

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



STUDENT HANDBOOK 2022 – 2023

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

THIS AGENDA BELONGS TO:

NAME _____

ADDRESS _____

TOWN _____ ZIP CODE _____

PHONE _____ STUDENT NUMBER _____



MISSION OF HADDAM-KILLINGWORTH MIDDLE SCHOOL

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

School Colors
BLUE and GOLD

School Mascot
COUGARS

Cougar Core Values
ACCEPTANCE
KINDNESS
PERSEVERANCE
RESPECT
RESPONSIBILITY

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

DAILY SCHEDULE BY GRADE

TIME	Gr 6	Gr 7	Gr 8
8:05-8:10	HR	HR	HR
8:13-8:56	1	AAFA	1
8:59-9:42	2	2	2
9:45-10:28	AAFA	3	3
10:31-11:15	FLEX	Pod B 1st lunch 10:28-10:58	1st lunch 10:28-10:58
11:00-11:45		FLEX	FLEX
11:15-11:45	2nd lunch 11:15-11:45	Pod C 2nd lunch 11:15:-11:45	
11:49-12:32	5	5	AAFA
12:35-1:18	AAFA	6	6
1:21-2:04	7	AAFA	7
2:07-2:50	8	8	AAFA

HKMS Schedule of A/B Cycle Days					
2022-2023					
	Monday	Tuesday	Wednesday	Thursday	Friday
August			31A		
September				1B	2A
	X	6B	7A	8B	9A
	12B	13A	14B	15A	16B
	19A	20B	21A	22B	23XXA
	26B	27A	28B	29A	30B
October	3A	4B	X	6A	X
	X	11B	12A	13B	14A
	17B	18A	19B	20XXA	21B
	24A	25B	26XXA	27XXB	28A
	31B				
November		1A	2B	3A	4B
	7A	X	9B	10A	X
	14B	15A	16B	17A	18B
	21A	22B	23XXA	X	X
	28B	29A	30B		
December				1XXA	2B
	5A	6B	7A	8B	9A
	12B	13A	14B	15A	16B
	19A	20B	21A	22B	23XXA
	X	X	X	X	X
January	X	3B	4A	5B	6A
	9B	10A	11B	12A	13XXB
	X	17A	18B	19A	20B
	23A	24B	25XXA	26B	27A
	30B	31A			

February			1B	2XXA	3B
	6A	7B	8A	9B	10A
	13B	14A	15B	16A	17B
	X	X	22A	23B	24A
	27B	28A			
March			1B	2A	3B
	6XXA	7XXB	8A	9B	X
	13A	14B	15A	16B	17A
	20B	21A	22B	23A	24B
	27A	28B	29A	30B	31A
April	3B	4A	5B	6A	X
	X	X	X	X	X
	17B	18A	19B	20A	21B
	24A	25B	26A	27B	28A
May	1B	2A	3B	4A	5B
	8A	9B	10A	11B	12A
	15B	16A	17B	18A	19B
	22A	23B	24A	25B	26A
	X	30B	31A		
June				1B	2A
	5B	6A	7B	8A	9B
	12XXA	13XXB			
A/B Cycle of Days Key:					
X indicates no school					
XX indicates a half-day session.					

REGIONAL SCHOOL DISTRICT NO. 17 ADMINISTRATION

CENTRAL OFFICE

Jeff Wihbey	Superintendent	860-345-4534
TBD	Director of Fiscal Operations	860-345-4534
Kris Lindsay-Stevens	Director of Student Services	860-345-4244
Rob Albert	Director of Building and Grounds	860-345-4534
John Mercier	Director of Operations	860-345-4534
Marie Illingworth	Director of Transportation (STA)	860-345-8228

BUILDING ADMINISTRATION

Brienne Whidden	Principal, Burr Elementary School	860-345-4584
Dennis Reed	Principal, Killingworth Elementary School	860-663-1121
Eric Larson	Principal, Haddam-Killingworth Intermediate School	860-663-1241
Dolores Bates	Principal, Haddam-Killingworth Middle School	860-663-1241
TBD	Assistant Principal, Haddam-Killingworth Middle School	860-663-1241
Donna Hayward	Principal, Haddam-Killingworth High School	860-345-8541
Adam Apicella	Assistant Principal, Haddam-Killingworth High School	860-345-8541
Tonya Gorgone	Student Services Coordinator	860-345-4244
Lynn Flint	Athletic Director, HKHS	860-345-8541
TBD	Sports Director, HKIMS	860-663-1241

REGIONAL SCHOOL DISTRICT NO. 17 SCHOOL HOURS

Regular School Hours

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

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

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

Delayed Opening Schedule

If School opening is delayed because of inclement weather, the delay will be two (2) hours.

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

**HADDAM-KILLINGWORTH MIDDLE SCHOOL
2022-2023 STAFF DIRECTORY**

ADMINISTRATION

Dolores Bates Principal

ACADEMIC TEACHERS

Julie Coogan Math, Grade 6
 Rob Davey Social Studies, Grade 8
 Robin Duffield Science, Grade 8
 Beth Gagliardi Language Arts, Grade 6
 Kerry Geoghegan Math, Grades 7/8
 Matt Hall Science, Grades 6/7
 Catherine Harris Science, Grades 7/8
 Tim Houlton Science, Grade 6
 Brendan Kennedy Social Studies, Grades 7/8
 Amy Koepke Language Arts, Grades 6/7
 Lynne Landry Language Arts, Grade 7
 Jennifer Leavitt Math, Grade 7
 Ruth Masci Language Arts, Grade 6
 Jessica Maynard Math, Grade 6
 Sharon Papale Language Arts, Grades 7/8
 Brian Pember Math, Grade 8
 Gretchen Schwanfelder Language Arts, Grade 8
 JoAnn Smith Social Studies, Grade 6
 Daniel Vorio Language Arts, Grade 7
 Barbara Welles Math, Grade 8
 Kevin White Social Studies, Grades 6/7

READING AND MATH SUPPORT

Paige Callahan Literacy Coach
 Jessica Maynard Math Interventionist
 Kristin Menard Reading Interventionist
 Heather Rigatti Math Coach
 Courtney Smalley Math Interventionist
 Barbara Welles Math Interventionist
 Catherine Wendt Reading Interventionist
 Lara Wowk Reading Interventionist

STUDENT SERVICES

Tara Bartlett Social Worker
 Rebecca Degnan School Counselor
 Meredith Dow RBT
 Alan Fortin School Counselor
 Mandy Grass District Behaviorist
 Dana Kalksma Occupational Therapist
 Kim Kapinos ESS
 Pat McCay Speech/Language Specialist
 Susan Speir School Psychologist

STUDENT SERVICES

Alysia Caffrey Special Education Teacher
 Jillian Constantine Special Education Teacher
 Rebecca Reinhold Special Education Teacher
 Sabrina Simpkins Special Education Teacher
 Kaitlyn Sunderland Special Education Teacher
 Michaela Super Special Education Teacher
 Rebekah Templeton Special Education Teacher
 Bonnie Amenta ParaEducator
 Gale Annicelli ParaEducator
 Tracey Asti ParaEducator
 Heidi Gifford ParaEducator
 Cynthia Gode ParaEducator
 Monica Hansen ParaEducator
 Nicole Lucey ParaEducator
 Dawn McGoeys ParaEducator
 Allison Rourke ParaEducator
 Elizabeth Schippritt ParaEducator
 Betsy Stehr ParaEducator
 Denise Zanardi ParaEducator
 Michelle O'Rourke L.E.A.P.

APPLIED ACADEMIC AND FINE ARTS

Cherie Anderson-Mucha Physical Education/Health
 Tony Bergantino Physical Education/Health
 Tim D'Amato Music
 Natali Epshtein Spanish
 Rob Fagan Physical Education/Health
 Laura Gardner French/Spanish
 Leanne Honious Library Media Specialist
 Katherine Jones Chorus
 Sarah Landers Spanish
 Elizabeth Pascucci Spanish
 Kristin Porriello Technology Education
 TBD Band/Music
 Matthew Thomas Practical Arts/Foods
 Jill Thompson Art

BUILDING STAFF

Debra Cumpstone Guidance Secretary
 Susan Hammar Bookkeeper
 Lori Kenney School Nurse
 Lori LaBella Principal's Secretary
 Anne O'Brien Receptionist
 Terrie Shimoda Library Media Assistant
 Nicole Tucker School Nurse
 Nancy Arendholz Food Service Worker
 Mary Hueg Food Service Worker
 Linda Magnano Food Service Worker
 Megan Theriault Food Service Worker
 John Cribbs Day Custodian
 Edit Dautaj Night Custodian
 Don Michaud Night Custodian
 Steve Pytlik Night Custodian
 Allen Sansalone Head Custodian
 Carl Seaquist Night Custodian
 David Shramek Day Custodian
 Greg Urban Night Custodian

TABLE OF CONTENTS

About Haddam-Killingworth Middle School	1	Lost and Found	27
Academic Awards	4	Lunch Money	28
Accidents	19	Marking Periods	3
Admission and Placement	1	Math Counts	23
Advertising	23	Medications	19
Advisory	1	National Junior Honor Society - Grade 8	4
After School Clubs	22	No Parking Zones	28
After School Events	23	Non-Discrimination	28
Annual Notice of Obligation	4	Parent Involvement	28
Asbestos	23	Parent-Teacher Associations and Organizations	29
Athletics	22	Parent Advisory Board	29
ATTENDANCE	4	Parents Right-To-Know	29
Bullying	14	Pesticide Notification and Application	29
Cafeteria	23	Photographs	29
Cheating, Plagiarism, Forgery	23	Pledge of Allegiance and Silent Meditation	29
Child Abuse	23	P.M. Room	29
CO-CURRICULAR ACTIVITIES	22	Posters/Flyers	30
CODE OF CONDUCT/ DISCIPLINE REGULATIONS	6	PREFACE	1
Communicable/Infectious Diseases	20	Program of Studies	2
Computer Resources	24	Removal from Class	10
Cougar Core Value Awards - All Grades	4	Report Cards	3
Crisis Response Drills	24	RDS 17 Athletic Policy Re Substance Abuse	18
Criteria for Honor Roll	3	Safety/Accident Prevention	30
Curricular Exemptions	24	Scholar Leader Award - Grade 8	4
Delayed Opening	24	School Ceremonies and Observances	30
Detention	9	School Counseling	2
Directory Information	24	SCHOOL COUNSELING DEPARTMENT	2
Disabilities	20	School Phone Use	30
Discipline Procedures	9	School Progress Review Team (S.P.R.T.)	3
Dismissal From School/Leaving School Grounds	6	School Property: Textbooks, Lockers, & Equipment	30
DISTRICT MISSION STATEMENT	1	Search and Seizure	15
Drama	23	Sexual Harassment	13
Dress Code - Dress and Grooming	24	Short Term Illness or Absence	20
Drugs/Behavior Affecting Substance/Alcohol	16	Smoking/Tobacco Use	18
EDUCATIONAL PROGRAM	1	Sport or Athletic Club Physicals	20
Emergency Cards and Medical Treatment	20	Student Complaints/Grievances	16
Emergency School Closing Information	26	Student Council	23
Excused Absences	5	Student-Led Conferences	31
Exemption From Health Instruction	26	Student Records	31
Expulsion	10	Student Visitors	31
Extra Help	2	SUBSTANCE ABUSE	16
Fees/Unfulfilled Obligations	26	Suspension	10
Field Trips	26	Tardy To Class	5
Financial Assistance	27	Tardy To School	5
Fund-Raising	27	Transfers and Withdrawals	31
GENERAL INFORMATION	23	TRANSPORTATION	21
Grading Philosophy	3	Transportation To/From School Sponsored Student Activities	21
Green Cleaning	27	Truancy, Excused and Unexcused Absences	5
Health Assessments/Physical Examinations	20	Unexcused Absences	5
HEALTH SERVICES	19	Use of Electronic Devices	15
Homebound Instruction	20	Use of Elevator	20
Homework	2	Vehicles	31
Immunizations	20	Visitors	31
Infraction Chart	11	Weapons and Dangerous Instruments	15
Insurance	27	Who To Contact for Communication/Concerns	1
Library/Media Center	27	Yearbook	23
Limited Physical Education Program	20		

DISTRICT MISSION STATEMENT

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

PREFACE

This handbook 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 No. 17 and is designed as a general guideline and resource for students and their families.

EDUCATIONAL PROGRAM

Admission and Placement:

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

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

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

Exchange students participating in a formal exchange program may be admitted by the Superintendent for

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

About Haddam-Killingworth Middle School

Adolescence is a pivotal time in child development. It is a time when students are growing out of the need to be managed as children, yet are not quite ready for the complete independence provided to adults. Middle level adolescents require a safe space to explore their identities, recover from their mistakes, and gain increasing levels of responsibility and independence. Haddam-Killingworth Middle School uses a team-based approach to support students in grades 6-8 so they will remain curious in their learning, show respect in their actions, persevere through challenges, advocate for their needs, exhibit compassion towards others, and reflect on their choices. Additionally, HKMS works to empower student voices through programs such as our school-wide student council and the principal's student advisory council, as well as through our community partnership clubs.

Who to contact for communication/concerns

Guidance Counselor: Main contact for whole child concerns, especially social-emotional concerns and general academic concerns.

Homeroom Teacher: Main point of contact for parents of homeroom students.

Academic Teacher: Main contact for parents with specific class issues/concerns/questions.

Special Education Case Manager: Main contact for parents and teachers with questions about IEP requirements.

Grade Level Team Leader: Main contact for grade level communications between teachers and/or parents as necessary (ie: conferences, events, daily adjustments, etc).

Advisory

Advisory is an integral part of the middle school experience and will meet weekly throughout the school year. The intent of the advisory period is to

foster a sense of safety and belonging while building positive relationships and school-connectedness among students and staff. Advisory teaches and reinforces important skills such as emotional awareness, empathy, stress management, behavior regulation, conflict resolution, building and maintaining healthy relationships, perspective-taking, goal setting and responsible decision-making.

Program of Studies

The curriculum of Haddam-Killingworth Middle School has been planned to help students develop the knowledge, attitudes, and skills necessary for success in our global community. Every day the student will attend eight classes; five academic, two applied academics and fine arts, and a flex period. The five academic periods include history, mathematics, science, and two periods of language arts. The two applied academics and fine arts periods include exploratory classes in technology, art, health, world language, music, and foods scheduled over three years. Students must also take physical education all three years and may choose elective opportunities in band or chorus. A copy of the Program of Studies can be found on the school website.

Extra Help

If the student needs extra help or to make up work from an absence, the student should ask for help from the teacher of that subject. The student may also be assigned to meet with teachers of the student's team for additional tutoring or to make up assignments. Teachers are available for help almost every day after school. Arrangements should be made one day in advance and a note must be turned in to the HKMS office.

Homework

The purpose of homework is to help students become self-directed, independent learners and help all students reach their educational goals. Teachers give homework assignments to continue or expand on the work the student has been doing in class. Specific homework assignments may strengthen basic skills; extend classroom learning; stimulate and further interests; reinforce independent study skills; develop initiative, responsibility, and self-direction; and acquaint parents with the student's work in school.

The student may not receive homework assignments in all subjects every day, but the student should

expect to have some homework every day. Not all homework is a writing activity. A study assignment is also homework. Review is another kind of homework, as is general reading, which the student should be doing every day. The student should plan ahead for long-term assignments. Homework usually averages one and one half-hours per night. Sometimes homework will take more time, especially before tests.

Although students are encouraged to review all assignments online, when a student is absent from school for three or more days, a parent may request that teachers prepare a make-up homework packet by calling the Guidance Office. If the request is made by 8:30am the teachers will have all assignments (assuming there are assignments) available for pick up at the end of the school day.

This agenda book is provided to the student so that the student may write down each day's homework assignment. It can also be used as a method of communication between the student's parents and teacher.

SCHOOL COUNSELING DEPARTMENT

School Counseling

Social services and counseling are rendered by professionally qualified members of the school staff. The responsibilities of the social worker, school psychologist, and school counselors are to help the student function more successfully within the school environment. Counseling is an opportunity to talk with someone about things that are important to students. These opportunities to talk may be personal, social, educational or vocational. Counselors will listen and be open and honest with students.

Appointments can be arranged by calling or by stopping by the guidance office before school, between classes or after school.

The school counselor is the primary point of contact for a parent or staff member concerned about a student's academic performance or behavior. These behaviors may include:

- poor academic achievement.
- working below potential.
- a change in personality.
- disruptive behavior in class.
- change in peer group.

- frequent physical complaints.
- mood swings.
- late to school, class or frequently absent.
- depressed, excessively quiet, or withdrawn.
- anxious or stressed.
- significant changes at home (death, divorce, loss of income).

This information will be kept confidential as specified by state and federal guidelines and the counselor will take appropriate steps to intervene and provide support.

Parents may contact their child’s counselor at any time - Alan Fortin, afortin@rsd17.org (student last names A – L) and Rebecca Degnan, rdegnan@rsd17.org (student last names M – Z).

Grading Philosophy

As we move toward establishing students’ grades on standards, final grades are first and foremost determined by our teachers’ professional opinions of your child’s work against those standards, not by mathematical calculations. Teachers have been trained in analyzing student products against standards and finding evidence of that learning using a variety of methods. Please don’t hesitate to inquire how grades for your child are determined if you are unsure.

Written reports on student progress will be issued in accordance with a schedule approved by the Superintendent of Schools after consultation with principals and faculties. Reporting dates shall be determined annually and placed on the school calendar.

Report cards should reflect the educational growth of the student in relationship to each student’s ability, attitudes, interests, conduct or citizenship, and achievement and in relationship to standards for his/her age and grade. (BOE 5124)

Students in grades six through eight will receive a standards based report card three times a year. This report card includes a number of standard statements for each content area in which students are assessed. Students will also receive a letter grade for each course they are taking.

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

Marking Periods

First Term: Aug. 31, 2022 - Dec. 2, 2022
 Second Term: Dec. 5, 2022 - March 10, 2023
 Third Term: March 13, 2023 – End of School

In the event of excessive school cancellations term ranges may change.

Report Cards

First Term: Dec. 13, 2022 posted online
 Second Term: March 21, 2023 posted online
 Third Term: Report cards will be mailed home.

Criteria for Honor Roll

An honor roll will be issued after each marking period. High honors = A (93% average or higher); Honors = B+ to A- (87.0% to 92.99% average). All courses (academic and AAFA) are included in the honor roll calculation. Courses are weighted by how often they appear in a child’s schedule. Students with any C- grades or lower cannot be considered for the honor roll. The honor roll is run 10 days after the close of the marking period once grading errors and incompletes are cleared. The honor roll is then published in local newspapers.

School Progress Review Team (S.P.R.T.)

The mission of the Haddam-Killingworth School Progress Review Team is to promote an atmosphere of support where all students can succeed academically, emotionally, and socially through early identification and accurate assessment of learning

challenges, coupled with appropriate interventions involving school, parental and community resources.

Specifically, the School Progress Review Teams are designed to provide communication and decision-making at the school level to support students who are not meeting academic or behavioral standards. The SPRT teams are comprised of an administrator, school counselor, school psychologist, reading interventionist, math interventionist, and/or regular education teachers. The team gathers and reviews data such as academic records, student work samples, discipline referrals, attendance, health records, academic testing, and teacher feedback. An action plan is created to target areas of concern. The team continues to monitor the action plan and make modifications as necessary. Parents will be notified of a child's referral to the SPRT process.

Any child identified as possibly needing special education and/or related services will be referred by the School Progress Review Team to a Planning & Placement Team for evaluation (PPT). Parents are actively involved in the PPT and must give their consent before any evaluation can be done or any special education services scheduled. The PPT will determine whether special education services are required.

Academic Awards

National Junior Honor Society – Grade 8

Membership is open to 8th grade students who have attended Haddam-Killingworth Middle School for the equivalent of one trimester and who achieved an overall cumulative scholastic average of A for three marking periods in grade seven. These students may apply for membership. Applications are then evaluated and recommended by the faculty on the basis of leadership, service, character, and citizenship. Once selected, members must maintain these standards.

Members should understand that they are liable for dismissal if they do not maintain the standards of scholarship, leadership, service, character, and citizenship that were used as a basis for their selection. A student will be reviewed for possible dismissal from the Honor Society under the following conditions:

- An “F” on a member’s report card will result in the student being placed on probation; a second “F” may result in dismissal;
- A student may be reviewed by the Advisory Board for any disciplinary referrals.

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

Scholar Leader Award – Grade 8

The Connecticut Association of Schools, through its Middle Level Schools’ Scholar Leader Awards Program, honors two outstanding students in each of the middle level schools of our state each year.

CAS requirements for award winners are students who have:

- Records of academic achievement are truly exemplary, with a minimum scholastic average of 85%.
- Personal standards and accomplishments that are a positive model to others.
- High levels of integrity, self-discipline, honesty and courage.
- Distinguished themselves through service to their classmates and schools.

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

Cougar Core Value Awards – All Grades

Each team nominates students monthly to receive this award. Congratulatory certificates are given to all recipients. The following are the criteria used for selection of students:

- Acceptance
- Kindness
- Perseverance
- Respect
- Responsibility

ATTENDANCE

Annual Notice of Obligation:

Connecticut laws require that Regional School District 17 provide you with this written notice of your obligations under Connecticut General Statutes. This law provides that each parent or other person

having control of a child five through eighteen years of age (unless withdrawn with adult permission after age 16) is obligated to cause the child to attend school regularly during the hours and terms school is in session, unless such parent or other person shows that the child is elsewhere receiving equivalent instruction or the child is otherwise not required to attend school by statute. Connecticut General Statute 10-185 provides that each day's failure to comply with these requirements is a separate offense, punishable by \$25.00 fine. Parents are required to provide the school with a telephone number or other means of contacting such parent or such other person during the school day. Forms for notifying the school of this information will be sent out yearly and can be received from each school for new enrollees or for updated information.

Truancy, Excused and Unexcused Absences

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

Excused Absences

1. Any absence before the student's tenth (10) absence is considered excused when the student's parent/guardian approves such absence and submits appropriate written documentation in accordance with this regulation.
2. For the student's tenth (10) absence and all absences thereafter, a student's absences from school are, with appropriate documentation in accordance with this regulation, considered excused only for the following reasons:
 - a. student illness (verified by an appropriately licensed medical professional);
 - b. religious holidays;
 - c. mandated court appearances (documentation required);
 - d. funeral or death in the family, or other emergency beyond the control of the student's family;
 - e. extraordinary educational opportunities pre-approved by the district

administrators and in accordance with Connecticut State Department of Education guidance and this regulation;

- f. lack of transportation that is normally provided by a district other than the one the student attends. (BOE 5113-R)

Unexcused Absences

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

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

If your child is absent from school, please notify the HKMS Main Office via email at hkmsattendance@rsd17.org as early in the day as possible (preferably within the first hour of the school day). 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.

Tardy To School

Students who are late arriving to school and not in their homeroom by 8:05 A.M. are considered tardy. If students arrive after homeroom they must report to the school office and sign in so their names can be removed from the attendance sheet. A student who is repeatedly tardy without an excuse may be considered truant. Students are responsible for bringing in a note from their parent or guardian. The note is to be turned in to the main office within three days. Parents can also come into the school to sign their child in and provide verbal excuse for tardiness at that time. Failure to follow up with this responsibility may result in the student serving an after school detention.

Tardy to Class

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

Dismissal From School/Leaving School Grounds

Under no circumstances may a student leave the school or school grounds during school hours without permission from his/her parents or guardians and school administration. In the event it is necessary for a student to be dismissed early, a parent or guardian must send a written request via email at hmsattendance@rsd17.org 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 and if the caller can be positively identified as the student's parent or guardian. Students will be released only to custodial parents or guardians unless prior arrangements have been previously 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. If 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.

CODE OF CONDUCT/DISCIPLINE REGULATIONS

Students are responsible for conducting themselves properly in a responsible manner appropriate to their age and level of maturity. As educators, we value building character traits in our students that will not only make them successful students but also contributing members of our community. The **HKMS Cougar Core Values: Acceptance, Kindness, Perseverance, Respect, Responsibility,** outline the expectations for all of our community members. The District has authority over students during the regular school day and while going to and from school on District transportation. This jurisdiction includes any school-related activity, regardless of time or location, and any off-campus school-related misconduct, regardless of time or location. Student responsibilities for achieving a positive learning environment in school or school-related activities include:

- Attending all classes, regularly and on time.
- Being prepared for each class with appropriate materials and assignments.
- Being dressed appropriately.
- Showing respect toward others.
- Behaving in a responsible manner.

- Paying required fees and fines and/or fulfilling all obligations.
- Abiding by the code of conduct.
- Obeying all school rules, including safety rules.
- Seeking change in school policies and regulations in an orderly and responsible manner, through appropriate channels.
- Cooperating with staff investigations of disciplinary cases and volunteering information relating to a serious offense.

Students who violate these rules will be subject to disciplinary action and shall be referred (when appropriate) to legal authorities for violation of the law.

Conduct that is considered to violate a publicized policy of the Board of Education includes the offenses described below. Any such conduct may lead to disciplinary action (including, but not limited to, removal from class, suspension and/or expulsion in accordance with this policy):

1. Striking or assaulting a student, members of the school staff or other persons.
2. Theft.
3. The use of obscene or profane language or gestures, the possession and/or display of obscenity or pornographic images or the unauthorized or inappropriate possession and/or display of images, pictures, or photographs depicting nudity.
4. Violation of smoking, dress, transportation regulations, or other regulations and/or policies governing student conduct.
5. Refusal to obey a member of the school staff, law enforcement authorities, or school volunteers, or disruptive classroom behavior.
6. Any act of harassment based on an individual's sex, sexual orientation, race, color, religion, disability, national origin, ancestry, gender identity or expression or any other characteristic protected by law.
7. Refusal by a student to identify himself/herself to a staff member when asked, misidentification of oneself to such person(s), lying to school officials or otherwise engaging in dishonest behavior.
8. Inappropriate displays of public affection of a sexual nature and/or sexual activity on school grounds or at a school-sponsored activity.

9. A walk-out from or sit-in within a classroom or school building or school grounds.
10. Blackmailing, threatening, or intimidating school staff or students (or whether intended as a joke).
11. Possession of any weapon, weapon facsimile, deadly weapon, martial arts weapon, electronic defense weapon, pistol, knife, blackjack, bludgeon, box cutter, metal knuckles, pellet gun, air pistol, explosive device, firearm, whether loaded or unloaded, whether functional or not, or any other dangerous object or instrument. The possession and/or use of any object or device that has been converted or modified for use as a weapon.
12. Possession of any ammunition for any weapon described above in paragraph 11.
13. Unauthorized entrance into any school facility or portion of a school facility or aiding or abetting an unauthorized entrance.
14. Possession or ignition of any fireworks, combustible or other explosive materials, or ignition of any material causing a fire. Possession of any materials designed to be used in the ignition of combustible materials, including matches and lighters.
15. Possession, sale, distribution, use or consumption of tobacco, electronic nicotine delivery systems (e.g. e-cigarettes), or vapor products, or the unlawful possession, sale, distribution, use or consumption of drugs, narcotics or alcoholic beverages (or any facsimile of tobacco, drugs, narcotics or alcoholic beverages, or any item represented to be tobacco, drugs or alcoholic beverages), including being under the influence of any such substances or aiding in the procurement of any such substances. For the purposes of this Paragraph 15, the term “electronic nicotine delivery system” shall mean an electronic device used in the delivery of nicotine or other substances to a person inhaling from the device, and includes, but is not limited to, an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe or electronic hookah and any related device and any cartridge or other component of such device, including, but not limited to, electronic cigarette liquid. For the purposes of Paragraph 15, the term “vapor product” shall mean any product that employs a heating element, power source, electronic circuit or other electronic, chemical or mechanical means, regardless of shape or size, to produce a vapor that may or may not include nicotine and is inhaled by the user of such product. For the purposes of this Paragraph 15, the term “drugs” shall include, but shall not be limited to, any medicinal preparation (prescription and non-prescription) and any controlled substance whose possession, sale, distribution, use or consumption is illegal under state and/or federal law.
16. Sale, distribution, or consumption of substances contained in household items; including, but not limited to glue, paint, accelerants/propellants for aerosol canisters, and/or items such as the aerators for whipped cream; if sold, distributed or consumed for the purpose of inducing a stimulant, depressant, hallucinogenic or mind-altering effect.
17. Possession of paraphernalia used or designed to be used in the consumption, sale or distribution of drugs, alcohol or tobacco, as described in subparagraph (15) above. For purposes of this policy, drug paraphernalia includes any equipment, products and materials of any kind which are used, intended for use or designed for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing or concealing, or injecting, ingesting, inhaling or otherwise introducing controlled drugs or controlled substances into the human body, including, but not limited to items such as “bongs”, “pipes”, “roach clips”, vials, tobacco rolling papers, and any object or container used, intended or designed for use in storing, concealing, possessing, distributing or selling controlled drugs or controlled substances.
18. The destruction of real, personal or school property, such as cutting, defacing or otherwise damaging property in any way.

19. Accumulation of offenses such as school and class tardiness, class or study hall cutting, or failure to attend detention.
20. Trespassing on school grounds while on out-of-school suspension or expulsion.
21. Making false bomb threats or other threats to the safety of students, staff members, and/or other persons.
22. Defiance of school rules and the valid authority of teachers, supervisors, administrators, other staff members and/or law enforcement authorities.
23. Throwing snowballs, rocks, sticks, and/or similar objects, except as specifically authorized by school staff.
24. Unauthorized and/or reckless and/or improper operation of a motor vehicle on school grounds or at any school-sponsored activity.
25. Leaving school grounds, school transportation, or a school-sponsored activity without authorization.
26. Use of or copying of the academic work of another individual and presenting it as the student's own work, without proper attribution; or any other form of academic dishonesty, cheating or plagiarism.
27. Possession and/or use of a cellular telephone, radio, portable audio player, walkie talkie, Smartphone, mobile or handheld device, or similar electronic device, on school grounds or at a school-sponsored activity in violation of Board policy and/or administrative regulations regulating the use of such devices.
28. Possession and/or use of a beeper or paging device on school grounds or at a school-sponsored activity without the written permission of the principal or his/her designee.
29. Unauthorized use of or tampering with any school computer, computer system, computer software, Internet connection or similar school property or system, or the use of such property or system for inappropriate purposes.
30. Possession and/or use of a laser pointer, unless the student possesses the laser pointer temporarily for an educational purpose while under the direct supervision of a responsible adult.
31. Hazing.
32. Bullying, defined as the repeated use by one or more students of a written, oral or electronic communication, such as cyberbullying, directed at another student attending school in the same district, or a physical act or gesture by one or more students repeatedly directed at another student attending school in the same school district, which:
 - a. causes physical or emotional harm to such student or damage to such student's property;
 - b. places such student in reasonable fear of harm to himself or herself, or of damage to his or her property;
 - c. creates a hostile environment at school for such student;
 - d. infringes on the rights of such student at school; or
 - e. substantially disrupts the education process or the orderly operation of a school.

Bullying includes, but is not limited to, repeated written, oral or electronic communications or physical acts or gestures based on any actual or perceived differentiating characteristics, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression, socioeconomic status, academic status, physical appearance, or mental, physical, developmental or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics.
33. Cyberbullying, defined as any act of bullying through the use of the Internet, interactive and digital technologies, cellular mobile telephone or other mobile electronic devices or any electronic communications.
34. Acting in any manner that creates a health and/or safety hazard for staff members, students, or the public, regardless of whether the conduct is intended as a joke, including but not limited to violating school or district health and safety protocols developed in connection with a pandemic, such as, but not limited to, physical distancing and mask-wearing requirements.

35. Engaging in a plan to stage or create a violent situation for the purposes of recording it by electronic means; or recording by electronic means acts of violence for purposes of later publication.
36. Engaging in a plan to stage sexual activity for the purposes of recording it by electronic means; or recording by electronic means sexual acts for purpose of later publication.
37. Using computer systems, including email, distance learning platforms, 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 this policy.
38. Use of a privately owned electronic or technological device in violation of school rules, including the unauthorized recording (photographic or audio) of another individual without permission of the individual or a school staff member.
39. Engaging in teen dating violence, defined as any act of physical, emotional or sexual abuse, including stalking, harassing and threatening, that occurs between two students who are currently in or who have recently been in a dating relationship.
40. Any action prohibited by any Federal or State law.
41. 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.

Discipline Procedures

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. All school rules are in effect during any school-related activity.

Disciplinary measures will be appropriate for the offense and may include, but not limited to, using one or more discipline management techniques, such as parent communication/meeting, detention, removal from class, in-school suspension, out-of-school

suspension, and expulsion. There are three levels of discipline students can be assigned based on their actions. The primary purpose of a Level 1 discipline referral is to communicate with parents about their child's behavior. An additional consequence may be given. A Level 2 discipline referral can come from a staff member or administrator and typically has a consequence. A Level 3 discipline referral is normally given by an administrator and is reserved for more serious discipline issues. In addition, a student may be referred to law enforcement and/or legal authorities for prosecution when warranted. 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.

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, because of misbehavior or for some other reason, the parent will be notified in advance.

Haddam-Killingworth Middle School has three types of detentions: office detention, teacher detention, and lunch detention. Parents will be asked to sign a form which must be returned to the person who issued the detention. A detention is an obligation that takes priority over all other school activities.

Office detention is assigned by the administration to students who break school rules. It is typically held after school between 3pm and 4pm. If the student has an office detention, the student is expected to be on time and to complete a reflection assignment. Additional disciplinary action is taken for any student who misbehaves during detention or who skips detention.

Teachers may assign detentions and the student is required to attend. The teacher will tell the student where and when to report. Teachers will complete a disciplinary referral if the student fails to serve the detention.

Finally, lunch detention may be assigned whereby students eat lunch in a designated room with supervision.

Removal from Class

A teacher may remove a student from class when the student deliberately causes serious disruption of the teaching and learning process within the classroom. Removal from class will usually result in disciplinary action.

Suspension

Students may be suspended for conduct on school grounds or at any school-sponsored activity that violates a publicized policy of the Board or is seriously disruptive of the educational process or endangers persons or property.

The principal of a school, or designee on the administrative staff of the school, shall have the right to suspend a student for breach of conduct as noted in Section II of this policy for not more than ten (10) consecutive school days. In cases where suspension is contemplated, the following procedures shall be followed:

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

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

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

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-P)

Expulsion from school will result in the loss of all co-curricular and social privileges during the period of expulsion. Examples of conduct (BOE 5131-P) which may lead to expulsion are:

- a. Willfully striking or assaulting a student or any member of the school staff.
- b. Theft.
- c. The use of obscene or profane language or gestures.
- d. Deliberate refusal to obey a member of the school staff.
- e. A walkout from or a sit-in within a classroom or school building or class.
- f. Blackmailing, threatening, intimidating, or harassing school staff or another student.
- g. Having in personal possession any kind of weapon such as a pistol, knife, blackjack, martial arts weapon, etc. or weapon facsimile.

- h. Unauthorized possession, selling on or off school grounds, distribution or consumption of dangerous drugs, narcotics or alcoholic beverages or mood altering substances (Dangerous drugs or narcotics shall mean any “controlled” drug as defined in C.G.S. 21a-240, subsection (8).
- i. Willful destruction of school property or of property of staff members or other students.
- j. Gambling.

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

In determining the length of an expulsion and the nature of the alternative educational opportunity, the

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

A special education student’s disability shall be considered before making a decision to expel and in making decisions in regard to alternative education after expulsion. Whenever a student is expelled, notice of the expulsion and the conduct for which the student was expelled will be included on the student’s cumulative education record. The record will be expunged if the student graduates from high school and the expulsion was not for possession of a firearm or deadly weapon.

In all cases, students who violate the basic conduct rules will be removed from any/all leadership positions in their activities for the academic year.

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 STAT & 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 Detention(s) 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 Detention	Suspension
Electronic Devices	Confiscation	Detention
Failure to serve detention	Detention	Detention
Fighting or threatening behavior	Suspension Authorities notified	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) School Service hours	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/Smo keless tobacco	Detention(s) Smoking Education	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 Authorities Notified	Recommended for Expulsion
Threatening gestures, language or profanity, including blackmail	Apology Detention(s)	Suspension Recommended for Expulsion
Truancy	Detention(s) 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

Sexual Harassment

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

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

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

Definitions:

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

Sexual harassment under Title IX means conduct on the basis of sex that satisfies one or more of the following:

1. An employee of the Board conditioning the provision of an aid, benefit, or service of the Board on an individual's participation in unwelcome sexual conduct (*i.e., quid pro quo*);

2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the Board's education programs or activities; or
3. "Sexual assault" as defined in 20 U.S.C. 1092(f)(6)(A)(v), "dating violence" as defined in 34 U.S.C. 12291(a)(10), "domestic violence" as defined in 34 U.S.C. 12291(a)(8), or "stalking" as defined in 34 U.S.C. 12291(a)(30). These definitions can be found in Appendix A of these Administrative Regulations.

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

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

The District's Title IX Coordinator is Dr. Kris Lindsay-Stevens. Any individual may make a report of sex discrimination and/or sexual harassment directly to the 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 Middle School's Title IX Coordinator is Ms. Susie Speir, school psychologist. Telephone 860-663-1241.

Procedure:

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

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

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

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

Bullying

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

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

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

For the purpose of this policy, "**Bullying**" means an act that is direct or indirect and severe, persistent or pervasive, which:

1. causes physical or emotional harm to an individual;
2. places an individual in reasonable fear of physical or emotional harm; or
3. infringes on the rights or opportunities of an individual at school.

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

RSD17's District Safe School Climate Coordinator is Dr. Kris Lindsay-Stevens: (860) 345-4244

HKMS's Safe School Climate Specialist is Dolores Bates: (860) 663-1241

Search and Seizure

Fourth Amendment rights to be free from unreasonable searches and seizures apply to searches conducted by public school officials. A student and his/her effects may be searched if there are reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating either the law or the rules of the school. The way the search is conducted should be reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction.

Lockers, desks, and other storage areas provided by the school system for use by students are the property of the school system. Such storage areas are provided for the temporary convenience of students only. The Board of Education authorizes the administration and/or law enforcement officials to search lockers and other school property available for use by students for the presence of weapons, contraband or the fruits of a crime if there are reasonable grounds at the inception of the search for suspecting that the search will reveal evidence that the student has violated or is violating either the law or the rules of the school. Moreover, the scope of the search shall be reasonably related to the objectives of the search and shall not be excessively intrusive in light of the age and sex of the student and the nature of the infraction. (BOE 5145.12-P)

Use of drug-detection dogs and metal detectors, similar detective devices; and/or breathalyzers and

other passive alcohol screening devices may be used only upon the expressed authorization of the Superintendent, in accordance with such procedures as the Superintendent may devise.

The Regional School District No. 17 Board of Education (the "Board") supports the use of both passive alcohol screening ("PAS") devices and breathalyzers during the school day or at school-sponsored events, on or off campus, to deter the use of alcohol by students in the Regional School District No. 17 Public Schools (the "District") and to promote the health and safety of all students.

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

Weapons and Dangerous Instruments

See Conduct: Weapons and Dangerous Instruments.

Use of Electronic Devices

HKMS recognizes that the use of electronic devices can play a positive role in supporting student learning. HKMS also understands that the use of electronic devices can be disruptive to the educational process and have a variety of legal and safety related implications. The distinction between these two roles of technology is often a matter of developmental and age appropriateness. **The use of electronic devices, including cell phones and smart watches, by students in grades 4-8 at school during school hours is explicitly forbidden.** Students possessing these devices at school during school hours should store them in an appropriate and secure location. The school system is not liable for loss or theft of personal electronic devices that are brought to school. 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.

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 Health Services.

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

SUBSTANCE ABUSE

Drugs/Behavior Affecting Substance/Alcohol

As stated in the CONDUCT section of this handbook, the Board of Education (BOE 5131.6(a)-P) prohibits the possession, use, sale and/or distribution of any controlled drug, controlled substance, alcohol, or drug paraphernalia, or being willfully under the influence of any controlled drug, controlled substance, or alcohol. This shall include, but is not limited to, any alcohol, malt beverage, controlled drug or controlled substance as defined by the Penal Code of the State of Connecticut, any chemical, substance or medication for which a prescription is required under the law, and/or any substance which is intended to alter mood. Examples of the above may include, but are not limited to: beer, wine, liquor, hashish, anabolic steroids, chemical solvents, glue, and any over-the-counter medication, capsule, pill or substance not registered with the nurse, annotated within the student's health record and given in accordance with the school district policy for the administration of medication to students in school. Any substance, which is a facsimile of these prohibited items or that, is represented to be a drug or alcoholic substance is also prohibited. This policy extends to all school real property and to any school-sponsored activity off school property. The Board of Education may take any action within its authority in other drug and alcohol situations brought to its attention where in its considered judgment a

present or clear danger or disruption has arisen related to the academic environment or student body.

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

It shall be the policy of the Board to take positive action through education, counseling, discipline, parental involvement, medical referral, and law enforcement referral, as appropriate, in the handling of incidents in the schools involving the unlawful possession, distribution, sale or use of substances that affect behavior. In the event that a student is willfully under the influence of a drug or alcohol, or is engaged in any activity involving such substances as listed above, he/she will be suspended from school for up to ten days and referred to the appropriate treatment agency, unless otherwise prohibited by state and federal law. In all cases, the parents will be notified, the police will be contacted and a referral will be made to the Board of Education for a hearing to consider expulsion, subject to state and federal law provisions to the contrary. The consequences of such violations may ultimately result in disciplinary action, including expulsion from school and/or criminal prosecution.

Procedures:

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

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

- The professional employee will immediately report the information to the building administrator or designee. The building

administrator or designee will then refer the student to appropriate school staff members for intervention and counseling.

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

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

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

- Any student in the Regional School District No. 17 Public Schools using, consuming, possessing, being under the influence of, manufacturing, distributing, selling or aiding in the procurement of controlled drugs, controlled substances, drug paraphernalia or alcohol either on or off school

property, or at a school-sponsored activity, except as such use or possession is in accordance with Connecticut General Statutes 21a-408a through 408q, is subject to discipline up to and including expulsion pursuant to the Board's student discipline policy.

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

Smoking/Tobacco Use

Regional School District No. 17 Board of Education prohibits students from the possession and/or use of tobacco and tobacco products including e-cigarettes and vaporizers (with or without nicotine), on the real property of any school or administrative office building or at any school-sponsored activity. Students found to be in possession or use of tobacco products or a facsimile thereof will be subject to disciplinary procedures/penalties.

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

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

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

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

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

RSD 17 Athletic Policy Regarding Substance Abuse

The RSD 17 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:
 - A. Complete a planned assistance program as designated by the school, and
 - B. Attend a re-entry meeting with their parent/guardian and the Principal, Athletic Director, and Head Coach to discuss the student's suitability to return to the team
- If the suspension runs into the time in which try-outs are held for another season, the student may attend try-outs.
- As with certain other disciplinary violations, the student will be removed from any/all leadership positions for the remainder of that academic year and may not hold or run for any athletic leadership position for one calendar year beginning on the date of the offense.

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

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

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

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

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

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

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

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

HEALTH SERVICES

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

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

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

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

Accidents

All accidents should be reported to the teacher, coach, principal, nurse or office. When accidents occur in school, a school accident report form must be filled out.

Medications

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

Students are NOT allowed to bring medication to school. Students taking improper amounts of medication or taking a medication without proper notification and supervision of the school nurse or designee will be subject to the procedures for improper drug or alcohol use outlined in this policy.

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

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

Students who become ill at school will be under the care of the school nurse. The nurse may allow the student to rest in the clinic, or call the parents and ask them to come to the school for the student. Students will not be transported home when ill by staff.

Communicable/Infectious Diseases

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

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

Disabilities

School districts 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 Cards and Medical Treatment

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

Health Assessments/Physical Examinations

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

Vision: K – 6 and grade 9

Hearing: K – 3, grade 5, and grade 8

Postural: Grades 5 – 9

Homebound Instruction

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

Immunizations

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

Limited Physical Education Program

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

Short Term Illness or Absence

When a student needs to be absent on a given day because of illness or some other reason, the parent is to notify the school by calling the school’s main office and giving the reason for absence. Each school will monitor daily attendance and make a reasonable attempt to notify parents whenever a child fails to report to school (BOE5113-P)

If a student has been absent for three 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.

Use of Elevator

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

Sport or Athletic Club Physicals

A sports physical is required annually prior to participation in any practice or event. Physicals are valid for thirteen (13) months from the date that it is done, per CIAC guidelines. Upon expiration, the student is not to practice or play a sport until the new

physical form is filed in the Clinic. Since doctors' offices do not routinely send physical forms to the school, parents are responsible for returning completed forms to the Clinic. Parental notes will not be accepted.

TRANSPORTATION

School transportation privileges are extended to students conditioned upon their satisfactory behavior on the bus. Students will be advised that they may be suspended from transportation services for unsatisfactory conduct while awaiting or receiving transportation to and from school which endangers persons or property or violates a Board policy or administrative regulation.

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

Students who are traveling to a different destination other than their normal bus drop off site must have a note signed by their parent or guardian. This note must be turned in to the main office prior to homeroom to be stamped for approval by the office staff. Students must pick up their approved note in the main office before boarding the bus. Students who do not have a signed note will not be allowed special transportation after school. Parents may fax or email a note if one is not signed prior to the dismissal.

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

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

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 Education Plan (IEP).

Transportation To and From School Sponsored Student Activities

It is the responsibility of the school district to transport students to and from school sponsored student activities. There may be some circumstances when parents may be allowed to transport their own child(ren) home or to an alternate location at the conclusion of an off-campus after school event with prior written communication.

Students participating in any athletic or non-athletic co-curricular activities are usually expected to travel to and from events on transportation provided by RSD #17 with coaches, advisors, teams, and/or groups. Parents may be allowed to transport their own child home or to an alternate location at the conclusion of an academic or co-curricular event after school when necessary. In all cases the following process must be fulfilled:

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

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 students' and faculty sponsors' interests. Any student legally enrolled in Regional School District No. 17 is eligible to participate in any co-curricular activity. Such activities are to supplement the curriculum and participation in co-curricular activities is a privilege, 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/expulsion, nor may a student appear on school grounds or at a school activity away from school grounds on any school day while suspended/expelled from school.

Students must have a note from home indicating permission to stay. **Students may not stay after school if they do not have a scheduled activity such as a detention, extra help, or a team/club meeting.** Students will report to the designated areas where the activity will take place after school. Students will exhibit good conduct and remain in the area where the activity is taking place.

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 10:00 A.M. and present for the remainder of the school day. Exceptions to this rule will be considered only if the student's parent explains the unusual circumstances to the administration and is granted approval.

If a student receives an office detention while a member of a team, club or activity, the student must serve the detention before going to practice or a game. Any request for a change of date for the detention will be determined by the administration.

All students participating in extracurricular activities will be required to sign and abide by the guidelines associated with the HKMS Code of Conduct for Extracurricular Activities.

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

Athletics

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

Fall

- Boys' soccer
- Girls' soccer
- Girls' field hockey
- Co-ed cross country

Winter

- Boys' basketball
- Girls' basketball
- Co-ed swimming
- Co-ed wrestling

Spring

- Boys' baseball
- Girls' softball
- Co-ed track and field

After School Clubs

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

availability. Certain clubs that are athletic in nature, may require a physical to participate.

Drama

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

Math Counts

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

Student Council

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

Yearbook

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

GENERAL INFORMATION

Advertising

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

After School Events

After school social activities may be scheduled periodically during the school year. Only legally enrolled students of this school may attend after school events unless other arrangements have been made and approved by the administration.

Standards of dress, admission costs, and other pertinent instructions for a particular activity will be announced prior to the event. Students who are absent from school will not be permitted to attend the event.

Asbestos

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

Cafeteria

Students will eat lunch daily in the cafeteria. Rules of cleanliness are to be observed at all times. Misconduct in the cafeteria may be cause for receiving an assigned seat or forfeiting the right to eat in that location or such other disciplinary action deemed appropriate for the misconduct.

The District participates in the National School Lunch Program and offers students nutritionally balanced lunches daily. Free and reduced price lunches are available based on financial need. Information on this program can be obtained from the main office or guidance office.

Cheating, Plagiarism, Forgery

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

Child Abuse

Teachers, principals, paraprofessionals and other professional school staff are obligated by law (C.G.S. 17a-101) to report suspected child abuse or neglect to the Connecticut State Department of Children and Families Services. Specific procedures governing the reporting of abuse and neglect are in effect, and staff receive yearly training in their use.

Reporting of child abuse and neglect is a responsibility that is taken seriously. If there is any doubt about reporting suspected abuse or neglect a report will be made. The school will work with the parents and appropriate social agencies in all cases.

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

Computer Resources

District resources have been invested in computer technology to broaden instruction and to prepare students for an increasingly computerized society. Use of these resources is restricted to students working under a teacher's supervision and for approved purposes only. Students and parents will be required to sign and abide by a user agreement regarding appropriate use of these resources. A parent and/or administrator may determine the restriction of computer privileges if any misuse has been determined.

<https://docs.google.com/document/d/1e6SqDD7p1GufrVm7KFWwXA97mrxgrgFwJV6aH0VNOL4/edit?usp=sharing>

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 the 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 this [form](#) will be sufficient to exempt a student from that part of a course. Full versions of all Board policies can be found on the district website under Board of Education, Policies and Resources.

Delayed Opening

The start of the school day may be delayed for weather or any other emergency as determined by the Superintendent or designee. In the event of a school delay, all schools will start 2 hours later. For the Middle School, this means that homeroom will begin at 10:05 A.M. Buses will follow their normal pick-up schedule, 2 hours later than usual.

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 the student is a member of an athletic team), dates of attendance, degrees and awards received, photographs 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, newspapers and other organizations this information provided such information is to be used by the organization for its own school activities or school business. **Parents must contact the District by September 15 of the school year that designation of such directory information has been refused as to a particular student.**

Dress Code - Dress and Grooming

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

expects that students will dress in a manner appropriate for the school day or for any school-sponsored event. Administrators shall use reasonableness and have discretion to determine the appropriateness of attire and grooming.

The Regional School District 17 dress code is designed to:

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

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. (BOE 5132(a) – P)

Emergency School Closing Information

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

Exemption From Health Instruction

As required by state statute, a student will be exempted from instruction on Acquired Immune Deficiency Syndrome (AIDS), or Family Life and Sex Education upon receipt of a written request for such exemption from his/her parent or guardian. The parent may also make a written request for a student based upon religious beliefs, which may be contrary to the content of a school subject.

Fees/Unfulfilled Obligations

Materials that are part of the basic educational program are provided without charge to students. A

student is expected, however, to provide his or her own supplies of pencils, erasers, and notebooks. The student may be required to pay certain other fees or deposits, including:

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

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

Field Trips

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

Financial Assistance

Students will not be denied the opportunity to participate in any class or school-sponsored activity because of inability to pay for material fees, transportation costs, admission prices, or any other related expenses. Any student who needs financial assistance for school activities should contact a guidance counselor, advisor, administrator, teacher, or adult with whom the student feels comfortable to request confidential help.

Fund-Raising

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

The Regional School District No. 17 Board of Education will not be responsible for any fundraising activities that are not approved in accordance with the procedures set forth in this policy and the accompanying regulations.

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

Green Cleaning

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

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

Insurance

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

Library/Media Center

Students are invited to use the materials located in the media center. 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. Outstanding fees owed to school may result in disciplinary action.

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

Lost And Found

Any articles found in the school or on school grounds should be turned in at the main office. Unclaimed articles will be disposed of periodically throughout the school year to designated charities. Loss or

suspected theft of personal or school property should be reported to the main office.

Lunch Money

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

No Parking Zones

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

Non-Discrimination

The Regional School District No. 17 Board of Education (the "Board") complies with all applicable federal, state and local laws prohibiting the exclusion of any person from any of its educational programs or activities, or the denial to any person of the benefits of any of its educational programs or activities because of race, color, religion, age, sex, sexual orientation, marital status, national origin, alienage, ancestry, disability, pregnancy, gender identity or expression, or veteran status, subject to the conditions and limitations established by law.

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

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

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

Anyone who has questions or concerns about this policy, and/or who wish to request or discuss accommodations based on religion, and/or who would like a copy of the Board's complaint forms related to claims of discrimination or harassment, may contact: **The Director of Student Services, 57 Little City Road, Higganum, CT 06441 Telephone Number: 860-345-4244. Klindsay-stevens@rsd17.org**

Anyone who has questions or concerns about the Board's policies regarding discrimination or harassment on the basis of gender/sex, gender identity, or sexual orientation may contact the Board's Title IX Coordinator: **The Director of Student Services, 57 Little City Road, Higganum, CT 06441 Telephone Number: 860-345-4244. Klindsay-stevens@rsd17.org**

Anyone who has questions or concerns about the Board's policies regarding discrimination or harassment on the basis of disability, and/or who may wish to request or discuss accommodations for a disability, may contact the Board's Section 504/ADA Coordinator: **The Director of Student Services, 57 Little City Road, Higganum, CT 06441 Telephone Number: 860-345-4244. Klindsay-stevens@rsd17.org**

(BOE 5152 P/R)

Parent Involvement

Education succeeds best when there is a strong partnership between the home and the school. Parents/guardians are urged to encourage their children to put a high priority on education and to

make the most of their educational opportunities available to them. Parents/guardians should become familiar with all of the child's school activities and with the District's academic programs. Attendance at conferences and board of education meetings and volunteering in the school are strongly encouraged. School updates are emailed home to inform families of important information and upcoming events.

Parent-Teacher Associations and Organizations

Volunteer organizations are vital links between the school, community and the parents it serves. Thus, parents are urged to join and take an active part in the groups that support our schools. The Haddam-Killingworth Intermediate/Middle School PTO is a vital link between the school community and the parents it serves. Thus, parents are urged to join and take an active part in the PTO. Monthly meetings are held at 7:00 P.M. in the conference room.

Parent Advisory Board

The HKMS Parent Advisory Board is another organization to bring together our school community. The purpose of this group is to support the work of the school by advising the administration on issues related to school climate, student life, community involvement, and continuous school development. This group will function separately from the PTO. Membership on this committee will be determined at the beginning of each school year. Please contact the building principal if you are interested in joining.

Parents Right-To-Know

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

Pesticide Notification and Application

Only certified pesticide applicators shall be used in schools for any non-emergency pesticide in school buildings or on school grounds. Areas to receive pesticide application will be posted and a written record of all pesticide applications will be maintained for five years. Parents/guardians and staff who want to receive advance notice of all pesticide use will be listed on a registry and such notice will be provided as required by law. Parents/guardians who want to be notified prior to pesticide applications inside their

children's school assignment area may contact the Superintendent's office.

Photographs

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

Pledge of Allegiance and Silent Meditation

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

P.M. Room

Students who have stayed for approved after school activities may wait for their ride home in a supervised setting called the P.M. Room on Monday through Friday. The P.M. Room is located in the cafeteria. It is only to be used by students who are scheduled for after school activities. At times, the P.M. Room may be canceled due to unavailability of staff coverage.

All students must be picked up no later than 5:30 p.m. and must be signed out by a parent or guardian to be released. A student is not permitted to go home with another parent without a written note in advance.

P.M. Room Rules:

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

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

Posters/Flyers

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

Safety/Accident Prevention

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

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

Skateboards, roller blades, or similar devices are not permitted to be used on school grounds.

School Ceremonies and Observances

The school district recognizes the value of certain ceremonies and observances in promoting patriotism and good citizenship among the students.

Activities related to a religious holiday or theme will be planned to ensure that the activity is not devotional, and that students of all faiths can join without feeling that they are betraying their own beliefs.

Students shall be given the option to be excused from participating in those parts of a program or curriculum involving a religious theme that conflicts with their own religious beliefs. If a parent or student has any questions regarding the use of religious music, artwork and/or symbols in a particular course/activity, the building principal should be contacted.

School Phone Use

Students may use the office or classroom telephones with permission from their teacher or a pass to the office. Please note – students may not use the school phone during academic time or to get verbal after-school permission.

School Property: Textbooks, Lockers, and Equipment

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

Students are responsible for the care of books and supplies entrusted to their use. They will assess damage to textbooks, equipment or materials in accordance with state law and district policy. Students are expected to cover all loaned textbooks immediately. Students are not to mark or in any way 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, and should be kept in good order and not abused. It is up to the student to keep the student's locker in good condition. Dangerous or illegal items should not be placed in the student's locker. Lockers may be opened and subject to inspection from time to time by school officials.

Students will be assigned a locker and a lock at the beginning of the school year. The student's homeroom teacher will give the student a combination and instruction in opening the locker. Students should keep their locker combination to themselves and not share it. If the student's lock is stolen, it should be reported to the guidance office immediately. Students may not bring in locks from home and attach to assigned lockers.

Students are warned not to bring large sums of money or valuables to school. Liability for these items remains with the student. If anything is ever stolen from the student's locker, it should be reported to an administrator as soon as possible. The school does not have insurance to cover any losses the student may suffer if items are stolen.

Student-Led Conferences

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

Student Records

A student's school records are confidential and are protected by law from unauthorized inspection or use. A cumulative record is maintained for each student from the time the student enters the district until the student withdraws or graduates. This record moves with the student from school to school.

By law, both parents, whether married, separated, or divorced, have access to the records of a student who is under 18 or a dependent for tax purposes. A parent whose rights have been legally terminated will be denied access to the records if the school is given a copy of the court order terminating these rights.

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 inform the parent or eligible student and advise him/her of the right to a hearing (BOE 5125(a)).

Student Visitors

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

Transfers and Withdrawals

In cases where a student is being withdrawn from Regional School District No. 17 the parent/guardian or student who has reached the age of 18 must notify the building principal or guidance office one (1) week in advance of their last day. The appropriate forms will be provided for completion. Included will be a formal written statement of withdrawal and release of records form. Records cannot be forwarded until all materials have been returned.

Vehicles

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

Visitors

Parents and other visitors are welcome to visit RSD #17 schools. All visitors must first report to the main office. Visits to individual classrooms during instructional time shall be permitted only with the Principal's approval, and such visits shall be permitted if their duration or frequency does not interfere with the delivery of instruction or disrupts the normal school environment.

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

