices, performances or contests. That authorization must be given to the dead advisor or head coach, who will submit it to the school nurse.
5. The school nurse and the high school athletic trainer have authority to restrict a student's participation as determined by the best interest of the student's present and future health.

Co-curricular Disciplinary Policy

Participation in H-KHS activities and co-curricular programs is a privilege and not a right. The privilege is extended to those students willing to comply with the rules and regulations. Each student will be required to:

1. Adhere to the standards and rules established for the activity that may be stricter than those of students in general.
2. Adhere to the basic concepts of good citizenship, good conduct, and acceptable behavior as defined in the school rules.
3. Display a positive example.

Code of Conduct: Expectations of All Participants

1. Emphasize proper ideals of ethical conduct, fair play, good citizenship, and emotional maturity.
2. Show courtesy and respect to all fellow students, visitors, opponents, chaperones, advisors, coaches, judges, officials, staff members, and guests, audiences, fans.
3. Respect the integrity and judgment of chaperones, advisors, coaches, judges, and officials.
4. Achieve a thorough understanding and acceptance of the rules of performance and the standards of eligibility.
5. Encourage leadership, use of initiative, and good judgment by all the students participating in school or co-curricular activities.
6. Recognize the basic purpose of school activities and the co-curricular program is to promote the physical, mental, moral, social, and emotional well-being of all individuals.
7. Keep participation and performance in perspective: outcomes are not a matter of life or death.

Listed below are basic conduct rules that, if violated, could result in suspension or dismissal from the activity by the advisor, coach, chaperone, Principal, Assistant Principal, or Athletic Director. Students are reminded that these rules do not end when activities, practices and performances conclude or when a student is off school grounds. Because a situation is not specifically listed below does not mean it will not receive appropriate disciplinary action. Students are responsible for being fully aware of all other information in guidelines distributed by advisors, coaches, or school administrators.

Behaviors Requiring Disciplinary Action

Students who violate the basic school conduct rules will jeopardize the privilege of serving in leadership roles. In all cases in which students are suspended and/or expelled, students will be removed from any/all leadership positions (athletic and non-athletic) for the remainder of that academic year and may not hold or run for any leadership position during the following calendar year beginning on the date of the incident.

dRSD 17 Athletic Policy Regarding Substance Abuse

The RSD17 Administration and Department of Athletics 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:
    - Complete a planned assistance program as designated by the school, and
    - 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 to participate in athletics for the remainder of the school year.
- Loss of leadership for one calendar year

Fighting

a. Any student, who is determined to have precipitated a fight before, during or after a co-curricular game/event, will be ejected from the game, contest, or performance and barred from the following three (3) games, contests, or performances. A second occurrence of precipitating a fight will result in ejection and barring from all future participation in any co-curricular activity for the balance of the school year, or for one co-curricular season in the same sport/activity, whichever is greater. A third occurrence will result in permanent prohibition from participation in any sport/activity in the school system, for a period not less than two years. Penalties will be carried over to succeeding years.

b. Any student involved in a fight, before, during or after a co-curricular game/event, will be ejected from the game, contest, or performance and will be banned from the next two (2) succeeding games, contests, or performances. A second occurrence of involvement in a fight will result in ejection and banning from the following three (3) games, contests, or performances. A third occurrence will result in prohibition in any sport/activity for the balance of that school year. Penalties shall be carried over to succeeding years.

c. Any student who participates in horseplay and/or other forms of mock fighting during or after a co-curricular game/event, will be ejected from the game, contest, or performance at the discretion of the administration or its designee and may be banned from succeeding games, contests, or performances. If injury occurs, it will be treated as an assault.

1. Smoking/Tobacco/Vaporizers/E-Cigarettes: Students found using tobacco products, vaporizers or e-cigarettes (with or without nicotine) will be subject to suspension or dismissal from the activity. Authorities may be notified in cases of tobacco possession.

2. Acting as a poor school citizen.
3. Cutting classes, school, practices, performances, and/or contests.
4. Being a negative influence in terms of school/team morale or effort. This includes insubordination to the advisor, coach, or others.
5. Not making a sincere effort or complying with eligibility requirements.
6. Stealing of any kind.
7. Vandalizing or destroying property.
8. Displaying poor attitude, disrespectful actions, or inappropriate language directed toward peers, advisors, visitors, competitors, officials, or others.
9. Exhibiting any similar behavior that casts an adverse reflection on our participants as a group, co-curricular program, or is in violation of school rules or the state or federal statutes.
10. Students will be automatically suspended from the next regularly scheduled event, contest, or performance for being ejected from an event.

Individual Activity Policies

Advisors and/or coaches have the privilege of setting their own conduct rules, and these may go beyond the school regulations. However, they may not be less restrictive than the regulations contained in this handbook. Any advisor or coach wishing to incorporate additional or more stringent team rules not covered by the school's specific rules will have such rules approved and signed by the Principal, Assistant Principal (non-athletics), or Athletic Director (athletics). A copy of the rules will be distributed to each student. These rules will be signed by each student and the student's parent/guardian and returned to the advisor and/or head coach. A copy of the rules will be on file with the high school. No student can participate in a performance or contest unless his/her school acknowledgment form has been returned to the advisor or head coach.

All student participants have a right of due process. Advisors and coaches must provide students with an opportunity to be heard before deciding on an appropriate action. Penalties for violation of activity or school rules may vary from a warning to dismissal from the activity. All students may appeal an advisor's or coach's decision to the Principal, Assistant Principal or Athletic Director. Parents are advised to encourage students to work out their problems with the advisor, coach, or Athletic Director. If the Principal, Assistant Principal, or Athletic Director believes the nature of the offense is serious enough to warrant their handling of the case, then it will be up to them to consider its adjudication and disposition. During a disciplinary hearing, the student and his/her parent/guardian may provide information salient to the case. The determination made in the case shall be final.

Building Procedures

1. No one is permitted in the auditorium, seminar room, gymnasium, pool, or weight room except during a designated practice period with authorized supervision.
2. At no time will individuals or groups allowed to work out while other teams are having an official practice or contest except under the direct supervision of a coach.
3. Athletes practicing in the gymnasium for one sport will refrain from using equipment not specifically designated for their sport. Students will not use equipment or supplies that are not specifically part of their activity unless advance permission has been granted by the other advisor/coach.
4. Activities that are schedules or "in season" have priority for facility use.

Bus Travel and Trips

1. Students participating in a school activity must ride the school bus to/from a performance/contest.
2. To ride home from an event with a parent/guardian, the parent/guardian must submit a request, in writing, to the advisor or coach at least 24 hours prior to the event. (BOE policy 3541.40)
3. Students may not drive their own vehicles to/from any performance or contest without permission from an administrator. A parent/guardian must submit the request, in writing, at least 24 hours prior to the event.
4. Students are expected to follow all rules and regulations governing safe bus transportation.

Equipment, Supplies and Uniforms

1. Participants are responsible for any equipment, supplies, wardrobe, or uniforms issued and for returning these items in their original condition (allowing for normal wear).
2. All equipment must be returned at the end of a season or upon leaving the team. Students may not participate in subsequent sports until all uniforms and/or equipment is returned or until payment to replace the item(s) has been made. The cost of each unreturned item will be based on the single unit replacement cost of the item. An "unfilled obligation" will be issued.

3. School-owned equipment is to be worn only at scheduled practices or contests. However, on game days, jerseys may be worn to school
4. A coach will issue all equipment and/or supplies. At no time may a student be in an equipment storage area.
5. Cleats are not to be worn in the building. Students are to remove muddy and/or wet shoes before entering the school.

Locker Room

1. Lockers must be locked at all times, including time that a student is in the shower.
2. Valuables are not to be kept in lockers. Valuables should be left at home. The school is not responsible or liable for personal property.
3. Students must refrain from "horse-play" types of behavior in the locker room.
4. Locker rooms will be cleaned and all articles removed three days after the end of a season.

Participation on Non-School Teams during the Season

Upon submission of the official roster and eligibility list, a student member may not participate in practices or games on a non-school team during that season. The team member is expected to devote the time to the in-season activity and to assigned academic responsibilities.

Practices/Rehearsals

Attendance is required at all practices, rehearsals, performances and contests unless the advisor or coach excuses the student-participant. Students must recognize that even an excused absence may lead to established consequences. If an absence of several days is anticipated, the student must confer with the advisor or coach in advance to understand the possible consequences of the absence.

Selection

The advisor or coach will share the criteria for selection and membership in advance. The coach will describe how student-participants will be selected and will offer advice to the candidate that will, if followed, lead to improvement. If asked, the advisor or coach will inform each student of the reasons for the decision to eliminate the participant. Appeals by the student or parent regarding initial selection to a co-curricular activity may be made directly to the advisor or coach. The decision is regarded as final but objections regarding team selection may be filed with the Athletic Director.

Training Room Procedures and Rules

1. Athletes in season have priority from the trainer.
2. The following are not permitted in the training room: cleated shoes, bare feet, sports equipment, food, beverages, horseplay, foul language.
3. No supplies or materials are to be taken or used without the approval of the trainer.
4. All reusable materials (i.e., braces, Ace wraps) must be signed out and returned.

COLLEGE ENTRANCE EXAMS

Students should be aware of the following tests:

- Preliminary Scholastic Aptitude Test (PSAT)
- Scholastic Aptitude Tests (SAT)
- American College Testing (ACT)

All pre-college testing including the PSAT, SAT, and ACT requires that students provide on the application, the code number of their high school. The HKHS School Code is 070324. This code is not a test center number. You will find them in the information sent to you by ETS. HKHS is a test site for the SAT and ACT. Refer to the School Counseling website for information about specific test dates.

AP TEST DATES

Students should see their School Counselor about specific tests given during May.

COMMUNITY SERVICE

(See GRADING SYSTEM: Community Service)

COMPUTER RESOURCES

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

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

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

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

CONDUCT

Students are responsible for conducting themselves in a responsible manner, which is appropriate to their age and level of maturity. The District has authority over students during the regular school day and while going to/from school on District transportation. This jurisdiction includes any school-related activity, on or off campus regardless of time or location.

Student responsibilities for achieving a positive learning environment in school or school related activities include:

1. Attending all classes, regularly and on time.
2. Being prepared for each class with appropriate materials and assignments.
3. Being dressed appropriately.
4. Showing respect toward others.
5. Behaving in a responsible manner.
6. Paying required fees and fines and/or fulfilling all obligations.
7. Abiding by the code of conduct.
8. Obeying all school rules, including safety rules.
9. Seeking change in school policies/regulations in a responsible manner, through appropriate channels.
10. Cooperating with staff investigations of disciplinary cases and volunteering information relating to a serious offense.
11. Students are not allowed to be in the school building before/after school hours (including delayed openings and early dismissals) without staff supervision.

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. Conduct which may lead to disciplinary action (including but not limited to suspension and/or expulsion) includes conduct on school grounds, conduct at a school-sponsored activity, and/or conduct off school grounds. Such conduct includes, ***but is not limited to***, the following (BOE5131):

1. Use of headphones during school hours. Students may have one headphone in during passing time, but most have another one out for safety purposes.
2. Striking or assaulting a student, members of the school staff or other persons, including injuries that result from horseplay.
3. Theft.
4. The use of obscene or profane language or gestures.
5. Violation of smoking, dress, transportation regulations, or other regulations and/or policies governing student conduct.
6. Refusal to obey a member of the school staff, or law enforcement authorities, or disruptive classroom behavior.
7. Any act of harassment based on an individual's sex, sexual orientation, race, color, religion, disability, national origin or ancestry.
8. Refusal by a student to identify himself/herself to a staff member when asked.
9. A walkout from or sit-in within a classroom or school building or school grounds.
10. Blackmailing, threatening, or intimidating school staff or students.

11. Possession of any weapon, weapon facsimile, deadly weapon, dangerous weapon, pistol, knife, blackjack, bludgeon, box cutter, metal knuckles, pellet gun, explosive device, firearm, whether loaded or unloaded, whether functional or not, or any other dangerous object.
12. Unauthorized entrance or abetting an unauthorized entrance into a school facility or portion of a school facility.
13. Possession or ignition of any fireworks or other explosive materials, or ignition of any material causing a fire.
14. Unauthorized possession, sale, distribution, use or consumption of tobacco, drugs, narcotics or alcoholic beverages. The term "drugs" shall include, but shall not be limited to, any medicinal preparation (prescription or non-prescription) and any controlled substance whose possession, sale, distribution, use or consumption is illegal under state and/or federal law.
15. Possession of paraphernalia used or designed to be used in the consumption, sale or distribution of drugs, alcohol or tobacco, as described in paragraph 13.
16. The destruction of real, personal or school property, such as cutting, defacing or otherwise damaging property in any way.
17. Accumulation of offenses such as school and class tardiness, class cutting, or failure to attend detention.
18. Trespassing on school grounds while on out-of-school suspension or expulsion.
19. Making false bomb threats or other threats to the safety of students, staff members, and/or other persons.
20. Defiance of school rules and the valid authority of teachers, supervisors, administrators, other staff members and/or law enforcement authorities. (Including insubordination and disrespect)
21. Throwing snowballs, rocks, sticks, and/or similar objects.
22. Unauthorized and/or reckless and/or improper operation of a motor vehicle on school grounds or at any school-sponsored activity.
23. Leaving school grounds, school transportation, or a school-sponsored activity without permission.
24. Use of or copying of the academic work of another individual and presenting it as the student's own work, without proper attribution. (Including the use of A.I.)
25. Unauthorized use of any school computer, computer system, computer software, Internet connection or similar school property or system, or the use of such property or system for unauthorized or non-school related purposes.
26. Lying to faculty, staff or administration.
27. Inappropriate use of a laser pointer.
28. Hazing.
29. Gambling
30. 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.
31. Any action prohibited by any Federal or State law, which would indicate that the student presents a danger to any person in the school community or school property.
32. Selling and/or purchasing items such as, but not limited to, Beverages, candy, food, jewelry, clothing, etc. is not permitted without prior approval by administration.
33. Refusal to obey a member of the school staff, law enforcement, school volunteers, or participation in disruptive behavior.

All school rules are in effect during any school-related activity held on or off school grounds and remain in effect until a student(s) leaves the site of off-grounds events. Students who violate school conduct rules will jeopardize the privilege of serving in leadership roles. In all cases in which students are suspended and/or expelled, students will be removed from any/all leadership positions (athletic and non-athletic) for the remainder of that academic year and may not hold or run for any leadership position during the following calendar year beginning on the date of the incident.

Students are subject to disciplinary action, including suspension and expulsion, for misconduct which is seriously disruptive of the educational process and is a violation of publicized Board of Education policy, even if such conduct occurs off school property and during non-school time.

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:
(a) The tobacco or tobacco product will be confiscated and given to the appropriate school administrator;
(b) The administrator will meet with the offender and contact his/her parent or guardian;
(c) The administrator will determine the appropriate consequence.

Student found to be in possession or using tobacco or tobacco product may face one or more of the following consequences:
(a) Suspension by the building administrator for up to ten days.
(b) A mandatory parent phone call/email.

(c) 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).

Substance Abuse

Drugs/Behavior Affecting Substance/Alcohol

As stated in the CONDUCT section of this handbook, the Board of Education (BOE 5131.6) 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 be 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 situation 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 a medication, or taking a medication without proper notification and supervision of the school nurse or designee will be subject to the procedures for improper drug or alcohol use outlined in this policy.

It is the policy of the schools to take positive action through education, counseling, parental involvement, medical referral and police referral in the handling of incidents involving the possession, use, sale, and/or distribution of behavior affecting substances. 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 who is under the influence of, possesses, uses, dispenses, distributes, administers, sells or aids in the procurement of a controlled drug, controlled substance, drug paraphernalia or alcohol, from a source other than the student's confidential disclosure, that information is considered to be involuntarily disclosed. In this event the following procedures will apply.

(a) The professional employee will immediately report the information to the building administrator or designee.

(b) The building administrator will immediately report the information to the Superintendent of Schools.

(c) Any physical evidence 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 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.

Consequences

Any student involved in the possession, use, sale and/or distribution of any controlled drug, controlled substance, or alcohol is subject to discipline up to and including expulsion pursuant to the Board's student discipline policy and subject to state and federal law to the contrary. The following procedures will be followed:

(a) Students found to be violation of this policy will be suspended by the building administrator for up to ten days, subject to state and federal law to the contrary.

(b) The student's parent or guardian will be notified.

(c) Law enforcement officials will be contacted by the building administrator.

(d) The building administrator will notify the Superintendent of Schools.

(e) The Superintendent of Schools will schedule a hearing with the Board of Education for the purpose of determining whether further suspension or expulsion will be imposed.

(f) Upon request of the parents, 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 event, assessment and treatment costs will be the responsibility of the parent or guardian.

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

CURRICULAR EXEMPTIONS

In accordance with Connecticut General Statutes and RSD17 Board of Education Policy 6144.1, 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 by the student's parent or legal guardian using the RSD 17 Curricular Exemption Request Form (available at rsd17.org) will be sufficient to exempt a student from that part of a course. Full version of all board policies can be found on the district website under Board of Education, Policies and Resources.

DANCES AND PROMS

1. High school dances will begin by 7:00 pm and end by 10:00 pm except for the Senior Prom. Students will not be admitted to a dance or prom after 8:00 pm without approval from the administrator in charge.
2. HKHS students may be required to present an HKHS ID upon entering the event.
3. HKHS students may bring a guest to a school dance/prom if the HKHS Guest Permission Slip is completed in advance. Middle school students are not permitted to attend dances and/or proms.
4. Students must abide by all HKHS rules and will be held accountable for these rules until leaving the location/grounds at which the event is held.
5. Students will not be permitted to return after leaving a dance or prom.
6. Students will be expected to conform to the dress code.
7. Students will act appropriately and abide by all codes of conduct.
8. Students must attend school and regularly scheduled classes on the day of a dance or prom. If a dance or prom is on a Saturday, students must attend school on the preceding Friday. **A minimum school day for this purpose requires attendance of five hours** with the student reporting to school no later than 9:10 A.M and staying until the end of the school day, or arriving to school at 7:25 A.M. and leaving at 12:25 P.M. to this rule may be granted by the administration in emergency or highly unusual circumstances.

DIRECTORY INFORMATION

Directory information includes information not generally considered harmful or an invasion of privacy if disclosed, including, name, address, telephone number, date and place of birth, major field(s) of study, participation in school-sponsored activities or athletics, weight and height (if a student is a member of an athletic team), dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended. Directory information shall be provided to all recruiters, including commercial, nonmilitary and military concerns and recruiters representing institutions of higher education. Schools may release to parent groups and other organizations this information provided such information is to be used by the organization for its own school activities or school business. To opt out of the release of directory information, parents/guardians must submit a written request to the principal by September 13, 2024.

DISCIPLINE

A student may be disciplined for conduct that endangers persons or property, that is seriously disruptive of the educational process, or that violates a publicized policy of the Board. While restorative discipline practice is the preferred approach, disciplinary measures will be appropriate for the offenses and may include, but are not limited to, using one or more discipline management techniques, such as detention, removal from class, removal to an alternative education program, in-school suspension, out-of-school suspension, and expulsion. In addition, when a student violates the law, that student may be referred to legal authorities for prosecution. Students are subject to discipline, up to and including suspension and expulsion for misconduct, which is seriously disruptive of the educational process and violates publicized board of education policy, even if such conduct occurs off-school property and during non-school time.

Due Process

All students have a right of due process. Students must be provided with an opportunity to be heard before an appropriate action is taken. All students may appeal a decision to the next level of administration. Special procedures will be taken when making a decision to suspend a student identified as having one or more disabilities under the IDEA. (BOE 5131)

Detention

Teachers or administrators may assign detention to pupils whose behavior is in violation of the discipline code. Detentions may be assigned during or after school hours. If a student is detained after school for special assistance, because of misbehavior or for some other reason, the student will be notified 24 hours in advance.

Students who exhibit attendance violations and/or disciplinary infractions may also be required to attend an after-school detention. The intent of this program is to limit the interruption of a student's educational program while providing a

consequence and a deterrent for misbehavior. Any student who fails to attend detention or any student who is removed from detention for not complying with the rules, may receive a one-day suspension and an additional detention(s). Transportation in all cases is the responsibility of the parent if no buses are available.

Removal
A teacher may remove a student from a class when the student deliberately causes a serious disruption to the teaching and learning process within the classroom.

Suspension
The administration may suspend a student for infraction of school rules. Suspension is defined as an exclusion from school and/or transportation for not more than ten (10) consecutive days, provided such exclusion shall not extend beyond the end of the school year in which suspension was imposed.

No student shall be placed on in-school suspension more than fifteen (15) times or out-of-school more than ten (10) times, or a total of fifty (50) days in one school year, whichever results in fewer days of exclusion unless the student is granted a formal hearing as specified in C.G.S. 4-176e to 4-180a. This statute provides for the student's right to due process, which may result in an expulsion, continued suspension, or other appropriate disciplinary action. A special education student's disability shall be considered before making a decision to suspend.

Students may not be suspended without an informal hearing before the Building Principal or the Principal's designee unless the Principal determines that an emergency situation exists. Nothing in the informal hearing shall be taken to prevent a more formal hearing from being held if the circumstances warrant. The notice of suspension will include a letter mailed to the parents at the last address reported on school record and will describe the reason 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 5114 and 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. (BOE 5131)

Expulsion from school will result in the loss of all co-curricular and social privileges during the period of expulsion. Examples of conduct (BOE 5114) 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 were 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. For more information, see the co-curricular disciplinary policy.

Infraction Chart – Student circumstances and administrative discretion may apply

Discipline Referrals	Minimum Penalty	Maximum Penalty
Alcohol/Drug/Mood Altering Substances possession, consumption &/or under the influence	Confiscation Authorities notified Suspension Referral to MTSS & Superintendent	Expulsion (See Alcohol/Drug policy)
Arson	Suspension Authorities Notified	Recommended for Expulsion
Assault/Battery	Suspension, Authorities notified	Recommended for Expulsion
Bus behavior	Detention	Suspension
Cheating, Plagiarism	Academic Penalty No Awards/ Honors	Suspension
Cutting class/leaving class without permission	Detention(s) Unexcused absence	Suspension
Disruptive or any other unacceptable behavior	Detention(s)	Suspension School Service hours
Dress Code	Conference/Warning	Suspension
Electronic Devices	Confiscation	Suspension
Failure to serve detention	Detention	Suspension
Fighting or threatening behavior	Suspension	Recommended for Expulsion
Forgery	Detention	Suspension
Gambling	Detention(s)	Suspension
Harassment/Bullying	Conference Detention(s) Counseling	Suspension Authorities notified Recommended for Expulsion
Insubordination	Detention(s)	Suspension
Internet Agreement Violation	Detention 30-Day Loss Privilege	Suspension One Yr. Loss Privilege
Leaving school grounds without permission	Detention(s)	Suspension
Lunch/activity violation	Detention(s)	Suspension
Obscene behavior, gesture, language, etc.	Apology Detention(s)	Suspension Recommended for Expulsion
Parking Lot Violation	Detention	Loss of Parking Privilege Authorities Notified
Rule Violation	Detention(s)	Suspension

Smoking/Vaping/Smokeless tobacco	Suspension	Suspension Expulsion
Tardiness – unexcused	Detention(s)	Detention(s) Suspension
Tobacco or Tobacco Products possession	Confiscation Written Warning Detention(s)	Detention(s) Suspension
Theft of school or personal property	Restitution Detention(s)	Suspension Expulsion
Threat	Suspension	Recommended for Expulsion
Threatening gestures, language or profanity, including blackmail	Apology Detention(s)	Suspension Recommended for Expulsion
Truancy	Mandatory Parent Conference	Suspension, Referral to Superintendent
Unauthorized area	Warning	Detention(s) Suspension
Vandalism (includes food fights)	Restitution Detention(s) Authorities notified	Suspension Recommended for Expulsion
Weapons/Dangerous Instrument	Confiscation Authorities notified Suspension	Recommended for Expulsion

DRESS CODE

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

The Regional School District 17 dress code is designed to:

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

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

A basic requirement for dress is that certain body parts must be covered for all students at all times. Clothes must be worn in such a way that genitals, buttocks, and breasts are fully covered with opaque (non see-through) fabric. Clothing must also be

suitable for classroom activities, including physical education, science/technology labs, or other activities where unique hazards could exist. In addition to the types of dress described on the prior page of this policy, the following clothing/attire/accessory items are prohibited*:*

- Outerwear (e.g. heavy coats, jackets, etc.) shall not be worn, carried, or kept in the classroom during the regular school hours.
- Hats or hoods (of hoodies or jackets) should not be worn during the school day*.
- Sunglasses may not be worn in the school building.
- Clothing worn or designed to show undergarments are not allowed.
- Students may not wear spiked or studded bracelets, oversized or multi-finger rings, belts or any article of attire with spikes, studs attached, or any other clothing item that may present a safety hazard to the student, other students, or staff.

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

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

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

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

ELECTRONIC DEVICES

The possession and use of personal electronic devices in school is permitted providing that the use of the electronic device is not disruptive to the educational process, unsafe for the school community or illegal (BOE 5131.81). Students may use electronic devices in the building before the start of the day, during passing time, during Lunch/Activity, and after school. Personal devices may only be used in class with teacher permission. **It is the expectation that students do not have their cell phone in class.**

EMERGENCY SCHOOL CLOSING INFORMATION

In case of inclement weather or school conditions which make it impossible to hold classes, school may be canceled, delayed or dismissed early. This information will also be posted on the website at www.rsd17.org, available on individual phone systems throughout the district and sent out through the School Messenger phone system. School Messenger can deliver a message to parents or guardians by telephone, text and e-mail.

EQUAL EMPLOYMENT OPPORTUNITY

Both federal and state laws prohibit discriminatory practices in hiring and employment. It is the policy of the Regional School District 17 Board of Education to prohibit acts of discrimination in all matters dealing with employees and applicants for positions with the school district and to further the principle of equal employment opportunity in all actions affecting employees and applicants. As an equal opportunity employer, the Regional School District 17 Board of Education does not discriminate on the basis of race, color, religious creed, age, marital status, national origin, ancestry, sex, gender, sexual orientation, gender identity or expression, past or present history of mental disorder, intellectual disability, learning disability, regarding any individual who can perform the essential functions of the job with or without reasonable accommodations, physical disability (including blindness), or other disability (except in the case of a bona fide occupational qualification or need).

FIELD TRIPS

Field trips may be scheduled for educational, cultural or co-curricular purposes. Any student serving a suspension or an expulsion may not participate in any field trip. While on a trip, all students are considered to be "in" school and all school rules apply. No student or parent may drive a vehicle on a school-sponsored trip without the appropriate application and permission of the Principal. (BOE 3541.40) When district transportation is available, no driving permission will be granted to students.

The Regional School District No. 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 No. 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" fieldtrips and "Other Supportive" fieldtrips. Core Curriculum fieldtrips are an integral part of the curriculum for a grade level or course and no child shall be excluded from such a fieldtrip due to an inability to pay. The fees and transportation costs for Other Supportive fieldtrips will be paid by students, potentially including funds that were raised toward the cost of the fieldtrip

FINANCIAL ASSISTANCE

Students will not be denied opportunity to participate in a class or school-sponsored activity due to inability to pay for material fees, transportation cost, admission, or related expenses. A student who needs financial assistance for school activities should contact a counselor, administrator, teacher, or adult with whom the student feels comfortable to request confidential help.

FREE APPLICATION FOR FEDERAL STUDENT AID (FAFSA)

Students graduating in 2025 and beyond are required to have satisfied one of the following prior to graduation:

- Complete a FAFSA

OR

- For students without legal immigration status, complete and submit to a public institution of higher education an application for institutional financial aid

OR

- Complete a waiver of completion of the FAFSA and/or financial aid application, as applicable, on a form prescribed by the Commissioner of Education, signed by the student's parent/guardian OR signed by the student if the student is 18 or older. *(On and after March 15th, a principal, school counselor, teacher, or other certified educator may complete the waiver on behalf of any student who has not satisfied the above requirements if such certified educator affirms that they have made a good faith effort to contact the parent/guardian or student about completion of such applications.)*

FUNDRAISING

All fundraising activities must be approved by the Superintendent and consistent with all legal and code requirements of the district. Fundraising activities will be designed and held to ensure that there is no unacceptable burden to staff or infringement on instructional time. (BOE 1324)

To be approved, a fundraising activity must be conducted for the educational benefit of students and satisfy all of the following criteria:

1. Each student, parent support or other sanctioned fundraising activity shall have one adult designated with the overall responsibility for continuing compliance with the Board's policy and these administrative regulations pertaining to fundraising (the "Sponsor");

2. The fundraising must have a purpose consistent with the purposes of the school district and be for the benefit of its educational programs, student groups or extracurricular activities;

3. The fundraising must not be anticipated to bring additional costs to the school district;

4. The fundraising activity must be suitable for the age and maturity of the students involved in the fundraising activity;

5. Students may not be compelled to participate in fundraising; all such fundraising activity shall be voluntary in nature;

6. Prior to a student engaging in any fundraising activity, his/her parents shall be informed and written authorization shall be obtained to permit their children to participate;

7. The fundraising must not be inappropriate or harmful to the best educational interests of students, as determined by the administration;

8. The fundraising will not be considered an official endorsement of any business or product;

9. The fundraising must not be in conflict with any provisions of the school code or public law;

10. Door-to-door solicitations by students are prohibited by these regulations;

11. The fundraising must comply with all applicable provisions of Board policy and regulation relating to the sale of healthy foods and beverages on school grounds or at school-sponsored events

Prior to engaging in any crowdfunding activities (e.g. DonorsChoose, Kickstarter, GoFundMe, etc) for the Board of Education, its schools, classes, or extracurricular teams or clubs, an employee, student, parent support or other fundraising group must first apply in writing to the building principal and receive prior approval for the crowdfunding activity as outlined above. Requests to the building principal for prior approval of crowdfunding activities must also include the name of the website or application to be utilized, a full description of the reason for the crowdfunding activity, a copy of the proposed personal profile to be listed on the site/application, and the proposed content to be uploaded to the crowdfunding website or application, including images. In addition to following the procedures outlined below for the handling of funds and record-keeping, the following additional regulations apply to funds received from crowdfunding activities. Any funds received from crowdfunding activities must be deposited directly into a school activity fund and may not first be received by the employee, student, parent group or other fundraising group. Crowdfunding activities must comply with all Board of Education policies, regulations and procedures, and shall not include photos of students or the sharing of any confidential student information.

GRADING SYSTEM

Grades serve to promote a process of continuous evaluation of student performance, to inform the student, the student's parents and counselor of his/her progress, and to provide a basis for bringing about change in student performance, if such change seems necessary (BOE 5121). Report cards will be mailed approximately one week from the close of a marking period. Progress reports will be mailed home for students who have earned grades of D+ or below. Parents/students are responsible to view PowerSchool for Progress Report grades and contact teachers for questions or concerns.

Mark Equivalents and GPA per Course Level

Letter Grade	Percentages	Honor Roll	College GPA	Honors GPA	Advanced GPA*
A+	97-100	4.0	4.0	4.3	4.5
A	93-96	4.0	4.0	4.3	4.5
A-	90-92	3.7	3.7	4.0	4.2
B+	87-89	3.3	3.3	3.6	3.8
B	83-86	3.0	3.0	3.3	3.5
B-	80-82	2.7	2.7	3.0	3.2
C+	77-79	2.3	2.3	2.6	2.8
C	73-76	2.0	2.0	2.3	2.5
C-	70-72	1.7	1.7	2.0	2.2
D+	67-69	1.3	1.3	1.6	1.8
D	63-66	1.0	1.0	1.3	1.5
D-	60-62	0.7	0.7	1.0	1.2
F	0-59	0.0	0.0	0.0	0.0
I	Incomplete	0.0	0.0	0.0	0.0
M	Medical Excuse	0.0	0.0	0.0	0.0
W	Withdrawn	0.0	0.0	0.0	0.0
** Advanced includes: AP, UCONN, Project Lead the Way, Wesleyan University, Middlesex Community College, Quinnipiac*					

Graduation Requirements
Refer to the *Opportunities Book* catalog for complete course listing, course requirements, and graduation requirements.

Honor Roll
Honor Roll High Honors (3.7 or higher) or Honors (3.3 or higher) is awarded to students each Marking Period. All classes are used to calculate Honor Roll using weighted scales assigned to each class. To be on Honor Roll, students must not have any grades below a 70.

Grade Point Average (GPA)

GPA will be calculated on a quarterly basis and appear on student report cards. Courses are weighted by level: College Prep, Honors, and Advanced. Please note: official GPAs include completed coursework only. The GPA appearing on report cards will demonstrate student progress on a quarterly basis, but will not be considered official if coursework is still in progress. Students' Cumulative Official GPA will be available in PowerSchool.

Options for Earning Credit Outside of the Classroom
To seek credit outside of the HKHS classroom, it is important that students communicate with their school counselor regarding plans for earning outside credit as early as possible so that the school can plan accordingly with regard to approval of student proposal, student schedule and logistics.

Virtual High School
Virtual High School (VHS) is an online program that allows students to access courses that HKHS may not be able to offer and which fit their interests and future studies. Courses run for one semester or one school year. Students enrolled in a VHS course take the course during the HKHS school day in the media center in place of enrollment in a class taught at HKHS. VHS classes are open to juniors and seniors. Any student interested in taking a VHS class must return a completed contract (signed by student & parent) prior to enrolling. Students in a VHS class must follow HKHS and VHS add/drop deadlines. Students enrolled in a VHS class will receive the grade and credit awarded by VHS, which will be recorded on their HKHS transcript. HKHS will follow VHS leveling and weight grades accordingly.

MXCC Partnership Program/Wesleyan High School Scholars Program
Middlesex Community College and Wesleyan University offer opportunities for qualified high school students to enroll in classes taught by each institution. Qualified HKHS students will have the opportunity to apply to participate in these programs. School counselors will communicate with students who meet program criteria about the application process. Students enrolled in either program must follow the rules and parameters of that program as set by the institution. Students taking courses through these programs will take them in place of a course at HKHS. Students enrolled in these classes will receive the grade awarded by the institution in which they are enrolled. Students enrolled in semester long classes will receive one-half credit at HKHS and students enrolled in year-long classes will receive one credit. This grade and credit will be recorded on their HKHS transcript. Classes taken through these programs will be weighted as "Advanced."

Enrollment in other courses through accredited institutions
HKHS students have the option to take courses through other accredited institutions, outside of the standard programs offered by HKHS. The options include: summer school (credit recovery or enrichment), classes offered through a college or university, and distance learning classes. All students must receive approval from HKHS Administration prior to enrollment in the course if they wish to receive credit upon course completion. For credit recovery, the student will receive credit on a pass/fail basis and be allowed to advance academically. For enrichment, HKHS will consider the grade scale associated with the class but reserves the right to determine weight given to the course. If the class is a full year, the student will receive one credit; if the class is one semester, the student will receive one-half credit. HKHS students and their families are responsible for any cost associated with enrollment. HKHS reserves the right to administer a cumulative placement exam to assist in course placement for students taking outside courses for advancement purposes.

Internship
The Haddam Killingworth High School Internship Program offers either a year-long (1 credit) or semester-long (0.5 credit), for seniors in good academic standing. The program would provide student with experiential learning activities designed to help them make connections between academic study and the practically application of that study in a real world, professional work environment. Students are encouraged to explore any approved field they choose within a reasonable driving distance from HK. Some examples might include: veterinary clinics, medical professionals, engineering ad manufacturing, retail, business management, plumbing, electrical and other trades, etc. Students interested in pursuing this opportunity must draft a proposal explaining the opportunity for new learning related to the experience, for administrative review prior to the start of the experience. The deadline for proposals is as follows: May 1 for all experiences beginning on the first day of school the following school year and/or occurring over the summer, and December 1 for all experiences beginning on the first day of the second semester. HKHS administration will determine the amount of credit to be awarded based upon factors including time necessary for the experience to be completed and the significance of the experience. In general, 100 hours of internship must be completed for the 1 credit course, and 50 hours for the half credit course. Students must produce a final product relating to their experience in order to demonstrate learning (i.e., paper, project, video). Experiences related to community service can

count towards credit or community service, but not both. HKHS students and their families are responsible for any costs related to an internship experience. All credit for internship experiences will be awarded on a pass/fail basis and will not be calculated into a student's GPA. Students who do not successfully complete their experience will receive a failing grade. Please note: student participating in internship experiences may affect their ability to participate in sports and other extracurricular activities. Students should consider their schedule carefully when arranging internship opportunities.

Independent Study

HKHS allows students to earn credit through independent study. Students interested in pursuing this opportunity must draft a proposal explaining the opportunity for new learning, related to the experience, for administrative review prior to the start of the experience. The deadline for proposals is as follows: May 1 for all experiences beginning on the first day of school the following school year and/or occurring over the summer, and December 1 for all experiences beginning on the first day of the second semester. Independent study must be overseen by an approved advisor who shall work as a liaison with the students' school counselor. HKHS administration will determine the amount of credit to be awarded based upon factors including time necessary for the experience to be completed and the significance of the experience. Students participating in independent study will demonstrate progress to an appointed member of the HKHS faculty at designated checkpoints, such as at the close of an academic quarter or the quarterly Progress Report. Students must produce a final product relating to their experience in order to demonstrate learning (i.e., paper, project, video). Experiences related to community service can count towards credit or community service, not towards both. HKHS students and their families are responsible for any costs related to independent study. All credit for independent study will be on a pass/fail basis and will not be calculated into the students' GPA. Students who do not successfully complete their experience will receive a failing grade.

Summer School / Credit Recovery

A student is eligible to earn course credit through administrator-approved summer school programs if the student has earned a passing grade (60 or higher) in at least 50% of the course(s) failed. If the course is a full year course, then the student must have passed at least two quarters; if the course is a semester course, then the student must have passed one quarter. Students will be notified by their counselor of their specific eligibility for gaining credits due to failure through summer courses. Grades earned through summer school will count towards credit for graduation but will not be calculated in a student's GPA.

Community Service

Incoming 9th graders may begin documenting community service hours following the last day of middle school. All students must complete 30 hours of documented community service prior to graduation. Information, a guide to community service, and documentation forms can be obtained in the Counseling Office or on the Counseling website. *No student will be permitted to participate in Senior Privileges including Student Parking, Senior Prom, Senior Outing, etc. until he/she has completed and submitted documentation to the Counseling Office of 30 hours of Community Service required for graduation: no exceptions will be made.*

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 product shall, to the maximum extent possible, minimize the potential harmful impact on human health and the environment. (P.A. *No. 09-81)*

HARASSMENT STATEMENT

Every student has the right to feel safe, valued and comfortable in school. No one else's behavior should ever make students feel afraid or embarrassed because of their race, religion, national origin, sex, or any disability they may have. Harassment is illegal, and the District has zero tolerance for hazing, harassment, bullying or intimidation of any kind.

Parents are urged to reinforce with their child(ren) that if he/she is harassed or sees harassment happening to someone else that he/she should report the behavior to a teacher or the administration immediately. To maintain a productive and positive learning environment, the administration and the Board of Education will make every attempt to halt any harassment of which they become aware by calling attention to this policy or by direct disciplinary action if necessary.

Examples of harassment would include, but are not limited to, any verbal, non-verbal, or physical demonstration against one's background or affiliation that would be offensive to the recipient. (BOE 5131.91, 5145(a), 5145.5, and 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. A cumulative health file is maintained for each student. This file includes notations of past illnesses, results of physical examinations, and other pertinent health information. Parents are notified of any deviation from the normal pattern of health and suggestions are given for follow-up. It is important that parents notify the school nurse in case of a student's illness. If a student is to be excused or limited for an extended period from participation in school activities, he/she is required to bring a statement signed by a physician. The school nurse is available to parents and students for conferences regarding health issues.

Accidents

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

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 so 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 and the applicable regulations and in accordance with any Board policies and regulations concerning medication administration. All medication must be in the original container with proper prescription labels and delivered by a responsible adult. The nurse will keep all medication locked in the Health Office and will dispense the medication at the proper time. A physician-signed medication authorization needs to be on file prior to the administration of any medication.

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

Parents wishing to allow their children to take Tylenol during the school year must complete the parent permission section on the annual Health Information Update form. In cases in which a student is able to self-administer emergency medication such as asthma inhalers or Epi-pens, a physician-signed medication authorization needs to be on file prior to the administration of any medication. This form must be renewed at the beginning of each school year. (BOE 5141)

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 Health Office, 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.

Communicable/Infectious Diseases

Students with any medical condition that may expose others to diseases, or contagious and infectious conditions may be excluded from school and referred for medical diagnosis and treatment. Additional information concerning this may be obtained from the school nurse. Before a student may return to school after an absence due to such condition, parents and students may be required to submit medical evidence that their child has recovered sufficiently to prevent exposing others.

Disabilities

The school district will not discriminate on the basis of disability as required under ADA, IDEA and Section 504 and C.G.S. 10-76a and any similar law or provision.

Emergency Forms 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. Forms are sent home prior to the school year. This information is critical when a student is sick or injured. The school needs to be able to contact someone if a parent is unavailable.

Health Assessments/Physical Examinations

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 many deny continued attendance in school to any student who fails to obtain the health assessments required under C.G.S. 10-206.

Homebound Instruction

Home instruction is available to students who are unable to attend school for a period of two weeks or longer as diagnosed by a physician, psychiatrist or the Planning and Placement Team. Home instruction may also be provided for those students who have been excluded from regular school attendance for disciplinary reasons.

Limited Physical Education Program

Any student who must have limited school day 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 is absent on a given day, 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 5113.2) If a student has been absent for three (3) consecutive days, the school nurse will call home as a routine and follow-up measure. (BOE 5141.2) Parents may call the school nurse at any time if they have questions regarding their student's health.

Sports Physicals – (See: CO-CURRICULAR: Medical Information / Sports Physicals)

LATE WORK POLICY

Assignments will not be accepted after 1 week (7 calendar days) past the due date unless extenuating circumstances are shared proactively by the student. There may be point deductions if work is not turned in on time.

HOMEWORK

The purpose of homework is to help students become self-directed, independent learners and to help all students reach their educational goals. Parents are urged strongly to supervise student homework and to assist their student in consistently organizing their space, time and notebooks. Teachers may require students to complete or make-up missing assignments during students' activity period.

Homework assignments are usually posted on individual teachers' web pages with access through the high school website. Students and parents are strongly encouraged to contact teachers directly for questions related to homework or class work.

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 contract.

LIBRARY/MEDIA CENTER

Students are invited to use the materials located in the media center. Students are responsible for any material they sign out. Materials must be returned to the media specialist or an assistant at the circulation desk. Students must pay for any materials they lose or damage.

The LMC will be open three days a week after school from 2:30-4:30 on Mondays, Wednesdays, and Thursdays.

Guidelines have been established for the use of the Internet. Student violation of these guidelines can result in the termination of access privileges and in 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 must sign and return the district's Internet policy and guidelines before a student is permitted to use this resource at HKHS.

LOST AND FOUND

Any valuables (i.e., jewelry, cell phones, equipment) found in the school or on school grounds should be turned in at the main office. Unclaimed articles will be disposed of at the end of each semester. Loss or suspected theft of personal or school property should be reported to the main office. The cafeteria also houses a collection of lost clothing, water bottles, etc.

NATIONAL HONOR SOCIETY (NHS)

Students must be members of the junior or senior class and must have a cumulative (weighted) average of 3.7 (A-) in order to be considered for membership in the HKHS Chapter of the NHS. In addition to scholarship, potential members must meet the highest standards of leadership, service, and character. A Faculty Council considers and verifies the leadership, service and character qualities of all eligible students for membership selection into the NHS. Additional information is available in the NHS bylaws.

NON-DISCRIMINATION

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

It is the policy of the Board that any form of discrimination or harassment on the basis of race, religion, color, national origin, alienage, sex, sexual orientation, marital status, age, disability (including pregnancy), veteran status, gender identity or expression, 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, disability (including pregnancy), veteran status or gender identity or expression.

Any student and/or parent/guardian wishing to file a complaint regarding discrimination may obtain a copy of the Board's complaint procedures and complaint form which are included in the Board's Administrative Regulations Regarding Non-Discrimination/Students. These regulations accompany Board Policy 5152 and are available online at www.rsd17.org or upon request from the main office of any district school.
Anyone who has questions or concerns about this policy, or would like a copy of the Board's complaint procedures or complaint forms related to claims of discrimination, or who has questions or concerns about the Board's policies regarding discrimination on the basis of gender/sex or who has questions or concerns about the Board's policies regarding discrimination on the basis of disability may contact

Dr. Aaron Puzarne
Director of Support Services
504 Coordinator, RSD 17 Schools
Title IX Coordinator, RSD 17 Schools
57 Little City Road, Higganum, CT 06441
860-345-4244

PARENT CONFERENCES

Parent conferences are scheduled during half days in the fall and spring each year and are on the district calendar. Conferences at HKHS are ten-minute blocks of time scheduled with individual teacher. During these times, teachers will attempt to meet with every parent. HKHS uses an online program for parents to schedule teacher conferences. Approximately one month before each set of scheduled conferences, parents will be notified of registration procedures through email. Additionally, parents, students, teachers, counselors or administrators may initiate a conference as needed at any time during the school year.

PARENT INVOLVEMENT/COMMUNICATIONS

Parents/guardians should become familiar with all of the child's school activities and with the District's academic programs. Attendance at parent-teacher conferences, evening Counseling presentations, attendance at Board of Education meetings and being a school volunteer are strongly encouraged. School newspapers, websites, Naviance, and School Messenger automated calling system are used to inform parents of important information and upcoming events. Each teacher has an individual website and e-mail address that can be accessed on the district website. Grades can be accessed on-line through PowerSchool at any time. Periodic electronic bulletins inform parents about happenings at the high school.

PARKING

Student Parking

The student use of automobiles on school grounds, whether to drive or to park, is a privilege and governed by the Board of Education policy 5131.3(a). Parking is a senior privilege. Seniors may request parking privileges by completing the HKHS Parking Agreement and providing proof of proper licensing, registration, insurance, and completion of the 30 hours of community service required for graduation. All students who receive approval to park on school property park their vehicles at their own risk. The fee for a parking permit is $20.

Juniors may be permitted to park if additional spaces are available after all senior spaces are assigned. There are a limited number of parking spaces for juniors. Juniors should not plan their schedule (i.e., work, athletics) with the expectation of a parking permit. A waiting list will be established in the fall. Juniors may join the waiting list at any time by completing all requirements for a parking permit. Sophomores and Freshmen will not be issued parking spots.

Only automobiles with issued permits will be allowed to park on school grounds. Others may be towed at the owner's expense. Each permit will have a number and the permit will be valid only for the car that it is assigned to. Permits will be for the

academic year only. Any student abusing his/her parking privileges will have the permit revoked. Permits will be issued by the administration. Upon arrival at school, students are not to remain in their cars or loiter in the lot. They are to come directly into the building.

Parking Permits

Parking permits will be issued according to the following criteria:

1. Adequate space is available for students requesting spots.
2. Students meet and maintain the following responsibilities:

(a) Hold an HKHS student ID, valid driver's license, vehicle registration, and insurance as required by CT law.
(b) Maintain an appropriate attendance record
(c) Fulfilling all school obligations (no UFO's)
(d) Maintain slow and safe control of the vehicle on the school grounds and streets surrounding school parking area.
(e) Leave after the departure of the school buses at dismissal.
(f) Recognize that school buses shall have the right of way at all times.
(g) Come immediately and directly into the building from the parking area.
(h) Signing of acknowledgement that the school district assumes no responsibility for student vehicles on school property.
(i) Follow all traffic and parking signs on campus.

Revocation of Permits

Parking on school property by students is a privilege rather than a right. The Administration reserves its discretion to revoke permits that have been issued for conduct that includes but is not limited to the following:

1. Reckless or dangerous driving on school grounds.
2. Leaving school grounds without permission.
3. Failing to park in the area designated.
4. Failing to follow posted traffic signs.
5. At the request of the student's parents.
6. Excessive tardiness.
7. Loitering of students in their cars.
8. Failing to give school buses the right of way at all times.
9. Failing to follow all CT Motor Vehicle regulations.
10. Creating a nuisance, which interrupts the school environment, (i.e., loud radio playing, exhaust systems, screeching tires).
11. Throwing items, such as snowballs
12. Expulsion

School grounds, roads, and parking lots are off limits at all times to scooters, mini-bikes, snowmobiles, or other recreational type vehicles. Skateboarding, rollerblading and parkouring are not permitted on school grounds at any time.

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 may be parked or left idling in a fire lane at any time. Vehicles may be ticketed and towed.

PESTICIDE NOTIFICATION AND APPLICATION

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

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 18, 2023.

PLEDGE OF ALLEGIANCE AND SILENT MEDITATION

Board of Education shall ensure that a period of time is set aside each school day to allow those students who wish to do so the opportunity to recite the Pledge of Allegiance. This policy shall not be construed to require any person to recite the Pledge of Allegiance, should he or she choose not to do so.

POSTERS

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

PROMOTION, RETENTION AND PLACEMENT

The educational program shall provide for the continuous progress of children from grade to grade with teachers meeting the needs of students as they progress from one grade to the next. Students experiencing difficulties which may result in retention must be referred to the SRBI Team or the Student Teacher Assistance Team and a specific action plan will be developed for implementation and remediation in the classroom. At grades 9–12, the number of credits determines the advancement from grade to grade.

RECYCLING PROGRAM

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

SAFETY/ACCIDENT PREVENTION

Student safety on campus and/or 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 instruction of staff who oversee the welfare of students.

Skateboards, rollerblades, or similar items and parkouring activity are not permitted on school grounds.

SCHEDULE CHANGES

Students who desire a schedule change must meet with their counselor to discuss proposed changes. Students are expected to give a subject a fair trial. Schedule changes on the first day of each semester is limited to students who need level changes and/or have been incorrectly placed in a class (i.e, grade, level, does not meet prerequisites, etc.). Courses dropped/changed on or after the sixth (6) class meeting that the student attended or should have attended may be noted with a W (Withdrawal) and the grade at the time of withdrawal on the transcript. Any change (up or down) in academic level requires a parent signature.

SCHOLARSHIPS, FINANCIAL AID AND AWARDS

Students should start early to establish records worthy of scholarship consideration. In general, requirements for scholarship consideration are a combination of the following: grades, good character, financial need, involvement in co-curricular activities, and community service. Many scholarships and awards are available to qualified students. Seniors should consult their counselor and/or the Counseling Secretary for more information and review the Naviance website for periodic updates.

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 principal should be contacted.

SCHOOL PROPERTY: TEXTBOOKS, LOCKERS, EQUIPMENT, AND CHROMEBOOK

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, supplies, and Chromebook entrusted to their use. They will be assessed damage to textbooks, Chromebook, equipment or materials in accordance with state law and district policy. Students are not to mark or in any way mar 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. They should be kept in good order, not abused, and may be

opened and subject to inspection from time to time by school officials. **Students are cautioned not to bring large sums of money or valuables to school. Liability for these items remains with the student.**

Chromebooks:
If a student breaks or loses their Chromebook they are responsible for paying for this, and an invoice will be generated with the following statement: "Please pay the invoice by going to https://rsd17.revtrak.net/technology/. Any unpaid invoice(s) will result in a UFO (Unfulfilled Obligation). All invoices must be paid prior to the end of the school year. If any invoices are still unpaid after the school year is over, prices may be subject to increase due to the current replacement cost.

MULTI-TIERED SYSTEM OF SUPPORTS (MTSS)

MTSS emphasizes successful instruction for all students through high-quality core general education curriculum. These curricula have been developed in key academic areas and work together with effective instructional strategies, creation and maintenance of a positive and safe school climate, and a comprehensive school counseling curriculum for social-emotional learning and behavior. Beyond this, targeted interventions are implemented for students who are experiencing learning, social-emotional or behavioral difficulties. Important educational decisions are based on students' levels of performance and learning rates over time. Interventions are implemented at various levels (tiers) of student support in an attempt to help students reach grade-level proficiency. Some components of the MTSS program may be funded throughout the District by Title 1 funds.

SEARCH AND SEIZURE

The right to inspect desks, lockers, and other equipment assigned to students may be exercised by school officials to safeguard students, their property and school property. No pupil shall keep or store in a storage area assigned to the pupil for the pupil's use any item the possession of which is illegal or in violation of school regulations or that endangers the health, safety or welfare of self or others (such as matches, chemicals, ammunition, weapons, drugs, tobacco, alcoholic beverages, etc.). This document serves as advance notice that school board policy allows desks and lockers to be inspected if the administration has reason to believe that materials injurious to the best interests of students and the school are contained therein.

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. Student property shall include, but not be limited to, purses, book bags and cars. (BOE 5145.12(a))

The privilege of bringing a student-operated motor vehicle onto school premises is hereby conditioned on consent by the student driver to allow the search of that motor vehicle when there is reasonable cause for as search of that motor vehicle. The act of bringing a motor vehicle upon school premises will allow school officials to presume consent by the student, parent or guardian, or owner of the vehicle for a search of that motor vehicle. Refusal by a student, parent or guardian, or owner of the vehicle to allow access to motor vehicle on school premises at the time of a request to search motor vehicle will be cause of termination, without further hearing, of the privilege of bringing a motor vehicle onto school premises. The Principal, or a building Administrator, may request a law enforcement officer to search a motor vehicle on school premises, subject to provisions to this policy.

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 Board also allows for the use of PAS devices and breathalyzers in connection with students' participation in extracurricular/voluntary school-sponsored events and activities without the need for school personnel to first have reasonable suspicion of alcohol use.

SEXUAL HARASSMENT

Regional School District #17 P-5145.5
POLICY REGARDING SEX DISCRIMINATION AND SEXUAL HARASSMENT (STUDENTS)

It is the policy of the Regional School District No. 17 Board of Education (the "Board") for the – Regional School District No. 17 Public Schools 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. 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 this Policy, 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 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 District'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).

The District's Title IX Coordinator is Dr. Aaron Puzarne. Any individual may make a report of sex discrimination and/or sexual harassment directly to the Title IX Coordinator using any one, or multiple, of the following points of contact Regional School District No. 17 57 Little City Road, Higganum, CT 06441 Telephone #: 860-345-4244

Haddam-Killingworth High School's Title IX Coordinator is Ms. Cate DeLuca, school psychologist. Telephone #: 860-345-8541

Procedure:

It is the express policy of the Board of Education to encourage victims of sex discrimination 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. 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.

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

SPECIAL PROGRAMS

A Planning and Placement Team (PPT) is designed to provide communication and decision-making at the school level concerning the effective use of available resources for students in need of Special Education programs. Any child identified as possibly needing special education and/or related services must be referred to a special education Planning & Placement Team for evaluation. The PPT will determine whether special education services are required. Parents must give their consent before any evaluation can be done or any services can begin. An Individualized Education Plan (IEP), based upon the diagnostic findings of the evaluation study will be developed by the PPT, with parental involvement. A student may undergo the SRBI process prior to referral to a PPT. Student's may also qualify for a 504 plan which provides student access to their education through accommodations based on a specific disability.

STUDENT 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.

A student and/or parent with a complaint 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 should contact the Director of Pupil Services. A complaint or concern regarding the placement of a student with disabilities or concerning special education programs and services may also include discussions with the Director of Pupil Services.

STUDENT IDENTIFICATION CARDS

A student ID is provided by the high school each year. Students are required to have their ID's with them during the school day and at all on and off-campus school functions and activities. Students who lose their ID must request a replacement from the Main Office, at least one week prior to an event for which it is required.

STUDENT PUBLICATIONS

The official student newspaper is an instructional device for teaching writing and other journalistic skills. The newspaper advisor shall have the primary responsibility of reviewing each article prior to its publication. The school principal or his/her designated representative, other than the newspaper advisor, will also review copy prior to its publication. Censorship will be based on Board of Education policy 6145.3.

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 a 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.

Parents of a minor or of a student who is a dependent for tax purposes, the student (if 18 or older), and school officials with legitimate educational interests are the only persons who have general access to a student's records. Parental consent is required to release the records to anyone else. When the student reaches 18 years of age, only the student has the right to consent to release of records. 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 so inform the parent or eligible student and advise him/her of the right to a hearing. (BOE 5125.1)

STUDENT DEMOGRAPHIC & EMERGENCY FORM

Parents are required to complete a Student Demographic & Emergency Form that is mailed home to all students in the summer. This provides HKHS with parent/guardian contact information such as cell phone and email changes as well as emergency contacts. Please notify the HKHS Main Office or School Counseling Office of any changes throughout the school year.

TECHNOLOGY – Naviance / PowerSchool / Acceptable Use

Naviance is a comprehensive website that students and parents can utilize to make plans about college and careers. Seniors will utilize Naviance to request teacher recommendations, as well as request transcripts to be sent to colleges, NCAA, or for scholarships. Students will be required to complete surveys on Naviance, and the School Counseling Office will utilize this system to communicate school information via email to students and parents.

PowerSchool is a web-based system that students/parents/teachers use to access grades and view assignments. Parents are encouraged to access the system regularly.

Acceptable Use Policy – all students must have a signed copy of the Acceptable Use Policy form on file. This form includes student's acceptable use of school issued Chromebook.

TESTS – Excessive

If a student has three or more tests (not quizzes) scheduled for the same day, he/she may speak to his/her School Counselor with enough notice to get one of the test dates changed.

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 counseling 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.

TRANSPORTATION

School transportation privileges are extended to students on the condition of satisfactory behavior on the bus. Students will be advised of their suspension from transportation services for unsatisfactory conduct. This conduct may occur while awaiting or receiving transportation to or from school, may endanger persons or property or may violate a Board policy or administrative regulation.

Video cameras are installed in some Student Transportation Association (STA) buses as a means of ensuring safety and security. Videos are kept for one week and are reviewed only by an administrator at times where a disruption or concern has been reported. The following rules shall apply to student conduct on school transportation:

1. Passengers shall follow the driver's directions at all times.
2. Passengers shall board and leave the bus in an orderly manner at the designated bus stop nearest their home.
3. Passengers shall remain seated while the bus is in motion.
4. Passengers shall keep books, instrument cases, feet, and other objects out of the aisle of the bus.
5. Passengers shall do nothing to deface the bus and/or its equipment.
6. 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.
7. Passengers shall refrain from smoking or using any form of tobacco.
8. Passengers shall observe no eating rules on the bus.
9. Usual classroom conduct shall be observed. Unruly conduct, including the use of obscene language, will subject the passenger(s) to disciplinary action.
10. Upon leaving the bus, passengers shall wait for the driver's signal before crossing in front of the bus.

Disciplinary sanctions and changes in transportation for a student with a disability shall be made in accordance with the provisions of the student's Individual Educational Plan.

USE OF PRIVATE TECHNOLOGY DEVICES BY STUDENTS

For the purposes of this policy, "privately owned technological devices" refers to privately owned desktop computers, wireless and/or portable electronic hand-held equipment that can be used for word processing, wireless Internet access, image capture and recording, sound recording, information transmitting and/or receiving, storing, etc. These devices may include, but are not limited to, desktops, personal laptops, Smartphones, network access devices, Kindles, Nooks, cellular telephones, radios, personal audio players, iPads or other tablet computers, walkie-talkies, Blackberries, personal data assistants, iPhones, Androids, smart watches, and other electronic signaling devices.

Privately owned technological devices may not be used during instructional time, except as specifically permitted by instructional staff or unless necessary for a student to access the district's digital learning platform or otherwise engage in remote learning. On school property, at a school-sponsored activity, while in use for a remote learning activity, or while being used to access or utilize Board technology resources, the use of any such device for an improper purpose is prohibited.

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

Use of privately owned electronic or technological devices for the unauthorized recording (photographic, audio, or video) of another individual without permission of the individual or employee is a violation of school rules and district policy.

VEHICLES

All vehicles coming into or leaving the school grounds are subject to the regulations of the school.

VISITORS

Parents/guardians are welcome to visit Haddam-Killingworth High School. All parents/guardians must first report to the main office to sign-in and obtain a visitor's badge. Visits to individual classrooms during instructional time shall be permitted only with an Administrator's approval, and such visits shall be permitted if their duration or frequency does not interfere with the delivery of instruction and does not disrupt the normal school environment. Unauthorized persons shall not be permitted in school buildings or on school grounds. The Principal or designees, 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.

Student are typically permitted to visit only if a student is seriously considering attending HKHS. Requests must be submitted to the School Counseling office at least one week in advance. Permission may be granted at the discretion of Administration. Administrative decision is final.

WEAPONS AND DANGEROUS INSTRUMENTS

(See CONDUCT: Weapons and Dangerous Instruments.)

WORKING PAPERS

A student requiring working papers may obtain them in the Main Office during school hours. In order to qualify for working papers a student must be 15 years of age and have a *"Promise to Employ"* letter from an employer. Students who do not attend HKHS will also need proof of age (i.e. birth certificate or driver's license). Students must appear in person to obtain working papers. Working papers are no longer needed once a student reaches 18 years of age.

HEALTHY LIVING *alcohol, tobacco, & drugs*

FACT AND FICTION:

Substances and your body

Home is where the heart is.
Your body is your home. A home you can't move out of, trade, or replace. Unlike a home made of lumber and nails, what you do in your home can't be repaired. It stays with you forever. The consumption of alcohol, tobacco, and/or drugs makes our homes grow old faster. Things can begin to break, look worn, and fall into disrepair surprisingly quickly. Since substances can make a person feel good for a little while, they can make a user forget the damage they are doing. **Be careful and treat your body with respect!**

Alcohol

Alcohol is a legal intoxicant that is unarguably the most dangerous drug on the planet. Each year, more people are injured or die from alcohol-related accidents or illnesses than any other drug.

Drinking…

…makes skin brittle and dry, causing cracking, blemishes, and bloating of the skin, especially in the face and stomach regions.

…harms every organ in the body. Alcohol damages the entire digestive system. It can cause scarring of the liver and eventually lead to liver disease. Alcohol can cause your brain chemistry to change, causing memory loss and sudden mood swings.

…is packed with empty calories.
Alcoholic beverages are very high in calories and can cause weight gain and increase the risk of diabetes, even if taken in moderation!

Learn more at: **https://www.niaaa.nih.gov/publications/brochures-and-fact-sheets/alcohol-facts-and-statistics**

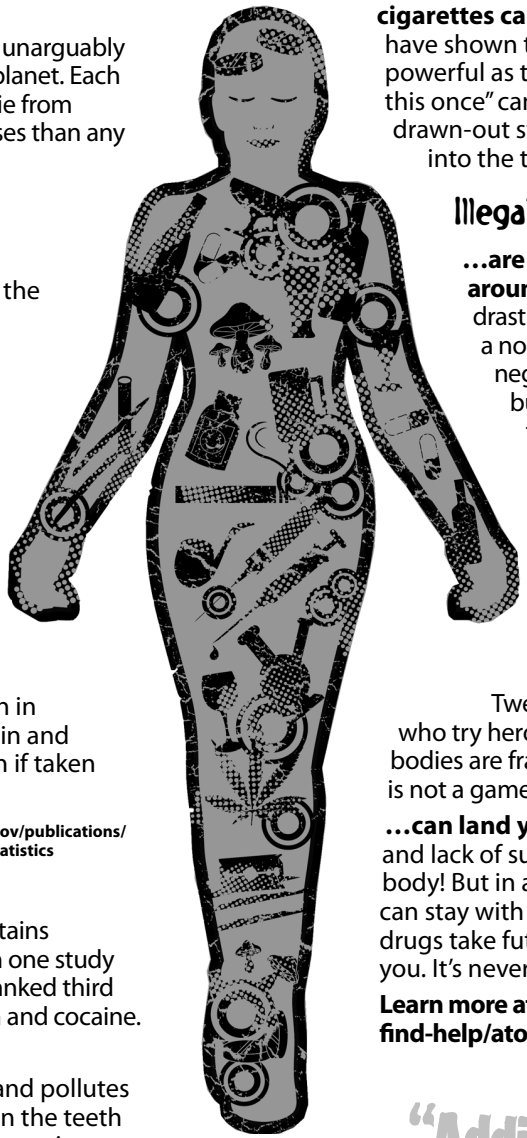
Tobacco

Tobacco is a leafy plant which contains nicotine, an addictive stimulant. In one study of 20 often-used drugs, nicotine ranked third most addictive, just behind heroin and cocaine.

Tobacco…

…stinks. Smoking smells awful and pollutes the air. Chewing tobacco can stain the teeth and cause bad breath and gum recession.

…has tons of harmful chemicals. If you smoke, you are coating your lungs with tar, hydrogen cyanide (rat poison), benzene (a gasoline additive), and formaldehyde (a chemical used to preserve dead bodies), just to name a few. That can't be good for anyone.



…is so addictive that even a couple of cigarettes can cause dependence. Studies have shown this addiction to be just as powerful as that of a regular smoker! "Just this once" can very easily become a long, drawn-out struggle with nicotine. Don't fall into the tobacco trap!

Illegal Drugs...

…are dangerous to you and those around you. Illegal drugs can cause drastic changes in a user's ability to live a normal life. Illegal drugs are always a negative equation. They do nothing but take from the user, a user's family and friends, and from the community at large. If you or someone you know is a user, get help now!

…can cause irreversible damage to the mind and body. For example, cocaine can bring on strokes and seizures, even in young people. Twenty-three percent of people who try heroin will become addicted. Our bodies are fragile. Don't risk your future. This is not a game.

…can land you in the slammer! The food and lack of sunlight has to be bad for your body! But in all seriousness, a criminal record can stay with you forever. Don't let illegal drugs take future opportunities away from you. It's never worth it!

Learn more at: https://www.samhsa.gov/find-help/atod

"Addiction" Defined:

…to be "addicted" is to be chemically dependent. When addicted, a person will compulsively seek out a substance despite knowing and experiencing its harmful effects upon themselves and those around them.

wellness

STRESS

Signs of Stress

- Feeling irritable
- Always rushing
- Forgetting things
- Grinding your teeth at night
- Feeling like you're being picked on
- Getting a sore neck or shoulder
- Losing stuff
- Feeling sad or anxious

Chill Out

- ☑ Take deep breaths
- ☑ Step away from the situation
- ☑ Go for a walk
- ☑ Take a break
- ☑ Get good rest
- ☑ Eat healthy foods
- ☑ Get some exercise
- ☑ Find someone to listen
- ☑ Give yourself positive messages
- ☑ Set priorities

"The greatest weapon against stress is our ability to choose one thought over another."

— William James

What Causes Your Stress?

What's stressful for some is nothing to others and vice versa. What sets you on edge?

_____

_____

_____

_____

How Will You De-stress?

When you're as taut as a rubber band, what's going to help you relax?

_____

_____

_____

_____

HEALTHY LIVING *internet safety tips*

ONLINE SAFETY

BE SMART! BE RESPECTFUL! BE SECURE!

The internet is a real-life place with real-life dangers. Be smart and take steps to keep yourself safe online.

Be Smart!

Everything you post online stays online forever! It can be copied, saved, and distributed by anyone. Think, before you post images or words you might regret!

Be Respectful!

When online, people sometimes forget that they are communicating with other people and not with their computer screen. They might say or do things online they would never say or do in person. These people are called cyberbullies.

Remember to treat others online as you would want to be treated. Don't say or do anything that you wouldn't say or do to someone face-to-face. Be kind, courteous, and respectful to others. Cyberbullying is serious and a crime in many states.

Be Secure!

The online world is not a game. It is real life. Keeping your personal and financial information safe is important. Here are a few tips on how to keep your information safe online:

- ✖ If it isn't required, don't fill it in.
- ✖ Keep your passwords and login information to email, social networking sites, and other accounts secret from even your best friend. Change your password(s) periodically.
- ✖ Pick a password that has numbers and letters, varied capitalization, and more than seven characters.
- ✖ Make sure your connection is secure before logging in.
- ✖ Check the URL (www. Address) of the website you are logging into. Don't trust the appearance of the site itself.
- ✖ If you get an email about something important, research the email and make sure it isn't a scam. Don't use the email's links or download information from your email.
- ✖ Use up-to-date Antivirus software, and do regular scans for viruses.

HAVE YOU OR SOMEONE YOU KNOW ...

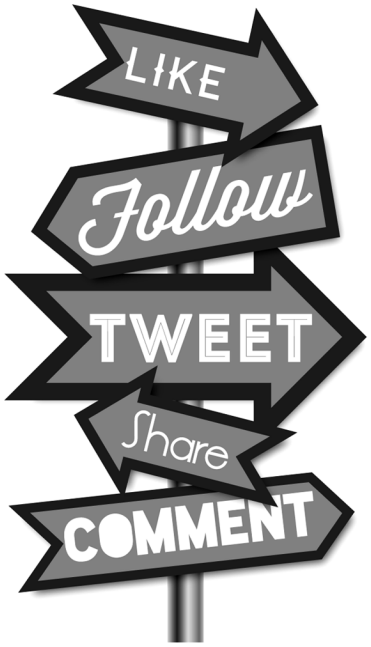
… ever had money stolen from them online? ***Discuss***

… ever posted something or had something posted they would rather not have online? ***Discuss***

… ever accidentally or purposefully sent an email or text to someone and hurt their feelings? ***Discuss***

Why is it important to be smart, safe, and respectful online? **Answer on a separate piece of paper.**

HEALTHY LIVING *social media safety for teens*



SOCIAL MEDIA SAFETY FOR TEENS

NetSmartz.org/TipSheets

THE FOLLOWING CHECKLIST CAN HELP YOU TAKE STEPS TO KEEP YOURSELF SAFER ONLINE.

- **CHECK YOUR COMMENTS AND IMAGES.**
  Have you posted anything inappropriate or illegal, like threats, nudity, alcohol, or drugs?

- **TALK TO YOUR FRIENDS ABOUT WHAT'S OK TO POST.**
  Agree that you won't post embarrassing or hurtful comments or images of each other. Be clear that you'll delete – or if needed, report – any posts that are inappropriate, illegal, or threatening or could get you in trouble.

- **REVIEW YOUR ACCOUNT SETTINGS.**
  Go through each option slowly. Always ask yourself – *what* is on my profile and *who* can see it?

- **KNOW YOUR FRIENDS, CONTACTS, AND FOLLOWERS.**
  These are the people who can see, share, and comment on what you post so you want to be sure you can trust them. Block and report anyone who makes harassing, threatening, or inappropriate comments.

- **KEEP AN EYE ON 3RD PARTY APPS.**
  Some of these apps will give companies access to your personal information. Always read the fine print before deciding to add one.

- **DON'T FORGET MOBILE.**
  When you use mobile devices like smartphones and tablets to post something or check in, you could also be sharing your location. Check your settings to make sure you're only sharing what you want to.

- **REPORT.**
  You have the right to be safe online. If anyone cyberbullies you, make a report to the website or app. If anyone shares or asks you to share sexual messages or images, make a report to **www.CyberTipline.com.**

A program of the
NATIONAL CENTER FOR MISSING & EXPLOITED CHILDREN®

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NetSmartz® Workshop
For more resources visit NSTEENS.ORG

SUCCESS SKILLS *tips for improving your memory & taking standardized tests*

TIPS FOR IMPROVING YOUR MEMORY

{1} Keep notes, lists, and journals to jog your memory.

{2} Decide what is most important to remember by looking for main ideas.

{3} Classify information into categories. Some categories may be:

- **a.** Time – summer, sun, swimming, hot
- **b.** Place – shopping center, stores, restaurants
- **c.** Similarities – shoes, sandals, boots
- **d.** Differences – mountain, lake
- **e.** Wholes to parts – bedroom, bed, pillow
- **f.** Scientific groups – Flowers, carnation, rose

{4} Look for patterns. Try to make a word out of the first letters of a list of things you are trying to remember. You also could make a sentence out of the first letters of the words you need to remember.

{5} Associate new things you learn with what you already know.

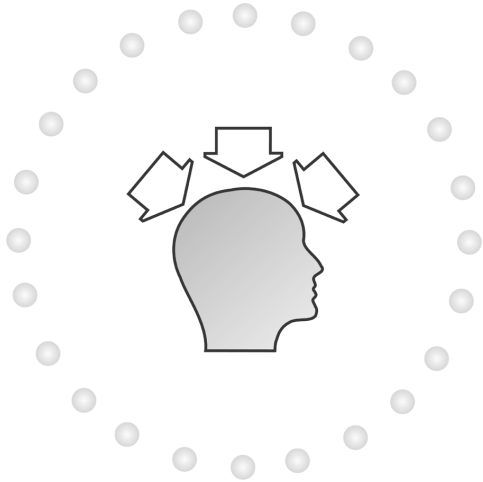
{6} Use rhythm or make up a rhyme.

{7} Visualize the information in your mind.

- **a.** See the picture clearly and vividly.
- **b.** Exaggerate and enlarge things.
- **c.** See it in three dimensions.
- **d.** Put yourself into the picture.
- **e.** Imagine an action taking place.

{8} Link the information together to give it meaning.

{9} Use the information whenever you can. Repetition is the key to memory.



TIPS FOR TAKING STANDARDIZED TESTS

{1} *Concentrate.* Do not talk or distract others.

{2} *Listen carefully to the directions.* Ask questions if they are not clear.

{3} *Pace yourself.* Keep your eye on the time, but do not worry too much about not finishing.

{4} *Work through all of the questions in order.* If you do not think you know an answer to a problem, skip it and come back to it when you have finished the test.

{5} *Read all of the possible answers* for each question before choosing an answer.

{6} *Eliminate any answers that are clearly wrong,* and choose from the others. Words like *always* and *never* often signal that an answer is false.

{7} *If questions are based on a reading passage,* read the questions first and then the passage. Then go back and try to answer the questions. Scan through the passage one last time to make sure the answers are correct.

{8} *When you finish the test, go back through and check your answers for careless mistakes.* Change answers only if you are sure they are wrong or you have a very strong feeling they are wrong.

{9} *Do not be afraid to guess at a question.* If you have a hunch you know the answer, you probably do!

{10} *Use all of the time allotted* to check and recheck your test.

SUCCESS SKILLS *about cheating*

WINNERS NEVER CHEAT. CHEATERS NEVER WIN.

SOME PEOPLE RATIONALIZE THE REASONS WHY THEY CHEAT: "THE TEACHER DIDN'T GIVE US ENOUGH TIME," "MY COMPUTER CRASHED AND I LOST MY PAPER," "IT WAS ONLY A LITTLE HOMEWORK," "IT WASN'T LIKE IT WAS A TEST OR ANYTHING IMPORTANT!"

But the bottom line is,

nobody wins when they cheat.

What happens when you actually need to know the answer? Don't be fooled, someday it will come back to haunt you.

Cheaters:

MISS OUT ON LEARNING THE MATERIAL AND EVENTUALLY FIND THEMSELVES IN OVER THEIR HEADS.

UNDOUBTEDLY FEEL BADLY ABOUT CHEATING, WHETHER THEY WANT TO ADMIT IT OR NOT.

HAVE TO TRY TO KEEP TRACK OF THEIR LIES, WHICH IS IMPOSSIBLE AND A WASTE OF PRECIOUS TIME AND ENERGY.

ARE USUALLY CAUGHT. WEB-BASED ANTI-PLAGIARISM SERVICES AND CHEAT-PROOF SOFTWARE MAKE IT EASY FOR TEACHERS TO ROOT OUT CHEATERS. YOU CAN'T CHEAT FOR LONG WITHOUT SOMEONE EVENTUALLY UNMASKING YOU.

SUCCESS SKILLS *preparing for college*

PREPARING FOR COLLEGE

The College Application Process

{1} The application process begins in NINTH grade. Your grades and coursework will directly impact your admittance to college.

{2} Fill your schedule with a variety of subjects and difficulty. Colleges are looking for well-rounded students who are highly motivated. Do your best in each class. Do not let a class slip because it does not interest you. Colleges look for a consistent performance in all subjects.

{3} Take the SAT or ACT in time to include your scores on college applications.

{4} Look at as many potential colleges as possible. Do not limit your options.

{5} Visit as many campuses as possible and talk to students, staff, and the office of admissions while at the college.

{6} Send applications to prospective colleges beginning in early fall of your senior year. You can obtain applications and information in the guidance office or online at university and college websites.

{7} Fill out any potential scholarship forms and send them to the appropriate personnel.

{8} Allow at least two weeks for your counselor to process your applications.

{9} Many schools will respond to your application within four to six weeks.

Steps for Juniors

{1} Talk to your counselor about filling your junior-year class schedule with coursework in English, foreign language, social studies, science, and mathematics. It is recommended that students take as many mathematics courses as possible.

{2} Colleges are looking for well-rounded students in the arts, business, drama, and speech.

{3} Find out when potential universities are visiting your school or when your school is going on visits to potential colleges.

{4} It is best to visit campuses when classes are in session, not spring break, Christmas, etc.

{5} Take a course that prepares you for the SAT or ACT.

{6} At the beginning of your junior year, take the PSAT exam to practice for the SAT.

{7} Take the SAT or ACT in the spring of your junior year. If you feel the score does not reflect your ability, retake the exam during your senior year.

{8} Start applying for any scholarships for which you are qualified.

{9} If you know your intended field of study in college, schedule your senior year with an emphasis in that area.

{10} Plan to visit as many colleges during the summer as possible.

Steps for Seniors

{1} Attend as many college fairs as possible in your local area.

{2} Visit as many institutions and universities as possible. It is best to visit campuses when classes are in session. (Not spring break, Christmas, or any major holiday.)

{3} When visiting colleges, meet with the admissions office and financial aid office, and with professors in your intended field of study.

{4} Talk to older friends and students about that particular college or university.

{5} Ensure that your SAT or ACT scores meet the requirements of the colleges and universities that interest you. If necessary, retake the entrance exams.

{6} Make a list of admission deadlines at the colleges you are interested in attending.

{7} Submit completed college applications to your guidance counselor, and be sure to include any application fees.

{8} File a financial aid form.

{9} Inquire about any available scholarships, and be sure to meet the appropriate requirements and deadlines.

{10} Keep a file of any correspondence from potential colleges for future reference.