REGIONAL SCHOOL DISTRICT NO. 17
BOARD OF EDUCATION
REGULAR MEETING AGENDA

DATE: **Tuesday, August 19, 2025**
LOCATION: **Central Office Board Room**
TIME: **6:30 PM**

1. **Call to Order/Opening of Meeting**
2. **Monthly Summary and Updates**
   A. Superintendent's Report
3. **Public Comment - Any in-person attendee wishing to make a public comment must sign in before the start of the meeting. The Board Chair will provide the instructions at the start of the meeting for public comment, which may be modified depending on the number of speakers and topics.**
4. **Discussion Item**
   A. Summer Projects Update
   B. Capital Projects Update
   C. High School Project Update
5. **Action Items**
   A. Technology Updates and Possible Board Action
   B. Policies/Regulations for Approval
      - 5131.911 R - Administrative Regulations Regarding Connecticut School Climate Policy
   C. Consent Agenda
      a. Enrollment Report
      b. Personnel Report
      c. Handbooks 2025-2026
      d. Approval of Minutes from the July 15, 2025, Board of Education Meeting
      e. Approval of Minutes from the July 26, 2025, Board of Education Strategic Planning Workshop
6. **Committee Reports**
   A. Policy Subcommittee
   B. Facilities Subcommittee
   C. Finance Subcommittee

a. Review of Monthly Financial Reports

7. **Board Member Reports, Announcements & Comments**
   A. Liaison Reports
      a. LEARN
      b. HK Youth and Family Services
      c. Haddam Killingworth Recreation Department
      d. Haddam Board of Selectmen
      e. Killingworth Board of Selectmen
   B. Announcements & Comments
8. **Adjournment**

An informational update from the Superintendent to the RSD 17 Board.

August 2025

Superintendent's Report, Paul Smith, Interim Superintendent of Schools

Department Updates

Finance

- Initial audit planning sessions were held with the Region's new audit firm, CLA (CliftonLarsonAllenLLP)
- The Connecticut Education Finance System reporting of all district expenditures is due September 1. The data collection process is underway and will be completed on time.

Operations

- Facilities: We are wrapping up the summer building projects at the two elementary schools. We are in the final stages of it. The maintenance and custodial staff across the district are hard at work getting the grounds and buildings ready to welcome students and staff back for the new school year. The starting block process at the pool has begun, and the blocks are on order.
- Technology: The viewboards that were approved for KES & BES have been installed, and this completes two buildings being fully switched from a SMARTboard learning environment to a more robust Viewboard learning environment. The computer labs at the High School (graphics & TV studio) have new desktops installed and ready for the students to use this school year. The 400 Chromebooks that we purchased have all been set up for the beginning of the school year.
- Transportation: the bus routes for the coming school year are almost finished. Runs will be confirmed and parents will be notified in the coming weeks prior to the start of school.

Student Services

- The department had a successful Extended School Year program. Students were able to participate in learning that helped to mitigate summer loss in their IEP goals and objectives.

Food Services

- Final detail menu planning for the new school year is completed, and the cafeteria leadership team (our director and school managers) engaged in sampling and learning activities at a trade show sponsored by our primary food distributor on August 14th.

Talent, Accountability, & Human Resources

- The department is working hard to onboard new staff in preparation for the start of school. RSD17 is on track to fill all certified positions for day one.

- New Teacher Orientation is being held on 8/20 and 8/21. We are excited to welcome and orient a great group of educators new to RSD17! Topics include: Curriculum, Instruction, Technology, Human Resources, Practices/Procedures, Student Services, and more!

- PDEC met monthly during the summer to prepare for the upcoming school year. Together, they developed the district-wide Growth and Support Plan slideshow, exemplar goal list, and FAQ. These efforts will strengthen the implementation of year two.

Curriculum Office

- Curriculum Coordinators have been planning for the opening of school with Principals, PDEC, and New Teacher Orientation.

Like us on Facebook: @HKSchools

Follow us on Twitter: @RSD17Schools

BES			
Project	**Location**	**Install Date**	**Completed**
Flooring - Carpet	Library	Week of 7/24/2025	Yes
Flooring - Vinyl VCT	Staff Lounge	7/2/2025	Yes
Painting	Psych Office	Week of 6/30/2025	Yes
Painting	Library	Week of 6/30/2025	Yes
Painting	3rd Grade Classrooms	Week of 6/23/2025	Yes
Painting	3rd Grade Hallway	Week of 6/23/2025	Yes

KES			
Project	**Location**	**Install Date**	**Completed**
Flooring - Carpet	Room 5	Beginning Week of 7/24/2025	Yes
Flooring - Carpet	Room 6	Beginning Week of 7/24/2025	Yes
Flooring - Carpet	Room 7	Beginning Week of 7/24/2025	Yes
Flooring - Carpet	Room 8	Beginning Week of 7/24/2025	Yes
Flooring - Carpet	Room 9	Beginning Week of 7/24/2025	Yes
Flooring - Carpet	Room 10	Beginning Week of 7/24/2025	Yes
Flooring - Carpet	Room Library	Beginning Week of 7/24/2025	Yes
Flooring - Carpet	Room 19	Beginning Week of 7/24/2025	Yes
Flooring - Carpet	Room 20	Beginning Week of 7/24/2025	Yes
Flooring - Carpet	Room 21	Beginning Week of 7/24/2025	Yes
Flooring - Carpet	Room22	Beginning Week of 7/24/2025	Yes
Flooring - Carpet	63 Wing Hallway	Beginning Week of 7/24/2025	Yes
Painting	Classroom 5	Beginning week of 7/7/2025	Yes
Painting	Upper '89 Wing	Beginning week of 7/7/2026	Yes
Painting	Classroom 16	Beginning week of 7/7/2027	Yes
Painting	Classroom 17	Beginning week of 7/7/2028	Yes
Painting	Classroom 19	Beginning week of 7/7/2029	Yes
Painting	Classroom 20	Beginning week of 7/7/2030	Yes

Painting	Classroom 21	Beginning week of 7/7/2031	Yes
Painting	Classroom 22	Beginning week of 7/7/2032	Yes
Painting	Classroom 23	Beginning week of 7/7/2033	Yes
Painting	Classroom 24	Beginning week of 7/7/2034	Yes
Painting	Classroom 25	Beginning week of 7/7/2035	Yes
Painting	Classroom 18	Beginning week of 7/7/2036	Yes
Painting	Boys & Girls Bathrooms	Beginning week of 7/7/2037	Yes
Ballistic Window Film	Library	Beginning week of 7/28/2025	In Progress
Ballistic Window Film	Classroom 6	Beginning week of 7/28/2025	In Progress
Ballistic Window Film	Classroom 10	Beginning week of 7/28/2025	In Progress
Ballistic Window Film	Classroom 11	Beginning week of 7/28/2025	In Progress
Ballistic Window Film	Classroom 12	Beginning week of 7/28/2025	In Progress
Ballistic Window Film	Classroom 13	Beginning week of 7/28/2025	In Progress
Ballistic Window Film	63 Wing Hallway	Beginning week of 7/28/2025	In Progress

RSD17 CAPITAL IMPROVEMENTS FY25 and FY26

School / Location	Project Name	~ Approximate Total Cost	FY25			FY26		
BES CAPITAL PROJECTS			**PRIORITY**	**IN PROGRESS**	**COMPLETED**	**PRIORITY**	**IN PROGRESS**	**COMPLETED**
BES	Flooring	$75,000.00	X	X	X			
BES	Acoustical Ceiling Grid Replacement	$100,000.00						
BES	Boiler Replacement	$100,000.00						
BES	Gym Floor Refinish	$35,000.00						
BES	HVAC Replacement	$1,500,000.00						
BES	Viewboards	$8,100.00	X	X	X			
BES	Technology Related Hardware, Security, BES	$2,600.00	X	X				
BES	Modular Replacement	$3,000,000.00						
BES	FF&E - Year 1 of 4	$100,000.00	X	X				
BES	FF&E - Year 2 of 4	$100,000.00				X		
BES	FF&E - Year 3 of 4	$100,000.00						
BES	FF&E - Year 4 of 4	$100,000.00						
	TOTAL AMOUNT	**$4,820,700.00**	**$185,700.00**			**$100,000.00**		

KES CAPITAL PROJECTS			**PRIORITY**	**IN PROGRESS**	**COMPLETED**	**PRIORITY**	**IN PROGRESS**	**COMPLETED**
KES	Carpeting (by sections)	$100,000.00	X	X	X			
KES	Carpeting (Main Entrance through SpEd wing)	$75,000.00				X		
KES	Viewboards	$8,100.00	X	X	X			
KES	Phone System Replacement	$25,000.00						
KES	Security Blinds	$14,000.00				X		
KES	Painting (by sections)	$125,000.00	X	X	X			
KES	Parking Lot/Driveway - Full Replacement - Safety Issue	$600,000.00						
KES	Tree removal and fenceline clearing	$50,000.00				X		
KES	Gym Floor Refinish	$75,000.00						
KES	Ballistic Window Film	$23,000.00	X	X	X			
KES	HVAC Replacement	$2,000,000.00						
KES	FF&E - Year 1 of 4	$100,000.00	X	X				
KES	FF&E - Year 2 of 4	$100,000.00				X		
KES	FF&E - Year 3 of 4	$100,000.00						
KES	FF&E - Year 4 of 4	$100,000.00						
	TOTAL AMOUNT	**$3,195,100.00**	**$356,100.00**			**$239,000.00**		

HKIMS CAPITAL PROJECTS			**PRIORITY**	**IN PROGRESS**	**COMPLETED**	**PRIORITY**	**IN PROGRESS**	**COMPLETED**
HKIMS	HVAC Replacement	$25,000,000.00						
HKIMS	Fire Alarm System - Full Replacement	$300,000.00						
HKIMS	Painting (by sections)	$125,000.00				X		
HKIMS	Waste Water Treatment Area Sitework	$30,000.00				X		
HKIMS	Tree removal and fenceline clearing	$50,000.00				X		
HKIMS	Technology Related Hardware, HKIS	$14,300.00				X		
HKIMS	Gym Acoustic Panels	$5,000.00				X		
HKIMS	Cafe Bulletin Board Wall Replacement	$31,000.00				X		
HKIMS	Technology Related Hardware, HKMS	$20,800.00				X		
	TOTAL AMOUNT	**$25,576,100.00**	**$0.00**			**$276,100.00**		

HKHS CAPITAL PROJECTS			**PRIORITY**	**IN PROGRESS**	**COMPLETED**	**PRIORITY**	**IN PROGRESS**	**COMPLETED**
HKHS	HVAC and Building Automation System	$40,000,000.00						
HKHS	Underground Storage Tank Replacement (Expires 2027)	$1,000,000.00						
HKHS	Cameras - HKHS Outdoor / Indoor	$110,000.00				X		
HKHS	Softball Fields Irrigation	$30,000.00						
HKHS	Tree removal and fenceline clearing	$50,000.00				X		
HKHS	New Equipment, Athletics, HKHS	$129,169.00			X			
HKHS	Technology Related Hardware, Security, HKHS	$100,000.00				X		

RSD17 CAPITAL IMPROVEMENTS FY25 and FY26

HKHS	Technology Related Hardware, HKHS (32 Viewboards)	$41,600.00				X		
	TOTAL AMOUNT	**$41,460,769.00**	**$129,169.00**			**$301,600.00**		
FACILITIES & MAINTENANCE CAPTIAL PROJECTS			**PRIORITY**	**IN PROGRESS**	**COMPLETED**	**PRIORITY**	**IN PROGRESS**	**COMPLETED**
FACILITIES & MAINTENANCE	Dump Truck	$125,000.00						
FACILITIES & MAINTENANCE	Pickup Truck	$85,000.00				X		
FACILITIES & MAINTENANCE	Ventrax Tractor	$46,000.00	X	X	X			
FACILITIES & MAINTENANCE	96" Mower	$50,000.00				X		
FACILITIES & MAINTENANCE	Gantry & Hoist (Loading assist for sand)	$3,500.00						
FACILITIES & MAINTENANCE	24" Smart Vacuum Sweeper	$3,000.00						
FACILITIES & MAINTENANCE	(2) Edic Restroom Floor Cleaners/Scrubber	$8,200.00						
FACILITIES & MAINTENANCE	Payloader	$100,000.00						
FACILITIES & MAINTENANCE	Snow Plow (plow and set up)	$20,000.00						
	TOTAL AMOUNT	**$440,700.00**	**$46,000.00**			**$53,500.00**		

DISTRICT CAPITAL PROJECTS			**PRIORITY**	**IN PROGRESS**	**COMPLETED**	**PRIORITY**	**IN PROGRESS**	**COMPLETED**
DISTRICT	Minivan/Cargo Van -Food Services	$25,000.00				X		
DISTRICT	MInivan/Cargo Van - Courier	$25,000.00	X		X			
DISTRICT	Chromebooks-Direct Purchase - Year 1 of 4	$200,000.00	X		X			
DISTRICT	Chromebooks-Direct Purchase - Year 2 of 4	$200,000.00				X		
DISTRICT	Chromebooks-Direct Purchase - Year 3 of 4	$200,000.00						
DISTRICT	Chromebooks-Direct Purchase - Year 4 of 4	$200,000.00						
DISTRICT	District Alarm System Replacement	$150,000.00				X		
	TOTAL AMOUNT	**$1,000,000.00**	**$225,000.00**			**$25,000.00**		
	GRAND TOTAL	**$76,493,369.00**	**$941,969.00**			**$995,200.00**		

Technology Recommendations

2025-26	2026-27	2027-28	2028-29
Anti-Virus & Monitoring (page 3) $21,606	Anti-Virus & Monitoring (page 3) $21,606	Anti-Virus & Monitoring (page 3) $21,606	Anti-Virus & Monitoring (page 3) $21,606
Microsoft Server Licenses (page 4) $648			
For consideration during year: 2 Virtual Host Servers (page 5) $50,000			
	Virtual Host Server (page 6) $75,000		
	Firewall Upgrade (page 7) $45,000 *District $35,000* *E-rate $10,000*		
		Network Core Switches *run the network in the schools* (page 8) HKHS - $55,000 HKIMS - $35,000 KES - $30,000 BES - $30,000 Total - $150,000 *District - $75,000* *E-rate - $75,000*	
			Distribution Switches *run the hardware, laptops, phones in the schools* (Page 9) HKHS - $60,000 HKIMS - $45,000 KES - $15,000 Total - $120,000 *District - $60,000* *E-rate - $60,000*
			Access Switches *run the hardware, laptops, phones in the schools* (Page 9) *awaiting cost estimate ~$100K?

E-rate Information

Federal funding supports eligible technology in schools. There is an e-rate application that is done each year through the district's e-rate consultant.

Districts apply for specific hardware/software and any awards for funding require a competitive bid process or access through the state's approved bid list.

Category 1 – Internet and Servers

Category 2 – Hardware

RSD17 is eligible for $315,000 over the next five years – includes total of project: district amount and e-rate amount.

Note: This chart represents replacement for NETWORK items. It does not represent a year-to-year plan for Chromebooks, teacher laptops, ViewBoards.

Regional School District #17

Technology Infrastructure Budget Planning

Overview:

- RSD #17 has a number of systems deployed that have reach end-of-life and end-of-support, limiting the ability to provision security and system updates
- The District reviewed the current state of the network, wireless, server and firewall infrastructures to identify critical upgrades needed to protect the District, as well as provide for better scalability and management
- Recommendations and budgetary costs have been developed by year based on urgency, criticality and need within the District

FY2026: Critical Technology Infrastructure Upgrades

1. *Enhanced Anti-Virus and Monitoring for (7) Servers and (300) Computers:*
   - *Current State:* Currently, the systems do not have any anti-virus protection on them
   - *Recommendation:* With the increase in cyber0incidents across K-12, it is imperative to have an enhanced anti-virus solution on all devices that will monitor and respond to any nefarious activity. The recommendation is to implement an Endpoint Detection and Response (EDR) Advanced Anti-Virus with Management on each system that will monitor and respond to threats accordingly
   - *Cost:* **$21,606** per year for licensing and monitoring services through Barracuda for (7) Servers and (300) Computers

FY2026: Critical Technology Infrastructure Upgrades

2. *Microsoft Server 2025 Licensing for (2) PowerSchool Servers*
    - *Current State:* Currently, the PowerSchool servers are running an unlicensed Microsoft Windows 2012 version of the Network Operating System and cannot be patched or updated
    - *Recommendation:* Purchase (2) Microsoft 2025 Server Licenses that can be installed and applied to these 2 servers to get them into compliance.
    - *Cost:* $648

FY2026: Critical Technology Infrastructure Upgrades

3. Server Infrastructure Upgrade: Phased-in late FY2026

- *Current State:* Currently, the District has (7) servers that are all running outdated versions of Microsoft Windows Server and are also end-of-life and end-of-support from a hardware perspective. These servers cannot be updated or patched. These servers provide authentication, file sharing, student information, print services, finance and other key services to the District
- *Recommendation:* Upgrade and consolidate the servers on a virtual infrastructure platform with up-to-date technologies that will provide for standardization, streamlining of the hardware footprint, scalability and better manageability to ensure product longevity, support, better security and recovery. At the same time, all systems should also be licensed and upgraded to Microsoft Server version 2022 or the latest application-supported OS with the latest security patches to mitigate current and future vulnerabilities. This would include 3 new large Virtual Host Servers and a back-end Storage Area Network
- *Phase 1 Estimated Cost: Product Only for (2) Virtual Host Servers:* ***$50,000***

FY2027: Technology Infrastructure Roadmap

1. *Server Infrastructure Upgrade: Phase 2 (Remaining Hardware and Services)*
    - *Current State:* Currently, the District has (7) servers that are all running outdated versions of Microsoft Windows Server and are also end-of-life and end-of-support from a hardware perspective. These servers cannot be updated or patched. These servers provide authentication, file sharing, student information, print services, finance and other key services to the District
    - *Recommendation:* Upgrade and consolidate the servers on a virtual infrastructure platform with up-to-date technologies that will provide for standardization, streamlining of the hardware footprint, scalability and better manageability to ensure product longevity, support, better security and recovery. At the same time, all systems should also be licensed and upgraded to Microsoft Server version 2022 or the latest application-supported OS with the latest security patches to mitigate current and future vulnerabilities. This would include 3 new large Virtual Host Servers and a back-end Storage Area Network
    - *Phase 2: Estimated Cost Remaining (1) Virtual Host Server, Storage Area Network, Licensing and Servers:* ***$75,000***

FY2027: Technology Infrastructure Roadmap

2. *Firewall Upgrade*
    - *Current State:* Currently, the District has (1) Fortinet 300E Firewall that is nearing end-of-life and end-of-support. This device is critical to protect network access from unauthorized users from the outside
    - *Recommendation:* Upgrade the current Firewall to a Next Generation Firewall that will support up to 10Gbps of internet bandwidth for scalability and provide for an enhanced security posture including Intrusion Detection, Intrusion Prevention and Malware Detection
    - *Estimated Cost: $45,000 (includes 3 years of licensing)*
        - *Leverage E-Rate funding:*
            - *District Share: Estimated:* **$35,000**
            - *FCC/USAC Share: Estimated :* $10,000

FY2028: Technology Infrastructure Roadmap

Network Core Switch Infrastructure:

- *Current State:* The network is the core of all technology deployed with the District and is the most critical infrastructure. The District has standardized on Aruba Networking as its network infrastructure. The majority of the switches have reached end-of-life and are no longer supported by the manufacturer. This causes challenges with troubleshooting, security patches and limited feature sets, leaving the District vulnerable.
- *Recommendation:* Due to the number of switches that would need to be upgraded, it is recommended to do this upgrade in a phased-in approach, starting with the core switches at each building. These switches provide the routing, security posture, interconnectivity between telecommunications closets within each school and access to the wide-area network.
- *Estimated Cost: Phase 1: Core Switches:*
  - Haddam-Killingworth High School: $55,000
  - Haddam-Killingworth Middle School: $35,000
  - Killingworth Elementary School: $30,000
  - Burr Elementary School: $30,000
  - Leverage Erate Funding – District Share Estimated: $75,000

FY2029: Technology Infrastructure Roadmap

Distribution and Access Switch Infrastructure:

- *Current State:* The majority of the distribution (core switch in every secondary telecommunications closet) and access switches (ones that support the end-user devices) have reached end-of-life and no longer supported by the manufacturer. This causes challenges with troubleshooting, security patches and limited feature sets, leaving the District vulnerable.
- *Recommendation:* Replace these switches as funding is available
- *Estimated Cost: Phase 2: Distribution Switches:*
  - Haddam-Killingworth High School: $60,000
  - Haddam-Killingworth Middle School: $45,000
  - Killingworth Elementary School: $15,000
  - **Leverage Erate Funding – District Share Estimated: $60,000**
  - *Estimated Cost: Phase 3: Access Switches: TBD*

Summary of Technology Budgeting:

Fiscal Year	Description	Budgetary Costs
FY2026	Critical Updates: Enhanced Anti-Virus, Microsoft Server Licensing for Critical Servers and Phase 1 of Virtual Infrastructure Upgrade	$22,254 - $72,254
FY2027	Firewall, Phase 2 of Virtual Infrastructure Upgrade	$100,000
FY2028	Network Infrastructure - Core Switches	$75,000
FY2029	Network Infrastructure - Distribution Switches	$60,000
	Network Infrastructure – Access Switches	TBD

Custom Computer Specialists, LLC
70 Suffolk Ct.
Hauppauge, New York 11788
United States
http://www.customonline.com
(P) 800-598-8989
(F) 631-543-2512

Quotation (Open)

Date	Expiration Date
Aug 11, 2025 10:39 AM EDT	08/29/2025

Modified Date
Aug 11, 2025 10:47 AM EDT

Quote #
80986 - rev 1 of 1

Description
Barracuda

SalesRep
Bharath, Diana
(P) 800-598-8989

Customer Contact

Customer
Regional School District 17 (C114413)
57 Little City Road
Higganum, CT 06441
United States

Bill To
Regional School District 17
Payable, Accounts
57 Little City Road
Higganum, CT 06441
United States

Ship To
Regional School District 17
Department, Receiving
57 Little City Road
Higganum, CT 06441
United States

Customer PO:	Terms: Undefined	Ship Via: Drop Ground
Special Instructions:		Carrier Account #:

#	Description	Part #	Qty	Unit Price	Total
1	Barracuda Extended Detection and Response (XDR), Endpoint Detection and Response (EDR), Manage and Monitor, SentinelOne, per Device, 1 Month Note: 300 devices 1 year term	BXDR-EDR-MNGDVC- 1M	1	$19,320.00	$19,320.00
2	Barracuda Extended Detection and Response (XDR), Server Security, Monitor Only, per Device, 1 Month Note: 7 devices 1 year term	BXDR-SVR-MONDVC- 1M	1	$2,286.66	$2,286.66

State Contract MA ITS78

Subtotal:	**$21,606.66**
Tax (.0000%):	$0.00
Shipping:	$0.00
Total:	**$21,606.66**

You may submit your purchase by faxing a purchase order to 1-800-986-5518 or mailing it to: Custom Computer Specialists 70 Suffolk Ct. Hauppauge, NY 11788 PLEASE INCLUDE YOUR QUOTE NUMBER OR A COPY OF YOUR QUOTE TO FACILITATE ORDER PROCESSING. IF YOUR ORGANIZATION DOES NOT ISSUE PURCHASE ORDERS, PLEASE SIGN (INCLUDE YOUR TITLE), DATE AND RETURN A COPY OF THIS QUOTATION AS EVIDENCE OF ACCEPTANCE. DID YOU KNOW WE CAN PROVIDE ASSET TRACKING, MONITORING and REMOTE SUPPORT FOR ALL PRINTERS, PCs, SERVERS and NETWORK DEVICES. CALL US AT 800-598-8989 for additional details. Public sector customers can purchase our services under NY, RI and NH state Contracts. Please call for the applicable contract number.

These prices do NOT include applicable taxes, insurance, shipping, delivery, setup fees, or any cables or cabling services or material unless specifically listed above. All prices are subject to change without notice. Supply subject to availability.

***** Quotes are in US Dollars. This price list is a quotation only and is not an order or offer to sell or a commitment to ship product. Quoted products are based on best information available as of the date of this quotation and are not guaranteed to meet bid specifications. Only in cases where manufacturers or distributors make changes for the quoted products, the price, availability, and specs for the products are subject to change at any point during or after the quotation, ordering, and fulfillment process. These changes could be prompted by a variety of factors outside of CCS' control including:**

*** Tariffs imposed by importing and exporting countries**

*** Global transportation issues affecting freight pricing and shipment/delivery dates**

*** Unforeseen shortages of raw goods prompting price increases**

CCS will work with the client to provide alternative solutions where applicable.

Custom Computer Specialists, LLC
70 Suffolk Ct.
Hauppauge, New York 11788
United States
http://www.customonline.com
(P) 800-598-8989
(F) 631-543-2512

Quotation (Open)

Date
Aug 11, 2025 10:43 AM EDT

Modified Date
Aug 11, 2025 10:50 AM EDT

Quote #
80987 - rev 1 of 1

Description
Windows Licenses.

SalesRep
Sheehan, Tom
(P) 800-598-8989

Customer Contact

Customer
Regional School District 17 (C114413)
57 Little City Road
Higganum, CT 06441
United States

Bill To
Regional School District 17
Payable, Accounts
57 Little City Road
Higganum, CT 06441
United States

Ship To
Regional School District 17
Department, Receiving
57 Little City Road
Higganum, CT 06441
United States

Customer PO:	**Terms:** Undefined	**Ship Via:** Drop Ground
Special Instructions:		**Carrier Account #:**

#	Description	Part #	Tax	Qty	Unit Price	Total
1	Windows Server 2025 - 1 User CAL EDU	GMGF0PWHT-0002-EP	Yes	5	$12.00	$60.00
2	Windows Server 2025 Standard - 16 Core License Pack EDU	GMGF0PWHC-0003-EP	Yes	2	$294.00	$588.00

State Contract MA ITC73

Subtotal:	**$648.00**
Tax (.0000%):	$0.00
Shipping:	$0.00
Total:	**$648.00**

You may submit your purchase by faxing a purchase order to 1-800-986-5518 or mailing it to: Custom Computer Specialists 70 Suffolk Ct. Hauppauge, NY 11788 PLEASE INCLUDE YOUR QUOTE NUMBER OR A COPY OF YOUR QUOTE TO FACILITATE ORDER PROCESSING. IF YOUR ORGANIZATION DOES NOT ISSUE PURCHASE ORDERS, PLEASE SIGN (INCLUDE YOUR TITLE), DATE AND RETURN A COPY OF THIS QUOTATION AS EVIDENCE OF ACCEPTANCE. DID YOU KNOW WE CAN PROVIDE ASSET TRACKING, MONITORING and REMOTE SUPPORT FOR ALL PRINTERS, PCs, SERVERS and NETWORK DEVICES. CALL US AT 800-598-8989 for additional details. Public sector customers can purchase our services under NY, RI and NH state Contracts. Please call for the applicable contract number.

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*** Tariffs imposed by importing and exporting countries**

*** Global transportation issues affecting freight pricing and shipment/delivery dates**

*** Unforeseen shortages of raw goods prompting price increases**

CCS will work with the client to provide alternative solutions where applicable.

Pursuant to Connecticut General Statutes Section 10-222cc, for the school year commencing July 1, 2025, and each school year thereafter, each local and regional board of education must adopt and implement the Connecticut School Climate Policy. These regulations will assist the administration in complying with these requirements.

ADMINISTRATIVE REGULATIONS REGARDING CONNECTICUT SCHOOL CLIMATE POLICY

The Regional School District No. 17 Board of Education (the "Board") has adopted the Connecticut School Climate Policy in accordance with Connecticut General Statutes Section 10-222cc. The purpose of these Administrative Regulations Regarding Connecticut School Climate Policy is to outline additional requirements under Connecticut General Statutes Sections 10-222aa *et seq*. regarding the reporting of, assessment of, and responses to challenging behavior and bullying, as well as certain related requirements.

I. Definitions

A. "School Climate Specialist" means the principal of each school, or a school employee who holds professional certification pursuant to Connecticut General Statutes Section 10-145, who is trained in school climate improvement or restorative practices, and is designated as the School Climate Specialist by the school principal. The School Climate Specialist is responsible for (1) leading in the prevention, identification and response to challenging behavior, including, but not limited to, reports of alleged bullying and harassment, (2) implementing evidence and research-based interventions, including, but not limited to, restorative practices, (3) scheduling meetings for and leading the school climate committee, as described in Connecticut General Statutes Section 10-222ff, and (4) leading the implementation of the school climate improvement plan, developed pursuant to Connecticut General Statutes Section 10-222hh.

B. "School employee" means (1) a teacher, substitute teacher, administrator, school superintendent, school counselor, school psychologist, social worker, school nurse, physician, paraeducator or coach employed by the Board, or (2) any other individual who, in the performance of the individual's duties, has regular contact with students and who provides services to or on behalf of students enrolled in a public school, pursuant to a contract with the Board.

C. "Challenging behavior" means behavior that negatively impacts school climate or interferes, or is at risk of interfering, with the learning or safety of a student or the safety of a school employee.

D. "Bullying" means unwanted and aggressive behavior among children in grades kindergarten to twelve, inclusive, that involves a real or perceived power imbalance. "Bullying" includes "cyberbullying", which means any act of bullying through the use of the Internet, interactive and digital technologies, cellular mobile telephone or other mobile electronic devices or any other electronic communication.

E. "Challenging Behavior Reporting Form" (referenced as the "uniform bullying complaint form" in Connecticut General Statutes Section 10-222bb) means the form that accompanies the Connecticut School Climate Policy and is intended for students, parents or guardians of students enrolled in the school, and school employees to report alleged challenging behavior and/or alleged bullying incidents. Such form must be included on the Board's website and in each of the Board's student handbooks, and the School Climate Committee must annually provide notice of such form to the school community.

F. "Investigation Form" means the form that accompanies the Connecticut School Climate Policy and is to be completed by the School Climate Specialist within a reasonable amount of time after receiving a report of an alleged challenging behavior and/or alleged bullying incident.

G. "Response Process(es) Notification Form" means the form that accompanies the Connecticut School Climate Policy and is to be completed and submitted by the School Climate Specialist to the student(s), parent(s) or guardian(s), and/or school employee(s) who submitted the Challenging Behavior Reporting Form within three (3) school days after an assessment has been finalized and submitted.

H. "Tiered responses" are responses to challenging behavior, based on level of impact or frequency of occurrence, that are designed to re-engage students who have become disengaged. Particular tiered responses are required when a student engages in behavior that (1) requires temporarily clearing a classroom or removing a majority of students within the classroom to reduce likelihood of injury, (2) indicates credible intention to cause bodily harm to self or others, or (3) results in an injury that requires medical attention beyond basic first aid, or less severe injuries caused by the same student on more than one occasion, verified by the school nurse or other medical professional. Such tiered responses must include, at a minimum, the responses described in Section V of these Administrative Regulations.

I. "Student discipline", for purposes of these Administrative Regulations, means removal from the classroom, suspension, or expulsion, as authorized by the Board's student discipline policy.

J. "Removal" means an exclusion from a classroom for all or part of a single class period, provided such exclusion shall not extend beyond ninety (90) minutes.

II. Reporting Challenging Behavior or Bullying

A. School employees shall notify the School Climate Specialist or designee of any alleged challenging behavior or alleged bullying incident that results in student discipline (i.e., removal from the classroom, suspension, or expulsion).

B. Students, parents or guardians of students enrolled in the school, and school employees ("Reporters") may file a written report of any alleged challenging behavior or alleged bullying incident using the Challenging Behavior Reporting

Form. Such reports may be filed with the building principal, program administrator, and/or the School Climate Specialist, and all reports shall be forwarded to the School Climate Specialist for review and actions consistent with these Administrative Regulations.

C. Reporters may complete the Challenging Behavior Reporting Form electronically or in hard copy, or they may meet with the School Climate Specialist for assistance in completing the Challenging Behavior Reporting Form.

D. Written reports of alleged challenging behavior and/or alleged bullying shall be reasonably specific as to the basis for the report, including the date and place of the alleged conduct, a description of what happened, and the names of potential witnesses.

E. Within three (3) school days, the School Climate Specialist or designee will provide the Reporter with confirmation of receipt of the Challenging Behavior Reporting Form.

III. Assessing Challenging Behavior and Bullying

The School Climate Specialist or other designated administrator shall assess the facts, severity, and intentionality of the alleged challenging behavior or alleged bullying incident in accordance with the following process:

A. The School Climate Specialist or other designated administrator shall review the information reported in the Challenging Behavior Reporting Form.

B. The School Climate Specialist or other designated administrator shall assess the factual basis of the report, as well as the severity and intentionality of any actions that may have occurred.

C. In conducting such assessment, the School Climate Specialist or other designated administrator shall:

1. Consult with individuals reasonably believed to have relevant information, including the Reporter, the individuals identified as having been affected by the behavior, and witnesses to the behavior, as appropriate;

2. Review any relevant materials (e.g., records, statements, documents, videos);

3. Consider whether the conduct also should be addressed pursuant to any other Board policies or District regulations, such as those related to protected class discrimination or harassment; and

4. Maintain confidentiality to the extent practicable throughout the assessment process, in accordance with state and federal law.

D. When conducting the assessment, the School Climate Specialist or other designated administrator shall complete the Investigation Form.

E. Within a reasonable amount of time, the School Climate Specialist or other designated administrator will determine what responses, if any, should be or have already been taken to address the behavior and/or prevent future instances of such behavior.

F. Within three (3) school days after an assessment has been completed, the School Climate Specialist or other designated administrator shall (a) complete the Response Process(es) Notification Form, describing the steps taken to address and prevent future instances of challenging behavior or bullying and keeping in mind the District's obligations regarding student confidentiality, and (b) provide the Response Process(es) Notification Form to the Reporter who completed the Challenging Behavior Reporting Form.

IV. Challenging Behavior or Bullying That Results in Student Discipline

A. Removal. If a teacher removes a student from the classroom because the student has deliberately caused a serious disruption of the educational process, the teacher shall: (1) send the student to the area designated by the school principal; and (2) immediately inform the building principal or designee of the name of the student who was removed and the reason for the removal.

1. While the student has been removed to a designated area, the student may receive supports that include, but are not limited to: intervention from a school employee trained to provide such intervention, therapeutic resources, available mental health supports, instructional materials and technology or other resources to address the temporary needs of such student.

2. The parents or guardian of any minor student removed from class shall be given notice of such disciplinary action within twenty-four (24) hours of the time of the institution of such removal from class. Additional procedures governing behavior that causes a serious disruption; self-harm; and/or physical harm to teacher, another student, or other school employee shall be implemented in accordance with applicable law. Specifically:

    a. The notice shall include, but not be limited to, informing such parent or guardian that the teacher of record in the classroom in which such behavior occurred may request a behavior intervention meeting.

    b. If the teacher of record in the classroom ultimately requests a behavior intervention meeting with the crisis intervention team for the school, the parent or guardian must be notified that such meeting will occur.

    c. If a behavior intervention meeting occurs, the crisis intervention team shall, not later than seven (7) days after the behavior intervention meeting, provide to the parent or guardian of such student, in the dominant language of such parent or guardian, a written summary of

such meeting, including, but not limited to, the resources and supports identified.

B. ***Discipline.*** The District shall address incidents of challenging behavior or bullying that violate the Board's Student Discipline policy in accordance with such policy and any school rules, student handbook, or code of conduct provisions regarding same. Disciplinary action may be necessary for violations of other applicable Board policies or District regulations, such as those related to protected class discrimination or harassment and/or Title IX.

V. Challenging Behavior or Bullying That Requires Temporarily Clearing a Classroom or Students, a Credible Intention to Cause Bodily Harm, or Results in Certain Levels of Injury – Tiered Responses

A. The school shall implement tiered responses, based on level of impact or frequency of occurrence, to incidents of challenging behavior or bullying that:

1. Require temporarily clearing a classroom or removing a majority of students within the classroom to reduce likelihood of injury;

2. Indicate credible intention to cause bodily harm to self or others; or

3. Result in an injury that requires medical attention beyond basic first aid, or less severe injuries caused by the same student on more than one occasion, verified by the school nurse or other medical professional.

B. Such tiered responses shall include, but need not be limited to, the following:

1. For a single incident, the school principal shall notify the parents or guardians of each student involved in such incident in a manner that complies with the requirements of the Family Educational Rights and Privacy Act ("FERPA") and relevant Board policy.

2. For a subsequent incident, the school principal shall invite the parents or guardians of each student involved in such incident to a meeting, either in person at the school or virtually, to discuss the specific supports or interventions that are applicable to such student, including, but not limited to, restorative practices.

3. For multiple subsequent incidents or a single incident that causes severe harm, the school principal shall provide notice to the parents or guardians of each student involved in such incident of other resources for supports and interventions, including, but not limited to, the 2-1-1 Infoline program, services or programs available through the Behavioral Health Partnership, or other resources for professional services, support, or crisis intervention.

C. For incidents of challenging behavior or bullying that are subject to tiered responses pursuant to this section:

1. Not later than two school days after the date such incident occurred, there shall be a meeting between an administrator and the school employee (if any) who witnessed such incident. The purpose of the meeting shall be to determine the supports and interventions required to address the needs of students and school employees, provided the supports and interventions for any student who receives special education shall be determined by the planning and placement team ("PPT") for such student, and notice of such incident shall be submitted to the PPT not later than two school days after the date such incident occurred for consideration at a PPT to be scheduled in accordance with the Individuals with Disabilities Education Act. For a student who is eligible under Section 504 of the Rehabilitation Act of 1973 ("Section 504"), notice of the incident shall also be provided to the student's Section 504 team.

2. Any teacher of record in the classroom may request a behavior intervention meeting with the crisis intervention team for the school. Such request should be submitted to the building principal.

D. The District prohibits discrimination or retaliation against any person who reports or assists in the investigation of an incident of challenging behavior or bullying that is subject to a tiered response.

VI. Students with Disabilities

A. The school shall ensure that any supports, services, or interventions provided in accordance with these regulations to any student who receives special education or accommodation for a disability comply such student's individualized education program or Section 504 plan and applicable law.

VII. Reports to Board of Education

A. The Superintendent of Schools shall submit, at least annually, to the Board a report concerning:

1. the number of incidents of challenging behavior or bullying that require temporarily clearing a classroom of students, a credible intention to cause bodily harm, or result in certain levels of injury, as described in Section V of these regulations, that occurred during the prior year;

2. the grade level of each student involved in such incidents; and

3. the supports, services, or interventions provided in response to such incidents to address the needs of students and school employees.

B. Such report shall be produced in a manner that does not result in the disclosure of data identifiable to individual students in accordance with FERPA and the Connecticut State Department of Education's data suppression guidelines.

Legal References:

Conn. Gen. Stat. § 10-222aa

Conn. Gen. Stat. § 10-222bb

Conn. Gen. Stat. § 10-222cc

Conn. Gen. Stat. § 10-222dd

Conn. Gen. Stat. § 10-222ee

Conn. Gen. Stat. § 10-222ff

Conn. Gen. Stat. § 10-222gg

Conn. Gen. Stat. § 10-222hh

Conn. Gen. Stat. § 10-222ii

Conn. Gen. Stat. § 10-233a

Conn. Gen. Stat. § 10-233b

Conn. Gen. Stat. § 10-233c

Conn. Gen. Stat. § 10-233d

Conn. Gen. Stat. § 10-233e

Conn. Gen. Stat. § 10-236c

Adopted: _____

School	Grade	Sections	1-Jul	1-Aug	Avg.
BES	K	5	77	79	15.80
BES	1	4	58	57	14.25
BES	2	4	65	65	16.25
BES	3	4	80	80	20.00
Total			280	281	16.58
KES	Pre-K	4	44	36	
KES	K	3	49	49	16.33
KES	1	3	40	40	13.33
KES	2	3	48	48	16.00
KES	3	3	52	52	17.33
Speech			11	6	
Total			244	231	15.75
HKIS	4	6	146	145	24.17
HKIS	5	6	132	132	22.00
Total			278	277	23.08
HKMS	6	6	147	149	24.83
HKMS	7	6	135	135	22.50
HKMS	8	6	129	131	21.50
Total			411	415	22.94
HKHS	9		121	122	
HKHS	10		98	98	
HKHS	11		120	120	
HKHS	12		125	126	
Total			464	466	
District Outplaced & Transitio			19	19	
			464	466	
TOTAL	All Schools		1,696	1,689	

Enrollment Report -August 2025 BOE Meeting (July counts) .xlsx

August 2025	PreK		Kindergarten		Grade 1		Grade 2		Grade 3		Grade 4		Grade 5		Grade 6		Grade 7		Grade 8		Grade 9		Grade 10		Grade 11		Grade 12		School Total
	K	H	K	H	K	H	K	H	K	H	K	H	K	H	K	H	K	H	K	H	K	H	K	H	K	H	K	H	
Burr Elementary School				79		57		65		80																			281
Killingworth Elementary School	27	15	49	0	40	0	48	0	52	0																			231
Haddam-Killingworth Intermediate School											63	82	57	75															277
Haddam-Killingworth Middle School															55	94	58	77	49	82									415
Haddam-Killingworth High School																					48	74	36	62	44	76	45	81	466
RSD17 Transition Program																											1	2	3
Outplaced									2	1		1			1			2		1	1	2	1			3		1	16
Town Totals by Grade	27	15	49	79	40	57	48	65	54	81	63	83	57	75	56	94	58	79	49	83	49	76	37	62	44	79	46	84	
Grade Totals	42		128		97		113		135		146		132		150		137		132		125		99		123		130		
Haddam Total	**1012**	**59.92%**																											
Killingworth Total	**677**	**40.08%**																											
Student Total	**1689**																												

BOE Reported Month	Employee Name	Action	Position	Location	Effective Month
July 2025	Gero Liquori	New Hire	Custodian	HK High School	June 2025
July 2025	Karen Asetta	New Hire	Interim Director of Finance and Operations	District	July 2025
July 2025	Paul Smith	New Hire	Interim Superintendent	District	July 2025
July 2025	Ava Galdenzi	New Hire	Paraeducator	Killingworth Elementary School	August 2025
July 2025	Kailey Hill	New Hire	Paraeducator	HK Middle School	August 2025
July 2025	Brianna Cardillo	New Hire	Math Teacher	HK High School	August 2025
July 2025	Rachel Verinis	New Hire	Social Worker	HK Middle School	August 2025
July 2025	Erinn Tefel	New Hire	Math Interventionist	HK High School	August 2025
July 2025	Katherine McCollum	New Hire	Library Media Specialist	Burr Elementary School	August 2025
July 2025	Alexandra Hughes	New Hire	Speech and Language Pathologist	Burr Elementary School	August 2025
July 2025	Ashly Skiffington	New Hire	Math Interventionist	Burr Elementary School	August 2025
July 2025	Nichole Brigger	New Hire	English Teacher	HK High School	August 2025
July 2025	Jameson Corey	New Hire	Long-Term Sub Guidance Counselor	HK High School	August 2025
July 2025	Molly Freeman	New Hire	World Language Teacher	HK High School	August 2025
July 2025	Christina Coppola	New Hire	Library Media Specialist	HK High School	August 2025
July 2025	Kimberly Ainsley	New Hire	Special Education Teacher	HK Intermediate Middle School	August 2025
July 2025	Catania McGinley	New Hire	World Language Teacher	HK Intermediate Middle School	August 2025
July 2025	Amy Dow	New Hire	Special Education Teacher	HK Middle School	August 2025
July 2025	Emma VanSteenbergen	New Hire	School Psychologist	HK Middle School	August 2025
July 2025	Diana Mckenzie	New Hire	Kindergarten Teacher	Killingworth Elementary School	August 2025
July 2025	Royse Isleib	Resignation	Kindergarten Teacher	Killingworth Elementary School	June 2025
July 2025	Victoria Tiedemann	Resignation	HK Cubs Staff	Cubs	June 2025
July 2025	Dorothy Ventura	Resignation	Principal	HK Middle School	June 2025
July 2025	Emily Thompson	Resignation	HK Cubs Staff	Cubs	July 2025
July 2025	Alison Pierce	Resignation	Director of Finance and Operations	Central Office	July 2025
July 2025	Denis Recchia	Resignation	District IT & Data Manager	Central Office	July 2025
July 2025	Heather Persson	Transfer	Interim HKMS Principal	HK Middle School	July 2025
August 2025	Sarah Koladis	New Hire	Paraeducator	Burr Elementary School	August 2025
August 2025	Carly Graves	New Hire	LTS Health/PE Teacher	Burr Elementary School	August 2025

SY 2025-2026 Personnel Report

BOE Reported Month	Employee Name	Action	Position	Location	Effective Month
August 2025	Randi Wilson	Resignation	Registered Behavior Technician	District	August 2025
August 2025	Donald Austin	Resignation	Campus Security Specialist	HK High School	August 2025
August 2025	Nancy Lavriha-Smith	New Hire	Speech & Language Pathologist .2	District	August 2025
August 2025	Anthony DeLuco	New Hire	Interim Special Education Teacher	HK High School	August 2025
August 2025	Kelly Brown	Transfer	Interim HKHS Assistant Principal	HK High School	August 2025
August 2025	Jocelyn Proto	New Hire	Secretary	HK Intermediate Middle School	August 2025
August 2025	Diana McKenzie	New Hire	Kindergarten Teacher	Killingworth Elementary School	August 2025
August 2025	Kendall Castro	New Hire	Kindergarten Teacher	Burr Elementary School	August 2025
August 2025	Adam Apicella	Resignation	Assistant Principal	HK High School	August 2025
August 2025	Noreen Granucci	Resignation	Paraeducator	Burr Elementary School	August 2025
August 2025	Randi Lapierre	Resignation	Paraeducator	Killingworth Elementary School	August 2025
August 2025	Steven FitzGerald	New Hire	Interim Assistant Principal	HK Middle School	August 2025
August 2025	Samuel Erskine	New Hire	Paraeducator	HK Middle School	August 2025
August 2025	Victoria O'Connor	New Hire	Admin. Asst to the BOE .5	District	August 2025

Haddam-Killingworth Intermediate School
Student & Parent/Guardian Handbook
2025-2026

Dear HKIS Students and Parents/Guardians:

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

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

Sincerely,

Eric D. Larson

Eric D. Larson

Principal

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HKIS PLEDGE

As part of the HK Family,

I am kind and respectful.

I will treat others how I want to be treated,

Give effort and learn from my mistakes,

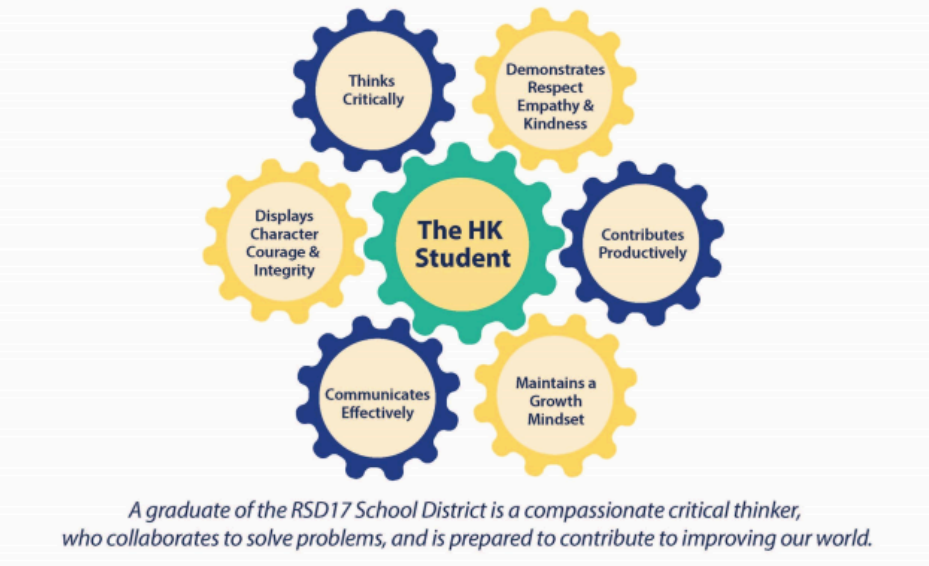
Be responsible, and still have fun.

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

RSD 17 MISSION STATEMENT

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

REGIONAL SCHOOL DISTRICT 17 VISION OF THE GRADUATE



Contribute Productively includes the ability to:

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

Think Critically includes the ability to:

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

Communicate Effectively includes the ability to:

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

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

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

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

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

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

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

HKIS HOURS

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

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

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

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

SNOW DAYS

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

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

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

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

School must be in session for a minimum of 180 days. The State Department of Education is extremely reluctant to grant exceptions and may withhold financial aid from towns violating the requirements. However, the safety of students is foremost in our

minds. Please refer to the 2025-26 school calendar for how days will be made up.

SAFE SCHOOL CLIMATE

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

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

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

Some of the key steps in implementing this approach include:

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

GENERAL BEHAVIORAL EXPECTATIONS

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

1. Follow directions the first time asked.
2. Use appropriate language and gestures.
3. Ask permission to use things.
4. Use furniture, equipment and supplies appropriately.
5. Move about a room and the building in a quiet and orderly fashion.
6. Keep desk and other belongings neat and organized.
7. Do your best work; do not copy the work of others.

BATHROOM EXPECTATIONS

1. Follow classroom sign-out procedures
2. Do your business, wash your hands, and leave. Remember others are waiting for

you to return.

3. Report unsafe or dirty conditions to your teacher right away.
4. Respect yourself, the space, and others

HALLWAY/LOCKER EXPECTATIONS

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

RECESS EXPECTATIONS

1. Every recess begins in a circle where staff members can address the grade before releasing them to play.
2. Wear safe footwear; change into sneakers for recess if other shoes were worn to school (such as Crocs, clogs or dress shoes). Flip flops are <u>not</u> allowed in school or at recess.
3. Take turns, play cooperatively, and share equipment.
4. Be fair and don't exclude others.
5. Follow game rules.
6. Use appropriate language and gestures.
7. Use equipment properly and safely and stay in designated areas.
8. Use hands and feet appropriately - keep hands to yourself unless it is part of the game.
9. Run/play only where permitted.
10. Snow boots and snow pants are required for play in the snow. (Boots are encouraged if the playground is muddy or wet.)
11. Coats, hats and gloves are highly recommended for cold days. We go outside for recess as long as the wind chill is 20 degrees or above. Sweatshirts are not warm enough on typical winter days without a coat or jacket.
12. If you are unable to resolve a difficulty on your own, let an adult on duty know before recess ends.

LUNCH/CAFETERIA BEHAVIORAL EXPECTATIONS

1. Wait quietly in the lunch line.
2. Use good table manners; do not play with food.
3. Talk nicely with others and use an indoor voice.
4. Clean up your eating area when finished.
5. Follow directions the first time asked.

6. Treat fellow students, cafeteria staff, and lunch supervisors in a polite manner.

CHALLENGING BEHAVIOR

The Regional School District No. 17 Board of Education (the “Board”) is committed to creating and maintaining an educational environment that promotes:

- A sound school environment that develops and sustains academic, social, emotional, ethical, civic, and intellectual skills.
- A restorative school environment focused on overcoming barriers to teaching and learning by building and supporting meaningful schoolwide relationships, and intentionally, re-engaging any disengaged students, educators, and families.

To best promote this positive educational environment the Board has adopted the Connecticut School Climate Policy in accordance with Connecticut General Statutes Section 10-222cc. The purpose of this policy is to support the needs of the students by reporting, assessing, and responding to challenging behaviors that, “negatively impacts the school climate or interferes, or is at risk of interfering, with the learning or safety of a student or the safety of a school employee”. Please contact your teacher or building administrator if you believe your child is experiencing challenging behavior.

SEXUAL HARASSMENT

Regional School District #17 P-5145.5 P/R

POLICY REGARDING SEX DISCRIMINATION AND SEXUAL HARASSMENT (STUDENTS)

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

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

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

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

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

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

DRUGS/BEHAVIOR-AFFECTING SUBSTANCES/ALCOHOL

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

GENERAL SCHOOL INFORMATION

ATTENDANCE: ANNUAL NOTIFICATION OF OBLIGATION

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

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

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

Truancy, Excused and Unexcused Absences

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

Excused Absences

1. **For absences one (1) through nine (9),** a student's absence is considered excused when his or her parent or guardian provides a signed note stating the reason for the absence. The school will be in contact with a family after the ninth (9th) absence.
2. **For the tenth (10th) absence and all absences thereafter,** a student's absence from school is considered excused only if his or her parent or guardian provides a signed note **and** the absence is due to one of the following reasons:

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

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

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

d. mandated court appearances (additional documentation required);

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

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

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

CURRICULAR AND CLUB INFORMATION

Course descriptions, daily schedules, and club information is found online in the *HKIS Program of Studies*. Clubs will run on a trimester basis. Brochures for each season will

be distributed to students and parents prior to each session and posted on our website. Club permission slips are included with the brochures and must be filled out prior to a student attending a club. Students who are attending a club must be considered present in school (at least half of the day.)

PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE

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

VISITORS

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

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

SCHOOL CRISIS PLAN

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

FIRE DRILLS AND EMERGENCY PREPAREDNESS

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

USE OF SCHOOL PROPERTY

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

DISCLOSURE OF INFORMATION

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

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

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

COMMUNICATION (SCHOOL-TO-HOME)

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

District Information

- The RSD17.org website contains district announcements, calendar items, and other resources. School closings and delays are also posted on the home page. From this home page you can access websites for district schools, departments and the Board of Education. Board of Education meetings, agenda, minutes, and policies are posted on their site.
- School Messenger is used to send home both emergency (phone and email) and routine (email only) district-wide information.
- Board of Education meetings are televised on Channel 18.
- *Board Update* is a newsletter published by the Board of Education monthly.

School Information

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

- Letters are mailed to parents/guardians and paper fliers are distributed as needed.
- School Principals and school offices call parents directly when needed.

Classroom Information/Student Progress

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

PERSONAL CALLS AND MESSAGES FOR STUDENTS

Only emergency calls will be accepted for students during the school day. Personal messages cannot be transmitted through the school, since they interrupt the learning process. Students are not allowed to use school phones to call home if they forget homework or to make plans to visit a friend's house. The phones should be used only when there is an emergency.

COMPUTER RESOURCES

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

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

It is important that students and parents understand that the district, as the owner of the computer systems, reserves the right to monitor and review the use of these computer systems. The district intends to monitor and review in a limited fashion, but will do so as needed to ensure that the systems are being used for district-related educational purposes. As part of the monitoring and reviewing process, the district will retain the capacity to bypass any individual password of a student or other user. The system's security aspects, such as personal passwords and the message delete function for

email, can be bypassed for these purposes. The district's ability to monitor and review is not restricted or neutralized by these devices. The monitoring and reviewing process also includes, but is not limited to; oversight of Internet site access, the right to review emails sent and received, the right to track students' access to blogs, electronic bulletin boards and chat rooms, and the right to review a student's document downloading and printing. Therefore, all users must be aware that they should not have any expectation of personal privacy in the use of these computer systems.Misuse of the computer systems, or violations of these policies and regulations, may result in loss of access to such computer systems as well as other disciplinary action, including suspension and/or expulsion, depending on the specific conduct.

USE OF GENERATIVE ARTIFICIAL INTELLIGENCE (AI)

As part of our commitment to preparing students for the future, RSD17 supports the responsible, safe, and effective use of generative AI tools (such as ChatGPT) in learning. When used thoughtfully, AI can help students explore ideas, practice skills, and enhance creativity. Students are expected to follow all guidelines, use AI ethically, and never use it to replace their own work. Plagiarism policies, guidelines, and consequences also apply to the use of AI.

Families and students are encouraged to review the full RSD17 Effective Use of Generative AI Guidelines to understand how these tools may be used in classrooms and the expectations for privacy, academic integrity, and digital citizenship. LINK

CELL PHONES

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

SEARCH OF PRIVATELY OWNED TECHNOLOGICAL DEVICES

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

TOYS, ELECTRONICS AND OTHER ITEMS NOT TO BRING

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

items.

LOCKERS

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

LOST AND FOUND

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

HOMEWORK

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

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

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

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

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

Homework in the Intermediate School should average about 40-50 minutes, including independent reading time. This may vary depending upon assigned projects and a child’s work pace as well as individual needs. At Curriculum Night and through other teacher/parent/student communications, teachers will share specific expectations for homework.

SCHOOL LUNCH PROGRAM

The District participates in the National School Lunch Program and offers the students nutritionally balanced lunches daily. Free and reduced price lunches are available

based on financial need. Information on this program can be obtained from the school office. Breakfast is also available at the beginning of the day.

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

2025-26 meal costs

Breakfast- $2.75 Reduced breakfast- $0.30

Lunch-$4.25 Reduced Lunch-$0.40

Milk $0.65

CANDY, GUM, SODA AND SNACK

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

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

FOOD ALLERGY MANAGEMENT

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

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

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

BIRTHDAY CELEBRATIONS IN THE CLASSROOM

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

BIRTHDAY INVITATIONS

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

HEALTH SERVICES

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

A cumulative health file is maintained for each student. This file includes notations of past illnesses, results of physical examinations, and other pertinent health information. Parents are notified of any deviation from the normal pattern of health, and suggestions are given for follow-up. It is likewise important that parents notify the school nurse in case of a student's illness. If a student is to be excused or limited for an extended period from participation in school activities, he/she is required to bring a statement signed by a physician. The school nurse is available to parents and students for conferences regarding health issues.

Accidents

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

Medications

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

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

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

Communicable/Infectious Diseases

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

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

Emergency Cards and Medical Treatment

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

Health Assessments/Physical Examinations

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

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

FIELD TRIPS

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

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

PARENT TEACHER ORGANIZATION (P.T.O.)

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

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

FUND-RAISING

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

POSTERS

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

INSURANCE

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

TRANSPORTATION

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

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

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

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

BUS SAFETY EXPECTATIONS

1. Wait for the bus on a sidewalk or at a safe distance off the road.

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

BICYCLES AND WALKING TO SCHOOL

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

PARENT OR ADULT PRESENCE AT BUS DROP OFF

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

DISTRICT POLICIES AND PROCEDURES

DRESS CODE

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

The Regional School District 17 dress code is designed to:

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

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

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

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

clothing item that may present a safety hazard to the student, other students, or staff.

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

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

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

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

ADMISSION/PLACEMENT

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

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

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

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

PROMOTION AND RETENTION OF STUDENTS

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

CURRICULAR EXEMPTIONS

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

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

RESOLUTION OF PROBLEMS

Community Relations – Public Complaints – General Complaint Procedure:

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

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

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

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

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

FINANCIAL ASSISTANCE

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

NON-DISCRIMINATION

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

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

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

Anyone who has questions or concerns about this policy, and/or who may wish to request or discuss accommodations based on religion, and/or who would like a copy of the Board's complaint procedures or complaint forms related to claims of discrimination or harassment, may contact: Page 3 of 10 The Director of Student Services, 57 Little City Rd., Higganum, CT 06441 Telephone number: 860-345-4244. Email: apuzarne@rsd17.org.

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

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

EQUAL EDUCATIONAL OPPORTUNITY

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

MANDATED REPORTING/CHILD ABUSE

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

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

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

WEAPONS AND DANGEROUS INSTRUMENTS

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

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

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

PARENTS RIGHT-TO-KNOW

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

CONFIDENTIALITY AND ACCESS TO EDUCATION RECORDS

The Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g, et seq., affords parents and eligible students (i.e., students over 18, emancipated minors, and those attending post-secondary educational institutions) certain rights with respect to the student's education records. They are: (1) The right to inspect and review the student's education records within forty-five (45) calendar days of the day the District receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parents or eligible student of the time and place where the records may be inspected. (2) The right to request the amendment of the student's education records that the parents or eligible student believe are inaccurate or misleading, or otherwise violate the student's privacy rights. Parents or eligible students who wish to ask the District to amend a record should write to the school principal, clearly identify the part of the record the parents or eligible student want changed, and specify why it should be changed. If the District decides not to amend the record as requested by the parents or eligible student, the District will notify the parents or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parents or eligible student when notified of the right to a hearing. (3) The right to privacy of personally identifiable information in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception that permits disclosure without consent is disclosure to a school official with legitimate interests. A school official is a person employed by the District as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board of Education;

a person or company with whom the District has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, Page 41 of 47 auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses a student's education record without consent to officials of another school, including other public schools, charter schools, and postsecondary institutions, in which the student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. Further, and in accordance with state and federal law and guidance, the District may disclose education records to another school for enrollment purposes, which may include exploration of educational placement options by the District or educational placement decisions made by a planning and placement or Section 504 team, or in order to explore placement options for the provision of alternative educational opportunities. (BOE 5125(a) - P)

ADVERTISING

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

SEARCH AND SEIZURE

The right to inspect desks and other equipment assigned to students may be exercised by school officials to safeguard students, their property and school property. This document serves as advance notice that school board policy allows desks to be inspected if the administration has reason to believe that materials injurious to the best interests of students and the school are contained therein.

Under special circumstances, an authorized school administrator may search a student or student's property when reasonable suspicion indicates that a particular student is in possession of an item or a substance that represents a material threat to school routine or is prohibited by school board regulations or law. Students must be aware that such items are forbidden both on school property and at school-related activities. Student property shall include but not be limited to, purses and book bags. All searches of students shall be conducted or authorized by the principal or designee, in the presence of a witness and following district policy (BOE 5145.12

SCHOOL CEREMONIES AND OBSERVANCES

The school district recognizes the value of certain ceremonies and observances in promoting patriotism and good citizenship among the students. Activities related to a religious holiday or theme will be planned to ensure that the activity is not devotional,

and that students of all faiths can join without feeling that they are betraying their own beliefs. Students shall be given the option to be excused from participating in those parts of a program or curriculum involving a religious theme that conflicts with their own religious beliefs. If a parent or student has any questions regarding the use of religious music, artwork and/or symbols in a particular course/activity, the building principal should be contacted.

SELECTION OF AUDIO VISUAL AND REFERENCE MATERIALS

A. Library Materials:

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

B. General Instructional Material:

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

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

Selection Of Instructional Materials

A. Procedure for Selection of Materials

Media Center Materials (Media)

1. In selecting materials for purchase for the media center, the media specialist will evaluate the existing collection and the curriculum needs and will consult reputable, professionally prepared selection aids and other appropriate sources. For the purpose of this rule, the term "media" includes all materials considered part of the library collection, plus all instructional materials housed in resource centers and classrooms which are not text materials.
2. Recommendations for purchase will be solicited from faculty, P.T.O. and parents.
3. Selection is an ongoing process which shall include the removal of materials no longer appropriate and the replacement of loose and worn materials still of educational value.
4. Selections are forwarded to the principal's office.

B. Criteria for Selection of Materials

The following criteria will be used as they apply:

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

PESTICIDE NOTIFICATION AND APPLICATION

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

GREEN CLEANING

RSD 17 complies with the Green Cleaning Act. On or before July 1, 2011, each local and regional board of education shall implement a green cleaning program for the cleaning and maintenance of school buildings and facilities in its district. No person shall use a cleaning product inside a school unless such cleaning product meets guidelines or environmental standards set by a national or international environmental certification program approved by the Department of Administrative Services, in consultation with the Commissioner of Environmental Protection. Such cleaning products shall, to the maximum extent possible, minimize the potential harmful impact on human health and the environment. (P.A. No. 09-81)

RECYCLING PROGRAM

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

ASBESTOS

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

Regional School District 17

Elementary School Handbook



Burr District Elementary School
792 Killingworth Road, Higganum, CT 06441
860-345-4534

Killingworth Elementary School
340 Route 81, Killingworth, CT 06419
860-663-1121

Regional School District 17 · Central Office
57 Little City Road, Higganum, CT 06441 · 860-345-4534

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REGIONAL SCHOOL DISTRICT 17

Elementary Schools

Dear Parents/Guardians:

On behalf of the staff and administration of the Regional School District 17 elementary schools, we welcome you and look forward to a wonderful academic year.

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

We value and encourage input from all members of our community. We believe that thoughtful communication and dialogue create a rich learning environment. We are all looking forward to working closely with you to provide an excellent educational experience for children.

Sincerely,

Brienne Whidden
Principal
Burr District Elementary

Dennis J. Reed
Principal
Killingworth Elementary

Regional School District No. 17 Website – www.rsd17.org
Visit us on our website for comprehensive information about our school system.

REGIONAL SCHOOL DISTRICT 17
Board of Education

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.

Core Values

Children
Guarantee a quality education based on the belief that all children have the natural disposition to learn.

Curriculum
Provide a curriculum that engages and challenges all students.

Responsibility
Foster a community that recognizes that education is a responsibility shared among students, families, and the schools.

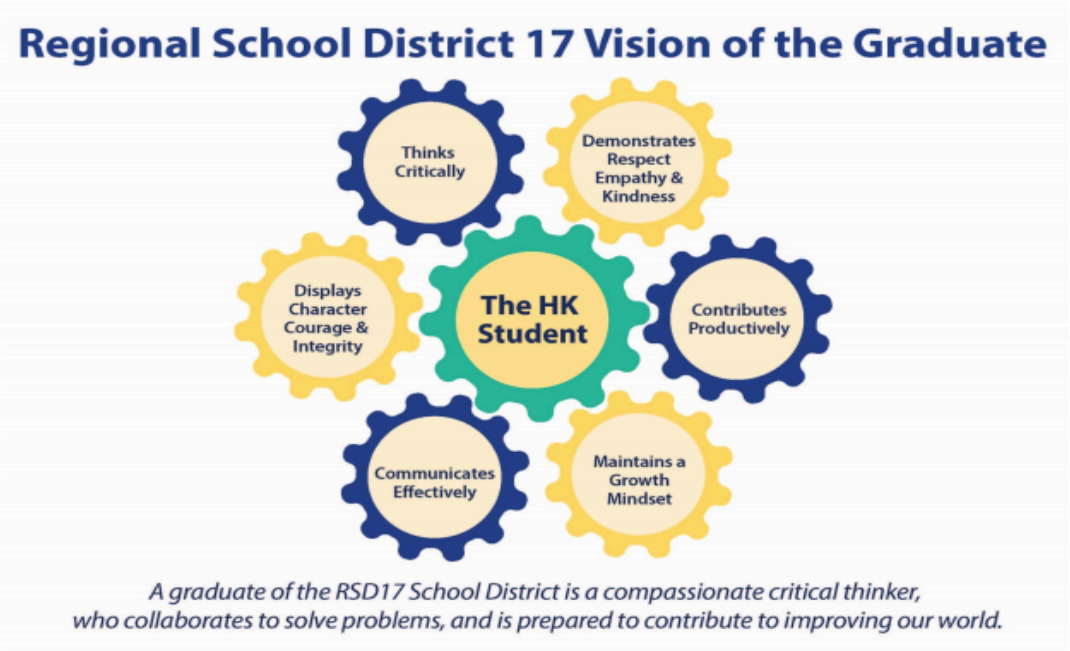
Ethics
Require all members of the school community to exhibit integrity, model responsible behavior, and show respect for others.

Safety
Maintain a safe environment for all members of the school district.

Stewardship
Ensure responsible stewardship to the communities for the resources and facilities they provide.

Communication
Build collaborative relationships with the entire community through ongoing and transparent communication.

Diversity
Provide an environment that respects diversity.



Contribute Productively includes the ability to:

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

Think Critically includes the ability to:

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

Communicate Effectively includes the ability to:

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

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

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

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

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

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

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

ELEMENTARY SCHOOL HOURS

Grade K- 3	8:40 – 3:25
AM Preschool	8:20 – 11:10
PM Preschool	12:10 – 3:05
Bus Arrival	8:35 AM – See note below

All parents should be aware that teacher supervision begins with the arrival of the first bus (8:35 a.m.). NO CHILD should arrive at school, either by walking or being dropped off, before 8:35 a.m.

It is our school expectation that students remain in class until 3:25 p.m. for dismissal. Just as arriving late in the morning is disruptive to learning, leaving early on a regular basis is equally disruptive. Parents must communicate directly with the principal if there are special circumstances which warrant frequent early dismissal. We appreciate your cooperation.

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

EARLY DISMISSAL DAYS 2025-2026

Grades K-3 will attend school on all scheduled early dismissal days from **8:40** – **1:05**.

Friday, September 26, 2025
Thursday, October 9, 2025
Wednesday, October 22, 2025
Thursday, October 23, 2025
Wednesday, November 26, 2025
Tuesday, December 16, 2025
Tuesday, December 23, 2025
Tuesday, January 20, 2026
Tuesday, February 10, 2026
Wednesday, March 11, 2026
Thursday, March 12, 2026
Tuesday, March 17, 2026

Last two days of school (**these could change due to snow days**)

Wednesday, June 10, 2026
Thursday, June 11, 2026

Preschool will operate on the following schedule:

AM classes only; No PM Preschool	PM classes only, No AM Preschool **(Will attend 8:20-11:10)**
September 26	October 9
October 23	December 16
December 23	January 20
February 10	March 12
March 17	June 11

INCLEMENT WEATHER SCHEDULE

Two Hour Delayed Opening

Grade K - 3	10:40 – 3:25
PM Preschool	12:10 – 3:05
No AM Preschool	

GENERAL SCHOOL INFORMATION

SNOW DAYS

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

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

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

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

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

School must be in session for a minimum of 180 days. The State Department of Education is extremely reluctant to grant exceptions and may withhold financial aid from towns violating the requirements. The Region 17 Board of Education has set its school calendar at 180. However, the safety of students is foremost on our minds. Please refer to the 2024-2025 school calendar for how days will be made up.

ATTENDANCE: ANNUAL NOTIFICATION OF OBLIGATION

Connecticut laws require that Regional School District 17 provide you with this written notice of your obligations under Connecticut General Statutes. This law provides that each parent or other person having control of a child five through eighteen years of age (unless withdrawn with adult permission after age 16) is obligated to cause the child to attend school regularly during the hours and terms school is in session, unless such parent or other person shows that the child is elsewhere receiving equivalent instruction or the child is otherwise not required to attend school by statute. Connecticut General Statute 10-185 provides that each day's failure to comply with these requirements is a separate offense, punishable by $25.00 fine.

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

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

Truancy, Excused and Unexcused Absences

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

Excused Absences

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

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

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

a. student illness (note: all student illness absences must be verified by an appropriately licensed medical professional to be deemed excused, regardless of the length of absence);
b. a student's observance of a religious holiday;
c. death in the student's family or other emergency beyond the control of the student's family;
d. mandated court appearances (additional documentation required);
e. the lack of transportation that is normally provided by a district other than the one the student attends (no parental documentation is required for this reason); **or**
f. extraordinary educational opportunities pre-approved by district administrators and in accordance with Connecticut State Department of Education guidance.

PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE

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 a moment of silence.

VISITORS

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

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

SCHOOL CRISIS PLAN

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

FIRE DRILLS AND EMERGENCY PREPAREDNESS

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

USE OF SCHOOL PROPERTY

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

DISCLOSURE OF INFORMATION

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

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

In addition, photographs and videos are sometimes taken for educational and/or publicity purposes. Again, please let us know in writing if you do not want your child's photo/video taken as well.

COMMUNICATION (SCHOOL-TO-HOME)

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

District Information

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

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

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

School Information

- Curriculum Night is scheduled at the beginning of each school year.
- School orientations for parents of students entering kindergarten and the secondary schools are scheduled in the spring of each school year.
- School handbooks are posted on each school's website.
- School newsletters are published each month. Newsletters include information on events, meetings, instruction, volunteer opportunities, as well as grade level, team, specials, health office, sports, and PTO/Parent Group news.
- School websites include school contact information, addresses, phone numbers, etc., calendars of events, announcements, school procedures, schedules, school handbooks, and access to websites for the library, PTOs and parent groups, and for each teacher.
- School Messenger is used to send home both emergency (phone and email) and routine (email only) school information.
- Letters are mailed to parents/guardians and paper fliers are distributed as needed.
- School principals and school offices call parents directly when needed.

Classroom Information/Student Progress

- Teachers regularly send class information and updates via email and hard copy fliers.
- **Parent/Teacher conferences** are typically scheduled for October and March. However, conferences can be arranged with the teacher at any time during the school year.
- **Report cards** are distributed in December, March, and on the last day of school in June. Specific distribution dates will be posted on school websites and will be announced in school newsletters.
- Teachers send individual notes, emails, and call parents directly when needed.

PERSONAL CALLS AND MESSAGES FOR STUDENTS

Only emergency calls will be accepted for students during the school day. Personal messages cannot be transmitted through the school since they interrupt the learning process. If students have to make an important telephone call home, they must use the telephone in the Main Office. Students are not allowed to use the phone to call home if they forget homework or to make plans to visit a friend's house. The phone should be used only when it's an emergency.

COMPUTER USE

Internet access is provided for students to conduct research and communicate with others in relation to school work. Students are expected to act in a responsible manner when using school computers.

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.

For no reason should any remote/online or in-person teaching, staff member, student, 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 if a remote format is offered at any point.

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

Students are permitted to use the district's computer systems for legitimate educational purposes. Personal use of district computer systems is expressly prohibited. Conduct which constitutes inappropriate use includes, but is not limited to the following:

♦ Sending any form of a harassing, threatening, or intimidating message, at any time, to any person (such communications may also be a crime)
♦ Gaining or seeking to gain unauthorized access to computer systems
♦ Damaging computers, computer files, computer systems or computer networks
♦ Downloading or modifying computer software of the district in violation of the district's licensure agreement(s) and/or without authorization from a teacher or administrator
♦ Using another person's password under any circumstances
♦ Trespassing in or tampering with any other person's folders, work or files

♦ Sending any message that breaches the district's confidentiality requirements, or the confidentiality of students
♦ Sending any copyrighted material over the system
♦ Using computer systems for any personal purpose, or in a manner that interferes with the district's educational programs
♦ Accessing or attempting to access any material that is obscene, obscene as to minors, or contains child pornography, as defined above
♦ Transmitting or receiving e-mail communications or accessing information on the Internet for non-educational purposes
♦ Cyberbullying
♦ Accessing or attempting to access social networking sites (e.g., Facebook, Twitter, MySpace, etc.) without a legitimate educational purpose. In addition, as noted above, if a particular behavior or activity is generally prohibited by law, by Board policy or by school rules or regulations, use of these computer systems for the purpose of carrying out such behavior or activity is also prohibited. Misuse of the computer systems, or violations of these policies and regulations, may result in loss of access to such computer systems as well as other disciplinary action, including suspension and/or expulsion, depending on the specific conduct.

Students and families are responsible for the care of Chromebooks and chargers entrusted to their use. Families will be assessed for damage to these items in accordance with state law and district policy. This may include paying for a replacement Chromebook, charger, screen or any repair fees associated with the damage.

CELL PHONES/SMART WATCHES

Students are not allowed to bring cell phones to school. This includes watches with the ability to make/receive phone calls or text messages. If such a device is brought/used in school, it will be turned into the office and parents will be called to pick it up. Any device used for safety/security (tracking your child on their way to school or home) must be removed and placed into their backpack during the school day or the calling and text features must be disabled during school hours.

TOYS, ELECTRONICS & OTHER ITEMS NOT TO BRING

Students are asked not to bring toys, electronic games, iPods, Pokemon cards, or other similar items to school as they could get lost or broken or be distracting to the learning environment. Teachers/the school are not responsible for lost or stolen toys or electronics. In addition, students are not to bring pocket knives, laser pens, bullets or toy guns to school.

Items that violate our rules will be confiscated and will not be returned to the student. Parents will be notified and will need to arrange pick up of the items.

ROLLING BACKPACKS PROHIBITED

For safety reasons, backpacks are not allowed to be rolled in the elementary schools. If students use a rolling backpack, they will be required to wear it on their shoulders while on school property.

FOOTWEAR

Students may not wear flip flops. Also, during parts of the winter and spring the surface of the playground is often muddy and/or wet, so we encourage students to wear boots or weather-proof shoes. Snow boots and snow pants are required for students to play in the snow.
In addition, sneakers are required in order for a student to participate in physical education class.

PETS AND ANIMALS IN SCHOOL

Students should not bring pets or other animals to school unless their parents have spoken to the classroom teacher and the teacher has secured permission from the principal. This policy is implemented to ensure the students' safety, as a precaution against allergic reactions and to prevent other potentially unsafe situations.

BICYCLES & WALKING TO SCHOOL

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

MOVING IN OR OUT OF DISTRICT

Moving? Please notify us as soon as possible. Please provide your new telephone number and address, and present proof of your continued residence in Haddam or Killingworth.

HOMEWORK

The Regional School District No. 17 Board of Education recognizes that homework is an integral part of student learning. Assignments shall be appropriate in amount and degree of difficulty for student ages/grade levels. Literacy and math fluency and skill practice shall be the emphasis at the elementary level.

The purpose/benefit of a specific homework assignment may be to:

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

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

1. If the homework is to have value, its purpose and relation to what has been learned or what will be learned in the classroom must clearly be understood by the student.
2. Students should understand not only what to do, but also how to do it.
3. Homework should grow from classroom studies.
4. The type of homework and the time necessary to complete an assignment will vary from Grade 1 to Grade 3. The frequency and regularity of homework assignments should increase as a student progresses through the grades.

The following is an approximate guide for the amount of time that children will be spending on homework on a daily basis. This may vary depending upon assigned projects and a child's work pace as well as individual needs. At Curriculum Night and through other teacher/parent/student communications, teachers will share specific expectations for homework.

Kindergarten – Parents read to or with their children each evening.

Grade 1 – Parents and children read together each evening. Children complete skill work as assigned for approximately 10 minutes.

Grade 2 – Children read independently each evening and spend approximately 20 minutes on skill work.

Grade 3 – Children read independently and work on assignments for 30 minutes.

SAFE SCHOOL CLIMATE

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

The guiding principles of the RSD 17's Elementary Behavioral Expectations are:

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

Some of the key steps in implementing this approach include:

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

GENERAL BEHAVIORAL EXPECTATIONS

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

1. Follow directions the first time asked.
2. Use appropriate language and gestures.
3. Ask permission to use things.
4. Use furniture, equipment and supplies appropriately.
5. Move about a room and the building in a quiet and orderly fashion.
6. Keep desk and other belongings neat and organized.
7. Do your own work (not copy the work of others).

RECESS EXPECTATIONS

1. Wear safe footwear; change into sneakers for recess if other shoes were worn to school (such as Crocs, clogs or dress shoes). Flip flops are not allowed in school or at recess.
2. Take turns, play cooperatively, and share equipment.
3. Include others.
4. Follow directions the first time asked.
5. Use appropriate language and gestures.
6. Use equipment properly and stay in designated areas.
7. Use hands and feet appropriately.
8. Run only where permitted.
9. When the playground is muddy or wet, students are encouraged to wear boots.
10. Snow boots and snow pants are required for play in the snow.
11. Coats, hats and gloves are highly recommended for cold days. We go outside for recess as long as the temperature is 20 degrees or above with wind chill. Sweatshirts are not warm enough on typical winter days without a coat or jacket.

TRANSPORTATION

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

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

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

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

BUS SAFETY EXPECTATIONS

1. Wait for the bus on a sidewalk or at a safe distance off the road.

2. Wait for the bus to come to a complete stop before **walking** to board the bus.

3. Respond immediately to bus driver's directions.

4. Talk in an inside voice.

5. Help younger children as needed.

6. Stay in your seat facing forward. Remain seated while the bus is in motion. Leave your seat only when the bus arrives at your stop or when the driver or a school authority permits you to leave.

7. Keep hands, feet, and objects inside of the bus.

8. Hold books and backpacks on your lap; keep aisles clear.

9. Only students from the highest grade will sit in the two seats nearest the rear emergency door.

10. The rear emergency door is for emergencies only and should only be opened as directed by the driver.

SCHOOL LUNCH PROGRAM

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

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

Lunchtime is supervised by school staff.

LUNCH/CAFETERIA BEHAVIORAL EXPECTATIONS

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

STUDENT DRESS CODE/DISTRICT POLICY

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

The Regional School District 17 dress code is designed to:

● Ensure that all students are treated equitably regardless of race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income, or body type/size/maturity.

● Maintain a safe learning environment for the "business" of school.

● Allow students to wear clothing that is comfortable.

● Allow students to wear clothing that expresses their self-identified gender.

● Allow students to wear religious attire without fear of discipline or discrimination.

● Prevent students from wearing clothing or accessories with offensive images or language, including profanity, hate speech, or pornography.

● Prevent students from wearing clothing or accessories that denote, suggest, display or reference alcohol, drugs or related paraphernalia or other illegal conduct or activities.

● Prevent students from wearing clothing or accessories that will interfere with the operation of the school, disrupt the educational process, invade the rights of others, or create a reasonably foreseeable risk of such interference or invasion of rights.

● Prevent students from wearing clothing or accessories that reasonably can be construed as being or including content that is racist, lewd, vulgar or obscene. Attire or accessories depicting or suggesting violence so as to disrupt the educational environment or that provokes others to

act violently or causes others to be intimidated by fear of violence or that constitute "fighting words," including but not limited to attire or accessories depicting the Confederate flag and/or the Nazi swastika.

In order to maintain an environment conducive to the educational process, the Board of Education establishes the following specific regulations:

1. Outerwear shall not be worn during regular school hours. Outerwear includes heavy coats and jackets.
2. Head coverings shall not be worn, carried, hung on belts or worn around the neck during regular school hours. Head coverings include but are not limited to scarves, bandanas, masks, visors, kerchiefs, athletic sweatbands, caps, or hoods. Approved coverings worn as part of a student's religious practices or beliefs shall not be prohibited by this policy.
3. Sunglasses may not be worn within a school building.
4. Students may not wear see-through clothing that reveals the abdomen, chest, or undergarments.
5. 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.
6. 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. Slippers are prohibited. BOE Policy 5132(a)

CANDY, GUM, SODA

In the interest of good nutrition, students are urged not to bring candy or soda to school. Gum is not allowed in school.

FOOD ALLERGY MANAGEMENT

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

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

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

BIRTHDAY CELEBRATIONS IN THE CLASSROOM

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

BIRTHDAY INVITATIONS

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

LABELING

It is very helpful if you label your child's belongings, such as lunch boxes, backpacks, raincoats, winter wear and footwear.

LOST AND FOUND

Any articles found in the school or on school grounds should be turned in at the main office or placed in the lost and found. Unclaimed articles will be disposed of or donated at the end of each semester.

PARENT TEACHER ORGANIZATION (P.T.O.)

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

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

FUNDRAISING

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

POSTERS

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

INSURANCE

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

SUPPORT SERVICES

Multi-Tiered System of Supports

Our schools are committed to effective instructional methods to ensure student learning. All Connecticut school districts apply a framework entitled Multi-Tiered System of Supports, which is designed to provide academic and behavioral instruction that is matched to student needs. Our MTSS process encompasses the SRBI components, including:

- High quality curriculum and instruction in the general education setting.
- Universal common assessments used to assess students' grade level progress.
- Research-based interventions for students who require additional academic or behavioral support or enrichment to make educational gains.
- Use of data to track student progress.

LANGUAGE ARTS AND MATH SUPPORT

Language arts and/or math support provides additional assistance to students who are having difficulty meeting grade-level expectations in these areas.

A plan is developed for the individual student based on information taken from standardized testing as well as district/school reading, writing, and math class work and assessments using varied materials and strategies. The plan is then implemented by our staff and data is collected on the response of the student to the intervention. Parents are updated on the progress of their child throughout the process.

A support plan is most often initiated by the school MTSS team, but if parents feel that their child is not progressing adequately at school, they should contact their child's teacher. The conversation or conference can be utilized to identify areas of concern, review existing background information, examine the student's current instructional program and discuss and/or select alternative instructional strategies for meeting the student's needs.

SECTION 504

Section 504 of the Rehabilitation Act of 1973 is federal civil rights legislation that prohibits discrimination against persons with disabilities in any program receiving federal funds, including public schools. The purpose of Section 504 as it applies to public schools is to ensure that eligible students have educational opportunities equivalent to their non-disabled peers. A student is *disabled* within the definition of Section 504 if he or she has a physical or mental impairment that substantially limits one or more major life activities such as performing manual tasks, caring for oneself, walking, seeing, hearing, speaking, breathing, and/or learning. In order to determine eligibility for Section 504 services, a student is evaluated by the school team in collaboration with the parent(s)/guardian.

COUNSELING AND SOCIAL SERVICES

The school provides support and professional services for children who are experiencing difficulty with academic work or need support in their relationships with others, as well as counseling on topics relevant to children.

Early intervention is key to promoting healthy social, emotional, and academic growth. Please call the school psychologist if you have any concerns about your child. Our school psychologist works to support students and teachers in the building. In addition to short-term aid, they also partner with agencies in the community to help families and can provide referrals to outside resources.

LEAP SERVICES

The LEAP program provides instruction to identified gifted and/or talented students in grades 4 through 6. Students in grade 3 are tested for the program using a standardized assessment. Identified students will then receive instruction beginning in grade 4. If you have any questions about the identification process, please contact your child's teacher.

SPECIAL EDUCATION SUPPORT

The purpose of this support is to provide reinforcement for those students experiencing significant learning problems.

Eligibility is determined by a Planning and Placement Team (PPT) consisting of professional staff members and the child's parent(s). Parents and teachers who believe a child has a learning problem caused by a disability should notify the principal, who will begin the process. In order to qualify for services, a child must have a disability recognized by state and federal law.

Special education and classroom teachers work together to develop appropriate educational programs, implement special learning strategies and in individual cases, modify curriculum in order to ensure student success. In instances where specialized training or intensive instruction is needed, the special education teacher and/or other specialists works individually or in small groups with students.

INDIVIDUAL EDUCATION PLAN (IEP)

For a student eligible to receive Special Education Services, an Individual Education Plan (IEP) will be developed that outlines the services the PPT believes are necessary for the student to access a free and appropriate education.

HEALTH SERVICES

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

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

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

Accidents

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

Medications

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

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

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

Communicable/Infectious Diseases

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

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

Emergency Cards and Medical Treatment

Parents are required each year to complete an emergency information form for use by the school in the event of a medical emergency. Cards are sent home at the start of the school

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

Health Assessments/Physical Examinations

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

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

DISTRICT POLICIES & PROCEDURES

ADMISSION/PLACEMENT

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

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

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

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

USE OF GENERATIVE ARTIFICIAL INTELLIGENCE (AI)

As part of our commitment to preparing students for the future, RSD17 supports the responsible, safe, and effective use of generative AI tools (such as ChatGPT) in learning. When used thoughtfully, AI can help students explore ideas, practice skills, and enhance creativity. Students are expected to follow all guidelines, use AI ethically, and never use it to replace their own work. Plagiarism policies, guidelines, and consequences also apply to the use of AI.

Families and students are encouraged to review the full **RSD17 Effective Use of Generative AI Guidelines** to understand how these tools may be used in classrooms and the expectations for privacy, academic integrity, and digital citizenship. LINK

PROMOTION AND RETENTION OF STUDENTS

The educational program shall provide for the continuous progress of children from grade to grade. Children shall be placed at the grade level to which they are best adjusted academically, socially and emotionally.

The overall best interest of the student will always be of prime consideration. Decisions to retain will involve collaboration with principal, parents and teacher; the final decision, however, will rest with the school administration. (BOE 5123)

EXEMPTION FROM 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 an exemption from instruction or a school activity for a student based upon religious beliefs, which may be contrary to the content of the information being presented**.** (BOE 6144.1)

RESOLUTION OF PROBLEMS

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

1. Letters concerning individual students should first be addressed to the teacher.

2. Unsettled matters from (1) above or problems and questions concerning individual schools should be directed to the principal of the school.

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

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

5. Exceptions to the above process are complaints that directly concern Board actions or policies.

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

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

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.

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

In the rare situation where a parent must take their child directly from a field trip a Parent Request Transportation from a School Sponsored Event form **must** be completed and approved by the building principal prior to the date of the field trip or the school sponsored event. The

parent will also sign the bottom section of that form at the time he/she picks up his/her child. Children are allowed to be picked up by their own parents only.

FINANCIAL ASSISTANCE

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

SCHOOL CLIMATE POLICY

The Regional School District No. 17 Board of Education (the "Board") is committed to creating and maintaining an educational environment that promotes:

- A sound school environment that develops and sustains academic, social, emotional, ethical, civic, and intellectual skills.
- A restorative environment focused on overcoming barriers to teaching and learning by building and supporting meaningful school-wide relationships, and intentionally re-engaging any disengaged students, educators, and families.

To best promote this positive educational environment the Board has adopted the Connecticut School Climate Policy in accordance with Connecticut General Statutes Section 10-222cc. The purpose of this policy is to support the needs of the students by reporting, assessing, and responding to challenging behaviors that, "negatively impacts the school climate or interferes, or is at risk of interfering, with the learning or safety of a student or the safety of a school employee." Please contact your teacher or building administrator if you believe your child is experiencing challenging behavior.

If you have any questions or concerns, please contact the Safe School Climate Specialist who is the building principal or the District Safe School Climate Coordinator, Dr. Aaron Puzarne, at 860-345-4244. (BOE 5131.911)

SEXUAL HARASSMENT

Sexual harassment will not be tolerated among students of the school district. It is the policy of the Board of Education that any form of sexual harassment is forbidden whether by students, supervisory or non-supervisory personnel, individuals under contract, or volunteers subject to the control of the Board. Students are expected to adhere to a standard of conduct that is respectful and courteous to employees, to fellow students and to the public.

Definition

Sexual harassment means conduct on the basis of sex that satisfies one or more of the following: (1) An employee of the Board conditioning the provision of an aid, benefit, or service of the Board on an individual's participation in unwelcome sexual conduct (i.e., quid pro quo); (2) Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the Board's education programs or activities; or Page 2 of 24 (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).

Procedure

It is the express policy of the Board of Education to encourage victims of sexual harassment to report such claims. Students are encouraged to promptly report complaints of sexual harassment to the Director of Student-Personnel or Superintendent. Complaints will be investigated promptly and corrective action will be taken when allegations are verified. Confidentiality will be maintained by all persons involved in the investigation and no reprisals or retaliation will be allowed to occur as a result of the good faith reporting of charges of sexual harassment.

The Regional School District No. 17 Public Schools administration shall provide training to Title IX Coordinator(s), investigators, decision-makers, and any person who facilitates an informal resolution process (as set forth in the Administrative Regulations) on the definitions of sex discrimination and sexual harassment, the scope of the Board's education program and activity, how to conduct an investigation and grievance process, and how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias.

Legal Reference: Civil Rights Act of 1964, Title VII, 42 U.S.C. §2000-e2(a).

Equal Employment Opportunity Commission Policy Guidance (N-915.035) on Current Issues of Sexual Harassment, effective 10/15/88.

Title IX of the Education Amendments of 1972, 34 CFR Section 106.

Meritor Savings Bank. FSB v. Vinson, 477 U.S. 57 (1986)

Faragher v. City of Boca Raton, No. 97-282 (U.S. Supreme Court, June 26, 1998)

REGIONAL SCHOOL DISTRICT 17 STATEMENT OF NON-DISCRIMINATION

In compliance with Title VI, Title IX and Section 504 of the Rehabilitation Act of 1973, The Regional School District No. 17 Board of Education complies with all applicable federal, state and local laws prohibiting the exclusion of any person from any of its educational programs or activities, or the denial to any person of the benefits of any of its educational programs or activities because of race, religion, color, national origin, alienage, sex, sexual orientation, marital status, age, disability (including pregnancy), veteran status or gender identity or expression, subject to the conditions and limitations established by law.

Nondiscrimination

The conditions or privileges of employment in the school system, including the wages, hours, terms and benefits, shall be applied without regard to race, color, religious creed, age, marital status, national origin, gender, sexual orientation, gender identity or expression, ancestry, present or past history of mental disorder, intellectual disability, pregnancy or physical disability. The Board of Education seeks to extend the advantages of public education with full equality of educational opportunity to all students and personnel. The Board, any employee or any other person may not aid or compel the performance of an unfair labor practice as defined by law.

Regional School District No. 17 public schools shall be open to all children five years of age and over who reach age five on or before the first day of January of any year. Each such child shall have an equal opportunity to participate in the activities, programs, and courses of study offered in such public schools without discrimination.

Dr. Aaron Puzarne, Director of Student Services
Title IX Coordinator and 504 Coordinator
RSD17 Schools
57 Little City Road
Higganum, CT 06441
860-345-4244
Email: apuzarne@rsd17.org

EQUAL EDUCATIONAL OPPORTUNITY

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

MANDATED REPORTING/CHILD ABUSE

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

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

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

SUBSTANCE ABUSE

Regional School District No. 17 Board of Education prohibits the unlawful use, sale, distribution or possession of controlled drugs, controlled substances, tobacco, drug paraphernalia, as defined in C.G.S. Section 21a-240, or alcohol on or off school property or during any school sponsored activity. School property means the land and all temporary and permanent structures comprising the districts' elementary and secondary schools, and administrative office buildings and includes, but is not limited to classrooms, hallways, storage facilities, auditoriums, gymnasiums, fields and parking lots. It shall be the policy of the Board to take positive action through education, counseling, discipline, parental involvement, medical referral, and law enforcement referral, as appropriate, in the handling of incidents in the schools involving the unlawful possession, distribution, sale or use of substances that affect behavior. (BOE 5131.6a)

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.

WEAPONS AND DANGEROUS INSTRUMENTS

Possession of any weapon, weapon facsimile, deadly weapon, pistol, knife, blackjack, bludgeon, box cutter, metal knuckles, pellet gun, explosive device, firearm, whether loaded or unloaded, whether functional or not, or any other dangerous object is expressly prohibited. This also

includes pellet guns and/or airsoft pistols. Any student found in possession of a weapon is subject to disciplinary action including but not limited to suspension or expulsion. BOE 5131

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.

STUDENT RECORDS

Educational records, defined as records directly related to a student, will be kept for each student and may reflect the physical, emotional, social and academic aspects of a student's development in the educational process.

The Board of Education recognizes the need to comply with the legal state and federal requirements regarding the confidentiality, access to and amendment of student records. The procedures for the confidentiality of student records shall be consistent with federal statutes, including the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, and its implementing and revised regulations, The No Child Left Behind Act of 2001, and the Connecticut General Statutes.

Safeguards shall be established by the school administration to protect the student and the student's family from invasion of privacy in the collection, maintenance and dissemination of information, and to provide accessibility to recorded information by those legally entitled thereto. Access to inspect or review a student's educational record or any part thereof may include the right to receive copies under limited circumstances.

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 or misleading or violates the student's right, he/she must request in writing that the school district make appropriate amendments. If the school district decides to amend the records, steps will be taken promptly. If the district decides that an amendment of data in accordance with the request is not warranted, it shall so inform the parent or eligible student and advise him/her of the right to a hearing. (BOE 5125.1)

ADVERTISING

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

SEARCH AND SEIZURE

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. If the school administration reasonably suspects that a pupil is not maintaining a locker or other storage area assigned to him/her in a sanitary condition, or that the storage area contains items the possession of which is illegal or in violation of school regulations or that endangers the health, safety or welfare of the student or others, it has the right to open and examine the storage area and to seize any such items that are found.

When required by law and otherwise at the option of the building principal, items that have been seized shall be submitted to the police department for proper disposition. Items not submitted to the police department shall be disposed of as directed by the building principal. The decision to search shall be made by the principal or the principal's designee. The search

shall be made in the presence of at least one witness. Discovery of illegal or dangerous materials shall be reported to the Office of the Superintendent (BOE 5145.12)

SCHOOL CEREMONIES AND OBSERVANCES

The school district recognizes the value of certain ceremonies and observances in promoting patriotism and good citizenship among the students. Activities related to a religious holiday or theme will be planned to insure that the activity is not devotional, and that students of all faiths can join without feeling that they are betraying their own beliefs. Students shall be given the option to be excused from participating in those parts of a program or curriculum involving a religious theme that conflicts with their own religious beliefs. If a parent or student has any questions regarding the use of religious music, artwork and/or symbols in a particular course/activity, the building principal should be contacted.

SELECTION OF AUDIO VISUAL AND REFERENCE MATERIALS

A. Library Materials:

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

B. General Instructional Material:

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

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

Selection Of Instructional Materials

A. Procedure for Selection of Materials

Media Center Materials (Media)

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

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

2. Recommendations for purchase will be solicited from faculty, P.T.O. and parents.

3. Selection is an ongoing process which shall include the removal of materials no longer appropriate and the replacement of loose and worn materials still of educational value.

4. Selections are forwarded to the principal's office.

B. Criteria for Selection of Materials

The following criteria will be used as they apply:

1. Materials shall support and be consistent with the general educational goals of the district and the objectives of specific courses.

2. Materials shall meet high standards of quality in factual content and presentation.

3. Materials shall be appropriate for the subject area and for the age, emotional development, ability level, and social development of the students for whom the materials are selected.

4. Materials shall have aesthetic, literary, or social value.

5. Materials chosen shall be by competent and qualified authors and producers.

6. Only grade appropriate G-rated library films will be shown. These films will be clearly curriculum related.

7. Biased or slanted materials may be provided to meet specific curriculum objectives.

8. Physical format and appearance of materials shall be suitable for their intended use.

9. Any exceptions to the above guidelines will be discussed beforehand with the school principal. All questions regarding misuse of audio-visual materials will be handled by the school principal.

PESTICIDE NOTIFICATION AND APPLICATION

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

GREEN CLEANING

RSD 17 complies with the Green Cleaning Act. On or before July 1, 2011, each local and regional board of education shall implement a green cleaning program for the cleaning and maintenance of school buildings and facilities in its district. No person shall use a cleaning product inside a school unless such cleaning product meets guidelines or environmental standards set by a national or international environmental certification program approved by the

Department of Administrative Services, in consultation with the Commissioner of Environmental Protection. Such cleaning vii product shall, to the maximum extent possible, minimize the potential harmful impact on human health and the environment. (P.A. No. 09-81)

RECYCLING PROGRAM

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

ASBESTOS

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

REGIONAL SCHOOL DISTRICT NO. 17
Contact Information

Central Office 57 Little City Road Higganum, CT 06441	Paul Smith, Interim Superintendent Jennifer Miller, Assistant Superintendent Sarah Kaiser, Administrative Assistant Jennifer Beermeunder, Humanities Coordinator Heather Rigatti, STEM Coordinator Telephone: 860-345-4534
Burr Elementary School 792 Killingworth Road Higganum, CT 06441	Brienne Whidden, Principal Sue Hall, Principal's Secretary Heather Strom, Secretary Telephone: 860-345-4584
Killingworth Elementary 340 Route 81 Killingworth, CT 06419	Dennis Reed, Principal Lee Kozlowski, Principal's Secretary Joyce Callahan, Secretary Telephone: 860-663-1121
Haddam-Killingworth Intermediate School 451 Route 81 Killingworth, CT 06419	Eric Larson, Principal Katie Gebert, Principal's Secretary Telephone: 860-663-1241

Haddam-Killingworth Middle School 451 Route 81 Killingworth, CT 06419	Heather Persson, Interim Principal TBA, Assistant Principal Lori LaBella, Principal's Secretary Telephone: 860-663-1241
Haddam-Killingworth High School 95 Little City Road Higganum, CT 06441	Donna Hayward, Principal Adam Apicella, Assistant Principal Diane Tourangeau, Principal's Secretary Telephone: 860-345-8541
Student Services 57 Little City Road Higganum, CT 06441	Dr. Aaron Puzarne, Director Tonya Gorgone, Student Services Coordinator Rebekah Templeton, Elementary Coordinator Jacqueline Morrow, Secretary Telephone: 860-345-4244
Department of Transportation (Student Transportation of America)	George Papadopolous, Branch Manager Telephone: 860-345-8228
Food Service	Sharon Shettleworth, Director Telephone: 860-345-4534 - Ext. 421

Board of Education

2025/2026

Board Chair – Suzanne Sack
Board Vice Chair – Jennifer Favalora
Board Treasurer – Shauna Goldfarb
Board Secretary –Kathy Zandi
Board Clerk - Sarah Kaiser

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Corey Roberts
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Sarah Kaiser (Board Clerk/BOE Administrative Assistant)
skaiser@rsd17.org

HADDAM KILLINGWORTH HIGH SCHOOL
STUDENT HANDBOOK AND ADDENDUM – ACKNOWLEDGEMENT OF RECEIPT

2025-2026 ACADEMIC YEAR

My signature below indicates that my student and I have received and read the policies contained in the Haddam Killingworth High School 2025-2026 Student Handbook and Handbook Addendum.

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

Student Name (please print): _____ Grade: _____

Student Signature: _____

Parent Name (please print): _____

Parent Signature: _____

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

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

School Colors
BLUE and GOLD

School Teams
COUGARS

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

NAME: _____

ADVISORY TEACHER: _____

COUNSELOR: _____

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

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Regional School District 17 Vision of the Graduate



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

Contribute Productively includes the ability to:

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

Think Critically includes the ability to:

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

Communicate Effectively includes the ability to:

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

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

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

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

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

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

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

HKHS Core Values, Beliefs and Learning Expectations

Approved 2018

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

HKHS Learning Expectations:

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

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

PREFACE

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

EQUAL EDUCATION OPPORTUNITY

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

DIRECTORY

DISTRICT ADMINISTRATION

Paul Smith	Interim Superintendent of Schools	860-345-4534
Dr. Jennifer Miller	Assistant Superintendent of Schools	860-345-4534
Dr. Aaron Puzarne	Director of Student Services	860-345-4224
Tonya Gorgone	Student Services Coordinator	860-345-4224
Rebekah Templeton	Elementary Coordinator	860-345-4224
Christin Kondash	Nurse Supervisor (LEARN)	860-400-0840
TBD	Director of Finance & Operations	860-345-4534
Sharon Shettleworth	Director of Food Services	860-345-4534
Kelly Camporeale	Director of HK Cubs Child Care Center	860-345-4534
Jennifer Beermuender	Curriculum Coordinator	860-345-4534
Heather Rigatti	Curriculum Coordinator	860-345-4534

Administration

Donna Hayward	Principal
Adam Apicella	Assistant Principal

Athletics and Student Activities

Lynne Flint	Director of Athletics and Student Activities

Health Services

T.B.D.	Nurse

Campus Security

Don Austin	Security
Steve Tanasi	Security

Transportation

STA	860.345.8228

Applied Arts Department

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

English Department

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

Fine Arts Department

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

Health/Wellness Department

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

History/Social Sciences Department

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

Math Department

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

Science Department

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

World Languages Department

Sarah Landers, Dept. Head
Maude Bing
Molly Freeman
Christine Kehrley
Jovan Marrero

Special Education Department

Kelly Brown, Dept. Head
Megan Balestrieri
Jon Grasso
Holly Nicoletti
Jessica Petrus
Tyler Wilcox

Support Services

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

Support Staff

Donna Bartolotta	Attendance Secretary
Amy Giarnella	Guidance Secretary
Sue Kummer	Bookkeeper/Assistant Principal's Secretary
Bonnie Mahon	Principal's Secretary
Torren Callender	Paraprofessional
Ryan Carroll	Paraprofessional
Anthony DeLuco	Paraprofessional
Lori Everett	Paraprofessional
Monica Hansen	Paraprofessional
Rosemary Schlosser	Paraprofessional
Lisa Stankiewicz	Paraprofessional

Custodial Staff

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

ANNUAL NOTIFICATION OF OBLIGATION

Connecticut laws require that Regional School District 17 provide you with this written notice of your obligations under Connecticut General Statues. This law provides that each parent or other person having control of a child five through eighteen years of age (unless withdrawn with adult permission after age 17) is obligated to cause the child to attend school regularly during the hours and terms school is in session, unless such parent or other person shows that the child is elsewhere receiving equivalent instruction or the child is otherwise not required to attend school by statute. Connecticut General Statue 10-185 provides that each day's failure to comply with these requirements is a separate offense, punishable by $25.00 fine. Parents are required to provide the school with a telephone number or other means of contacting such parent or such other person during the school day. Forms for notifying the school of this information will be sent out annually and can be received from each school for new enrollees or for updated information.

ADMISSION/PLACEMENT

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

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

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

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

ADVERTISING

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

ADVISORY GROUPS

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

ASBESTOS

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

ATTENDANCE

Connecticut State law requires parents to ensure that their children between the ages of 5 and 18 attend school regularly. Daily attendance is a key factor in student success. Thus, any absence from school is an educational loss to the student. Rules are designed to minimize student absenteeism while providing students the opportunity to make up schoolwork missed due to a legitimate absence. High school students can lose course credit for classes for excessive and/or unexcused absences and tardiness. Students and their parents/guardians will need to familiarize themselves with this policy and the possible impact on course credit.

Absences

Every attempt should be made to confine necessary appointments to after school, weekends and vacation periods. When a parent/guardian determines that an absence is unavoidable, he/she must telephone the school as early as possible. If it is not possible to telephone the school on the day of absence, the parent must submit in writing the reason for the absence within 10 days of the absence or the absence will be coded unexcused. A student may not attend after school or evening events on a day that he/she was absent from school. The school will automatically send attendance letters/warning letters when thresholds for truancy, chronic absenteeism, and other attendance issues are being met.

Loss of Credit

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

Credit / Attendance

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

TARDY TABLE

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

- Both excused and unexcused absences (including cuts) will be counted in determining the number of days of total absences; however, school-sanctioned absences (field trips, school-related meetings, athletic contests, etc.), verified medical reasons, religious holidays approved by parents, family funerals, documented court appearances, and two documented college visits will not be counted in the cumulative total.
- With an official letter from a physician or mental health provider, all absences relating to a specific illness will be considered for verification. The letter can be mailed, faxed or hand delivered by the student and must list the dates of the student's absences that are to be considered. Documentation must be received within 10 school days of the student's return to school. The school nurse may verify the documentation. In order for absence from chronic illness to be waived, the Health Office must be aware of the illness and be in contact with the medical professional.

- Advisory, Prep for Success, Lunch/Activity and Assembly periods are considered part of the school day, and unexcused absences from these periods may become part of the student's discipline record.

Dismissal from School/Leaving School Grounds

Under no circumstances may a student leave the school or school grounds during school hours without permission from his/her parents or guardians and school administration. In the event it is necessary for a student to be dismissed early, a parent or guardian must send a written request to the office. The note must include the reason for dismissal. Telephone requests for early dismissal of a student will be granted on an emergency basis only. Students will be released only to custodial parents or guardians unless prior arrangements have been confirmed by the school with the custodial parent or guardian.

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

Truancy, Excused and Unexcused Absences

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

Criteria for Excused Absences (fewer than 10)

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

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

Criteria for Excused Absence (10 or more)

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

1. Student illness (Note: all student illness absences must be verified by an appropriately licensed medical professional to be deemed excused, regardless of the length of absence);
2. Student's observance of a religious holiday;
3. Death in the student's family or emergency beyond the control of the student's family;
4. Mandated court appearances (additional documentation required);
5. Lack of transportation that is normally provided by a district other than the one the student attends (no parental documentation is required for this reason);
6. Each student is allowed 2 college visits or interviews as waived absences;
7. Driving tests (acceptable reason for tardiness or dismissal only);
8. Extraordinary educational opportunities pre-approved by district administrators and in accordance with Connecticut State Department of Education

Criteria for Unexcused Absence

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

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

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

Tardiness

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

BEHAVIOR EXPECTATION MATRIX

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

BULLYING

All schools must support and promote teaching and learning environments where all students thrive academically and socially, have a strong and meaningful voice, and are prepared for lifelong success. Regional School District No. 17 Board of Education adopts this policy to be effective beginning July 1, 2025.

For purposes of this policy, "Bullying" means unwanted and aggressive behavior among children in grades kindergarten to twelve, inclusive, that involves a real or perceived power imbalance and "Challenging Behavior" means behavior that negatively impacts school climate or interferes, or is at risk of interfering, with the learning or safety of a student or the safety of a school employee.

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

A full copy of RSD 17's Safe School Climate Plan can be found at
https://resources.finalsite.net/images/v1738873600/rsd17org/j9bxowged4hsafe452l8/5131911ConnecticutSchoolClimatePolicyUpdated012025.pdf

CAFETERIA

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

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

CHEATING, PLAGIARISM, FORGERY, USE OF ARTIFICIAL INTELLIGENCE

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

1. Any student involved in cheating or plagiarism will receive a zero for his/her work. If his/her average drops below a passing grade, he/she will receive a failing grade for the course.
2. Any student using information from a previous assignment, computer file or on-line service will receive a zero unless he or she has the express permission of the teacher involved. Students are urged to retain copies of all major assignments in the event that additional copies are required.
3. Any student caught sharing work without the permission of the teacher will receive a zero for that assignment. Jointly done homework, lab reports, etc. are acceptable if approved, in advance, by the teacher.
4. Plagiarism is the use of any published or unpublished works, information gained through on-line services, or arguments that are not the student's own without giving credit to the original source. Any student who plagiarizes will receive a zero for his/her work. The teacher will complete a disciplinary referral and contact the student's parents and counselor.
5. Any 10th, 11th or 12th grade student caught cheating or plagiarizing will not be considered for academic awards or honors given by HKHS during that academic school year.
6. Any 10th, 11th or 12th grade student caught cheating, plagiarizing or forging will be ineligible for the National Honor Society. Any member of the National Honor Society involved in any cheating, plagiarizing, or forgery activity will be referred to the Faculty Council for disciplinary review up to and including dismissal from National Honor Society.
7. Any student forging a school related document will be subject to disciplinary action.
8. *Any unauthorized use of A.I. on school equipment or school assignments will be considered a form of cheating/plagiarism.*
   - *Each instance of AI usage will be reviewed and considered on a case-by-case basis.*

CHILD ABUSE

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

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

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

CO-CURRICULAR ACTIVITIES

Co-curricular activities refer to any school activity outside the regular classroom experience. These activities are considered an integral part of the school's educational program and are limited only by student and faculty interest. Any student legally enrolled in Regional School District 17 is eligible to participate in any co-curricular activity. Any student who is not attending school in Regional School District 17 is not eligible to participate in any co-curricular activity. Such activities supplement the curriculum and participation is a privilege, not part of the right to school accommodations. The administration reserves the right to establish conditions for participation in such activities. Students may not participate in any school event, practice, performance, contest, or activity while under suspension or expulsion. Additionally, students may not appear at a school activity on or away from school grounds while suspended or expelled.

Co-curricular Program Goals

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

Co-curricular Eligibility

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

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

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

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

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

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

__You have changed schools without a change of legal residence; (Rule II.C.)

__You have been in attendance for more than eight (8) semesters (A student has eight (8) consecutive semesters or four (4) consecutive years of eligibility from the date of entry into the ninth grade to be eligible for interscholastic competition). (Rule II. B.)

__You play or practice with an outside team in the same sport while a member of the school team after the first scheduled game in any season; (Rule II.E.)

The exception to Rule II.E. shall be:

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

__You play under an assumed name on an outside team; (Rule II.F.)

__You receive personal economic gain for participation in any CIAC sport. (Rule II.F.)

__Your work habits or conduct both in and out of school are such as to make you unworthy to represent the ideals, principles, and standards of your school

HKHS ACADEMIC AND ELIGIBILITY REQUIREMENTS:

PARTICIPATION IN ATHLETICS AND EXTRA-CURRICULAR ACTIVITIES

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

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

Co-curricular Attendance Policy

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

1. The participating student must attend school and regularly scheduled classes on the day of any activity. A minimum school day for this purpose requires attendance of **five hours** with the student reporting to school no later than 9:10 A.M. and present for the remainder of the school day. Students not present in school on a Friday before a weekend event generally will be unable to attend that event. Exceptions to this rule may be granted by the administration in emergency or highly unusual circumstances.
2. If a student is unable to participate in PE class on a particular day due to a medical excuse, the student may not participate in any athletic activity on that particular day. Unexcused absences will result in the student being suspended from any school activity on that day or the next day.
3. Failure to report for a scheduled practice, performance, or contest without being excused may result in suspension or dismissal from the activity.
4. Students with significant family or religious obligations are not required to attend practice held on a Saturday, Sunday, or religious holiday. If a student is unable to attend a weekend practice, as a courtesy, the student should inform the advisor prior to the event, performance, or practice. Events or practices scheduled for Sunday may not begin before 1:00 p.m.

Medical Information / Sports Physical

1. Student participants are required to have, on file with the school nurse, a current physical, good for 13 months from the date it was completed (i.e., Nov. 5, 2025 is current until Dec. 5, 2026).
2. The record of the physical must be completed on the official form and signed by a physician or his/her designee certifying that the student is physically cleared to participate in co-curricular activities.
3. Parental or medical notes indicating a future scheduled appointment will not be honored in lieu of a completed record of a physical.
4. A student-participant who has a medical excuse for physical education class will not be allowed to participate in athletic practices or contests during that time.

Athletic Insurance

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

Accident Medical Expense Coverage

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

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

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

Procedures for Treating Injured Student Participants

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

Co-curricular Disciplinary Policy

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

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

Code of Conduct: Expectations of All Participants

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

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

Behaviors Requiring Disciplinary Action

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

RSD 17 Athletic Policy Regarding Substance Abuse

The RSD17 Administration and Department of Athletics are committed to achieving an environment free of substance abuse. A student who possesses, uses, distributes, or is in the presence of drugs and/or alcohol, drug facsimile, spliced wires, or other substances intended to impair normal cognitive and/or psychological functions at any time during the school year will be subject to the consequences detailed below.

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

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

- Complete a planned assistance program as designated by the school, and
- Attend a re-entry meeting with their parent/guardian and the Principal, Athletic Director, and Head Coach to discuss the student's suitability to return to the team

- If the suspension runs into the time in which try-outs are held for another season, the student may attend try-outs.
- As with certain other disciplinary violations, the student will be removed from any/all athletic leadership positions for the remainder of that academic year and may not hold or run for any athletic leadership position for one calendar year beginning on the date of the offense.

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

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

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

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

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

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

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

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

Fighting

a. Any student, who is determined to have precipitated a fight before, during or after a co-curricular game/event, will be ejected from the game, contest, or performance and barred from the following three (3) games, contests, or performances. A second occurrence of precipitating a fight will result in ejection and barring from all future participation in any co-curricular activity for the balance of the school year, or for one co-curricular season in the same sport/activity, whichever is greater. A third occurrence will result in permanent prohibition from participation in any sport/activity in the school system, for a period not less than two years. Penalties will be carried over to succeeding years.
b. Any student involved in a fight, before, during or after a co-curricular game/event, will be ejected from the game, contest, or performance and will be banned from the next two (2) succeeding games, contests, or performances. A second occurrence of involvement in a fight will result in ejection and banning from the following three (3) games, contests, or performances. A third occurrence will result in prohibition in any sport/activity for the balance of that school year. Penalties shall be carried over to succeeding years.
c. Any student who participates in horseplay and/or other forms of mock fighting during or after a co-curricular game/event, will be ejected from the game, contest, or performance at the discretion of the administration or its designee and may be banned from succeeding games, contests, or performances. If injury occurs, it will be treated as an assault.

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

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

Individual Activity Policies

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

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

Building Procedures

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

Bus Travel and Trips

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

Equipment, Supplies and Uniforms

1. Participants are responsible for any equipment, supplies, wardrobe, or uniforms issued and for returning these items in their original condition (allowing for normal wear).
2. All equipment must be returned at the end of a season or upon leaving the team. Students may not participate in subsequent sports until all uniforms and/or equipment is returned or until payment to replace the item(s) has been made. The cost of each unreturned item will be based on the single unit replacement cost of the item. An "unfilled obligation" will be issued.
3. School-owned equipment is to be worn only at scheduled practices or contests. However, on game days, jerseys may be worn to school
4. A coach will issue all equipment and/or supplies. At no time may a student be in an equipment storage area.
5. Cleats are not to be worn in the building. Students are to remove muddy and/or wet shoes before entering the school.

Locker Room

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

Participation on Non-School Teams during the Season

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

Practices/Rehearsals

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

Selection

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

Training Room Procedures and Rules

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

COLLEGE ENTRANCE EXAMS

Students should be aware of the following tests:

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

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

AP TEST DATES

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

COMMUNITY SERVICE

(See GRADING SYSTEM: Community Service)

COMPUTER RESOURCES

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

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

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

Misuse of the computer systems, or violations of these policies and regulations, may result in loss of access to such computer systems as well as other disciplinary action, including suspension and/or expulsion, depending on the specific conduct. Student personal devices are not allowed to access the school's internet/wifi network.

CONDUCT

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

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

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

Students who violate these rules will be subject to disciplinary action and shall be referred, when appropriate, to legal authorities for violation of the law. Conduct which may lead to disciplinary action (including but not limited to suspension and/or expulsion) includes conduct on school grounds, conduct at a school-sponsored activity, and/or conduct off school grounds. Such conduct includes, ***but is not limited to***, the following (BOE5131):

1. Use of headphones during school hours. Students may have one headphone in during passing time, but most have another one out for safety purposes.
2. Striking or assaulting a student, members of the school staff or other persons, including injuries that result from horseplay.
3. Theft.
4. The use of obscene or profane language or gestures, 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..
5. Violation of smoking, dress, transportation regulations, or other regulations and/or policies governing student conduct.
6. Refusal to obey a member of the school staff, or law enforcement authorities, or disruptive classroom behavior.
7. Any act of harassment based on an individual's sex, sexual orientation, race, color, religion, disability, national origin or ancestry.
8. Refusal by a student to respond to a staff member's request for the student to provide the student's name to a staff member when asked, misidentification of oneself to such person(s), lying to a school staff members or otherwise engaging in dishonest behavior.
9. Inappropriate displays of public affection of a sexual nature and/or sexual activity on school grounds, on school transportation, or at a school-sponsored activity.
10. A walkout from or sit-in within a classroom or school building or school grounds. Blackmailing, threatening or intimidating school staff or students (or acting in a manner that could be construed to constitute blackmail, a threat, or intimidation, regardless of whether intended as a joke), including the use of AI to engage in such conduct.
11. Possession and/or use 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.
13. Unauthorized entrance into any school facility or portion of a school facility or aiding or abetting an unauthorized entrance.
14. 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), electronic cannabis delivery system, 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 purposes of Paragraph 15, the term “electronic cannabis delivery system” shall mean an electronic device that may be used to simulate smoking in the delivery of cannabis to a person inhaling the device and includes, but is not limited to, a vaporizer, electronic pipe, electronic hookah and any related device and any cartridge or other component of such device. 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 Page 6 of 49 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, including cannabis.

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 Paragraph 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, including cannabis.

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 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. (Including insubordination and disrespect)

23. Throwing snowballs, rocks, sticks and/or similar objects, except as specifically authorized by school employees responsible for student supervision.

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 permission.

26. Use of or copying of the academic work of another individual and presenting it as the student's own work, without proper attribution; the unauthorized use of AI for the completion of class assignments; or any other form of academic dishonesty, cheating or plagiarism.

27. Possession and/or use of a cellular telephone, radio, portable audio player, CD player, blackberry, tablet, personal data assistant, walkie talkie, Smartphone, mobile or handheld device, or similar electronic device, on school grounds, on school transportation, 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, on school transportation, or at a school-sponsored activity without the written permission of the principal or 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, including using AI in a manner that disrupts or undermines the effective operation of the school district or is otherwise seriously disruptive to the educational process.

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 an act that is direct or indirect and severe, persistent or pervasive, which: a. causes physical or emotional harm to an individual; b. places an individual in reasonable fear of physical or emotional harm; or c. infringes on the rights or opportunities of an individual at school; or Bullying shall include, but need not be limited to, a written, oral or electronic communication or physical act or gesture based on any actual or perceived differentiating characteristics, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity 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 employees, students, third parties on school property 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.

35. Engaging in a plan to stage or create a violent and/or sexual situation or activity for the purposes of recording it by electronic means and/or recording such situation or activity by electronic means. Reporting recordings to school officials may warrant exceptions from disciplinary action in certain circumstances.
36. The unauthorized publication or dissemination of a recording (photographic or audio) of another individual without permission of the individual or a school employee. Reporting recordings to school officials may warrant exceptions from disciplinary action in certain circumstances.
37. Using computer systems, including email, remote learning platforms, instant messaging, text messaging, blogging or the use of social networking websites, AI, 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 employee.
39. Engaging in teen dating violence, defined as any act of physical, emotional or sexual abuse, including stalking, harassing and threatening, which 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.
42. Lying to faculty, staff or administration.
43. Gambling or playing/participating in games associated with gambling.
44. Selling and/or purchasing items such as, but not limited to, Beverages, candy, food, jewelry, clothing, etc. is not permitted without prior approval by administration. This includes students purchasing food from food delivery services (such as Doordash, Uber Eats, Grub Hub, etc.)
45. Refusal to obey a member of the school staff, law enforcement, school volunteers, or participation in disruptive behavior.

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

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

Smoking/Tobacco Use

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

If a student is found to be in possession of or use of tobacco or tobacco product, on school property or at any school-sponsored activity, the following procedures will be followed:
(a) The tobacco or tobacco product will be confiscated and given to the appropriate school administrator;
(b) The administrator will meet with the offender and contact his/her parent or guardian;
(c) The administrator will determine the appropriate consequence.

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

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

Substance Abuse

Drugs/Behavior Affecting Substance/Alcohol

As stated in the CONDUCT section of this handbook, the Board of Education (BOE 5131.6) prohibits the possession, use, sale and/or distribution of any controlled drug, controlled substance, alcohol, or drug paraphernalia, or being willfully under the influence of any controlled drug, controlled substance, or alcohol. This shall include, but is not be limited to, any alcohol, malt beverage, controlled drug or controlled substance as defined by the Penal Code of the State of Connecticut, any chemical, substance or medication for which a prescription is required under the law, and/or any substance which is intended to alter mood. Examples of the above may include, but are not limited to: beer, wine, liquor, hashish, anabolic steroids, chemical

solvents, glue, and any over-the-counter medication, capsule, pill or substance not registered with the nurse, annotated within the student's health record and given in accordance with the school district policy for the administration of medication to students in school. Any substance, which is a facsimile of these prohibited items or that, is represented to be a drug or alcoholic substance is also prohibited. This policy extends to all school real property and to any school-sponsored activity off school property. The Board of Education may take any action within its authority in other drug and alcohol situation brought to its attention where in its considered judgment a present or clear danger or disruption has arisen related to the academic environment or student body.

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

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

Procedures

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

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

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

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

(c) Any physical evidence obtained from a student indicating that a crime has been or is being committed by the student must be turned over to the building administrator or designee or to law enforcement officials as soon as possible, but no later than two calendar days after receipt of such physical evidence, excluding Saturdays, Sundays and holidays. [C.G.S. Section 10-154a(b)] Because such evidence was not obtained through a professional communication, the name of the student must be disclosed to the building administrator or designee.

Consequences

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

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

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

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

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

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

(f) Upon request of the parents, students found to be in violation of this policy may be referred, by the building administrator, to an appropriate agency licensed to assess and treat drug and alcohol involved individuals. In such event, assessment and treatment costs will be the responsibility of the parent or guardian.

CRISIS RESPONSE DRILLS

Fire drills are required monthly and may be substituted periodically with crisis response drills. Students must follow the exit directions posted in each classroom. Evacuation and lock down drills will adhere to the school's crisis management plan.

CURRICULAR EXEMPTIONS

In accordance with Connecticut General Statutes and RSD17 Board of Education Policy 6144.1, certain curricular exemptions are permitted. Exemptions are permitted for dissections, family life, HIV/AIDS and sexual abuse and assault awareness and prevention. Written notification to the principal by the student's parent or legal guardian using the RSD 17 Curricular Exemption Request Form (available at rsd17.org) will be sufficient to exempt a student from that part of a course. Full version of all board policies can be found on the district website under Board of Education, Policies and Resources.

DANCES AND PROMS

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

DIRECTORY INFORMATION

Directory information includes information not generally considered harmful or an invasion of privacy if disclosed, including, name, address, telephone number, date and place of birth, major field(s) of study, participation in school-sponsored activities or athletics, weight and height (if a student is a member of an athletic team), dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended. Directory information shall be provided to all recruiters, including commercial, nonmilitary and military concerns and recruiters representing institutions of higher education. Schools may release to parent groups and other organizations this information provided such information is to be used by the organization for its own school activities or school business. To opt out of the release of directory information, parents/guardians must submit a written request to the principal by September 12, 2025.

DISCIPLINE

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

Due Process

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

Detention

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

Students who exhibit attendance violations and/or disciplinary infractions may also be required to attend an after-school detention. The intent of this program is to limit the interruption of a student's educational program while providing a consequence and a deterrent for misbehavior. Any student who fails to attend detention or any student who is removed from detention for not complying with the rules, may receive a one-day suspension and an additional detention(s). Transportation in all cases is the responsibility of the parent if no buses are available.

Removal

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

Suspension

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

No student shall be placed on in-school suspension more than fifteen (15) times or out-of-school more than ten (10) times, or a total of fifty (50) days in one school year, whichever results in fewer days of exclusion unless the student is granted a formal

hearing as specified in C.G.S. 4-176e to 4-180a. This statute provides for the student's right to due process, which may result in an expulsion, continued suspension, or other appropriate disciplinary action. A special education student's disability shall be considered before making a decision to suspend.

Students may not be suspended without an informal hearing before the Building Principal or the Principal's designee unless the Principal determines that an emergency situation exists. Nothing in the informal hearing shall be taken to prevent a more formal hearing from being held if the circumstances warrant. The notice of suspension will include a letter mailed to the parents at the last address reported on school record and will describe the reason for the suspension and the duration of the suspension. A copy of this letter will be placed in the student's educational file as required by state statute. Such notice shall be expunged from the cumulative educational record by the Board of Education if a pupil graduates from high school. (BOE 5114 and 5131)

Expulsion

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

The Board of Education may expel a student from school privileges if, after a hearing, the Board finds that the student's conduct endangers person(s), property or the educational process or is in violation of a publicized Board policy. Students who have been expelled may be eligible for an alternative educational program**.** An expelled student may apply for early readmission to school. Such readmission is at the discretion of the Board of Education. The Board or Superintendent, as appropriate, may condition such readmission on specified criteria. (BOE 5131)

Expulsion from school will result in the loss of all co-curricular and social privileges during the period of expulsion. Examples of conduct (BOE 5114) which may lead to expulsion are:

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

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

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

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

In all cases, students who violate the basic conduct rules will be removed from any/all leadership positions in their activities for the academic year. For more information, see the co-curricular disciplinary policy.

Infraction Chart – Student circumstances and administrative discretion may apply

Discipline Referrals	Minimum Penalty	Maximum Penalty
Alcohol/Drug/Mood Altering Substances possession, consumption &/or under the influence	Confiscation Authorities notified Suspension Referral to MTSS & Superintendent	Expulsion (See Alcohol/Drug policy)
Arson	Suspension	Recommended for Expulsion

	Authorities Notified	
Assault/Battery	Suspension, Authorities notified	Recommended for Expulsion
Bus behavior	Detention	Suspension
Cheating, Plagiarism	Academic Penalty No Awards/ Honors	Suspension
Cutting class/leaving class without permission	Detention(s) Unexcused absence	Suspension
Disruptive or any other unacceptable behavior	Detention(s)	Suspension School Service hours
Dress Code	Conference/Warning	Suspension
Electronic Devices	Confiscation	Suspension
Failure to serve detention	Detention	Suspension
Fighting or threatening behavior	Suspension	Recommended for Expulsion
Forgery	Detention	Suspension
Gambling	Detention(s)	Suspension
Harassment/Bullying	Conference Detention(s) Counseling	Suspension Authorities notified Recommended for Expulsion
Insubordination	Detention(s)	Suspension
Internet Agreement Violation	Detention 30-Day Loss Privilege	Suspension One Yr. Loss Privilege
Leaving school grounds without permission	Detention(s)	Suspension
Lunch/activity violation	Detention(s)	Suspension
Obscene behavior, gesture, language, etc.	Apology Detention(s)	Suspension Recommended for Expulsion
Parking Lot Violation	Detention	Loss of Parking Privilege Authorities Notified
Rule Violation	Detention(s)	Suspension
Smoking/Vaping/Smokeless tobacco	Suspension	Suspension Expulsion
Tardiness – unexcused	Detention(s)	Detention(s) Suspension
Tobacco or Tobacco Products possession	Confiscation Written Warning Detention(s)	Detention(s) Suspension
Theft of school or personal property	Restitution Detention(s)	Suspension Expulsion
Threat	Suspension	Recommended for Expulsion
Threatening gestures, language or profanity, including blackmail	Apology Detention(s)	Suspension Recommended for Expulsion

Truancy	Mandatory Parent Conference	Suspension, Referral to Superintendent
Unauthorized area	Warning	Detention(s) Suspension
Vandalism (includes food fights)	Restitution Detention(s) Authorities notified	Suspension Recommended for Expulsion
Weapons/Dangerous Instrument	Confiscation Authorities notified Suspension	Recommended for Expulsion

DRESS CODE

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

The Regional School District 17 dress code is designed to:

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

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

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

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

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

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

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

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

ELECTRONIC DEVICES

The possession and use of personal electronic devices in school is permitted providing that the use of the electronic device is not disruptive to the educational process, unsafe for the school community or illegal (BOE 5131.81). HKHS Cell Phone Policy:

- Outlines our strong preference that students do not bring their phones into the building.
- Allows students to bring their phones/smart devices only if they agree to our conditions that:
    - They will not have access to it during academic time (classes, advisories, assemblies, etc.)
    - Each room will have a cell phone caddy where students will turn in:
        - Phone, wireless headphones, smart watches, etc. will be placed in the caddy by each student as they enter the room.
        - Devices will stay in the room until the end of the period, even if a student leaves the room to go to the bathroom
    - This will also apply to the counseling office, nurse's office, library/media center, main office, etc.
- During non-academic time (passing time, lunch/activity, before 7:25, after 2:10) students will have and be able to use their devices.
- Discipline:
    - First offense – Teacher will confiscate the smart device, and the teacher will turn in the smart device to the HS Main Office at the first convenient opportunity before the end of the school day. The student will retrieve their smart device from the HS Main Office at the end of the school day.
    - Second offense – Teacher will confiscate the smart device, and the teacher will turn in the smart device to the HS Main Office at the first convenient opportunity before the end of the school day. The student will receive an after school detention as well as parent communication home. The student will retrieve their smart device from the HS Main Office at the end of the school day.
    - Third offense – Teacher will confiscate the smart device, and the teacher will turn in the smart device to the HS Main Office at the first convenient opportunity before the end of the school day. The student will receive an after school detention as well as parent communication home. A parent or guardian will retrieve the student's smart device from the HS Main Office at the end of the school day. The student will then be required to turn their smart device into the HS Main Office at the beginning of each school day for the next five consecutive school days. The student will not have access to their smart device for the entirety of the school day.
    - Subsequent offenses – A parent/guardian meeting will be required with administration to discuss a more extensive individual plan for the student and their smart device.
    - Use of Secondary Cellular Device – A secondary cell device, or "burner" phone, is defined as an additional phone on a student's person, a prepaid additional phone, or an old phone without service but with wifi connectivity. The teacher will confiscate all devices involved and turn those devices into the HS Main Office with a discipline referral.

EMERGENCY SCHOOL CLOSING INFORMATION

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

EQUAL EMPLOYMENT OPPORTUNITY

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

FIELD TRIPS

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

The Regional School District No. 17 Board of Education encourages and sanctions student field trips that are of value in helping achieve each participating student's educational objectives. All student field trips shall require prior written approval by the building principal. In addition, all student field trips that are scheduled to last more than one day shall require the prior written approval of the Superintendent or his/her designee and the Regional School District No. 17 Board of Education. All student field trips that require public solicitation of funds shall require Board approval prior to any fundraising by involved students or others on their behalf. In addition, any such fundraising activities must comply with the provisions of Board Policy concerning Fundraising Activities and any administrative regulations implementing such Board Policy. The Board of Education will not be responsible for any field trip that is not approved in accordance with the procedures set forth in this policy and the accompanying regulations.

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

FINANCIAL ASSISTANCE

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

FREE APPLICATION FOR FEDERAL STUDENT AID (FAFSA)

Students graduating are required to have satisfied one of the following prior to graduation:

- Complete a FAFSA

OR

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

OR

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

FUNDRAISING

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

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

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

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

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

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

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

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

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

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

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

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

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

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

GRADING SYSTEM

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

Mark Equivalents and GPA per Course Level

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

Graduation Requirements

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

Honor Roll

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

Grade Point Average (GPA)

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

Options for Earning Credit Outside of the Classroom

To seek credit outside of the HKHS classroom, it is important that students communicate with their school counselor regarding plans for earning outside credit as early as possible so that the school can plan accordingly with regard to approval of student proposal, student schedule and logistics. Students may not earn more than 3 outside credits.

Virtual High School

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

MXCC Partnership Program/Wesleyan High School Scholars Program

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

Enrollment in other courses through accredited institutions

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

Internship

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

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

Independent Study

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

Summer School / Credit Recovery

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

Community Service

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

GREEN CLEANING

RSD 17 complies with the Green Cleaning Act. On or before July 1, 2011, each local and regional board of education shall implement a green cleaning program for the cleaning and maintenance of school buildings and facilities in its district. No person shall use a cleaning product inside a school unless such cleaning product meets guidelines or environmental standards set by a national or international environmental certification program approved by the Department of Administrative Services, in consultation with the Commissioner of Environmental Protection. Such cleaning product shall, to the maximum extent possible, minimize the potential harmful impact on human health and the environment. (P.A. *No. 09-81)*

HARASSMENT STATEMENT

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

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

Examples of harassment would include, but are not limited to, any verbal, non-verbal, or physical demonstration against one's background or affiliation that would be offensive to the recipient. (BOE 5131.91, 5145(a), 5145.5, and 5131.911)

HEALTH SERVICES

The Regional School District 17 health services are designed to provide care to students who become ill or are injured while in school. A cumulative health file is maintained for each student. This file includes notations of past illnesses, results of physical examinations, and other pertinent health information. Parents are notified of any deviation from the normal pattern of health and suggestions are given for follow-up. It is important that parents notify the school nurse in case of a student's illness. If a student is to be excused or limited for an extended period from participation in school activities, he/she is required to bring a statement signed by a physician. The school nurse is available to parents and students for conferences regarding health issues.

Accidents

All accidents, no matter how minor, should be reported to the teacher, coach, principal, nurse or office immediately. When accidents occur in school, a school accident report form must be filled out by the staff member witnessing the accident. Accidents not reported immediately will not have an accident report completed.

Medications

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

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

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

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

Communicable/Infectious Diseases

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

Disabilities

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

Emergency Forms and Medical Treatment

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

Health Assessments/Physical Examinations

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

Homebound Instruction

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

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

Short Term Illness or Absence
When a student is absent on a given day, the parent is to notify the school by calling the school's main office and giving the reason for absence. Each school will monitor daily attendance and make a reasonable attempt to notify parents whenever a child fails to report to school. (BOE 5113.2) If a student has been absent for three (3) consecutive days, the school nurse will call home as a routine and follow-up measure. (BOE 5141.2) Parents may call the school nurse at any time if they have questions regarding their student's health.

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

LATE WORK POLICY

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

HOMEWORK

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

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

INSURANCE

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

LIBRARY/MEDIA CENTER

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

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

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

LOST AND FOUND

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

NATIONAL HONOR SOCIETY (NHS)

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

NON-DISCRIMINATION

The Regional School District No. 17 Board of Education (the "Board") complies with all 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, including all academic, extra-curricular, and school-sponsored activities, on the basis of any protected characteristic (or protected class) including race, color, religion, age, sex, sexual orientation, marital status, national origin, alienage, ancestry, disability, pregnancy, gender identity or expression, veteran status, status as a victim of domestic violence or any other basis prohibited by state or federal law ("Protected Class"), subject to the conditions and limitations established by law. When the Board has created a limited public forum, the Board shall provide equal access to the Boy Scouts and other groups as required by law.

It is the policy of the Board that any form of discrimination or harassment on the basis of an individual's actual or perceived membership in a Protected Class, whether by students, Board employees, Board members or third parties subject to the control of the Board, is prohibited in the Regional School District 17 Public Schools (the "District"). The Board's prohibition of discrimination or harassment in its educational programs or activities expressly extends to academic, nonacademic and extracurricular activities, including athletics.

Retaliation Prohibited: The Board prohibits reprisal or retaliation against any individual who reports incidents in good faith that may be a violation of this policy, or who participates in the investigation of such reports. Discrimination and/or harassment against any individual on the basis of that individual's association with someone in a Protected Class may also be considered a form of Protected Class discrimination and/or harassment, and is therefore prohibited by this policy.

Scope and Applicability: Students, Board employees, Board members and community members (e.g., other individuals affiliated with the District, accessing or seeking access to District facilities) are expected to adhere to a standard of conduct that is respectful of the rights of all members of the school community.

Definitions:

- Discrimination: With respect to students, unlawful discrimination occurs when a student is denied participation in, or the benefits of, a program or activity of the Board because of such student's actual or perceived membership in a Protected Class.
- Harassment: Harassment is a form of Protected Class discrimination that is prohibited by law and by this policy. Harassment constitutes unlawful discrimination when it creates a hostile environment, which occurs when the harassment is sufficiently severe, pervasive, or persistent so as to interfere with or limit a student's ability to participate in or benefit from the services, activities, or opportunities offered by the District. The following non-exhaustive list provides examples of the types of prohibited conduct that may be considered Protected Class harassment that can lead to a hostile environment, and are therefore prohibited by this policy:
    - objectively offensive racial, ethnic, or religious epithets (or epithets commonly associated with any Protected Class membership, including but not limited to epithets relating to sex, sexual orientation, and/or gender identity or expression);
    - other words or phrases commonly considered demeaning or degrading on the basis of Protected Class membership;
    - display of images or symbols commonly associated with discrimination against individuals on the basis of their membership in a Protected Class;
    - graphic, written or electronic communications that are harmful, or humiliating based on Protected Class membership;
    - bigoted conduct or communications; or
    - physical, written, electronic or verbal threats based on Protected Class membership. Harassment does not have to involve intent to harm, be directed toward a specific person, or involve repeated incidents.

The full Non-Discrimination policy is available at"
https://resources.finalsite.net/images/v1738873718/rsd17org/bgc7zhprkfl8rzfcztuz/5152PolicyandAdministrativeRegulationsRegardingNon-DiscriminationStudentsUpdated12125.pdf

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

PARENT CONFERENCES

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

PARENT INVOLVEMENT/COMMUNICATIONS

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

PARKING

Student Parking

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

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

Only automobiles with issued permits will be allowed to park on school grounds. Others may be towed at the owner's expense. Each permit will have a number and the permit will be valid only for the car that it is assigned to. Permits will be for the academic year only. Any student abusing his/her parking privileges will have the permit revoked. Permits will be issued by the administration. Upon arrival at school, students are not to remain in their cars or loiter in the lot. They are to come directly into the building.

Parking Permits

Parking permits will be issued according to the following criteria:

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

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

Revocation of Permits

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

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

11. Throwing items, such as snowballs
12. Expulsion

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

No Parking Zones

Emergency vehicles must have immediate access to all areas of the school complex. For this reason, no parking zones are designated next to yellow curbs and in areas marked "fire lane." No vehicles may be parked or left idling in a fire lane at any time. Vehicles may be ticketed and towed.

PESTICIDE NOTIFICATION AND APPLICATION

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

PHOTOGRAPHS

Photos may be taken throughout the school day, or at any school function, by students, faculty, staff and may be used for yearbook, school newspaper, parent bulletins, school website and in the classroom. To opt out of the publication of or dissemination of their child's photo, parents/guardians must submit a written request to the principal by September 12, 2025.

PLEDGE OF ALLEGIANCE AND SILENT MEDITATION

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

POSTERS

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

PROMOTION, RETENTION AND PLACEMENT

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

RECYCLING PROGRAM

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

SAFETY/ACCIDENT PREVENTION

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

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

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

SCHEDULE CHANGES

Students who desire a schedule change must meet with their counselor to discuss proposed changes. Students are expected to give a subject a fair trial. Schedule changes on the first day of each semester is limited to students who need level changes and/or have been incorrectly placed in a class (i.e, grade, level, does not meet prerequisites, etc.). Courses dropped/changed after 10 school days (first semester) and 5 school days (second semester) may be noted with a W (Withdrawal) and the grade at the time of withdrawal on the transcript. Any change (up or down) in academic level requires a parent signature.

SCHOLARSHIPS, FINANCIAL AID AND AWARDS

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

SCHOOL CEREMONIES AND OBSERVANCES

The school district recognizes the value of certain ceremonies and observances in promoting patriotism and good citizenship among the students. Activities related to a religious holiday or theme will be planned to ensure that the activity is not devotional and that students of all faiths can join without feeling that they are betraying their own beliefs. Students shall be given the option to be excused from participating in those parts of a program or curriculum involving a religious theme that conflicts with their own religious beliefs. If a parent or student has any questions regarding the use of religious music, artwork and/or symbols in a particular course/activity, the principal should be contacted.

SCHOOL PROPERTY: TEXTBOOKS, LOCKERS, EQUIPMENT, AND CHROMEBOOK

It is the policy of the Board to hold students responsible for any loss of or damage to the property of the school under the jurisdiction of the Board when the loss or damage occurs through fault of the student. Students are responsible for the care of books, supplies, and Chromebook entrusted to their use. They will be assessed damage to textbooks, Chromebook, equipment or materials in accordance with state law and district policy. Students are not to mark or in any way mar textbooks. Students are responsible for all books whether lost, stolen, or defaced. Student lockers and equipment are the property of the school, loaned to students for their convenience during the school year. They should be kept in good order, not abused, and may be opened and subject to inspection from time to time by school officials. **Students are cautioned not to bring large sums of money or valuables to school. Liability for these items remains with the student.**

Chromebooks:

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

MULTI-TIERED SYSTEM OF SUPPORTS (MTSS)

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

SEARCH AND SEIZURE

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

A student and his/her effects may be searched if there are reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating either the law or the rules of the school. Student property shall include, but not be limited to, purses, book bags and cars. (BOE 5145.12(a))

The privilege of bringing a student-operated motor vehicle onto school premises is hereby conditioned on consent by the student driver to allow the search of that motor vehicle when there is reasonable cause for as search of that motor vehicle. The

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

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

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

SEXUAL HARASSMENT

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

The Regional School District No. 17 Board of Education (the "Board") and Regional School District No. 17 Public Schools (the "District") do not discriminate on the basis of sex and prohibit sex discrimination in any education program or activity that the Board and/or District operate, as required by Title IX of the Education Amendments of 1972, 20 U.S.C. § 1681, et seq. and its implementing regulations ("Title IX"), as it may be amended from time to time, Title VII of the Civil Rights Act of 1964 ("Title VII"), and Connecticut law. Inquiries about Title IX may be referred to the District's Title IX Coordinator, the U.S. Department of Education's Office for Civil Rights, or both.

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. This includes discrimination on the basis of sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity. Sex discrimination includes sex-based harassment, as defined below.

Sex-based harassment is a form of sex discrimination and means sexual harassment and other harassment on the basis of sex, including on the basis of sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity, that is:

1. Quid pro quo harassment, or where an employee, agent or other person authorized by the Board to provide an aid, benefit or services under its education program or activity explicitly or impliedly conditions the provision of an aid, benefit, or service of the Board on an individual's participation in unwelcome sexual conduct;
2. Hostile environment harassment, or unwelcome sex-based conduct that based on the totality of the circumstances, is (1) subjectively and objectively offensive and (2) so severe or pervasive that it limits or denies a person's ability to participate in or benefit from the District's education program or activity. Whether a hostile environment has been created is a fact-specific inquiry that includes consideration of the following:
    a. the degree to which the conduct affected the complainant's ability to access the District's education program or activity;
    b. the type, frequency, and duration of the conduct;
    c. the parties' ages, roles within the District's education program or activity, previous interactions, and other factors about each party that may be relevant to evaluating the effects of the conduct;
    d. the location of the conduct and the context in which the conduct occurred; and
    e. other sex-based harassment in the District's education program or activity; or
3. A specific offense, as follows:
    a. Sexual assault, meaning an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation;
    b. Dating violence, meaning violence committed by a person: (i) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (ii) where the existence of such a relationship shall be determined based on a consideration of the following factors: the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship;
    c. Domestic violence, meaning felony or misdemeanor crimes committed by a person who: (i) is a current or former spouse or intimate partner of the victim under the family or domestic violence laws of Connecticut, or a person similarly situated to a spouse of the victim; (ii) is cohabitating, or has cohabitated, with the victim as a spouse or intimate partner; (iii) shares a child in common with the victim; or (iv) commits acts against a youth or adult victim who is protected from those acts under the family or domestic violence laws of Connecticut; or

d. Stalking, meaning engaging in a course of conduct directed at a specific person that would cause a reasonable person to: (i) fear for the person's safety or the safety of others; or (ii) suffer substantial emotional distress.

Reporting Sex Discrimination: The following people have a right to make a complaint of sex discrimination, including a complaint of sex-based harassment, requesting that the District investigate and make a determination about alleged discrimination under Title IX:

1. A "complainant," which includes: a. a student of the District or employee of the Board who is alleged to have been subjected to conduct that could constitute sex discrimination under Title IX; or b. a person other than a student of the District or employee of the Board who is alleged to have been subjected to conduct that could constitute sex discrimination under Title IX at a time when that individual was participating or attempting to participate in the Board's education program or activity;
2. A parent, guardian, or other authorized legal representative with the legal right to act on behalf of a complainant; and
3. The District's Title IX Coordinator. For clarity, a person is entitled to make a complaint of sex-based harassment only if they themselves are alleged to have been subjected to the sex-based harassment, if they have a legal right to act on behalf of such person, or if the Title IX Coordinator initiates a complaint consistent with the requirements of Title IX. With respect to complaints of sex discrimination other than sex-based harassment, in addition to the people listed above, the following persons have a right to make a complaint: ● Any student of the District or employee of the Board; or ● Any person other than a student of the District or employee of the Board who was participating or attempting to participate in the Board's education program or activity at the time of the alleged sex discrimination.

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

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

Procedure:

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

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

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

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

SPECIAL PROGRAMS

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

STUDENT COMPLAINTS/GRIEVANCES

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

A student and/or parent with a complaint regarding possible discrimination on the basis of gender, religion, sexual orientation, race, creed, national origin, mental or learning disabilities, physical disabilities, and/or socioeconomic status should contact the Director of Pupil Services. A complaint or concern regarding the placement of a student with disabilities or concerning special education programs and services may also include discussions with the Director of Pupil Services.

STUDENT IDENTIFICATION CARDS

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

STUDENT PUBLICATIONS

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

STUDENT RECORDS

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

On an annual basis, the District will notify parents and/or eligible students currently in attendance of their rights regarding a student's education records. This notice will be published in all student handbooks in the District and will also be published in the District's guide to Special Education Services and will be published in any other manner "reasonably likely" to inform such parents and eligible students of their rights. The District will take steps to ensure that parents or eligible students whose primary or home language is not English or who are disabled will also be notified of their rights regarding a student's education records.

On an annual basis, the District will also notify parents and/or eligible students currently in attendance of any categories of information designated as directory information. This notice will provide such individuals with an opportunity to object to such disclosure. An objection to the disclosure of directory information shall be good for only one school year. Parents and/or eligible students may not use the right to opt out of directory information disclosures to prohibit the District from requiring students to wear or display a student identification card.

In the annual notification, the District will also provide notice to parents and/or eligible students that the district is legally obligated to provide military recruiters, institutions of higher education, or school choice programs, upon request, with the names, addresses and telephone numbers of secondary school students, unless the secondary student or the parent of the student objects to such disclosure in writing. Such objection must be in writing and shall be effective for one school year and must be submitted in writing to the school principal by September 12, 2025.

Directory Information includes information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. Directory information includes, but is not limited to, the parent's name, address and/or e-mail address; the student's name, address, telephone number, e-mail address, photographic, computer and/or video images, date and place of birth, major field(s) of study, grade level, enrollment status (full-time; part-time), participation in school-sponsored activities or athletics, weight and height (if the student is a member of an athletic team), dates of attendance, honors and awards received, the most recent previous school(s) attended, and student identification numbers for the limited purposes of displaying a student identification card. The student identification number, however, will not be the only identifier used when obtaining access to education records or data. Directory information does not include a student's social security number, student identification number or other unique personal identifier used by the student for purposes of accessing or communicating in electronic systems unless the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN or password.

Education records means any information directly related to a student that is recorded in any manner (e.g., handwriting, print, computer media, video or audio tape, film, microfilm, and microfiche) and that is maintained by the District or persons acting for the District.

Education records do not include: a) private, personal, or working notes in the sole possession of the maker thereof, and which are not accessible or revealed to any other individual except a "substitute"; b) records maintained by a law enforcement unit

of the District that were created by that unit for the purpose of law enforcement; c) employment records used only in relation to the student's employment by the District that are 1) made and maintained in the normal course of business, 2) relate exclusively to the student's capacity as an employee, and 3) are not made available for any other purpose; d) records on an eligible student (i.e. over 18 or attending a postsecondary educational institution) that are considered "treatment records" as they meet the following criteria: 1) the records are maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in a professional capacity or assisting in a paraprofessional capacity, 2) the records are made in connection with the treatment of the student and 3) the records are disclosed only to individuals providing such treatment (treatment does not include remedial educational activities or activities that are part of the program or instruction of the school district); however, the District must, upon request, permit an eligible student to have a physician or other appropriate professional of the student's choice review their treatment records; e) records created or received by the District after an individual is no longer a student in attendance and that are not directly related to the individual's attendance as a student; and f) grades on peer-graded papers before they are collected and recorded by a teacher.

STUDENT DEMOGRAPHIC & EMERGENCY FORM

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

TECHNOLOGY – School Links / PowerSchool / Acceptable Use

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

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

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

TESTS – Excessive

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

TRANSFERS AND WITHDRAWALS

In cases where a student is being withdrawn from Regional School District 17 the parent/guardian, or student who has reached the age of 18, must notify the building principal or counseling office one (1) week in advance of their last day. The appropriate forms will be provided for completion. Included will be a formal written statement of withdrawal and release of records form.

TRANSPORTATION

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

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

1. Passengers shall follow the driver's directions at all times.
2. Passengers shall board and leave the bus in an orderly manner at the designated bus stop nearest their home.
3. Passengers shall remain seated while the bus is in motion.
4. Passengers shall keep books, instrument cases, feet, and other objects out of the aisle of the bus.
5. Passengers shall do nothing to deface the bus and/or its equipment.
6. Passengers shall keep head, hands, arms, and/or legs inside the bus and shall not extend them out of the window, nor hold any object out of the window nor throw objects within or out of the bus.
7. Passengers shall refrain from smoking or using any form of tobacco.
8. Passengers shall observe no eating rules on the bus.
9. Usual classroom conduct shall be observed. Unruly conduct, including the use of obscene language, will subject the passenger(s) to disciplinary action.
10. Upon leaving the bus, passengers shall wait for the driver's signal before crossing in front of the bus.

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

USE OF PRIVATE TECHNOLOGY DEVICES BY STUDENTS

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

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

A student's privately-owned technological device may be searched if the device is on Board property or in a student's possession at a school-sponsored activity and if there are reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating either the law or the rules of the school. Any such search shall be reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction.

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

Students are responsible for good behavior on school computer systems just as they are in a classroom or a school hallway. Communications on the computer systems are often public in nature and general school rules for behavior and communications apply. It is expected that students will comply with District standards and will act in a responsible and legal manner, at all times in accordance with District standards, as well as with state and federal laws.

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

VEHICLES

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

VISITORS

Parents/guardians are welcome to visit Haddam-Killingworth High School. All parents/guardians must first report to the main office to sign-in and obtain a visitor's badge. Visits to individual classrooms during instructional time shall be permitted only with an Administrator's approval, and such visits shall be permitted if their duration or frequency does not interfere with the delivery of instruction and does not disrupt the normal school environment. Unauthorized persons shall not be permitted in school buildings or on school grounds. The Principal or designees, are authorized to take appropriate action to prevent such persons from entering the building or from loitering on the grounds. Such persons will be prosecuted to the full extent of the law. HKHS reserves the right to utilize a visitor system management system to run instant background checks on school visitors and to deny entrance to any visitor.

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

WEAPONS AND DANGEROUS INSTRUMENTS

(See CONDUCT: Weapons and Dangerous Instruments.)

WORKING PAPERS

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

HADDAM KILLINGWORTH HIGH SCHOOL
STUDENT HANDBOOK AND ADDENDUM – ACKNOWLEDGEMENT OF RECEIPT

2025-2026 ACADEMIC YEAR

My signature below indicates that my student and I have received and read the policies contained in the Haddam Killingworth High School 2025-2026 Student Handbook and Handbook Addendum.

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

Student Name (please print): _____ Grade: _____

Student Signature: _____

Parent Name (please print): _____

Parent Signature: _____

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

2025-2026 Haddam Killingworth High School Handbook Addendums

School Climate Policy:

The Regional School District No. 17 Board of Education (the “Board”) is committed to creating and maintaining an educational environment that promotes:

- A sound school environment that develops and sustains academic, social, emotional, ethical, civic, and intellectual skills.
- A restorative school environment focused on overcoming barriers to teaching and learning by building and supporting meaningful schoolwide relationships, and intentionally, re-engaging any disengaged students, educators, and families.

To best promote this positive educational environment the Board has adopted the Connecticut School Climate Policy in accordance with Connecticut General Statutes Section 10-222cc. The purpose of this policy is to support the needs of the students by reporting, assessing, and responding to challenging behaviors that, “negatively impacts the school climate or interferes, or is at risk of interfering, with the learning or safety of a student or the safety of a school employee”. Please contact your teacher or building administrator if you believe your child is experiencing challenging behavior.

Use of Generative Artificial Intelligence (AI):

As part of our commitment to preparing students for the future, RSD17 supports the responsible, safe, and effective use of generative AI tools (such as ChatGPT) in learning. When used thoughtfully, AI can help students explore ideas, practice skills, and enhance creativity. Students are expected to follow all guidelines, use AI ethically, and never use it to replace their own work. Plagiarism policies, guidelines, and consequences also apply to the use of AI.

Families and students are encouraged to review the full **RSD17 Effective Use of Generative AI Guidelines** to understand how these tools may be used in classrooms and the expectations for privacy, academic integrity, and digital citizenship. LINK

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



STUDENT & FAMILY HANDBOOK
2025-2026

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



PURPOSE STATEMENT

Haddam-Killingworth Middle School's purpose is to empower students to discover their strengths, overcome challenges, think critically, and develop into their best selves. Together we foster independent learners to become respectful and responsible members of a diverse society. Collaboratively, the HKMS community guides students on their journey of self-discovery.

School Colors
BLUE and GOLD

School Mascot
COUGARS

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

DAILY SCHEDULE BY GRADE

<table>
<tr><th colspan="6">2025-26 HKMS Daily Schedule</th></tr>
<tr><th>Time</th><th>Minutes</th><th colspan="2">Gr. 6</th><th>Gr. 7</th><th>Gr. 8</th></tr>
<tr><td>8:05 - 8:10</td><td>5</td><td colspan="4">Homeroom</td></tr>
<tr><td>8:13 - 8:56</td><td>43</td><td colspan="2">1</td><td>AAFA</td><td>1</td></tr>
<tr><td>8:59 - 9:42</td><td>43</td><td colspan="2">2</td><td>AAFA</td><td>2</td></tr>
<tr><td>9:45 - 10:28</td><td>43</td><td colspan="2">3</td><td>3</td><td>3</td></tr>
<tr><td rowspan="2">10:30 - 11:46
Period 4 & Lunch</td><td rowspan="2">Lunch - 30
Per. 4 - 43</td><td>1st lunch
10:30 - 11:00</td><td rowspan="2">Per. 4
10:31 - 11:14</td><td rowspan="2">Per. 4
10:31 - 11:14</td><td>1st Lunch
10:30 - 11:00</td></tr>
<tr><td>Per. 4
11:03 - 11:46</td><td>2nd Lunch
11:16 - 11:46</td><td>2nd Lunch
11:16 - 11:46</td><td>Per. 4
11:03 - 11:46</td></tr>
<tr><td>11:49 - 12:32</td><td>43</td><td colspan="2">AAFA</td><td>5</td><td>5</td></tr>
<tr><td>12:35 - 1:18</td><td>43</td><td colspan="2">AAFA</td><td>6</td><td>6</td></tr>
<tr><td>1:21 - 2:04</td><td>43</td><td colspan="2">7</td><td>7</td><td>AAFA</td></tr>
<tr><td>2:07 - 2:50</td><td>43</td><td colspan="2">8</td><td>8</td><td>AAFA</td></tr>
</table>

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

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ANNUAL NOTIFICATION OF OBLIGATION

Connecticut laws require that Regional School District 17 provide you with this written notice of your obligations under Connecticut General Statutes. This law provides that each parent or other person having control of a child five through eighteen years of age (unless withdrawn with adult permission after age 16) is obligated to cause the child to attend school regularly during the hours and terms school is in session, unless such parent or other person shows that the child is elsewhere receiving equivalent instruction or the child is otherwise not required to attend school by statute. Connecticut General Statute 10-185 provides that each day's failure to comply with these requirements is a separate offense, punishable by $25.00 fine. Parents are required to provide the school with a telephone number or other means of contacting such parent or such other person during the school day. Forms for notifying the school of this information will be sent out yearly and can be received from each school for new enrollees or for updated information.

EQUAL EDUCATION OPPORTUNITY

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

NON-DISCRIMINATION

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

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

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

PREFACE

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

ABOUT HADDAM-KILLINGWORTH MIDDLE SCHOOL

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

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

Cougar Core Values

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.

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



HKMS Staff Directory

Note: Faculty & staff email addresses follow the following format: first initial & last name, followed by "@rsd17.org". For example, to contact Heather Persson email hpersson@rsd17.org.

ADMINISTRATION

Heather Persson	Interim Principal
TBD	Interim Assistant Principal

MAIN OFFICE SUPPORT

Lori LaBella	Main Office Secretary
Debra Cumpstone	Guidance Secretary
Susan Hammar	Bookkeeper
Jocelyn Proto	Receptionist

CURRICULUM COORDINATORS

Jennifer Beermuender	Humanities
Heather Rigatti	STEM

*GRADE/DEPARTMENT LEADERS

Tara Brinkman	Grade 6
Brendan Kennedy	Grade 7
Kerry Geoghegan	Grade 8
Robert Fagan	AAFA
Rebecca Reinhold	Special Education
Paige Callahan	MTSS

PUPIL SERVICES

Aaron Puzarne	Director
Tonya Gorgone	Coordinator

ACTIVITIES COORDINATOR

Mike Baklik 860-345-8541

ATHLETIC DIRECTOR

Lynne Flint 860-345-8541

LIBRARY

Leanne Honious	Library Media Specialist
Nicole Lucey	Library Media Coord.

SCHOOL NURSE

Lori Kenney
Sariai Papallo

SIXTH GRADE TEAMS

Language Arts
6.1: Kim Gray
6.2: Beth Gagliardi

Math
6.1: Stephanie Puglielli
6.2: *Tara Brinkman

Science
Michelle O'Rourke

Social Studies
JoAnn Smith

SEVENTH GRADE TEAMS

Language Arts
7.1: Lynne Landry
7.2: Daniel Vorio

Math
7.1: Jennifer Leavitt
7.2: Jessica Maynard

Science
Catherine Harris

Social Studies
*Brendan Kennedy

EIGHTH GRADE TEAMS

Language Arts
8.1: Gretchen Schwanfelder
8.2: Sharon Papale

Math
8.1: Brian Pember
8.2: *Kerry Geoghegan

Science
Robin Duffield

History
Rob Davey

APPLIED ACADEMIC & FINE ARTS

Physical Education & Health
Cherie Anderson-Mucha
*Rob Fagan
Kurt Burkle

World Language
French
Laura Gardner
Spanish
Laura Gardner
Catania McGinley
Elizabeth Pascucci

The Arts
Music
Margaret Fagan
Katherine Jones
Studio Art
Isabelle Reina

Practical Arts/Foods
Matthew Thomas

Technology Education
Kristin Porriello

SUPPORT STAFF

Special Education
Kim Ainsley
Alexis Bardos
Amy Dow
Sarah McNeeley
*Rebecca Reinhold
Kaitlyn Sunderland

Interventionists
Math
Barbara Welles
Reading
*Paige Callahan

Student Services
Social Worker: Rachel Verinis
School Psychologist: EmmaVanSteenbergen
School Counselor(A-L): Alan Fortin
School Counselor(M-Z): Chloe Mulberry
Occupational Therapist: Ileana Alfonso
L.E.A.P: Tim Houlton
Speech & Language: Katelyn Turner
Behaviorist: Mandy Grass

OTHER BUILDING STAFF

Paraeducators
TBD

Custodians
Head Custodian: Allen Sansalone
Day Custodian: Mike Barrett
Day Custodian: Dave Bodner
Night Supervisor: John Cribbs
Night Custodian: Carl Seaquist
Night Custodian: Katie Schaefer
Night Custodian: Ryan Grote

Food Service
Mary Hueg
Linda Magnano
Candace Peters
Megan Theriault

Portrait of a Graduate

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

Alignment

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

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

ACADEMIC PROGRAMMING

The HKMS day is designed to help students develop the knowledge, attitudes, and skills necessary for success in our global community. Every day, students will be engaged in five classes: three academic (including a flex period) and two Applied Academics and Fine Arts (AAFA) classes. The three academic periods include language arts, mathematics, science, and history/social studies. The two AAFA periods include exploratory classes in technology, art, world language, music, and practical arts. Students take wellness classes (physical education and health) all three years and may choose elective opportunities in band, chorus, or art. AAFA courses are continuously evaluated and revised to meet the needs and interests of our students.

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

Advisory

The Advisory program is a cornerstone of the middle school experience, meeting regularly throughout the school year to foster a strong, vibrant, and healthy school community. This time is dedicated to discussing important issues, helping students reach their full potential during their middle school experience. It is intentionally designed to foster a trusting relationship with another adult in the building who will act as a guide to students as they successfully navigate middle school challenges, ranging from academic to social issues. In addition to focusing on academic growth and goal-setting, Advisory emphasizes: executive functioning skills, academic behaviors, perspective-taking, responsible decision-making, and developing Cougar Core Values.

Extra Help

Extra help and time to make up work from an absence are available after school. Although teachers are available for help almost every day after school, arrangements must be made at least one day in advance.

Flex Period

Flex Period is intended to provide students with opportunities to check in with teachers, get extra help, participate in intervention, or attend enrichment classes.

Grading Structures

Students' report cards reflect their educational growth with regard to their abilities, attitudes, interests, conduct, citizenship, and achievement as they relate to standards for their age and grade.

Report cards are published three times a year and include letter grades for each course they take, as well as standards-based grades in the form of a rubric for all academic courses. (BOE Policy 512)

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

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

Homework

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

There are three purposes for homework assignments:

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

Homework Responsibilities of Parents

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

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

Multi-Tiered Systems of Support

Multi-Tiered Systems of Support (MTSS) combines the expertise of administrators, teachers, support staff and parents to address the academic and/or social-emotional needs of students. The goal is to create an atmosphere of support through which students can succeed through early identification, intervention, and monitoring progress.

The MTSS 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. Parents are notified of a child's referral to MTSS.

School Counseling

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

ATTENDANCE

Regular and punctual attendance in school is essential to the educational process. Connecticut State law requires parents to ensure that their children between the ages of 5 and 18 attend school regularly. Daily attendance is a key factor in student success, and any absence from school is an educational loss to the student. Our rules are designed to minimize student absenteeism while providing students the opportunity to make up schoolwork missed due to a legitimate absence.

A student is considered to be 'in attendance' if present at his/her assigned school, or an activity sponsored by the school (e.g., field trip), for at least half of the regular school day.

Unless approved by administration in advance, a student who is absent from school, regardless of classification, is not permitted to attend or participate in extracurricular activities or school-sponsored events that occur on the day of their absence.

Attendance Documentation

Every attempt should be made to schedule necessary appointments to periods of time in which school is not in session (after-school, weekends, etc.). When appointments are scheduled during the school day, every effort should be made to ensure the least possible disruption to the student's academic program. When a parent/guardian determines that an absence is unavoidable, they must telephone the HKMS Main Office as early as possible.

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

Truancy, Excused and Unexcused Absences

Under Connecticut law, a "truant" is defined as any student who has four (4) unexcused absences in a month or ten (10) unexcused absences in a school year. If a student becomes truant, HKMS administration or support staff is required to have a meeting with the student's parent/guardian. If attendance does not improve, the Superintendent or his/her designee shall coordinate services with community agencies providing child and family services, as appropriate.

Criteria for Excused Absences

Number of Absences	**Criteria**
1-9	Absence is considered excused when the student's parent/guardian approves such absence and submits appropriate written documentation in accordance with this regulation.
10 +	Absence will be considered excused if appropriate documentation is submitted within three days of the student's return and for the following reasons: 1. Student illness (Note: all student illness absences must be verified by an appropriately licensed medical professional to be deemed excused, regardless of the length of absence); 2. Student's observance of a religious holiday; 3. Death in the student's family or emergency beyond the control of the student's family; 4. Mandated court appearances (additional documentation required); 5. Extraordinary educational opportunities pre-approved by district administrators and in accordance with Connecticut State Department of Education

All absences that do not meet the criteria above or are a result of district disciplinary action will be considered unexcused.

Chronic Absenteeism

"Chronically absent child" - a child enrolled in a school under the jurisdiction of a local or regional board of education whose total number of absences, at any time during a school year, is equal to or greater than ten percent (10%) of the total number of days a student is enrolled during such school year. It includes both excused, unexcused as well as out of school suspensions.

Tardy To School

Students who are late arriving at school and not in their homeroom by 8:05 a.m. are considered tardy. Students who are tardy must report to the school office and sign in.

A student who misses more than half of the school day will be considered absent for that day.

Dismissal From School/Leaving School Grounds

Under no circumstances may a student leave the school or school grounds during school hours without written and signed permission from his/her parents or guardians. In the event it is necessary for a student to be dismissed early, a parent or guardian must send a written request. The note must include the reason for dismissal as well as the name of the adult who is picking up the student. Individuals not listed in PowerSchool who are picking up the student must appear in the school office and present identification.

CO-CURRICULAR ACTIVITIES

Mike Baklik, HKMS Activities Coordinator: mbaklik@rsd17.org.
Information about specific clubs & sports can be found at the "HKMS Athletics and Activities" tab on the HKMS website.

About

Co-curricular activities refer to any school activity outside the regular classroom experience. These activities are considered an integral part of the school's educational program.

While under suspension, a student may not participate in any school event, practice, performance, contest, or activity, nor may they appear on school grounds or at a school-sponsored activity off school grounds.

Students may not remain on school grounds after school hours unless they have a school-sponsored scheduled activity such as a sport, club, detention, extra help, or meeting. Students will report to the designated area where the activity will take place. The PM Room, which is supervised by HKMS personnel, is available to students before and after activities; parents must sign students out of the PM Room when picking them up.

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

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

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

Athletics

Student interscholastic activities are governed by the Connecticut Interscholastic Athletic Conference (CIAC) regulations. Each season, sports are organized into league competition through the CIAC. There may be a tryout period held for interscholastic teams. Students will not be allowed to try out or participate in a sport until they are registered on FamilyID, have a sports physical on file with the school nurse dated within the last thirteen months, and have completed a SWAY baseline test within the past two years. Players who make the team must meet specific attendance and behavioral guidelines in order to participate; these guidelines are distributed to team members at the beginning of the season. (BOE Policy 5135)

HKMS currently offers the following sports:

Fall	Winter	Spring
• Girls' Soccer • Girls' Field Hockey • Boys' Soccer • Co-ed Cross Country	• Girls' Basketball • Boys' Basketball • Co-ed Swimming • Co-ed Wrestling	• Girls' Softball • Boys' Baseball • Co-ed Track & Field

Expectations of Spectators & Family Members

1. Be positive with your athlete; let them know that they are accomplishing something simply by being part of the team.
2. Be involved with your athlete's team in a positive way. As an adult and role model, consider cheering for all athletes on the team and always refrain from booing or sharing negative comments about or towards players on our team or the opposing team.
3. Encourage your athlete to work hard and do their best.
4. HKMS values academics over athletics. As such, please review your athlete's academic profile through PowerSchool and/or teacher communication and ensure they are putting forth the effort needed to be a successful student.
5. Student athletes represent HKMS values when they wear their uniforms, at home or away. Accordingly, school rules as well as team rules need to be followed.

6. Be respectful to all athletic staff and officials for our team and the opposing team. The coaches, Activities Coordinator, school administrators, and/or security staff will ask you to leave if you are unable to be positive throughout the entire game. This includes but is not limited to: yelling at officials; coaching from the stands; addressing students by name or number negatively; use of profanity; or being disrespectful overall.

After-School Clubs

HKMS offers a variety of after-school clubs each season. Brochures are 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 must register via FamilyID. Club offerings may include: yoga, trailblazing, book club, scrapbooking, video game, knitting, guitar, running, fitness, newspaper, class night, movie, etc. Club offerings are primarily based on supervisor interests and availability, but students are encouraged to propose ideas for clubs to building administration. Clubs that are athletic in nature may require a physical to participate.

Drama

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

Math Counts

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

Student Council

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

Yearbook

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

CODE OF CONDUCT

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
- Dressing appropriately
- Practicing and exhibiting the HKMS Core Values
- Following all school and safety rules
- Seeking change in school policies/regulations in a respectful manner and through appropriate channels
- Cooperating with staff investigations
- Responding respectfully to staff direction and guidance

Students who violate school rules will be subject to disciplinary action and may be referred to legal authorities for violation of the law. Furthermore, repeated offenses can lead to loss of privileges such as attending school-sponsored activities, events or field trips. Administrative discretion, in consultation with the team, will determine students' eligibility to attend based on poor attendance and/or poor academic or behavioral standing. A complete list of infractions and possible disciplinary actions are located on the Infraction Chart found at the end of this Handbook.

Office Referrals

Office referrals are documents written and submitted by any faculty or staff member for administrative review. They describe violations of the Code of Conduct and can lead to various outcomes, including documentation, intervention, conferences, or other disciplinary actions such as detention or suspension.

Prior to assigning any outcome to a referral students are provided due process, whereby they will have the opportunity to share their perspectives of the situation. This is accomplished through reflection sheets, which include identification of Cougar Core Values that need to be addressed, as well as meetings with school administration and/or support staff.

Detentions

Faculty or staff may assign detentions to students whose behavior violates the Code of Conduct. If a student is detained after school, parents or guardians will be notified in advance.

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

Office Detentions: Assigned by administration and held after school until 3:30 p.m. Students are expected to be on time and may be asked to complete a reflection assignment. Additional disciplinary action will be taken for any student who misbehaves during detention or skips detention.

Teacher Detentions: May be assigned by any school personnel. Teacher detentions are scheduled at the discretion of the teacher, who will communicate with parents directly. Failure to attend scheduled detentions will result in an office referral.

Lunch Detentions: May be assigned by any school personnel. Parental contact will be made by the individual who assigned the lunch detention.

Removal from Class

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

- notify the parent by the end of the school day
- complete and submit a Challenging Behavior Reporting Form to the School Climate Specialist

The School Climate Specialist will follow the steps outlined in the School Climate Policy, the situation will be assessed, and the appropriate response will occur. Efforts will be made to re-engage the student in the classroom. Students are responsible for the content they missed and must coordinate with their teacher to make up the work, following the procedures outlined in the attendance section.

Suspension

Students may be suspended for conduct on school grounds or at any school-sponsored activity that violates a publicized policy of the Board and is seriously disruptive to the educational process or endangers persons or property. Disciplinary action is progressive, meaning a student may get suspended for a repeated violation of school and safety rules. In-school suspension (ISS) or out-of-school suspension (OSS) prevents students from participation in all school classes and activities, including those that are during after-school hours.

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

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

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

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

Expulsion

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

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

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

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

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

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

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

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

Search and Seizure

Fourth Amendment rights to be free from unreasonable searches and seizures apply to searches conducted by public school officials. A student and his/her effects may be searched if there are reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating either the law or the rules of the school. The way the search is conducted

should be reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction.

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

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

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

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

Weapons and Dangerous Instruments

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

Substance Abuse

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

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

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

hearing to consider expulsion, subject to state and federal law provisions to the contrary. The consequences of such violations may ultimately result in disciplinary action, including expulsion from school and/or criminal prosecution.

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

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

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

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

- Any student in the Regional School District 17 Public Schools using, consuming, possessing, being under the influence of, manufacturing, distributing, selling or aiding in the procurement of controlled drugs, controlled substances, drug paraphernalia or alcohol either on or off school property, or at a school-sponsored activity, except as such use or possession is in accordance with Connecticut General Statutes 21a-408a through 408q, is subject to discipline up to and including expulsion pursuant to the Board's student discipline policy.
- In conformity with the Board's student discipline policy, students may be suspended or expelled for drug or alcohol use off school grounds if such drug or alcohol use is considered seriously disruptive of the educational process. In determining whether the conduct is seriously disruptive to the educational process, the Administration and the Board may consider, among other factors: 1)whether the drug or alcohol use occurred within close proximity of a school; 2) whether other students from the school were involved; and 3) whether any injuries occurred.
- If a school administrator has reason to believe that any student was engaged, on or off school grounds, in offering for sale or distribution a controlled substance (as defined by Conn. Gen. Stat. 21a-240(9), whose manufacturing, distribution, sale, prescription, dispensing, transporting, or possessing with intent to sell or dispense, offering or administering is subject to criminal penalties under Conn. Gen. Stats. 21a-277 and 21a-278, the administrator will recommend such student for expulsion, in accordance with the Board's student discipline policy.
- Students found to be in violation of this policy may be referred by the building administrator to an appropriate agency licensed to assess and treat drug and alcohol involved individuals. In such an event, assessment and treatment costs will be the responsibility of the parent or guardian.
- A meeting may be scheduled with appropriate school staff members for the purpose of discussing the school's drug and alcohol policy with the student and parent or guardian.
- Law enforcement officials may be contacted by the building administrator in the case of suspected involvement in the use, sale or distribution of controlled drugs, controlled substances, drug paraphernalia or alcohol.

(BOE Policy 5131.6)

Smoking/Tobacco Use

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

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

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

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

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

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

Athletic Policy Regarding Substance Abuse

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

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

- Thirty (30) calendar day suspension from athletics. The student cannot attend practices, games, or team activities during the suspension. If the season ends before the penalty is complete, the suspension is carried to the next season in which the student participates.
- In order to return to participation after the 30 calendar day suspension the student-athlete must:
    A. Complete a planned assistance program as designated by the school, and
    B. Attend a re-entry meeting with their parent/guardian and the Principal, Athletic Director, and Head Coach to discuss the student's suitability to return to the team
- If the suspension runs into the time in which try-outs are held for another season, the student may attend try-outs.
- As with certain other disciplinary violations, the student will be removed from any/all leadership positions for the remainder of that academic year and may not hold or run for any athletic leadership position for one calendar year beginning on the date of the offense.

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

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

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

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

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

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

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

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

(BOE Policy 5131.7)

School Climate Policy (replaced former "District Bullying Policy")

The Regional School District No. 17 Board of Education (the "Board") is committed to creating and maintaining an educational environment that promotes:

- A sound school environment that develops and sustains academic, social, emotional, ethical, civic, and intellectual skills.
- A restorative school environment focused on overcoming barriers to teaching and learning by building and supporting meaningful schoolwide relationships, and intentionally re-engaging any disengaged students, educators, and families.

To best promote this positive educational environment, the Board has adopted the Connecticut School Climate Policy in accordance with Connecticut General Statutes Section 10-222cc. The purpose of this policy is to support the needs of the students by reporting, assessing, and responding to challenging behaviors that "negatively impacts the school climate or interferes, or is at risk of interfering, with the learning or safety of a student or the safety of a school employee". Please contact your teacher or building administrator if you believe your child is experiencing challenging behavior.

Sexual Harassment

Regional School District #17 P-5145.5 P/R

POLICY REGARDING SEX DISCRIMINATION AND SEXUAL HARASSMENT (STUDENTS)

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

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

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

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

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

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

COMMUNICATION

It is essential that we have up-to-date email addresses, phone numbers, and other contact information.

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

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

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

Teachers will contact families via email with academic or behavioral concerns, potentially followed by a scheduled phone call. Academic concerns warranting communication include significant decreases in grades, missing assignments, or students not working to their potential. Behavioral concerns warranting communication include infractions resulting in an office referral or a teacher-directed consequence. Teachers will also contact families with positive news about students' engagement, growth, or moments “caught being nice”.

Communication does not need to be limited to phone calls or emails. There are opportunities to meet with teachers in person at events such as Open House, teacher conferences, and other HKMS-sponsored events. Families can always request a meeting, which can be virtual or in person.

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

Complaints/Grievances

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

Who should you call?

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

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

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

Curriculum Coordinators: Any questions regarding curriculum or texts/resources.

School Counselor: Questions or concerns regarding your student’s 504 plan. Overall concerns, including social-emotional concerns, general academic achievement or behavior. Contacts: Alan Fortin (Last names A-L) and Chloe Mulberry (Last names M-Z)

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

Parental Access to Instructional Material

In accordance with federal law and Board policy, parents or guardians shall be permitted access to instructional material used as part of the educational curriculum for any student. Upon request, the district shall grant reasonable access to instructional material within a reasonable period of time after a request is received from a parent or guardian. (BOE Policy 6120)

Curricular Exemptions

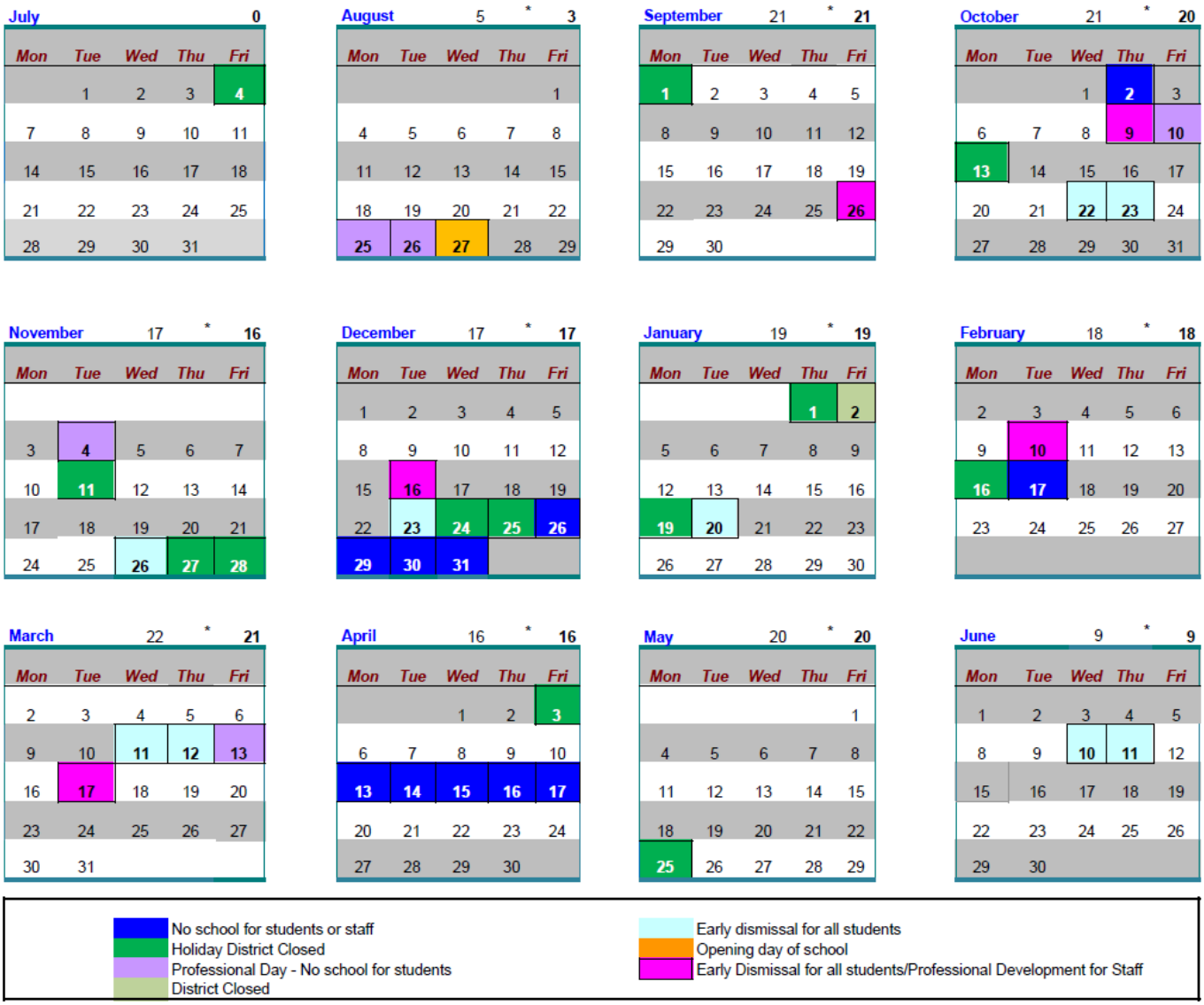
In accordance with the Connecticut General Statutes and RSD 17 Board of Education Policy 61441.1, certain curricular exemptions are permitted. Exemptions are permitted for dissections, family life, HIV/AIDS and sexual abuse and assault awareness and prevention. Written notification to the principal and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

DISTRICT INFORMATION

Calendar

Regional School District No. 17 Calendar

2025-2026



Jul. 4	Independence Day
Aug. 25 & 26	Staff Professional Development
Aug. 27	Opening Day of School
Sept. 1	Labor Day
Sept. 26	Staff PD/Early dismissal all students
Oct. 2	Yom Kippur
Oct. 9	Staff PD/Early dismissal all students
Oct. 10	Staff Professional Development
	No School for Students
Oct. 13	Columbus Day/Indigenous Peoples' Day
Oct. 22 & 23	Early dismissal all students;
	K-12 Parent/Teacher Conferences
Nov. 4	No School for Students; Election Day
	Staff Professional Development
Nov. 11	Veterans Day *observed*
Nov. 26	Early dismissal staff & students
Nov. 27 & 28	Thanksgiving Recess
Dec. 16	Staff PD/Early dismissal all students
Dec. 23	Early dismissal staff & students
Dec. 24- Jan. 1	Holiday Recess/Christmas
Jan. 1	New Year's Day
Jan. 2	District Closed - Day 261
Jan. 19	Martin Luther King Jr. Day
Jan. 20	Early dismissal all students;
	portfolio day K-12
Feb. 10	Staff PD/Early dismissal all students
Feb. 16 -17	Presidents' Day Recess
Mar. 11 & 12	Early dismissal all students;
	K-12 Parent/Teacher Conferences
Mar. 13	Staff Professional Development
	No school for Students
Mar. 17	Staff PD/Early dismissal all students
Apr. 3	Good Friday
Apr. 13 -17	Spring Recess
May 25	Memorial Day
Jun. 10	Early dismissal all students
	portfolio day K-12
Jun. 11	Last day of school if no snow days.
	Early dismissal staff & students
	High School Graduation

District Directory

Paul Smith	Interim Superintendent Of Schools	860-345-4534
Jennifer Miller	Assistant Superintendent of Schools	860-345-4534
Dr. Aaron Puzarne	Director of Student Services	860-345-4244
TBD	Director of Finance and Operations	860-345-4534
John Converse	Director of Building and Grounds	860-345-4534
George Papadopoulos	Director of Transportation (STA)	860-345-8228
Sharon Shettleworth	Director of Food Services	860-345-4534
Kelly Camporeale	Director of HK Cubs Child Care Center	860-345-4534
Tonya Gorgone	Student Services Coordinator	860-345-4244
Rebekah Templeton	Elementary Coordinator	860-345-4244
Lori Kenney	Nurse Coordinator	860-663-1241
Jennifer Beermuender	Humanities Curriculum Coordinator	860-663-1121
Heather Rigatti	STEM Curriculum Coordinator	860-663-1241

RSD17's Schools' Phone Numbers

School	Building Administration	Phone Number
Burr Elementary School	Principal: Brienne Whidden	Telephone: (860) 345-4584 Fax: (860) 345-7963
Killingworth Elementary School	Principal: Dennis Reed	Telephone: (860) 663-1121 Fax: (860) 663-3827
Haddam-Killingworth Intermediate School	Principal: Eric Larson	Telephone: (860) 663-1241 Fax: (860) 663-2071
Haddam-Killingworth Middle School	Interim Principal: Heather Persson Interim Asst. Principal: TBD	Telephone: (860) 663-1241 Fax: (860) 663-2071
Haddam-Killingworth High School	Principal: Donna Hayward Assistant Principal: Adam Apicella	Telephone: (860) 345-8541 Fax: (860) 345-8252

School Hours

	Regular School Hours	**Minimum Day Schedule**	**Delayed Opening**

Elementary	8:40 AM – 3:25 PM	8:40 AM - 1:05 PM	10:40 AM - 3:25 PM
Intermediate	8:50 AM – 3:35 PM	8:50 AM – 1:15 PM	10:50 AM – 3:35 PM
Middle School	8:05 AM – 2:50 PM	8:05 AM – 12:35 PM	10:05 AM – 2:50 PM
High School	7:25 AM – 2:10 PM	7:25 AM - 11:55 AM	9:25 AM - 2:10 PM

Website

The Regional School District 17's website is found at www.https://www.rsd17.org/.

HEALTH And WELLNESS

Health Services

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

Students who become ill at school will be under the care of the school nurse. The nurse may allow the student to rest in the clinic, or call the parents and ask them to come to the school for the student. Students will not be transported home when ill by staff. Parents are notified of any deviation from the normal pattern of health and suggestions are given for follow-up. It is likewise important that parents notify the school nurse in case of a student's illness. If a student is to be excused or limited for an extended period from participation in school activities, he/she is required to bring a statement signed by a physician. The school nurse is available to parents and students for conferences regarding health issues.

A cumulative health file is maintained for each student. This file includes notations of past illnesses, results of physical examinations, and other pertinent health information.All students are required to have a health assessment prior to public school enrollment. Students are also required to have health assessments in grade 6 and then again in grade 9. These health assessments must be completed prior to the student's entry into grade 7 and grade 10, respectively. The Board of Education will deny continued attendance in school to any student who fails to obtain the health assessments required under C.G.S. 10-206.

Medications

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

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

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

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

Child Abuse

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

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

Child abuse is defined as any physical injury inflicted by other than accidental means or injuries that are not in keeping with the explanation given for their cause. Improper treatment such as malnutrition, sexual molestation, deprivation of necessities, emotional abuse, cruel punishment or neglect are also considered child abuse.
(BOE Policy 5141.4(a)-P)

Communicable/Infectious Diseases

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

Emergency Cards and Medical Treatment

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

Food Allergies, Glycogen Storage Disease and/or Diabetes

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

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

Health Assessments/Physical Examinations

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

Vision: K, 1, 3, 4, & 5
Hearing: K, 1, 3, 4, & 5
Postural: Females - Grades 5 & 7, Males - Grade 8

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 reasons, a statement from a physician must be provided. The required immunizations are Diphtheria, Pertussis, Tetanus, Polio, Measles, Mumps, Rubella and Haemophilus Influenzae Type B, Meningitis, Hepatitis A, Hepatitis B, Pneumococcal, and Varicella (Chicken Pox). For further information regarding immunizations contact the school nurse.

Limited Physical Education Program

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

Short Term Illness or Absence

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

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

Sport or Athletic Club Physicals

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

Sunscreen Application

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

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

(BOE Policy 5141.28)

Use of Elevator

There may be instances in which 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.

REQUESTING MISSED ASSIGNMENTS

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

Missed Work Due to Absence or Missing Class

When students are absent from school or miss class, they are responsible for the materials missed. Students are expected to communicate with teachers and make arrangements to access the concepts, materials, and assignments they missed. Upon their return to school, students have as many days as they missed to make up the work.

Missed Work Due to Extended Absences

Extended absences are defined as missing school for at least three consecutive school days that are not a result of a disciplinary action. Students have the responsibility of communicating with teachers and making arrangements to access the concepts, materials, and assignments they missed. An appropriate timeline for learning material and making up work will be created by the teacher on a case-by-case basis, not to exceed the number of school days the student missed.

Missed Work Due to Vacations

Taking vacations during the academic year can disrupt a child's educational progression, exacerbate stress from accumulating missed assignments, disturb their established routines and social development, potentially cause attendance complications, and impose additional burdens on educators, making it prudent to schedule trips during designated school breaks.

Students who will be absent due to a family vacation during the school year may be provided assignments that are readily available. However, it **should not be expected** that teachers prepare assignments in advance. Upon returning from vacation, students have the responsibility of communicating with teachers and making arrangements to access the concepts, materials, and assignments they missed. An appropriate timeline for learning material and making up work will be created by the teacher on a case-by-case basis, not to exceed five school days.

STUDENT RECOGNITION

Honor Roll

All courses are included in the honor roll calculation, with courses weighted based on how often they appear in a student's schedule. Students with any C- grades or lower cannot be considered for the honor roll. The honor roll is finalized 10 days after the close of the marking period, once grading errors and incompletes are cleared. The HKMS honor roll is published on our website.

High Honors	Cumulative grade of A (93% average or higher) GPA 3.7 - 4.0
Honors	Cumulative grade of B+ to A- (87.0% to 92.99% average) GPA 3.3 - 3.6

National Junior Honor Society (NJHS) – Grade 8

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

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

Scholar Leader Award – Grade 8

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

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

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

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

Student of the Month

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

President's Award for Educational Excellence

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

President's Award for Educational Improvement

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

TRANSPORTATION

School Transportation

School transportation privileges are extended to students conditioned upon their satisfactory behavior on the bus. Students will be advised that they may be suspended from transportation services for unsatisfactory conduct while awaiting or receiving transportation to and from school which endangers persons or property or violates a BOE policy or administrative regulation. (BOE Policy 5160)

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

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

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

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

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

Transportation To and From School-Sponsored Student Activities

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

In all cases the following process must be fulfilled:

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

Visitor Vehicles/Parking

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

No Parking Zones

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

GENERAL INFORMATION

Academic Honesty

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

Acceptable Use Policy (Use of RSD 17 Network)

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

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 enrolled students 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. Students who have financial obligations or are chronically absent might not be able to take part in some of the activities.

Asbestos

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

Accidents

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

Cafeteria

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

- Comply with the lunchroom monitors in a respectful and courteous manner
- No pushing, running, horseplay, or attempting to swivel the seats
- Sit at your selected table and remain there

- Saving seats or spots in line is not allowed
- Clean up your area, including the floor around your table and the table top
- Keep conversations and other sounds at a reasonable level
- Throwing of any items is prohibited
- Use common courtesy and proper table manners
- If you need to leave the cafeteria, you must have a pass or check in with a lunchroom monitor
- All food must remain in the cafeteria
- Only one student to a seat

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

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

Cell Phones and Personal Electronic Devices

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

Chromebook Regulations and Procedures

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

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

Crisis Response Drills

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

Dress Code - Dress and Grooming

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

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

The Regional School District 17 dress code is designed to:

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

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

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

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

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

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

The Board also recognizes the importance of developing health and safety protocols to protect the health and safety of students, staff, and the community during a public health crisis, such as a pandemic. Compliance with protocols, such as wearing a mask, may be mandatory for all individuals while on school property or participating in a school-sponsored activity, unless a legally recognized exemption or exception applies. Failure to comply with such health and safety protocols may lead to disciplinary action, and exclusion from school property or the school-sponsored activity, in accordance with applicable laws, rules, regulations, and/or Board policies. (BOE 5132(a) – P)

Emergency School Closing Information

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

Energy Drinks

Energy Drinks are not permitted at HKMS.

Fees

At Haddam-Killingworth Middle School, materials that are part of the basic educational program are provided at no charge. However, students are expected to supply their own pencils, erasers, and notebooks. Additional fees may include
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.

Field Trips

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

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

All student field trips that require public solicitation of funds shall require Board approval prior to any fundraising by involved students or others on their behalf. In addition, any such fundraising activities must comply with the provisions of Board Policy concerning Fundraising Activities and any administrative regulations implementing such Board Policy.
The Board of Education will not be responsible for any field trip that is not approved in accordance with the procedures set forth in this policy and the accompanying regulations.

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

Financial Assistance

Families who need financial assistance for school activities should contact a guidance counselor to request confidential help.

Financial Obligations: School and District Property

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

Students are responsible for the care of books and supplies entrusted to their use. They will be assessed for damage to textbooks, equipment, or materials in accordance with state law and district policy. Students are expected to cover all loaned textbooks immediately and are not to mark or damage them in any way. 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 their locker in good condition. Lockers may be opened and inspected by school officials from time to time.

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

Maintaining clear financial policies ensures all students have access to necessary resources and fosters a sense of responsibility and accountability.

Chromebook & Lost Chargers:

- Chromebook damage will be billed upon recording the damage.
- Chromebook chargers will be checked at the end of each trimester.

Other School Property:

- Classroom and library books will be monitored periodically. Damaged books will be billed upon recording the damage.
- Fees for any damage, including vandalism, to school property or equipment, will be assessed and billed accordingly.

Fees/Unfulfilled Obligations:

- Students and families with outstanding financial obligations will be notified.
- Unpaid fees will result in restrictions on participation in field trips and other activities/events. This includes library fines, costs for replacing lost/defaced books, chromebook charges or borrowed equipment that is not returned.
- If a paid obligation item is later found, the school will refund the money.

If you suspect that you were wrongfully charged, please email the principal or assistant principal.

Fundraising

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

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

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

Green Cleaning

RSD 17 complies with the Green Cleaning Act. On or before July 1, 2011, each local and regional board of education shall implement a green cleaning program for the cleaning and maintenance of school buildings and facilities in its district. No person shall use a cleaning product inside a school unless such cleaning product meets guidelines or environmental standards set by a national or international environmental certification program approved by the Department of Administrative Services, in consultation with the Commissioner of Environmental Protection. Such cleaning products shall, to the maximum extent possible, minimize the potential harmful impact on human health and the environment. (P.A. No. 09-81)

Gum Chewing

Gum chewing is not permitted at HKMS.

Insurance

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

Library/Media Center

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

Lost And Found

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

Lunch Money

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

Parents Right-To-Know

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

Pesticide Notification and Application

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

Photographs

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

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

Pledge of Allegiance and Silent Meditation

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

P.M. Room

Students who have stayed for approved after school activities may wait for their ride home in a supervised setting called the P.M. Room 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.

Report Card Release Dates

First Trimester: Dec. 12, 2025
Second Trimester: March 20, 2026
Third Trimester: Last day of school (tentatively June 11, 2026)
For all marking periods, report cards will be posted on PowerSchool. Parents/guardians can email dcumpstone@rsd17.org to request a PDF of the report card.

Safety/Accident Prevention

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

- Avoid conduct that is likely to put the student or other students at risk.
- Follow the school's code of conduct.
- Remain alert to and promptly report safety hazards, such as intruders on campus.
- Know emergency evacuation routes and signals.
- Follow immediately the instructions of staff who are overseeing the welfare of students.
- Skateboards, roller blades, or similar devices are not permitted to be used on school grounds.

School Ceremonies and Observances

The school district recognizes the value of certain ceremonies and observances in promoting patriotism and good citizenship among the students. Activities related to a religious holiday or theme will be planned to ensure that the activity is not devotional, and that students of all faiths can join without feeling that they are betraying their own beliefs.

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

School Phone Use

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

Student-Led Conferences

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

Student Records

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

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

Parental consent is required to release the records to anyone else. When the student reaches 18 years of age, only the student has the right to consent to release of records. If the parent or eligible student believes that information in the student's records is

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

Student Visitors

Student visitors are not permitted unless administrative permission has been granted.

Transfers and Withdrawals

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

Trimester Dates

First Trimester: Aug. 27, 2025 - Nov. 26, 2025
Second Trimester: Dec. 1, 2025 - March 6, 2026
Third Trimester: March 9, 2026 - End of School
Note: In the event of excessive school cancellations, term ranges may change.

Use of Generative Artificial Intelligence (AI)

As part of our commitment to preparing students for the future, RSD17 supports the responsible, safe, and effective use of generative AI tools (such as ChatGPT) in learning. When used thoughtfully, AI can help students explore ideas, practice skills, and enhance creativity. Students are expected to follow all guidelines, use AI ethically, and never use it to replace their own work. Plagiarism policies, guidelines, and consequences also apply to the use of AI.

Families and students are encouraged to review the full **RSD17 Effective Use of Generative AI Guidelines** to understand how these tools may be used in classrooms and the expectations for privacy, academic integrity, and digital citizenship.

Visitors

Parents and other visitors are welcome to visit RSD 17 schools. All visitors must report to the first main office. Visits to individual classrooms are prohibited during instructional time without prior authorization from school administration. Such visits shall be permitted if the duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment. Parents who want to visit the school need to communicate with the school in advance so that appropriate arrangements can be made including communicating with staff.

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

CODE OF CONDUCT

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

While restorative practice is the preferred approach to maintaining a positive academic environment, one or more discipline management techniques will be applied when necessary. Additionally, when a student violates the law, they may be referred to legal authorities.

During any disciplinary investigation and preceding a student's due process, outcomes may be altered or combined by administration based on student circumstances.

It is the responsibility of the student to be on time for classes, to have books and materials and be ready to work, to respect others and their property, and to do what they are asked to do by those in authority when they are asked to do it.

Definitions

Due Process: Students have the opportunity to share their perspective related to any referral addressing their conduct.

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

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

Minimum Outcome to Maximum Outcome Continuum: This does not refer to the number of times a student is referred for the same consequence; it refers to the severity of the violation. Students can have one violation and earn a maximum outcome for that violation.

Progressive Discipline: Students who consistently get referred for a behavior that would earn a minimum outcome can progress on the outcome continuum to earn something found on the approaching maximum or maximum outcome.

Restorative Practices: Restorative practices are a set of principles and techniques aimed at building a positive school culture by focusing on repairing harm and restoring relationships rather than solely punishing misbehavior. These practices involve open communication, mutual respect, and a collaborative approach to resolving conflicts and addressing misconduct. The goal is to help students understand the impact of their actions, take responsibility, and actively participate in making amends.

- Example: *A restorative conference* is a common example of restorative practice. In this process, the involved parties, including the student who caused harm, the affected individuals, and a facilitator, sit in a circle to discuss the incident. Each person has an opportunity to speak and share their perspective.
- Example: *Restitution* involves the student taking responsibility and actively working to repair the damage they have done, whether it is physical, emotional, or social. For example, if a student vandalizes school property, restitution might involve the student repairing the damage or paying for the repairs. In cases of emotional harm, restitution could include a sincere apology and actions to rebuild trust and relationships with those affected.
- Example: *Mediation* involves helping conflicting students to communicate openly and resolve their differences. This practice aims to find a mutually acceptable solution and restore harmony between the parties.

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

Infraction Chart

Conduct Violation	Minimum Outcome	→	Maximum Outcome
Academic Honesty	➢ Academic Penalty ➢ Loss of Awards/Honors		
Arson, including possession or ignition of any fireworks, combustible, or other explosive materials	➢ Confiscation ➢ Authorities notified ➢ Suspension up to 3 days	➢ Confiscation, ➢ Authorities notified ➢ Suspension up to 5 days	➢ Confiscation ➢ Authorities notified ➢ Suspension for 10 days ➢ Recommended for Expulsion
Assault/Battery; striking or assaulting a student, members of the school staff or other persons	➢ Suspension up to 3 days ➢ Possible Restorative Practices	➢ Suspension up to 5 days ➢ Authorities may be notified ➢ Possible Restorative Practices	➢ Suspension for 10 days, ➢ Authorities notified, ➢ Recommended for Expulsion
Bus behavior	➢ Apology to bus driver and/or peers	➢ Assigned seat on bus	➢ Suspended bus privileges
Cafeteria behavior	➢ Restitution or school service hours ➢ Office Detention ➢ Consequences of vandalism may include those of other infraction categories		
Cell Phones or other Personal Electronic Devices	➢ Teacher Confiscation ➢ Item returned at the end of class	➢ Confiscated and turned in to the office ➢ Item returned at the end of school day	➢ Confiscated and turned in to the office ➢ Item returned to the parent
Cutting class, tardiness, leaving class without permission, or missing class for an extended period of time	➢ Letter of apology or conference ➢ Teacher Detention	➢ Letter of apology or conference ➢ Office Detention	➢ Letter of apology or conference ➢ Suspension up to three days
Derogatory speech or offensive conduct, including offensive jokes, slurs, epithets or name-calling, physical threats or assault, intimidation, ridicule or mockery, insults or put-downs, and offensive objects or pictures	➢ Possible Restorative Practices ➢ Office Detention ➢ Referral to Support Staff	➢ Possible Restorative Practices ➢ Suspension up to 3 days ➢ Referral to bullying or harassment investigation	➢ Possible Restorative Practices ➢ Suspension for 10 days ➢ Referral to authorities ➢ Recommended for expulsion
Disruptive behavior; interferes with the educational process	➢ Possible Restorative Practices ➢ Teacher Detention	➢ Possible Restorative Practices ➢ Office Detention	➢ Possible Restorative Practices ➢ Suspension up to three days
Dress Code Violation	➢ Change clothing ➢ Consequences of dress code violations may include those of other infraction categories		

Conduct Violation	Minimum Outcome	→	Maximum Outcome
Engaging in potentially harmful acts, such as throwing snowballs, rocks, or similar objects (without intent to harm)	➢ Teacher Detention ➢ Possible Restorative Practices	➢ Office Detention	➢ Suspension up to 3 days
Gambling or selling items at school	➢ Warning ➢ Confiscation of items or money & return to parents	➢ Office Detention ➢ Confiscation of items or money & return to parents	➢ Suspension ➢ Confiscation of items or money & return to parents
Horseplay; running, pushing, shoving, wrestling (and other hands-on behaviors, without intent to harm)	➢ Warning ➢ Possible Restorative Practices ➢ Teacher Detention	➢ Office Detention	➢ Suspension
Insubordination; misidentification, forgery, lying, refusal to identify self or follow directions by any staff member or an approved visitor such as, but not limited to, a presenter, police officer or volunteer.	➢ Possible Restorative Practices ➢ Teacher Detention	➢ Possible Restorative Practices ➢ Office Detention	➢ Possible Restorative Practices ➢ Suspension up to three days
Internet Agreement Violation or Misuse of Computer Resources , including hacking, unauthorized use or tampering with any school computer, system, or software (Pages 26 & 27)	➢ Warning	➢ Office Detention ➢ Limited use of devices	➢ Suspension up to 3 days ➢ Loss of technology for 30 days followed by probationary period with limited access
Leaving school grounds without permission (Page 8)	➢ Office Detention	➢ Suspension up to 3 days	➢ Suspension up to 5 days
Obscene behavior; use of obscene or profane language or gestures, the possession and/or display of obscenity or pornographic images or the unauthorized or inappropriate possession or display of images, pictures, or photographs depicting nudity	➢ Possible Restorative Practices ➢ Suspension up to 3 days ➢ Refer to Support Staff	➢ Conference ➢ Suspension up to 5 days ➢ Refer to Support Staff	➢ Suspension for 10 day ➢ Authorities notified ➢ Recommended for Expulsion

Conduct Violation	Minimum Outcome	→	Maximum Outcome
Possession, consumption &/or use or evidence of use of alcohol, drugs, or mood-altering substances (Page 13)	➢ Confiscation, ➢ Suspension up to 3 days ➢ Referral to Authorities ➢ Superintendent Notified	➢ Confiscation, ➢ Suspension up to 5 days, ➢ Referral to Authorities ➢ Superintendent Notified	➢ Confiscation, ➢ Suspension up to 10 days, ➢ Referral to Authorities ➢ Superintendent Notified ➢ Expulsion
Public Displays of Affection	➢ Conference ➢ Teacher Detention	➢ Conference ➢ Office Detention	➢ Conference ➢ Referral to support staff and appropriate authorities
Smoking/Vaping/Smokeless tobacco (Use or possession of paraphernalia) (Page 15)	➢ Referral to authorities ➢ Smoking Education ➢ Suspension up to 3 days	➢ Referral to authorities, ➢ Smoking Education, ➢ Suspension up to 5 days	➢ Referral to authorities, ➢ Smoking Education, ➢ Suspension up to 10 days
Teasing, Taunting, and/or Harassing (including online)	➢ Letter of apology or conference ➢ Possible Restorative Practices	➢ Referral to support staff ➢ Student and parent conference ➢ Office Detention	➢ Formal Safety Plan ➢ Suspension up to 10 days ➢ Referral to authorities ➢ Recommended for expulsion
Theft or destruction of school or personal property	➢ Restitution, ➢ Office Detention up to 3 days	➢ Restitution, ➢ Suspension up to 3 days	➢ Suspension for 10 days, ➢ Authorities notified ➢ Recommended for Expulsion
Threatening gestures, language or profanity, including blackmail (intent is irrelevant)	➢ Possible Restorative Practices ➢ Suspension up to 3 days ➢ Referral to support staff	➢ Possible Restorative Practices ➢ Suspension up to 5 days ➢ Referral to support staff	➢ Suspension up to 10 days ➢ Recommended for Expulsion
Threats to school safety, including bomb threats, language that incites panic, or other violent language or acts - intent is irrelevant	➢ Suspension up to 5 days ➢ Referral to support staff ➢ Referral to Authorities and Superintendent		➢ Suspension for 10 days, ➢ Referral to Authorities ➢ Superintendent ➢ Recommended for Expulsion
Unauthorized entrance into any school facility or portion of a school facility or aiding or abetting an unauthorized entrance	➢ Warning ➢ Office Detention	➢ Suspension up to 5 days ➢ Referral to authorities	➢ Suspension for 10 day ➢ Referral to authorities ➢ Recommended for Expulsion

Conduct Violation	Minimum Outcome	→	Maximum Outcome
Unruly behavior or disorderly: gum chewing, running in the hall, or making an intentional mess.	➢ Warning ➢ Possible Restorative Practices	➢ Teacher Detention	➢ Office Detention ➢ Restitution or school service hours
Vandalism, including food fights	➢ Restitution or school service hours ➢ Office Detention		
Weapons, Dangerous Instruments, or Ammunition, including facsimiles	➢ Confiscation ➢ Suspension up to 3 days	➢ Confiscation, ➢ Authorities notified ➢ Suspension up to 5 days	➢ Confiscation, ➢ Authorities notified ➢ Suspension for 10 days ➢ Recommended for Expulsion
Any other violation of school rules or regulations or a series of violations which makes the presence of the student in school seriously disruptive of the educational process and/or a danger to persons or property.	**Outcomes will be selected based on the violation above that is most closely aligned.**		

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

To: The RSD17 Board of Education
Date: August 14, 2025
Submitted for Board meeting dated: *August 19, 2025*
Re: *2025-26 Student and Parent Handbooks*
Purpose of the memo: To provide a summary of changes made to the 2025-26 Handbooks

BES/KES

- Added -district AI policy
- Updated -early dismissal dates, BoE and CO names and contact information
- Changed the bullying section to challenging behavior to align with the new policy
- Eliminated

HKIS

- Updated dates and names
- Use of Generative Artificial Intelligence (AI): A new section has been added regarding the "Use of Generative Artificial Intelligence (AI)" on page 16 of the new handbook.
- Challenging Behavior: The section on "Bullying" has been replaced with a new section titled "Challenging Behavior." The new policy is aligned with the Connecticut School Climate Policy and emphasizes a restorative school environment that focuses on building relationships and re-engaging students, educators, and families. It also advises parents to contact their child's teacher or a building administrator if they believe their child is experiencing challenging behavior.

HKMS

- Added - GPAs for honors and high honors (already had numerical and grade ranges), Use of Generative Artificial Intelligence (AI)
- Updated - Staffing information, schedules, calendars, links
- Changed - Updated section on “Removal From Class” and replaced “Bullying” (to align with the School Climate Policy effective 7/1/25)
- Eliminated

HKHS

- Added: HKHS electronic device policy for the 2025-2026 school year;
- Updated: Staffing information, AI information, school climate information,
- Changed: Add/drop for classes from the first week of school to the first two weeks of school; clarification on the “5-hour attendance in school for co-curricular rule”; appropriate dates from the 2024-2025 school year to the 2025-2026 school year; clarification of only students enrolled in RSD17/HKHS can participate in HKHS co-curriculars

CC:
Board Administrator
Superintendent of Schools
Assistant Superintendent

REGIONAL SCHOOL DISTRICT NO. 17
BOARD OF EDUCATION
MEETING MINUTES
July 15, 2025

A meeting of the Regional School District No. 17 Board of Education was held on July 15, 2025, in the Haddam-Killingworth High School Community Room.

Board Member Attendance:

Board Member	Present	Absent	Board Member	Present	Absent
Joseph Centofanti	X		Dr. Nelson Rivera	X	
Sonja Charpentier	X		Corey Roberts	X	
Lisa Connelly	X		Suzanne Sack	X	
Jennifer Favalora	X		Jennifer Voegtli	X	
Shawna Goldfarb (remote)	X		Dr. Kathleen Zandi	X	
Heather Pach	X				

Also Present- Interim Superintendent Paul K. Smith, Assistant Superintendent Jennifer Miller, Director of Student Services Dr. Aaron Puzarne, Board Administrator Sarah Kaiser

Visitors: 3

Call to Order/Opening of Meeting

Board Chair Suzanne Sack called the meeting to order at 6:32 PM.

The Pledge of Allegiance was recited.

Jennifer Voegtli **MOVED** and Dr. Nelson Rivera **SECONDED** a motion to move item 5.C. to item after 7.B.

The motion passed unanimously by a show of hands vote 11-0-0.

Superintendent's Report

Superintendent Smith reported to the Board on important updates following the passing of the budget. He provided information on the status of the State Department of Education grant funding impact for Region 17 and the loss of $37,589. The grants impacted are the Title II grant,

which supports teacher training to improve instruction, and the Title IV grant, which supports student improvement initiatives.

Superintendent Smith provided an update on the status of the IT department's role.

Public Comment

Alison Karam of Killingworth addressed the Board regarding a discussion on the High School diving blocks.

Capital Projects Update

Superintendent Smith provided the Board with an updated accounting of the District's fiscal year 2026 projects. The report provided a listing of the approximate total project cost and project status. He also provided a completed list of capital improvements for FY25 for the district, including the budgeted amount and the actual project costs.

The Board discussed a comprehensive capital project spreadsheet, which is currently being finalized.

Summer Projects Update

An updated status report on the projects that are scheduled for the Elementary Schools was discussed. The projects include flooring, painting, and ballistic window film.

High School Diving Blocks Update and Possible Board Action

Superintendent Smith presented to the Board a proposal to replace the diving blocks at the High school pool and to provide the necessary grounding. Superintendent Smith provided an overview of the block conditions and offered two quotes for service and materials. Additionally, an electrician's quote will be provided within the next day or two to ensure that the blocks are properly grounded.

The Board discussed the options for the timeline, vendors, and block conditions.

Corey Roberts **MOVED** and Dr. Nelson Rivera **SECONDED** a motion that it has been determined that the diving blocks need to be replaced and grounded. Two quotes have been obtained for the replacement of the diving blocks, and quotes have been solicited but have not received for the electrical grounding work. Whereas the estimated time for receipt of the diving block is 6 weeks and practices are scheduled to begin August 18, 2025, for the fall swim team activities. Therefore, be it resolved that due to the timing of the project, the bidding process be waived and the project be awarded based upon the lowest responsible quotes received. It is also resolved that the High School pool diving block replacement project be approved at an amount not to exceed $60,000 to be charged to the fiscal year 2025 operating budget account Building Improvements HKHS account number 01.02540.720.205.000.5 to the extent that funds are

available and the balance as necessary to be paid from the Educational Expenditures Reserve Fund.

Motion passed from the following roll call votes: 11-0-0

Member	Vote	Member	Vote
Joseph Centofanti	X YES ☐ NO ☐ A	Dr. Nelson Rivera	X YES ☐ NO ☐ A
Sonja Charpentier	X YES ☐ NO ☐ A	Corey Roberts	X YES ☐ NO ☐ A
Lisa Connelly	X YES ☐ NO ☐ A	Jennifer Voegtli	X YES ☐ NO ☐ A
Jennifer Favalora	X YES ☐ NO ☐ A	Dr. Kathleen Zandi	X YES ☐ NO ☐ A
Shawna Goldfarb	X YES ☐ NO ☐ A	Suzanne Sack	X YES ☐ NO ☐ A
Heather Pach	X YES ☐ NO ☐ A		

Proposal for Additional Supplemental Services-Owner's Representative

The Board held a detailed and thorough discussion on the potential need for additional vendor support during the referendum phase of the high school project. The conversation centered on identifying the types of services a vendor could provide, the materials required, and the overall coordination needed. The discussion covered potential costs, scope of work, and the procurement of the appropriate vendor.

Dr. Kathy Zandi **MOVED** and Jennifer Favalora **SECONDED** a motion to take off the table the discussion of the supplemental services-owner's representative and bring it back for discussion.

The motion passed by a show of hands. 6-5-0

The Board discussed whether to include an additional item of the high school project on the agenda.

The owner's representative discussion was brought back to the table for final debate and board action.

Dr. Nelson Rivera **MOVED** and Joseph Centofanti **SECONDED** a motion to approve the owner's representative for $10,700 that Arcadis proposed.

Motion passed from the following roll call votes: 8-2-1

Member	Vote	Member	Vote
Joseph Centofanti	X YES ☐ NO ☐ A	Dr. Nelson Rivera	X YES ☐ NO ☐ A
Sonja Charpentier	☐ YES ☐ NO X A	Corey Roberts	X YES ☐ NO ☐ A

Lisa Connelly	☐ YES X NO ☐ A	Jennifer Voegtli	X YES ☐ NO ☐ A
Jennifer Favalora	X YES ☐ NO ☐ A	Dr. Kathleen Zandi	☐ YES X NO ☐ A
Shawna Goldfarb	X YES ☐ NO ☐ A	Suzanne Sack	X YES ☐ NO ☐ A
Heather Pach	X YES ☐ NO ☐ A		

Consent Agenda

a. Enrollment Report

b. Personnel Report

c. Sick Bank Activation Notification Memo-Item of Information

d. Approval of Minutes from the June 17, 2025, Board of Education Meeting

e. Approval of Minutes from the June 19, 2025, Board of Education Special Meeting (Budget Workshop)

f. Approval of Minutes from the June 23, 2025, Board of Education Special Meeting (Annual Hearing)

g. Approval of Minutes from the June 23, 2025, Board of Education Special Meeting

h. Approval of Minutes from the July 7, 2025, Board of Education Special Meeting (Annual Meeting)

Corey Roberts **MOVED** and Lisa Connelly **SECONDED** a motion to approve the consent agenda as presented without the enrollment report.

The motion passed unanimously by a show of hands. 11-0-0

The Board discussed the enrollment report and the estimated July counts.

Corey Roberts **MOVED** and Dr. Kathy Zandi **SECONDED** a motion to approve the enrollment report as presented.

The motion passed unanimously by a show of hands. 11-0-0

Personnel and Evaluation Subcommittee

Corey Roberts reported that the committee met in July and discussed contract negotiations. Assistant Superintendent Miller presented to the committee an update on the Middle school structure and staffing plan. An update was provided on the climate study, and Superintendent Smith presented the committee, as well as the full Board, with annual goals for review.

LEARN

No report

HK Youth and Family Services

Heather Pach reported on the following items and events:

- July 29th, A Community GiveBack Summer: Haddam Social Services
- August 5th & 7th, Partnership with BES & KES for Kindgarten Meet and Greets
- August 8th, Partnership with Spectrum of Light: Where Neurodiverse Youth Can Shine
- August14th, QPR Suicide Prevention & Naloxone Training
- August 17th, Back-to-School Free haircut event
- School Supply Program

Haddam Killingworth Recreation Department

No report

Haddam Board of Selectmen

Heather Pach reported that the Board discussed the construction issues that may be faced at the two roundabout intersections in Haddam until November.

Killingworth Board of Selectmen

Lisa Connelly reported that a conversation took place regarding the grant funds that will be withheld from Connecticut School Districts, as reported by the State Department of Education.

Announcements/Comments

Heather Pach noted that she was grateful that, as a Board, there is a sick bank that can be activated for whoever needs it.

Shawna Goldfarb thanked everyone for all their hard work in the budget process.

Corey Roberts **MOVED** and Heather Pach **SECONDED** a motion to move into an executive session for the purposes of negotiation strategy, inviting the Superintendent and Assistant Superintendent.

The motion passed by a show of hands vote by all members present. 9-0-0

Jennifer Voegtli and Lisa Connelly were not present for the vote.

Sarah Kaiser and Aaron Puzarne left the meeting.

The Board entered into Executive Session at 8:20 pm.

The Board exited the Executive Session at 8:27 pm.

Dr. Nelson Rivera **MOVED** and Corey Roberts **SECONDED** a motion to approve the contract agreement between the Regional Schools District No. 17 and the Municipal Employees Union covering the period between July 1, 2025, and June 30, 2028.

Motion passed from the following roll call votes: 11-0-0

Member	**Vote**	**Member**	**Vote**
Joseph Centofanti	X YES ☐ NO ☐ A	Dr. Nelson Rivera	X YES ☐ NO ☐ A
Sonja Charpentier	X YES ☐ NO ☐ A	Corey Roberts	X YES ☐ NO ☐ A
Lisa Connelly	X YES ☐ NO ☐ A	Jennifer Voegtli	X YES ☐ NO ☐ A
Jennifer Favalora	X YES ☐ NO ☐ A	Dr. Kathleen Zandi	X YES ☐ NO ☐ A
Shawna Goldfarb	X YES ☐ NO ☐ A	Suzanne Sack	X YES ☐ NO ☐ A
Heather Pach	X YES ☐ NO ☐ A		

Board Chair Sack expressed gratitude to the Custodians for their ongoing dedication to the district and acknowledged how deeply they are valued and appreciated by the entire school community. Board Chair Sack also shared the Board's appreciation for the collaborative effort of everyone involved in the negotiations.

Adjournment

Board Chair Sack adjourned the meeting at 9:05 pm.

Respectfully submitted,

Sarah Kaiser
Administrative Assistant to the Board of Education

Approval: _____Date:_____
Dr. Kathleen Zandi, Board Secretary

REGIONAL SCHOOL DISTRICT NO. 17
BOARD OF EDUCATION
STRATEGIC PLANNING
WORKSHOP MINUTES
July 26, 2025

A meeting of the Regional School District No. 17 Board of Education was held on July 26, 2025, in the Central Office Board Room.

Board Member Attendance:

Board Member	Present	Absent	Board Member	Present	Absent
Joseph Centofanti	X		Corey Roberts	X	
Sonja Charpentier	X		Suzanne Sack	X	
Lisa Connelly	X		Jennifer Voegtli	X	
Jennifer Favalora	X		Dr. Kathleen Zandi (remote left at 11:30 am)	X	
Shawna Goldfarb	X		VACANT		
Heather Pach	X				

Also Present: Intertim Superintendent Paul K. Smith, Assistant Superintendent Jennifer Miller, Student Services Director Dr. Aaron Puzarne

Visitors: 0

Call to Order/Opening of Meeting

Board Chair Suzanne Sack called the meeting to order at 8:00 AM.

Summer Planning Workshop

The Board engaged in a brainstorming session to identify key skills and dispositions necessary for both current and future Board members.

Board members reviewed the current strategic plan, evaluated progress made to date, and identified areas in need of further attention.

Assistant Superintendent Miller shared summative data from the 2024-2025 school year and the proposed 2025-2026 strategic priorities.

The Board reviewed future Board and District goals.

The Board discussed next steps regarding the building project.

The meeting adjourned at 1:45 pm.

Respectfully submitted,

Sarah Kaiser
Administrative Assistant to the Board of Education

Approval: _____Date:_____
Dr. Kathleen Zandi, Board Secretary

Regional School District #17

From Date: 7/1/2025 To Date: 7/31/2025

Fiscal Year: 2025-2026

☐ Include pre encumbrance ☐ Print accounts with zero balance ☑ Filter Encumbrance Detail by Date Range

☐ Exclude inactive accounts with zero balance

Account Number	Description	Budget	Adjustments	GL Budget	Current	YTD	Balance	Encumbrance	Budget Bal	% Rem
01.00000.111.000.000.5	Certified Salaries	$19,510,130.00	$0.00	$19,510,130.00	$414,926.47	$414,926.47	$19,095,203.53	$18,181,786.31	$913,417.22	4.68%
01.00000.112.000.000.5	Support Salaries	$5,735,976.00	$0.00	$5,735,976.00	$334,207.37	$334,207.37	$5,401,768.63	$4,719,656.23	$682,112.40	11.89%
01.00000.113.000.000.5	Overtime	$10,000.00	$0.00	$10,000.00	$2,981.42	$2,981.42	$7,018.58	$0.00	$7,018.58	70.19%
01.00000.121.000.000.5	Substitute	$227,500.00	$0.00	$227,500.00	$0.00	$0.00	$227,500.00	$126,900.00	$100,600.00	44.22%
01.00000.127.000.000.5	Courier Salary	$13,375.00	$0.00	$13,375.00	$365.20	$365.20	$13,009.80	$12,151.20	$858.60	6.42%
01.00000.130.000.000.5	Snow Removal	$25,000.00	$0.00	$25,000.00	$0.00	$0.00	$25,000.00	$0.00	$25,000.00	100.00%
01.00000.205.000.000.5	Workers Compensation	$193,000.00	$0.00	$193,000.00	$199,695.00	$199,695.00	($6,695.00)	$0.00	($6,695.00)	-3.47%
01.00000.220.000.000.5	Health Insurance	$7,612,500.00	$0.00	$7,612,500.00	$781,450.10	$781,450.10	$6,831,049.90	$8,595,951.10	($1,764,901.20)	-23.18%
01.00000.240.000.000.5	Life Insurance	$33,000.00	$0.00	$33,000.00	$2,668.38	$2,668.38	$30,331.62	$29,351.62	$980.00	2.97%
01.00000.250.000.000.5	Social Security - Employer	$415,000.00	$0.00	$415,000.00	$25,724.05	$25,724.05	$389,275.95	$79.40	$389,196.55	93.78%
01.00000.251.000.000.5	Tuition Reimbursement, Teachers	$20,000.00	$0.00	$20,000.00	$0.00	$0.00	$20,000.00	$0.00	$20,000.00	100.00%
01.00000.260.000.000.5	Pension Plan	$260,000.00	$0.00	$260,000.00	$0.00	$0.00	$260,000.00	$0.00	$260,000.00	100.00%
01.00000.262.000.000.5	TSA, Employer Share	$42,000.00	$0.00	$42,000.00	$2,520.89	$2,520.89	$39,479.11	$0.00	$39,479.11	94.00%
01.00000.265.000.000.5	Medicare - Employer	$360,000.00	$0.00	$360,000.00	$10,585.72	$10,585.72	$349,414.28	$18.57	$349,395.71	97.05%
01.00000.267.000.000.5	Flexible Benefits	$3,500.00	$0.00	$3,500.00	$0.00	$0.00	$3,500.00	$0.00	$3,500.00	100.00%
01.00000.270.000.000.5	Retirement, Teachers	$92,000.00	$0.00	$92,000.00	$0.00	$0.00	$92,000.00	$0.00	$92,000.00	100.00%
01.00000.275.000.000.5	Unemployment	$15,000.00	$0.00	$15,000.00	$0.00	$0.00	$15,000.00	$0.00	$15,000.00	100.00%
01.00000.320.000.000.5	Professional Educational Services	$7,260.00	$0.00	$7,260.00	$0.00	$0.00	$7,260.00	$0.00	$7,260.00	100.00%
01.00000.322.000.000.5	Professional Training & Development	$262,217.00	$0.00	$262,217.00	$2,658.00	$2,658.00	$259,559.00	$30,509.97	$229,049.03	87.35%
01.00000.330.000.000.5	Professional Services	$1,158,526.00	$0.00	$1,158,526.00	$18,056.00	$18,056.00	$1,140,470.00	$159,825.90	$980,644.10	84.65%
01.00000.331.000.000.5	Officials	$64,706.00	$0.00	$64,706.00	$0.00	$0.00	$64,706.00	$45,250.00	$19,456.00	30.07%
01.00000.430.000.000.5	Purchased Service	$897,145.00	$0.00	$897,145.00	$158,446.52	$158,446.52	$738,698.48	$255,482.02	$483,216.46	53.86%
01.00000.435.000.000.5	Technology Repair & Maintenance	$97,553.00	$0.00	$97,553.00	$11,658.00	$11,658.00	$85,895.00	$73,369.38	$12,525.62	12.84%
01.00000.439.000.000.5	Field Maintenance	$201,468.00	$0.00	$201,468.00	$4,735.00	$4,735.00	$196,733.00	$24,600.00	$172,133.00	85.44%
01.00000.440.000.000.5	Rentals	$295,700.00	$0.00	$295,700.00	$0.00	$0.00	$295,700.00	$244,895.10	$50,804.90	17.18%
01.00000.490.000.000.5	Waste Removal	$87,550.00	$0.00	$87,550.00	$0.00	$0.00	$87,550.00	$86,322.88	$1,227.12	1.40%
01.00000.510.000.000.5	Student Transportation Service	$4,742,033.00	$0.00	$4,742,033.00	$660.00	$660.00	$4,741,373.00	$7,893.01	$4,733,479.99	99.82%
01.00000.520.000.000.5	Insurance - Liability & Property	$477,579.00	$0.00	$477,579.00	$112,219.00	$112,219.00	$365,360.00	$333,589.00	$31,771.00	6.65%
01.00000.530.000.000.5	Telephone / Communications	$110,920.00	$0.00	$110,920.00	$11,860.27	$11,860.27	$99,059.73	$99,057.73	$2.00	0.00%
01.00000.540.000.000.5	Postage	$12,153.00	$0.00	$12,153.00	$0.00	$0.00	$12,153.00	$0.00	$12,153.00	100.00%
01.00000.550.000.000.5	Printing & Binding	$18,513.00	$0.00	$18,513.00	$0.00	$0.00	$18,513.00	$7,370.28	$11,142.72	60.19%
01.00000.560.000.000.5	Tuition	$1,133,371.00	$0.00	$1,133,371.00	$12,132.00	$12,132.00	$1,121,239.00	$86,512.00	$1,034,727.00	91.30%
01.00000.561.000.000.5	Non-Public Tuition	$2,150,000.00	$0.00	$2,150,000.00	$37,328.00	$37,328.00	$2,112,672.00	$788,842.77	$1,323,829.23	61.57%
01.00000.580.000.000.5	Travel	$26,399.00	$0.00	$26,399.00	$0.00	$0.00	$26,399.00	$0.00	$26,399.00	100.00%

Regional School District #17

From Date: 7/1/2025 To Date: 7/31/2025

Fiscal Year: 2025-2026

☐ Include pre encumbrance ☐ Print accounts with zero balance ☑ Filter Encumbrance Detail by Date Range

☐ Exclude inactive accounts with zero balance

Account Number	Description	Budget	Adjustments	GL Budget	Current	YTD	Balance	Encumbrance	Budget Bal	% Rem
01.00000.611.000.000.5	Instructional Supplies	$226,570.40	$0.00	$226,570.40	$6,436.99	$6,436.99	$220,133.41	$98,823.70	$121,309.71	53.54%
01.00000.613.000.000.5	Custodial Supply	$327,150.00	$0.00	$327,150.00	$9,403.98	$9,403.98	$317,746.02	$86,759.00	$230,987.02	70.61%
01.00000.621.000.000.5	Propane Gas	$16,250.00	$0.00	$16,250.00	$156.99	$156.99	$16,093.01	$19,468.01	($3,375.00)	-20.77%
01.00000.622.000.000.5	Electricity	$1,089,755.00	$0.00	$1,089,755.00	$0.00	$0.00	$1,089,755.00	$1,089,732.00	$23.00	0.00%
01.00000.625.000.000.5	Fuel	$677,880.00	$0.00	$677,880.00	$0.00	$0.00	$677,880.00	$677,880.00	$0.00	0.00%
01.00000.626.000.000.5	Diesel	$291,125.00	$0.00	$291,125.00	$0.00	$0.00	$291,125.00	$291,125.00	$0.00	0.00%
01.00000.627.000.000.5	Vehicle Parts & Supplies	$17,000.00	$0.00	$17,000.00	$714.40	$714.40	$16,285.60	$4,000.00	$12,285.60	72.27%
01.00000.641.000.000.5	Textbooks	$196,090.00	($790.00)	$195,300.00	$273.40	$273.40	$195,026.60	$110,393.83	$84,632.77	43.33%
01.00000.642.000.000.5	Library Books	$29,050.00	$0.00	$29,050.00	$0.00	$0.00	$29,050.00	$0.00	$29,050.00	100.00%
01.00000.643.000.000.5	Periodicals	$7,172.00	$0.00	$7,172.00	$1,189.59	$1,189.59	$5,982.41	$4,138.86	$1,843.55	25.70%
01.00000.650.000.000.5	Technology Supplies	$10,950.00	$0.00	$10,950.00	$0.00	$0.00	$10,950.00	$1,273.98	$9,676.02	88.37%
01.00000.690.000.000.5	Other Supply	$180,412.70	$0.00	$180,412.70	$8,151.87	$8,151.87	$172,260.83	$40,297.83	$131,963.00	73.15%
01.00000.695.000.000.5	Technology Software	$347,425.00	$790.00	$348,215.00	$119,952.02	$119,952.02	$228,262.98	$127,609.45	$100,653.53	28.91%
01.00000.720.000.000.5	Building Improvement	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$76,638.03	($76,638.03)	0.00%
01.00000.721.000.000.5	Capital Needs	$522,500.00	$0.00	$522,500.00	$0.00	$0.00	$522,500.00	$0.00	$522,500.00	100.00%
01.00000.730.000.000.5	New Equipment	$133,124.00	$0.00	$133,124.00	$22.22	$22.22	$133,101.78	$27,981.52	$105,120.26	78.96%
01.00000.734.000.000.5	Technology Related Hardware	$10,000.00	$0.00	$10,000.00	$0.00	$0.00	$10,000.00	$0.00	$10,000.00	100.00%
01.00000.810.000.000.5	Dues & Fees	$61,761.00	$0.00	$61,761.00	$15,243.99	$15,243.99	$46,517.01	$16,025.93	$30,491.08	49.37%
01.00000.831.000.000.5	Debt - Principal	$730,000.00	$0.00	$730,000.00	$0.00	$0.00	$730,000.00	$0.00	$730,000.00	100.00%
01.00000.832.000.000.5	Debt - Interest	$163,500.00	$0.00	$163,500.00	$0.00	$0.00	$163,500.00	$0.00	$163,500.00	100.00%
Grand Total:		**$51,348,789.10**	**$0.00**	**$51,348,789.10**	**$2,306,422.84**	**$2,306,422.84**	**$49,042,366.26**	**$36,581,561.61**	**$12,460,804.65**	**24.27%**

End of Report

Regional School District #17

Monthly Financial Report - Revenue

From Date: 7/1/2025 To Date: 7/31/2025

Fiscal Year: 2025-2026

☐ Include pre encumbrance ☐ Print accounts with zero balance ☑ Filter Encumbrance Detail by Date Range

☐ Exclude inactive accounts with zero balance

Account Number	Description	Budget	Adjustments	GL Budget	Current	YTD	Balance	Encumbrance	Budget Bal	% Rem
01.02225.110.606.000.4	Technology Revenue	$0.00	$0.00	$0.00	($60.00)	($60.00)	$60.00	$0.00	$60.00	0.00%
Grand Total:		**$0.00**	**$0.00**	**$0.00**	**($60.00)**	**($60.00)**	**$60.00**	**$0.00**	**$60.00**	**0.00%**

End of Report

Regional School District #17

Disbursement Detail Listing

Fiscal Year: 2025-2026

Bank Name: General Fund Cash
Bank Account: 0010374447
Date Range: 07/01/2025 - 07/31/2025
Voucher Range: -
Sort By: Check
Dollar Limit: $10,000.00

☑ Print Employee Vendor Names ☑ Exclude Voided Checks ☐ Exclude Manual Checks ☑ Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
Bank Name: General Fund Cash					Bank Account: 0010374447		
NCB	07/24/2025	1018	ECHMC-LEARN	july statement	01.02129.220.606.000.5	Health Insurance	$739,553.75
NCB	07/24/2025	1018	ECHMC-LEARN	july statement	01.02129.220.606.000.5	Health Insurance	$37,026.52
NCB	07/24/2025	1018	ECHMC-LEARN	july statement	01.02129.220.606.000.5	Health Insurance	$4,869.83
						Check Total:	$781,450.10
65422	07/17/2025	1012	Blake Thermal Sales & Service, Inc.	17780392	01.02540.430.205.000.5	Bldgs & Grounds, Repair/Maint - HKHS	$12,427.83
						Check Total:	$12,427.83
65428	07/17/2025	1012	Finalsite	086529	01.02225.695.606.020.5	Technology Software, District Wide	$15,453.00
						Check Total:	$15,453.00
65439	07/17/2025	1012	New Horizon Communications Corp.	C140419	01.02540.530.102.000.5	Telephones, KES	$1,538.66
65439	07/17/2025	1012	New Horizon Communications Corp.	C140419	01.02540.530.104.000.5	Telephones, BES	$2,463.03
65439	07/17/2025	1012	New Horizon Communications Corp.	C140419	01.02540.530.201.000.5	Telephones, HKIS	$316.92
65439	07/17/2025	1012	New Horizon Communications Corp.	C140419	01.02540.530.203.000.5	Telephones. HKMS	$2,773.32
65439	07/17/2025	1012	New Horizon Communications Corp.	C140419	01.02540.530.205.000.5	Telephones, HKHS	$3,848.17
						Check Total:	$10,940.10
65443	07/17/2025	1012	POWERSCHOOL GROUP LLC	447785	01.02225.695.305.000.5	Student Information System	$0.00
65443	07/17/2025	1012	POWERSCHOOL GROUP LLC	447785	01.02225.695.305.000.5	Student Information System	$247.00
65443	07/17/2025	1012	POWERSCHOOL GROUP LLC	447785	01.02225.695.305.000.5	Student Information System	$3,825.00
65443	07/17/2025	1012	POWERSCHOOL GROUP LLC	447785	01.02225.695.305.000.5	Student Information System	$5,950.00

Disbursement Detail Listing

Fiscal Year: 2025-2026

Bank Name: General Fund Cash
Bank Account: 0010374447
Date Range: 07/01/2025 - 07/31/2025
Voucher Range: -
Sort By: Check
Dollar Limit: $10,000.00

☑ Print Employee Vendor Names ☑ Exclude Voided Checks ☐ Exclude Manual Checks ☑ Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
65443	07/17/2025	1012	POWERSCHOOL GROUP LLC	447785	01.02225.695.305.000.5	Student Information System	$0.00
65443	07/17/2025	1012	POWERSCHOOL GROUP LLC	447785	01.02225.695.305.000.5	Student Information System	$6,460.00
65443	07/17/2025	1012	POWERSCHOOL GROUP LLC	447785	01.02225.695.305.000.5	Student Information System	$624.00
65443	07/17/2025	1012	POWERSCHOOL GROUP LLC	447785	01.02225.695.305.000.5	Student Information System	$1,254.50
65443	07/17/2025	1012	POWERSCHOOL GROUP LLC	448717	01.02225.695.606.655.5	Emergency Alert Service Software	$0.00
65443	07/17/2025	1012	POWERSCHOOL GROUP LLC	448717	01.02225.695.606.655.5	Emergency Alert Service Software	$5,160.74
65443	07/17/2025	1012	POWERSCHOOL GROUP LLC	448717	01.02225.695.606.655.5	Emergency Alert Service Software	($10.49)
65443	07/17/2025	1012	POWERSCHOOL GROUP LLC	453802	01.02225.695.305.000.5	Student Information System	$583.39
65443	07/17/2025	1012	POWERSCHOOL GROUP LLC	453802	01.02225.695.305.000.5	Student Information System	$4,939.81
65443	07/17/2025	1012	POWERSCHOOL GROUP LLC	453802	01.02225.695.305.000.5	Student Information System	$4,382.89
65443	07/17/2025	1012	POWERSCHOOL GROUP LLC	453802	01.02225.695.305.000.5	Student Information System	$13,497.32
65443	07/17/2025	1012	POWERSCHOOL GROUP LLC	454421	01.02225.695.606.655.5	Emergency Alert Service Software	$0.00
65443	07/17/2025	1012	POWERSCHOOL GROUP LLC	454421	01.02225.695.606.655.5	Emergency Alert Service Software	$0.00
65443	07/17/2025	1012	POWERSCHOOL GROUP LLC	454421	01.02225.695.606.655.5	Emergency Alert Service Software	$1,099.81
						Check Total:	$48,013.97

Disbursement Detail Listing

Fiscal Year: 2025-2026

Bank Name: General Fund Cash
Bank Account: 0010374447
Date Range: 07/01/2025 - 07/31/2025
Voucher Range: -
Sort By: Check
Dollar Limit: $10,000.00

☑ Print Employee Vendor Names ☑ Exclude Voided Checks ☐ Exclude Manual Checks ☑ Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
65462	07/24/2025	1016	ADVANCED CORPORATE NETWORKING	RC29383	01.02225.435.301.000.5	Network Operations - District	$11,658.00
						Check Total:	$11,658.00
65471	07/24/2025	1016	CT ASSN OF BOARDS OF EDUCATION	membership dues	01.02311.430.606.000.5	Purchased Service, BOE	$16,861.00
65471	07/24/2025	1016	CT ASSN OF BOARDS OF EDUCATION	membership dues	01.02311.695.606.000.5	Software, BOE	$3,250.00
						Check Total:	$20,111.00
65475	07/24/2025	1016	FRONTLINE TECHNOLOGIES GROUP LLC	223697	01.02321.430.606.121.5	Purchased Service, CO	$49,102.59
65475	07/24/2025	1016	FRONTLINE TECHNOLOGIES GROUP LLC	228464	01.02321.430.606.121.5	Purchased Service, CO	$4,635.55
						Check Total:	$53,738.14
65480	07/24/2025	1016	Meliora Academy, Inc	144412	01.04112.561.001.000.5	Tuition, Non-Public	$0.00
65480	07/24/2025	1016	Meliora Academy, Inc	144412	01.04112.561.001.000.5	Tuition, Non-Public	$37,328.00
65480	07/24/2025	1016	Meliora Academy, Inc	144412	01.04112.561.001.000.5	Tuition, Non-Public	$0.00
65480	07/24/2025	1016	Meliora Academy, Inc	144412	01.04112.561.001.000.5	Tuition, Non-Public	$0.00
65480	07/24/2025	1016	Meliora Academy, Inc	144412	01.04112.561.001.000.5	Tuition, Non-Public	$0.00
65480	07/24/2025	1016	Meliora Academy, Inc	144412	01.04112.561.001.000.5	Tuition, Non-Public	$0.00
65480	07/24/2025	1016	Meliora Academy, Inc	144412	01.04112.561.001.000.5	Tuition, Non-Public	$0.00
65480	07/24/2025	1016	Meliora Academy, Inc	144412	01.04112.561.001.000.5	Tuition, Non-Public	$0.00
65480	07/24/2025	1016	Meliora Academy, Inc	144412	01.04112.561.001.000.5	Tuition, Non-Public	$0.00
65480	07/24/2025	1016	Meliora Academy, Inc	144412	01.04112.561.001.000.5	Tuition, Non-Public	$0.00
65480	07/24/2025	1016	Meliora Academy, Inc	144412	01.04112.561.001.000.5	Tuition, Non-Public	$0.00
						Check Total:	$37,328.00
65481	07/24/2025	1016	MEMIC INDEMNITY CO	6103800400**	01.02129.205.606.000.5	Worker's Compensation Insurance	$199,695.00
						Check Total:	$199,695.00
65501	07/24/2025	1016	TYLER TECHNOLOGIES INC	025-510994	01.02520.430.305.000.5	Maintenance Contract, Financial Software	$28,655.29
						Check Total:	$28,655.29
65505	07/24/2025	1016	USI Insurance Services LLC	5597382	01.02311.520.606.000.5	Errors & Omisson Insurance, BOE	$18,829.50

Regional School District #17

Disbursement Detail Listing

Bank Name: General Fund Cash
Bank Account: 0010374447
Date Range: 07/01/2025 - 07/31/2025
Voucher Range: -
Sort By: Check
Dollar Limit: $10,000.00
Fiscal Year: 2025-2026

☑ Print Employee Vendor Names ☑ Exclude Voided Checks ☐ Exclude Manual Checks ☑ Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
65505	07/24/2025	1016	USI Insurance Services LLC	5597382	01.02540.520.606.000.5	Property & Liability Coverages, District	$77,171.00
65505	07/24/2025	1016	USI Insurance Services LLC	5597382	01.02552.520.302.000.5	Vehicle, Fleet Insurance	$6,649.50
						Check Total:	$102,650.00
65520	07/31/2025	1023	Blake Thermal Sales & Service, Inc.	17780653	01.02540.430.205.000.5	Bldgs & Grounds, Repair/Maint - HKHS	$18,436.98
						Check Total:	$18,436.98
65556	07/31/2025	1023	REGIONAL SCHOOL DISTRICT 13 transition academy		01.04112.560.001.000.5	Tuition, Public Schools	$12,132.00
65556	07/31/2025	1023	REGIONAL SCHOOL DISTRICT 13 transition academy		01.04112.560.001.000.5	Tuition, Public Schools	$0.00
65556	07/31/2025	1023	REGIONAL SCHOOL DISTRICT 13 transition academy		01.04112.560.001.000.5	Tuition, Public Schools	$0.00
65556	07/31/2025	1023	REGIONAL SCHOOL DISTRICT 13 transition academy		01.04112.560.001.000.5	Tuition, Public Schools	$0.00
65556	07/31/2025	1023	REGIONAL SCHOOL DISTRICT 13 transition academy		01.04112.560.001.000.5	Tuition, Public Schools	$0.00
						Check Total:	$12,132.00
						Bank Total:	$1,352,689.41

Fund	Amount
01	$1,352,689.41
Fund Totals:	$1,352,689.41

End of Report

Disbursements Grand Total: $1,352,689.41