Haddam-Killingworth Intermediate School

Student & Parent/Guardian Handbook
2026-2027

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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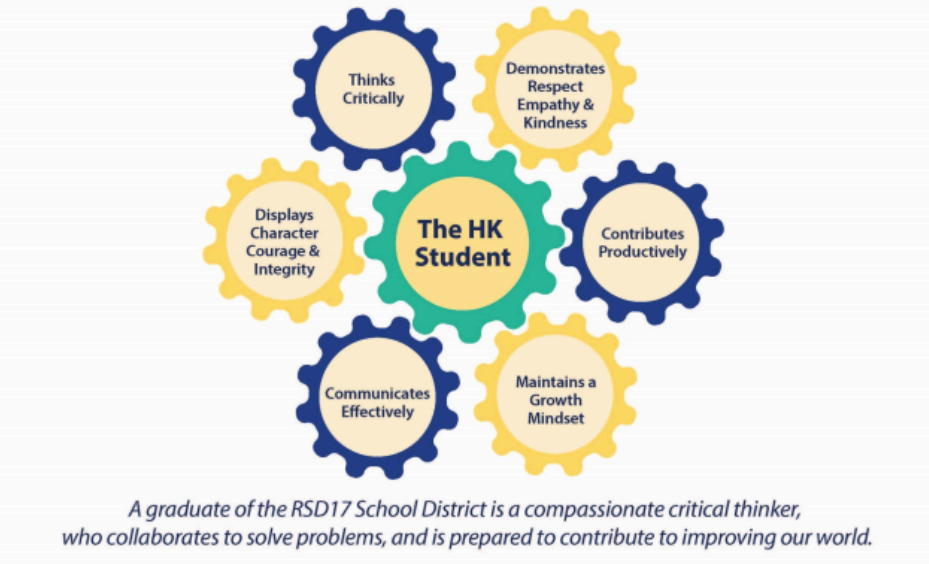
HKIS PLEDGE

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 2026-27 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

This notification is not the full policy. The District's full School Climate policy is available at: 5131.911 Connecticut School Climate Policy Updated 01.2025.docx

The Board of Education is committed to promoting a positive sustained school climate and has adopted the Connecticut School Climate Policy (https://resources.finalsite.net/images/v1760015848/rsd17org/yh4mvj96ao9jggvdasjv/5131911ConnecticutSchoolClimatePolicyUpdated082025.pdf) for implementation beginning in the 2025-2026 school year. The policy sets forth the framework for an effective and informed school climate improvement process, which includes a continuous cycle of (i) planning and preparation, (ii) evaluation, (iii) action planning, and (iv) implementation, and serves to actualize the Connecticut School Climate Standards, as detailed in the policy. The District has also adopted administrative regulations to assist with the implementation of the Connecticut School Climate Policy.

Students, parents or guardians of students enrolled in RSD17, and school employees may file a written report of alleged challenging behavior or alleged bullying using the Challenging Behavior Reporting Form (See Form 1 of the Policy 5131.911). 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 the Connecticut School Climate Policy.

In addition, each school has developed a School Climate Improvement Plan to address school-wide instructional practices and relational practices that prevent, identify, and respond to challenging behavior, including but not limited to alleged bullying and harassment, in the school environment.

Under the school climate framework:

- 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.

- 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.

The Board of Education has also adopted a Restorative Practices Response Policy https://resources.finalsite.net/images/v1753703422/rsd17org/fl7f1jt7uusszelapc5m/5133PRestorativePractices-Approved061725docx.pdf). Such policy reflects the Board's commitment to identifying strategies to improve school climate, including, but not limited to, by responding to challenging behavior and implementing evidence and research-based interventions, including restorative practices. Restorative practices may be implemented by school employees for incidents of challenging behavior, bullying,

and/or harassment in the school environment, or other forms of student conflict that is nonviolent and does not constitute a crime.

In addition to addressing challenging behavior in accordance with the Connecticut School Climate Policy and Restorative Practices Response Policy, the District shall address challenging behavior, bullying, and harassment in accordance with the Board's Student Discipline policy and any other applicable Board policy, administrative regulations, and/or school rules.

To report challenging behavior, including bullying, please complete the attached form and return it to the building principal and/or School Climate Specialist.

(To access the Challenging Behavior Form, See Form 1 of the Policy 5131.911)

SEXUAL HARASSMENT

Title IX Notice of Prohibition of Discrimination on the Basis of Sex

This notice is not the full policy. The District's full Title IX policy and Grievance Procedures are available at: 5145.5 - Prohibition of Sex Discrimination 12-16-25.pdf

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.

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).

It is the express policy of the Board to encourage victims of sex discrimination and/or sexual harassment to report such claims. Students and employees are encouraged to report complaints of sex discrimination and/or sexual harassment promptly in accordance with the appropriate process set forth in the Administrative Regulations. The Board directs its employees to respond to such complaints in a prompt and equitable manner. The Board further directs its employees to maintain confidentiality to the extent appropriate and not tolerate any reprisals or retaliation that occur as a result of the good faith reporting of charges of sex discrimination and/or sexual harassment. Any such reprisals or retaliation will result in disciplinary action against the retaliator, up to and including expulsion or termination as appropriate.

Any Board employee with notice of sex discrimination and/or sexual harassment allegations shall immediately report such information to the building principal and/or the Title IX Coordinator, or if the employee does not work in a school building, to the Title IX Coordinator.

Any individual may make a report of sex discrimination and/or sexual harassment to any Board employee or directly to the Title IX Coordinator using any one, or multiple, of the following points of contact:

Director of Student Services, Dr. Aaron Puzarne

57 Little City Rd

Higganum, CT 06441

860-345-4244

apuzarne@rsd17.org

Any Board employee in receipt of allegations of sex discrimination or sexual harassment, or in receipt of a formal complaint, shall immediately forward such information to the Title IX Coordinator. Students and employees may also make a report of sexual harassment and/or sex discrimination to the U.S. Department of Education: Office for Civil Rights, Washington DC (Metro); 400 Maryland Avenue, SW; Washington, D.C. 20202-1475; Telephone: 202-453-6020; Fax: 202-453-6021; TDD: 800-877-8339; Email: OCR.DC@ed.gov; http://www2.ed.gov/about/offices/list/ocr/docs/howto.html.

Students and employees may also make a report of sexual harassment and/or sex discrimination to the Connecticut Commission on Human Rights and Opportunities, 450 Columbus Boulevard, Hartford, CT 06103-1835 (Telephone: 860-541-3400 or Connecticut Toll Free Number: 1-800-477-5737).

The Board has adopted grievance procedures for filing and responding to complaints of sex discrimination, including sexual harassment. The grievance procedures are available on the Board's website at the link above.

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 AND DISMISSAL PROCEDURES

Report absences, tardies, or dismissal changes by 2:30 PM to hkisattendance@rsd17.org (include child's full name, grade, and homeroom). For bus changes, also call STA at 860.345.8228. If you do not receive an email confirmation from the school, call 860.663.1241 to ensure that we have received your notification. Daily pick-ups require only one email per school year unless arrangements change.

Early Dismissal Sign-Out Guidelines:

- Main Office: Parents must sign students out in person; office staff will then call the classroom for student release. No office dismissals can occur after 3:15 PM—please use the pick-up line.
- Health Office: Students going home sick are released to parents directly in the health office. Please check in at the main office upon arrival and then proceed to the health office.

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.

ATTENDANCE: ANNUAL NOTIFICATION OF OBLIGATION

This notification is not the full policy. The District's full Attendance policy is available at: https://resources.finalsite.net/images/v1736971904/rsd17org/rvxlopjwokihgtmj68di/5113StudentAttendanceTruancyandChronicAbsenteeismUpdated121724.pdf

Regular and punctual student attendance is essential to the educational process. Connecticut General Statutes Section 10-184 provides that "each parent or other person having control of a child five years of age and over and under eighteen years of age shall cause such child to attend a public day school regularly during the hours and terms the public school in the district wherein such child resides is in session, unless such child is a high school graduate or the parent or person having control of such child is able to show that the child is elsewhere receiving equivalent instruction in the studies taught in the public schools…. [A] student who is eighteen years of age or older may withdraw from school. Such parent, person or student shall personally appear at the school district office and sign a withdrawal form. Such withdrawal form shall include an attestation from a guidance counselor, school counselor or school administrator of the school that such school district has provided such parent, person or student with information on the educational options available in the school system and community. The parent or person having control of a child seventeen years of age may withdraw such child from school and enroll such child in an adult education program pursuant to Connecticut General Statutes section 10-69. Such parent or person shall personally appear at the school district office and sign an adult education withdrawal and enrollment form. Such adult education withdrawal and enrollment form shall include an attestation (1) from a school counselor or school administrator of the school that such school district has provided such parent or person with information on the educational options available in the school system and in the community, and (2) from such parent or person that such child will be enrolled in an adult education program upon such child's withdrawal from school. The parent or person having control of a child five years of age shall have the option of not sending the child to school until the child is six years of age and the parent or person having control of a child six years of age shall have the option of not sending the child to school until the child is seven years of age. The parent or person shall exercise such option by personally appearing at the school district office and signing an option form. The school district shall provide the parent or person with information on the educational opportunities available in the school system."

In order to assist parents and other persons in meeting this responsibility, the Board of Education (the "Board") monitors unexcused student absences and makes reasonable efforts to notify parents or other persons by contacting them when a student fails to report to school. State law provides that any person who, in good faith, gives or fails to give such notice shall be immune from any liability, civil or criminal, which might otherwise be incurred or imposed and shall have the same immunity with respect to any judicial proceeding which results from such notice or failure to give such notice. The Board, therefore, must obtain a telephone number or other means of contacting parents or other persons during the school day.

Attendance/Excused Absences

Regular and punctual student attendance in school is essential to the educational process. Connecticut state law places responsibility for assuring that students attend school with the parent or other person having control of the child. To assist parents and other persons in meeting this responsibility, the administration has adopted and maintains procedures to implement the Board's policy.

Students and families are encouraged to consult the District's policy and regulations related to student attendance (link above) which address, among other things, attendance and truancy and incorporate the following terms:

"Absence" - any day during which a student is not considered "in attendance" at the student's assigned school and/or participating in an activity sponsored by the school (e.g., field trip) for at least half of the regular school day.

"Excused absence" - a student is considered excused from school if the school has received written documentation describing the reason for the absence within ten (10) school days of the student's return to school, or if the student has been excluded from school in accordance with Conn. Gen. Stat. § 10-210 (regarding communicable diseases), and the following criteria are met:

a. Any absence before the student's tenth (10^{th}) absence is considered excused when the student's parent/guardian approves such absence and submits appropriate written documentation in accordance with District regulations.

b. For the student's tenth (10^{th}) absence and all absences thereafter, a student's absences from school are, with appropriate documentation in accordance with this regulation, considered excused only for the following reasons:
    i. student illness (verified by an appropriately licensed medical professional);
    ii. religious holidays;
    iii. mandated court appearances (documentation required);
    iv. funeral or death in the family, or other emergency beyond the control of the student's family;
    v. extraordinary educational opportunities pre-approved by the District administrators and in accordance with Connecticut State Department of Education guidance and District regulations; or
    vi. lack of transportation that is normally provided by a District other than the one the student attends.

c. A student, age five (5) to eighteen (18), inclusive, whose parent or legal guardian is an active duty member of the armed forces who has been called for duty, is on leave from or has immediately returned from deployment to a combat zone or combat support posting, shall be granted ten (10) days of excused absences in any school year, and, in the discretion of the administration, additional excused absences to visit such student's parent or legal guardian with respect to the parent's leave or

deployment. In the case of such excused absences, the student and parent or legal guardian are responsible for obtaining assignments from the student's teacher prior to any period of excused absence, and for ensuring that such assignments are completed by the student prior to the student's return to school.

"In attendance" - any day during which a student is present at the student's assigned school, and/or participating in an activity sponsored by the school (e.g., field trip) for at least half of the regular school day.

"Mental health wellness day" - a school day during which a student attends to such student's emotional and psychological well-being in lieu of attending school.

Any student enrolled in grades kindergarten to twelve, inclusive, shall be permitted to take two mental health wellness days during the school year, during which day such student shall not be required to attend school. No student shall take mental health wellness days during consecutive school days. Mental health wellness days shall be excused when permission by the student's parent/guardian is documented by the student's school, regardless of the number of absences a student has accrued in the school year. Mental health wellness days will not be included in reporting or referrals related to truancy. Mental health wellness day will count as an "absence" for determining chronic absenteeism.

"Truant" - any student five (5) to eighteen (18**)** years of age, inclusive, who has four (4) unexcused absences from school in any one month or ten (10) unexcused absences from school in any school year.

"Unexcused absence" - any absence from a regularly scheduled school day for at least one half of the school day, which is not excused or considered a disciplinary absence.

The determination of whether an absence is excused will be made by the building principal or designee. Parents or other persons having control of the child may appeal that decision to the Superintendent or designee, whose decision shall be final.

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

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.

Unless notified in writing by a parent or eligible student to the contrary within two weeks of the date of this notice, the school district will be permitted to disclose "Directory Information" concerning a student, without the consent of a parent or eligible student. 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. It 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, degrees, 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.

The school district may disclose directory information about students after they are no longer enrolled in the school district. Notwithstanding the foregoing, the district will continue to honor any valid objection to the disclosure of directory information made while a student was in attendance unless the student rescinds the objection.

An objection to the disclosure of directory information shall not prevent the school district from disclosing or requiring a student to disclose the student's name, identified or institutional email address in a class in which the student is enrolled. Parents and/or eligible students may not use the right to opt out of directory information disclosures to prohibit the school district from requiring students to wear or display a student identification card.

The written objection to the disclosure of directory information shall be good for only one school year. School districts are legally obligated to provide military recruiters and institutions of higher learning, 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 shall be in writing and shall be effective for one school year. In all other circumstances, information designated as directory information will not be released when requested by a third party unless the release of such information is determined by the administration to be in the educational interest of the school district and is consistent with the district's obligations under both state and federal law.

https://resources.finalsite.net/images/v1626443702/rsd17org/ztj45rtpcwpcfbdfwqok/514515DirectoryInformation1.pdf

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, iPads, or other similar items to school as they could get lost, 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.

2026-27 meal costs

Breakfast $0.00	Reduced breakfast $0.00
Lunch $4.50	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

MANAGEMENT PLAN AND GUIDELINES FOR THE MANAGEMENT OF FOOD ALLERGIES, GLYCOGEN STORAGE DISEASE AND/OR DIABETES

This statement is not the full plan. The District's full plan is available at: https://resources.finalsite.net/images/v1680789942/rsd17org/yhumzi9uhvm2m84fvu0p/514125ManagementPlanandGuidelinesforStudentsBOERevised4423.pdf

The school district 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, adult students (defined as students age eighteen (18) and older) and appropriate medical staff in developing such practices and encourages strategies to enable the student to become increasingly proactive in the care and management of the student's 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.

Identifying Students with Life-Threatening Food Allergies, Diabetes and/or Glycogen Storage Disease

Early identification of students with life-threatening food allergies, diabetes and/or glycogen storage disease is important. The district therefore encourages parents/guardians of students and adult students with life-threatening food allergies to notify the school of the allergy, providing as much medical documentation about the extent and nature of the food allergy as is known, as well as any known effective treatment for the allergy. The district also encourages parents/guardians of students and adult students with GSD and diabetes to notify the school of the disease, providing as

much medical documentation about the type of GSD or diabetes, nature of the disease, and current treatment of the student.

Students with life-threatening food allergies and diabetes are virtually always considered students with disabilities and should be referred to a Section 504 team, which will make a final determination concerning the student's eligibility for services under Section 504 of the Rehabilitation Act of 1973 ("Section 504"). The Section 504 team may determine that the only services needed are in the student's Individualized Health Care Plan ("IHCP") and/or Emergency Care Plan ("ECP"); in that case, the IHCP and/or ECP will also serve as the student's Section 504 plan. The Section 504 team will also ensure that parents receive appropriate notice and are informed of their rights under Section 504, including their right to request an impartial hearing if they disagree with the provisions in the Section 504 plan.
Students with GSD and less severe food allergies should be referred to a Section 504 team if there is reason to believe that the student's GSD or food allergy substantially limits a major life activity. To determine whether a food allergy is severe enough to substantially limit a major life activity, the team should consider the impact on the student when the student has been exposed to the allergen and has not yet received treatment.

Major life activities include, but are not limited to:

(i) Caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, sitting, reaching, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, interacting with others, and working; and

(ii) The operation of a major bodily function, including functions of the immune system, special sense organs and skin; normal cell growth; and digestive, genitourinary, bowel, bladder, neurological, brain, respiratory, circulatory, cardiovascular, endocrine, hemic, lymphatic, musculoskeletal, and reproductive functions. The operation of a major bodily function includes the operation of an individual organ within a body system.

<u>Individualized Health Care Plans and Emergency Care Plans</u>

1. If the district obtains medical documentation that a student has a life-threatening food allergy, GSD, or diabetes, the district shall develop an IHCP for the student. Each IHCP should contain information relevant to the student's participation in school activities.

2. The IHCP shall be developed by a group of individuals, which shall include the parents, the adult student, if applicable, and appropriate school personnel. Such personnel may include, but are not limited to, the school nurse, school or food service administrator(s), classroom teacher(s) and the student, if appropriate. The school may also consult with the school's medical advisor, as needed.

3. IHCPs are developed for students with special health needs or whose health needs require daily interventions. The IHCP describes how to meet the student's health and safety needs within the school environment and should address the

student's needs across school settings. Information to be contained in an IHCP should include a description of the functional health issues (diagnoses); student objectives for promoting self-care and age-appropriate independence; and the responsibilities of parents, school nurses and other school personnel. The IHCP may also include strategies to minimize the allergic student's risk for exposure. For the student with life-threatening food allergies, GSD, or diabetes, the IHCP may include strategies designed to ameliorate risks associated with such disease and support the student's participation in the classroom. IHCPs for such students may include considerations such as:

a. classroom environment, including allergy-free considerations, or allowing the student with GSD or diabetes to have food/dietary supplements when needed;
b. cafeteria safety;
c. participation in school nutrition programs;
d. snacks, birthdays and other celebrations;
e. alternatives to food rewards or incentives;
f. hand-washing;
g. location of emergency medication;
h. who will provide emergency and routine care in school, including monitoring of continuous glucose monitor (CGM) alerts as may be appropriate, in school;
i. risk management during lunch and recess times;
j. special events;
k. field trips, fire drills and lockdowns;
l. extracurricular activities;
m. school transportation;
n. the provision of food or dietary supplements by the school nurse, or any school employee approved by the school nurse;
o. staff notification, including substitutes, and training; and
p. transitions to new classrooms, grades and/or buildings.

4. The IHCP should be reviewed annually, or whenever there is a change in the student's ECP, changes in self-monitoring and self-care abilities of the student, or following an emergency event requiring the administration of medication or the implementation of other emergency protocols.

5. For a student with a life-threatening food allergy, GSD, or diabetes, the IHCP shall not prohibit a parent or guardian, or a person designated by such parent or guardian, to provide food or dietary supplements to a student with a life-threatening food allergy, GSD, or diabetes on school grounds during the school day.

6. In addition to the IHCP, the district shall also develop an ECP for each student identified as having a life-threatening food allergy. The ECP is part of the IHCP and describes the specific directions about what to do in a medical emergency. For the student with a life-threatening food allergy, the ECP should include the following information:
    a. The student's name and other identifying information, such as date of birth, grade and photo;

b. The student's specific allergy;
c. The student's signs and symptoms of an allergic reaction;
d. The medication, if any, or other treatment to be administered in the event of exposure;
e. The location and storage of the medication;
f. Who will administer the medication (including self-administration options, as appropriate);
g. Other emergency procedures, such as calling 911, contacting the school nurse, and/or calling the parents or physician;
h. Recommendations for what to do if the student continues to experience symptoms after the administration of medication; and
i. Emergency contact information for the parents/family and medical provider.

7. In addition to the IHCP, the district shall also develop an ECP for each student identified as having GSD and/or diabetes. The ECP is part of the IHCP and describes the specific directions about what to do in a medical emergency. For the student with GSD or diabetes, the ECP should include the following information, as may be appropriate:
    a. The student's name and other identifying information, such as date of birth, grade and photo;
    b. Information about the disease or disease specific information (e.g., type of GSD or diabetes);
    c. Whether the student uses a CGM, and how the CGM will be monitored in school;
    d. The student's signs and symptoms of an adverse reaction (such as hypoglycemia);
    e. The medication, if any, or other treatment to be administered in the event of an adverse reaction or emergency (e.g., Glucagon or insulin);
    f. The location and storage of the medication;
    g. Who will administer the medication (including self-administration options, as appropriate);
    h. Other emergency procedures, such as calling 911, contacting the school nurse, and/or calling the parents or physician;
    i. Recommendations for what to do if the student continues to experience symptoms after the administration of medication; and
    j. Emergency contact information for the parents/family and medical provider.

8. In developing the ECP, the school nurse should obtain current medical documentation from the parents/family and the student's health care provider, including the student's emergency plan and proper medication orders. If needed, the school nurse or other appropriate school personnel, should obtain consent to consult directly with the student's health care providers to clarify medical needs, emergency medical protocols and medication orders.

9. A student identified as having a life-threatening food allergy, GSD, or diabetes is entitled to an IHCP and an ECP, regardless of the student's status as a student

with a disability, as that term is understood under Section 504, or the Individuals with Disabilities Education Act ("IDEA").

10. The district shall ensure that the information contained in the IHCP and ECP is distributed to any school personnel responsible for implementing any provisions of the IHCP and/or ECP, and that any procedures in the IHCP and/or ECP comply with the district's policies and procedures regarding the administration of medications to students.

11. When making eligibility determinations under Section 504 and/or the IDEA, schools must consider the student's needs on an individualized, case-by-case basis.

Training/Education

1. The district shall provide appropriate education and training for school personnel regarding the management of students with life-threatening food allergies, GSD and diabetes. Such training may include an overview of life-threatening food allergies, GSD and diabetes; prevention strategies; IHCPs and ECPs; monitoring of blood glucose alerts transmitted by the CGM of the student to a dedicated receiver, tablet/smartphone application, or other appropriate technology during the school day and during school-sponsored activities; and food safety and sanitation. Training shall also include, as appropriate for each school (and depending on the specific needs of the individual students at the school), training in the administration of medication with cartridge injectors (e.g., epi-pens), and/or the specific preventative strategies to minimize the risk of exposure to life-threatening allergens and prevent adverse reactions in students with GSD and diabetes (such as the provision of food or dietary supplements for students). School personnel will be also be educated on how to recognize symptoms of allergic reactions and/or symptoms of low blood sugar, as seen with GSD and diabetes, and what to do in the event of an emergency. Staff training and education will be coordinated by the Director of Student Services. Any such training regarding the administration of medication shall be done in accordance with state law and Board policy.

2. Each school within the district shall also provide age-appropriate information to students about food allergies, GSD and diabetes, how to recognize symptoms of an allergic reaction and/or low blood sugar emergency and the importance of adhering to the school's policies regarding food and/or snacks.

Prevention

Each school within the district will develop appropriate practices to minimize the risk of exposure to life-threatening allergens, as well as the risks associated with GSD and diabetes. Practices that may be considered include, but are not limited to:

1. Encouraging handwashing;
2. Discouraging students from swapping food at lunch or other snack/meal times;
3. Encouraging the use of non-food items as incentives, rewards or in connection with celebrations;

4. Training staff in recognizing symptoms of anaphylaxis and hypoglycemia; and
5. Planning for school emergencies, to include consideration of the need to access medication, food and/or dietary supplements.

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.

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

This statement is not the full policy. RSD17's full Non-Discrimination (Students) policy is available at: 5152 - Nondiscrimination (students) 12-16-25.pdf

The 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, sexual assault, or human trafficking, 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 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.

It is the policy of the Board to provide for the prompt and equitable resolution of complaints alleging Protected Class discrimination or harassment.

Any student, staff member and/or parent/guardian who believes a student has experienced Protected Class discrimination or harassment or an act of retaliation or reprisal in violation of this policy should report such concern in writing to the staff member below in accordance with the Board's complaint procedures included in the Board's Administrative Regulations Regarding Non-Discrimination/Students, which are available online at the link above or upon request from the main office of any District school. Students are encouraged to immediately report concerns about Protected Class discrimination, harassment, or retaliation.

Dr. Aaron Puzarne, Director of Student Services
57 Little City Road Higganum, CT 06441
Telephone number: 860-345-4244
apuzarne@rsd17.org

Students may make verbal or written reports about Protected Class discrimination, harassment, or retaliation to any school employee.

If a complaint involves allegations of discrimination or harassment of a student based on sex, sexual orientation, pregnancy, gender identity or expression, or disability, such complaints will be handled in accordance with the procedures set forth in the applicable Board policy. In the event reported conducted allegedly violates more than one policy, the Board will coordinate any investigation in compliance with the applicable policies.

In addition to reporting to the Board, any student and/or parent/guardian also may file a complaint with the following agencies:

Office for Civil Rights
U.S. Department of Education
Washington DC (Metro)
400 Maryland Avenue, SW
Washington, D.C. 20202-1475
Telephone: 202-453-6020
Fax: 202-453-6021; TDD: 800-877-8339
Email: OCR.DC@ed.gov

http://www2.ed.gov/about/offices/list/ocr/docs/howto.html

Connecticut Commission on Human Rights and Opportunities
450 Columbus Blvd.
Hartford, CT 06103-1835
(860-541-3400 or Connecticut Toll Free Number 1-800-477-5737)

Any parent, student, staff member, Board member or community member who (1) has questions or concerns about this policy or its accompanying regulations or (2) wishes to request or discuss accommodations for a student based on religion; may contact:

Dr. Aaron Puzarne, Director of Student Services
57 Little City Road Higganum, CT 06441
Telephone number: 860-345-4244
apuzarne@rsd17.org

Any parent, student, staff member, Board member or community member who has questions or concerns about the Board's policies regarding discrimination or harassment of students on the basis of sex may contact the District's Title IX Coordinator:

Dr. Aaron Puzarne, Director of Student Services
57 Little City Road Higganum, CT 06441
Telephone number: 860-345-4244
apuzarne@rsd17.org

Any parent, student, staff member, Board member or community member who (1) has specific questions or concerns about the Board's policies regarding discrimination on the basis of disability applicable to students; or (2) wishes to request an accommodation for a student on the basis of disability may contact the District's Section 504/ADA Coordinator:

Dr. Aaron Puzarne, Director of Student Services
57 Little City Road Higganum, CT 06441
Telephone number: 860-345-4244
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.

NOTICE REGARDING STUDENT DISCIPLINE POLICY

Conduct on School Grounds, on School Transportation, or at a School-Sponsored Activity:

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

Expulsion. Students may be expelled for conduct on school grounds, on school transportation, or at any school-sponsored activity that either (1) violates a publicized policy of the Board and is seriously disruptive of the educational process, or (2) endangers persons or property.

Conduct off School Grounds:

Discipline. Students may be disciplined, including suspension and/or expulsion, for conduct off school grounds if such conduct violates a publicized policy of the Board and is seriously disruptive of the educational process.

Seriously Disruptive of the Educational Process:

In making a determination as to whether off campus conduct is seriously disruptive of the educational process, the Administration and the Board may consider, but such consideration shall not be limited to, the following factors: (1) whether the incident occurred within close proximity of a school; (2) whether other students from the school were involved or whether there was any gang involvement; (3) whether the conduct involved violence, threats of violence, or the unlawful use of a weapon, as defined in Section 29-38 of the Connecticut General Statutes, and whether any injuries occurred; and (4) whether the conduct involved the use of alcohol. The Administration and/or the Board may also consider (5) whether the off-campus conduct involved the illegal use of

drugs.

A student shall not have greater discipline, punishment, or sanction for the use, sale, or possession of cannabis on school property than a student would face for the use, sale, or possession of alcohol on school property, except as otherwise required by applicable law.

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

1. Striking or assaulting a student, member of the school staff or other person(s).
2. Theft.
3. The use of obscene or profane language or gestures, the possession and/or display of obscenity or pornographic images or the unauthorized or inappropriate possession and/or display of images, pictures or photographs depicting nudity.
4. Violation of smoking, dress, transportation regulations, or other regulations and/or policies governing student conduct.
5. Refusal to obey a member of the school staff, law enforcement authorities, or school volunteers, or disruptive classroom behavior.
6. The use of one or more of the following: 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; and/or physical, written, electronic or verbal threats based on Protected Class membership.
7. Any act of Protected Class Harassment or reprisal or retaliation against any individual for reporting in good faith incidents of Protected Class Harassment, or who participates in the investigation of such reports.
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 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 walk-out from or sit-in within a classroom or school building or school grounds.
11. 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 artificial intelligence ("AI") to engage in such conduct.
12. 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.

13. Possession of any ammunition for any weapon described above in Paragraph 11.
14. Unauthorized entrance into any school facility or portion of a school facility or aiding or abetting an unauthorized entrance.
15. Possession or ignition of any fireworks, combustible or other explosive materials, or ignition of any material causing a fire. Possession of any materials designed to be used in the ignition of combustible materials, including matches and lighters.
16. 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 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.
17. 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.
18. 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.

19. The destruction of real, personal or school property, such as, cutting, defacing or otherwise damaging property in any way.
20. Accumulation of offenses such as school and class tardiness, class or study hall cutting, or failure to attend detention.
21. Trespassing on school grounds while on out-of-school suspension or expulsion.
22. Making false bomb threats or other threats to the safety of students, employees, and/or other persons.
23. Defiance of school rules and the valid authority of teachers, supervisors, administrators, other employees and/or law enforcement authorities.
24. Throwing snowballs, rocks, sticks and/or similar objects, except as specifically authorized by school employees responsible for student supervision.
25. Unauthorized and/or reckless and/or improper operation of a motor vehicle on school grounds or at any school-sponsored activity.
26. Leaving school grounds, school transportation or a school-sponsored activity without authorization.
27. 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.
28. 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.
29. 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.
30. 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.
31. 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.
32. Hazing.
33. Challenging behavior, including, but not limited to, bullying, as defined in the Board’s School Climate Policy.
34. Cyberbullying.
35. 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.
36. Engaging in a plan to stage or create a violent situation for the purposes of

recording it by electronic means; or recording by electronic means acts of violence for purposes of later publication (other than to school officials).

37. Engaging in a plan to stage sexual activity for the purposes of recording it by electronic means; or recording by electronic means sexual acts for purposes of later publication (other than to school officials).
38. 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.
39. 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.
40. 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.
41. Any action prohibited by any Federal or State law.
42. Any other violation of school rules or regulations or a series of violations that makes the presence of the student in school seriously disruptive of the educational process and/or a danger to persons or property.

PARENTS RIGHT-TO-KNOW

As a parent of a student enrolled in Haddam-Killingworth Intermediate School, under the Every Student Succeeds Act of 2015, you have a right to request the following information concerning the qualifications of teachers and paraprofessionals who work with your child:

1. Whether your child's teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
2. Whether your child's teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived;
3. Whether your child's teacher is teaching in the field of discipline of his or her certification; and
4. Whether your child is provided services by paraprofessionals, and, if so, the paraprofessionals' qualifications.

If you wish to obtain this information, please contact Eric Larson, Principal, at 860.663.1241.

CONFIDENTIALITY AND ACCESS TO EDUCATION RECORDS

The District's full policy regarding student records is available at: https://resources.finalsite.net/images/v1744829060/rsd17org/jqlhdpbhjevtanqli8ky/5125ConfidentialityandAccesstoEducationRecordsUpdated31825.pdf

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.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Student Privacy Policy Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, DC 20202-8520

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

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 applications will be posted, and a written record of all pesticide applications will be maintained for 5 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 before pesticide applications in their children's school assignment area may contact the Superintendent's office. The full policy may be reviewed at 1220 Pesticide Application on School Property.

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 parent, guardian, teacher, or staff member may bring into the school facility any consumer product which is intended to clean, deodorize, sanitize, or disinfect. 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). For more information about Green Cleaning products, please visit: https://www.rsd17.org/departments/facilities or contact your school's main office.

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

The Board of Education (the "Board"), in compliance with federal law, has developed an asbestos management plan, concerning the presence or suspected presence of asbestos-type materials within district school buildings, and required inspections and preventive measures related thereto. In accordance with federal law, members of the public, including parents, teachers and other employees, shall be permitted access to the asbestos management plan of the Board.

Upon request, the district shall permit members of the public, including parents, teachers and other employees, to inspect any asbestos management plan. The district shall grant access to such management plans within five working days after receiving a request from a member of the public.

NOTICE OF PARENT/STUDENT RIGHTS UNDER SECTION 504

OF THE REHABILITATION ACT OF 1973 AND TITLE II OF THE AMERICANS WITH DISABILITIES ACT OF 1990

The District's full policy regarding Section 504 and the ADA is available at: https://resources.finalsite.net/images/v1738873658/rsd17org/xjunpbxbisolwpeyiel5/514510PolicyRegardingSection504Updated012125.pdf

Section 504 of the Rehabilitation Act of 1973 ("Section 504") is a non-discrimination statute enacted by the United States Congress. Section 504 prohibits discrimination on the basis of disability by recipients of federal funds. Title II of the Americans with Disabilities Act ("ADA" or "Title II") also prohibits discrimination on the basis of disability by state and local governments. To be protected under Section 504 and the ADA ("collectively, "Section 504/ADA") as an individual with a disability, an individual must (1) have a physical or mental impairment that substantially limits one or more major life activities; (2) have a record of such an impairment; or (3) be regarded as having such an impairment.

Under Section 504, the District has specific responsibilities to identify, evaluate and provide an educational placement for students with a disability. The District's obligation includes providing such eligible students a free appropriate public education ("FAPE"). Section 504 defines FAPE as the provision of regular or special education and related services that are designed to meet the individual educational needs of a student with a disability as adequately as the needs of students without disabilities are met, and that are provided without cost (except for fees similarly imposed on nondisabled students/parents).

A student is eligible for regular or special education and related services under Section 504 if it is determined that the student has a mental or physical disability that substantially limits one or more major life activity such as (but not limited to): caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing,

lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating or working. A major life activity may also include the operation of a major bodily function, such as an individual's immune, digestive, respiratory or circulatory systems.

A student can have a disability and be covered by Section 504/ADA even if the student does not qualify for, or receive, special education services under the IDEA.

The purpose of this notice is to provide parents/guardians and students 18 years of age or older with information regarding their rights under Section 504. Under Section 504, you have the right:

1. To be informed of your rights under Section 504;
2. To have your child take part in and receive benefits from the District's education programs without discrimination based on his/her disability;
3. For your child to have equal opportunities to participate in academic, nonacademic and extracurricular activities in your school without discrimination based on your child's disability;
4. To be notified of decisions and the basis for decisions regarding the identification, evaluation, and educational placement of your child under Section 504;
5. If you suspect your child may have a disability, to request an evaluation, at no expense to you and to have an eligibility determination under Section 504 (and if eligible, placement decisions made) by a team of persons who are knowledgeable of your child, the assessment data, and any placement options;
6. If your child is eligible for services under Section 504, for your child to receive a free appropriate public education (FAPE). This includes the right to receive regular or special education and related services that are designed to meet the individual needs of your child as adequately as the needs of students without disabilities are met;
7. For your child to receive reasonable accommodations and services to allow your child an equal opportunity to participate in school, extra-curricular and school-related activities;
8. For your child to be educated with peers who do not have disabilities to the maximum extent appropriate;
9. To have your child educated in facilities and receive services comparable to those provided to non-disabled students;
10. To review all relevant records relating to decisions regarding your child's Section 504 identification, evaluation, and educational placement;
11. To examine or obtain copies of your child's educational records at a reasonable cost unless the fee would effectively deny you access to the records;
12. To request changes in the educational program of your child, to have your request and related information considered by the team, a decision made by the team, and if denied, an explanation for the team's decision/determination;
13. To request an impartial due process hearing if you disagree with the District's decisions regarding your child's Section 504 identification, evaluation or educational placement. The costs for this hearing are borne by District. You and the student have the right to take part in the hearing and to have an attorney represent you at your expense;

14. To file a local grievance/complaint with the District's designated Section 504 Coordinator to resolve complaints of discrimination including, but not limited to, claims of discrimination directly related to the identification, evaluation or placement of your child; and
15. To file a formal complaint with the U.S. Department of Education, Office for Civil Rights.

The Section 504/ADA Coordinator for the District is:

Dr. Aaron Puzarne, Director of Student Services
57 Little City Rd Higganum, CT 06441
apuzarne@rsd17.org
860-345-4534

For additional assistance regarding your rights under Section 504 and Title II of the Americans with Disabilities Act, you may contact:

Office for Civil Rights, Washington DC Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202
(202) 453-6020

CONNECTICUT STATE DEPARTMENT OF EDUCATION COMPLAINT RESOLUTION PROCEDURE

Elementary and Secondary Education Act
34 Code of Federal Regulations (CFR) Part 299(10)(a)

I. Filing of Complaint

A. Violation of Law

A written complaint may be filed by an organization or individual with the Connecticut Commissioner of Education alleging that the state educational agency (SEA) or an agency or consortium of agencies is violating a federal statute or regulation that applies to the following applicable programs:

1. Part A of Title I (Improving Basic Programs Operated by Local Educational Agencies).
2. Part B, Subpart 1 of Title I (Reading First).
3. Part B, Subpart 3 of Title I (Even Start Family Literacy Programs).
4. Part D of Title I (Children and Youth Who Are Neglected, Delinquent, or At Risk of Dropping Out).
5. Part A of Title II (Teacher and Principal Training and Recruiting Fund).
6. Part D of Title II (Enhancing Education Through Technology).
7. Part A of Title III (English Language Acquisition, Language Enhancement, and Academic Achievement Act).
8. Part B, Subpart 4 of Title III (Emergency Immigrant Education Program).

9. Part A of Title IV (Safe and Drug-Free Schools and Communities).
10. Part A of Title V (Innovative Programs).

B. Review of an Appeal

A written complaint may be filed by an individual with the Connecticut Commissioner of Education appealing the decision of an agency or consortium of agencies based on prior written complaint presented by an individual to such agency or consortium of agencies.

C. Content of Complaint

The complaint shall be in writing, signed by the complainant and contain the following:

1. A statement that the SEA or an agency or consortium of agencies has violated a requirement of federal statutes or regulation regarding the applicable program, or in the case of an appeal, a statement of aggrievement with the decision rendered by the agency or consortium of agencies based on a prior written complaint.

2. A clear and concise description of the facts on which the statement is based and the specific alleged violation or aggrievement.

3. A description of prior efforts to resolve the complaint, including information demonstrating that the SEA, agency or consortium of agencies has taken action adverse to the complaint or has refused or failed to take action within a reasonable period of time.

4. Complainant's and respondent's name, address and telephone number.

5. Other materials or documents containing information which support or clarify the statement.

II. Review of Complaint

A. Analysis

Within three business days of the receipt of the complaint, the Commissioner shall assign a review official. Within five business days of the assignment, the review official shall determine whether the complaint has been properly filed in accordance with Section I. If necessary, the review official shall interview the complainant.

B. Dismissal of Complaint

The review official may dismiss the complaint in writing stating an explanation for such action. The grounds for dismissal shall include, but not limited to, the following:

1. Failure to file a proper complaint pursuant to Section I.

2. The allegations fail to state a bona fide violation of federal statute or regulations by the SEA or an agency or consortium of agencies.
3. The allegations fail to state a bona fide aggrievement with the decision rendered by an agency or consortium of agencies based on prior written complaint.
4. The allegations were not caused by the actions or failure to act by the SEA, agency or consortium of agencies.

III. Notification of Complaint and Investigation

If a complaint is not dismissed, the review official shall forward the complaint to the respondent immediately along with a copy of the Complaint Resolution Procedures.

IV. Response to Complaint

Within 10 business days of the receipt of the complaint from the review official, the respondent shall file with the Commissioner a written response to the complaint.

A. Content of Response The response shall address each and every allegation of the complaint and shall list the respondent's name, address and telephone number.
B. Interview The review official or the respondent may request an interview to discuss the response and to resolve the dispute informally.

V. Complaint Investigation

Upon completion of Section IV or the failure of the respondent to file a response, the review official shall conduct an investigation. All parties may be duly notified that an investigation has begun. At any time during the investigation, the review official shall attempt to resolve the dispute informally.

Within 60 calendar days of the receipt of the complaint, an investigation of the complaint shall be completed and a written report shall be mailed to both parties. Information shall be gathered in a timely manner, while minimizing any inconvenience or disruption to the complainant or respondent.

Concerning a review of an appeal of the decision of an agency or consortium of agencies, the review official may elect to disregard the procedures contained in this section using in lieu thereof the following abbreviated procedure.

1. Review all of the appropriate records and determine whether the decision of the agency or consortium of agencies shall be affirmed, reversed or modified.

2. Draft a letter of review of an appeal addressing, but not limited to, the issue in dispute, the facts found, the affirmation, reversal or modification of the lower decision and recommendation for improved practices, policies or procedures.

A. Data Collection

The complainant and respondent shall provide the review official with copies of all relevant records requested in writing. Telephone interviews of the complainant, respondent and others with knowledge of the allegations may be conducted.

Pursuant to 34 CFR 99-35(a) the review official, acting on behalf of the SEA, is authorized to have access to education records in connection with an evaluation of federal or state-supported education programs or for the enforcement of or compliance with federal legal requirements which relate to those programs.

B. Independent On-Site Investigation

The review official may conduct an on-site visit to investigate the complaint if the official deems it necessary.

Any on-site visit shall be coordinated with the respondent.

C. Complaint Investigation Report

The Complaint Investigation Report shall be completed by the review official and mailed to the parties within 60 calendar days of the receipt of the complaint by the SEA. The Commissioner may grant an extension for the completion of the report on written request of the review official or respondent if exceptional circumstances exist with respect to the particular complaint. Such extension shall be in writing and shall be mailed to the parties.

The report shall contain the following contents:

1. Summary of all investigation activities including, but not limited to, date of receipt of complaint, allegations, parties interviewed, documents received and dates of on-site visits.
2. Specific allegation of the complaint, the findings of fact, conclusions and final decisions rendered regarding each allegation, including citation to applicable federal statute or regulation.
3. Specific corrective action plan that resolves the complaint or ensures future compliance of the respondent regarding the violation of federal statute or regulation.
4. Recommendations for improved practices, policies or procedures shall be offered when no violation of federal statute or regulation is found.

D. Corrective Action Plan

If the Complaint Investigation Report finds that the respondent is violating federal statute or regulations, the respondent shall be requested to submit a corrective action plan within a specified period of time as determined by the review official.

Respondent may request technical assistance from the SEA in order to prepare a plan to achieve compliance.

VI. Review of Final Decision

The complainant may file a written request with the Secretary of the U.S. Department of Education to review the final decision of the SEA.

All local educational agencies shall disseminate information about the complaint procedures to teachers, staff, parents and appropriate private school officials or representatives.

A private school official shall have the right to complain that a local educational agency did not engage in consultation that was meaningful and timely, or did not give due consideration to the views of the private school official.

NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT ("PPRA")

The District's full policy regarding the PPRA is available at: https://resources.finalsite.net/images/v1632841050/rsd17org/tbwp1ovw0edvrafxcwlx/5145StudentPrivacyPPRARevised92121.pdf

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. § 1232h, affords parents and eligible students (i.e. students over 18 or emancipated minors) certain rights with respect to the administration of student surveys, the collection and use of personal information, and the administration of certain physical exams. These rights include:

1. the right of a parent to inspect, upon request, a survey created by a third party before the survey is administered or distributed by a school to a student;
2. the right of a parent to inspect, upon request, any survey concerning one or more of the following confidential topics:
    a. political affiliations or beliefs of the student or the student's parent;
    b. mental or psychological problems of the student or the student's family;
    c. sex behavior or attitudes;
    d. illegal, anti-social, self-incriminating, or demeaning behavior;
    e. critical appraisals of other individuals with whom respondents have close family relationships;
    f. legally recognized privileged relationships, such as those with lawyers, doctors, physicians, or ministers;
    g. religious practices, affiliations, or beliefs of the student or the student's parent; or
    h. income, other than as required by law to determine eligibility for certain programs or for receiving financial assistance under such programs;
3. the right of a parent to consent before a student is required to submit to a survey that concerns one or more of the confidential topics (see #2, above, a-h) if the survey is funded in whole or in part by a program of the U.S. Department of Education;

4. the right of a parent or eligible student to receive notice and opt out of a student's participation in a survey that concerns one or more of the confidential topics (see #2, above, a-h) if the student is not required to submit to such survey, whether the survey is funded in whole or in part by a program of the U.S. Department of Education or some other source;
5. the right of a parent to inspect, upon request, any instructional material used as part of the educational curriculum. Instructional material means any instructional content that is provided to a student, regardless of its format, including printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet) but does not include academic tests or academic assessments;
6. the right of a parent to inspect, upon request, any instrument used in the collection of personal information from students gathered for the purpose of marketing, selling or otherwise providing that information to others for that purpose. Personal information means individually identifiable information including, a student or parent's first and last name, a home or other physical address; a telephone number or a social security number;
7. the right of a parent whose student(s) is scheduled to participate in the specific activities provided below to be directly notified of the specific or approximate dates of the following activities, as well as the right of a parent or eligible student to opt-out of participation in these activities:
    a. activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or selling that information (or otherwise providing that information to others for that purpose);
    b. the administration of any survey containing confidential topics (see #2, above, a-h) if the survey is either not funded as part of a program administered by the United States Department of Education or is funded by the United States Department of Education but the student is not required to submit to such survey; or
    c. any non-emergency, invasive physical examination or screening that is required as a condition of attendance, administered by the school, scheduled by the school in advance, and unnecessary to protect the immediate health and safety of a student. Such examinations do not include a hearing, vision, or scoliosis screening or other examinations permitted or required by State law.

Parents and eligible students may not opt-out of activities relating to the collection, disclosure, and/or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing education products or services for, or to students or educational institutions, such as the following:

a. college or other post-secondary education recruitment, or military recruitment;
b. book clubs, magazines, and programs providing access to low-cost literary products;
c. curriculum and instructional materials used by elementary and secondary schools;

d. tests and assessments used by elementary and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students;
e. the sale by students of products or services to raise funds for school-related or education-related activities; and
f. student recognition programs.

To protect student privacy in compliance with the PPRA, the school district has adopted policies regarding these rights. Parents and/or eligible students who believe their rights have been violated under the PPRA may contact:

Student Privacy Policy Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-8520

NOTIFICATION OF DATA SHARING AGREEMENTS

Under Conn. Gen. Stat § 10-234bb(g)

Pursuant to the requirements of Conn. Gen. Stat. § 10-234bb(g), the Board of Education (the "Board") maintains and updates an Internet website with information relating to all contracts into which it has entered for which a contractor may gain access to student records, student information, or student-generated content (collectively, "student data"). The address of the Internet website is https://www.rsd17.org/departments/technology/student-data-privacy. The Internet website includes copies of these contracts, and notices regarding each contract that include (1) the date the contract was executed, (2) a brief description of the contract and the purpose of the contract and (3) what student data may be collected as a result of the contract.