

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



STUDENT HANDBOOK 2017 – 2018

PHONE: (860) 663-1241

FAX: (860) 663-2071

THIS AGENDA BELONGS TO:

NAME _____

ADDRESS _____

TOWN _____ **ZIP CODE** _____

PHONE _____ **STUDENT NUMBER** _____



School Colors
NAVY BLUE and GOLD

School Mascot
COUGARS

Cougar Core Values
ACCEPTANCE
KINDNESS
PERSEVERANCE
RESPECT
RESPONSIBILTY

Regional School District #17
Central Office Telephone 860-345-4534
Pupil Services Telephone 860-345-4244
Middle School Main Office Telephone 860-663-1241
Middle School Guidance Office Telephone 860-663-1797
Middle School Fax Number 860-663-2071
Web Page: www.rsd17.org

2017-2018 HKMS Grade Level Schedules

Grade 5				Grade 7			
Period	Time	Minutes	Class	Period	Time	Minutes	Class
1	8:05-8:14	9	HR	1	8:05-8:14	9	HR
2	8:17-9:00	43	Academic	2	8:17-9:00	43	Academic
3	9:03-9:46	43	Academic	3	9:03-9:46	43	<i>Applied Academics and Fine Arts</i>
4	9:49-10:32	43	<i>Applied Academics and Fine Arts</i>	4	9:49-10:32	43	Academic
5	10:35-10:50	15	Recess	5	10:35-11:18	43	Academic
	10:53-11:18	25	Lunch	6	11:21-12:04	43	Academic
	11:21-11:51	30	FLEX		12:07-12:32	25	Lunch
6	11:51-12:32	41	Academic	7	12:35-1:18	43	<i>Applied Academics and Fine Arts</i>
7	12:35-1:18	43	Academic	8	1:21-2:04	43	FLEX (6/7 and 7-1)
8	1:21 - 2:04	43	Academic	9	2:07-2:50	43	Academic
9	2:07 - 2:50	43	<i>Applied Academics and Fine Arts</i>				
Grade 6				Grade 8			
Period	Time	Minutes	Class	Period	Time	Minutes	Class
1	8:05-8:14	9	HR	1	8:05-8:14	9	HR
2	8:17-9:00	43	<i>Applied Academics and Fine Arts</i>	2	8:17-9:00	43	Academic
3	9:03-9:46	43	Academic	3	9:03-9:46	43	Academic
4	9:49-10:32	43	Academic	4	9:49-10:32	43	Academic
5	10:35-11:18	43	Academic	5	10:35-11:18	43	<i>Applied Academics and Fine Arts</i>
	11:21-11:46	25	Lunch	6	11:21-12:04	43	Academic
6	11:49-12:32	43	<i>Applied Academics and Fine Arts</i>	7	12:07-12:50	43	Academic
7	12:35-1:18	43	FLEX (6-1)		12:53-1:18	25	Lunch
8	1:21-2:04	43	Academic	8	1:21-2:04	43	<i>Applied Academics and Fine Arts</i>
9	2:07-2:50	43	Academic	9	2:07-2:50	43	FLEX

**HADDAM-KILLINGWORTH MIDDLE SCHOOL
SCHEDULE OF CYCLE A/B DAYS
2017 – 2018**

	<u>M</u>	<u>TU</u>	<u>W</u>	<u>TH</u>	<u>F</u>
August			30A	31B	
September	X 11B 18A 25B	5B 12A 19B 26A	6A 13B 20A 27B	7B 14A 21B 28A	1A 8A 15B 22XXA 29B
October	2A X 16B 23A 30B	3B 10B 17A 24B 31A	4A 11A 18XXB 25XXA	5B 12B 19A 26XXB	6A 13A 20B 27A
November	6A 13B 20A 27B	X 14A 21B 28A	1B 8B 15B 22XXA 29B	2A 9A 16A X 30A	3B X 17B X
December	4A 11B 18A X	5B 12A 19B X	6A 13B 20A X	7B 14A 21B X	1B 1A 15B 22XXA X
January	X 8B X 22A 29B	2B 9A 16A 23XXB 30A	3A 10B 17B 24XXA 31B	4B 11A 18A 25B	5A 12B 19B 26A
February	5A 12B X 26B	6B 13A X 27A	7XXA 14B 21A 28B	1A 8B 15A 22B	2B 9A 16B 23A

March	<i>5A</i>	<i>6B</i>	<i>7A</i>	1XXA	2XXB
	12B	13A	14XXB	15A	16B
	19A	20B	21A	22B	23A
	26B	27A	28B	29A	X
April	<i>2B</i>	<i>3A</i>	<i>4B</i>	<i>5A</i>	<i>6B</i>
	9A	10B	11A	12B	13A
	X	X	X	X	X
	23B	24A	25B	26A	27B
	30A				
May		<i>1B</i>	<i>2A</i>	<i>3B</i>	<i>4A</i>
	<i>7B</i>	<i>8A</i>	<i>9B</i>	<i>10A</i>	<i>11B</i>
	14A	15B	16XXA	17B	18A
	21B	22A	23B	24A	25B
	X	29A	30B	31A	
June					<i>1B</i>
	<i>4A</i>	<i>5B</i>	<i>6A</i>	<i>7B</i>	8XXA
	11XXB	12A	13B	14A	15B
	18A	19B	20A	21B	22A
	25B	26A	27B	28A	29B

KEY:

- *XX* indicates half-day session.
- **Number** indicates the date of the month.
- *Letter* indicates day A or day B.
- **Letter** indicates day A or B on possible make-up snow days

REGIONAL SCHOOL DISTRICT NO. 17 ADMINISTRATION

CENTRAL OFFICE

Howard Thiery	Superintendent	345-4534
Holly Hageman.....	Assistant Superintendent.....	345-4534
Martha Vaughn	Director of Finance & Operations.....	345-4534
TBD.....	Director of Pupil Services	345-4244
Michael Distefano.....	Director of Building and Grounds	345-4534
Scott Butson	Director of Information Systems	345-4534
Cathy Luisi.....	Director of Transportation (STA).....	345-8228

BUILDING ADMINISTRATION

TBD.....	Principal, Haddam Elementary School.....	345-4551
Dennis Reed.....	Principal, Killingworth Elementary School.....	663-1121
Eric Larson.....	Principal, Burr Elementary School	345-4584
Jennifer Olsen	Principal, Haddam-Killingworth Middle School.....	663-1241
Ryan Mackenzie.....	Assistant Principal, Haddam-Killingworth Middle School ..	663-1241
Donna Hayward	Principal, Haddam-Killingworth High School	345-8541
Sheila Ward.....	Associate Principal, Haddam-Killingworth High School.....	345-8541
Tonya Gorgone	Pupil Services Coordinator	345-4244
Lynn Flint.....	Athletic Director, H-KHS/MS	345-8541

REGIONAL SCHOOL DISTRICT NO. 17 SCHOOL HOURS

Regular School Hours

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

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

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

Delayed Opening Schedule

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

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

**HADDAM-KILLINGWORTH MIDDLE SCHOOL
2017-2018 STAFF DIRECTORY**

ADMINISTRATION

Dr. Jennifer Olsen Principal
Ryan Mackenzie Assistant Principal

TEAM 5-1

Janet Nelson Science
Andree Pias Math
Marsha Sturges Language Arts
Margaret Amaio Language Arts

TEAM 5-2

Michele O'Rourke Science
Tara Brinkman Math
Jessica Spearrin Language Arts
Eileen Mills Language Arts

TEAM 6-1

Tim Houlton Science
Julie Coogan Math
JoAnn Smith History
Kristina Lawley Language Arts
Elizabeth Gagliardi Language Arts

TEAM 6/7

Matt Hall Science
Joe DeRose Math
Rob Davey History
Sharon Papale Language Arts
Amy Koepke Language Arts

TEAM 7-1

Gail Hanson Science
Jennifer Leavitt Math
Kevin White History
Ruth Masci Language Arts
Lara Wowk Language Arts

TEAM 8-1

Robin Duffield Science
Kerry Geoghegan Math
Greg Cumpstone History
Lynne Landry Language Arts

TEAM 8-2

Kathy Briotti Science
Brian Pember Math
Kate O'Mara History
Gretchen Schwanfelder Language Arts

SCHOOL COUNSELORS

TBD Grade 5 Counselor
Alan Fortin Grade 7/8 Counselor
Rebecca Degnan Grade 6/8 Counselor
Tara Bartlett Social Worker
Heather Pach School Psychologist
Pat McCay Speech/Language Specialist

SPECIAL SERVICES

Paige Callahan Literacy Coach
Courtney Smalley Math Specialist
Catherine Wendt Reading Specialist
Linda Monroe Reading Specialist
Melissa Steinhilper Special Education Teacher
Lisa Castlevetro Special Education Teacher
Meegan Donadio Special Education Teacher
Kayla Evans Special Education Teacher
Andrea Monnes Special Education Teacher
Jessica Petrus Special Education Teacher
Eileen Carabetta Special Education Teacher
Rebecca Reinhold Special Education Teacher
Denise Zanardi Special Education Assistant
Betsy Stehr Special Education Assistant
Bettyann Rembisz Special Education Assistant
Gail Annicelli Special Education Assistant
Carolyn Armstrong Special Education Assistant
Lisa Burr Special Education Assistant
Megan Williams L.E.A.P.

UNIFIED ARTS

Linda Ricks Library Media Specialist
Jill Thompson Art
Megan Martin Art
Elizabeth Pascucci Spanish
Sue-Ann Malinconico Spanish
Sharon Elliot-Sullivan Spanish
Laura Gardner French
Michele Ouellette Physical Education/Health
Rob Fagan Physical Education/Health
Cherie Anderson-Mucha Physical Education
Carolyn LaRosa Technology Education
Keith Morrissette Band/Music
Joel Spineti Band/Music
Greg Flower Chorus
Matthew Thomas Practical Arts/Foods

BUILDING STAFF

Anne O'Brien Receptionist
Lori LaBella Principal's Secretary
Cindy Fetteroll Guidance Secretary
Susan Hammar Bookkeeper
Jennifer Papallo School Nurse
Cindy Baklik Library Media Assistant
Steve Ferjak Security
Mary Hueg Food Service Worker
Megan Theriault Food Service Worker
Nancy Arendholz Food Service Worker
Julie Tetrault Food Service Worker
Allen Sansalone Head Custodian
John Cribbs Day Custodian
Sal Imme Night Custodian
Don Michaud Night Custodian
Carl Seaquist Night Custodian
Greg Remmers Night Custodian
Thomas Butka Night Custodian

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DISTRICT MISSION STATEMENT

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

PREFACE

This handbook is written for our students and their parents. It contains required and useful information. It cannot completely communicate all of the policies and regulations of Regional School District No. 17 and is designed as a general guideline and resource for students and their families.

EDUCATIONAL PROGRAM

Admission and Placement:

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

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

Students may participate in the inter-district public school attendance program called Open Choice. The Regional Educational Service

Centers will determine which school districts are close enough to make transportation feasible.

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

What is a Middle School?

A middle school is where the unique educational needs of early adolescents – students who are 10 to 15 years of age – are met. It is a time of physical, social, and emotional growth. At Haddam-Killingworth Middle School, programs have been planned to assist students in realizing their potential in these important years of life.

Teaming

The students at Haddam-Killingworth Middle School are divided into teams. Each team has its own group of teachers. In this way, teachers and students have a better chance of getting to know each other. When teachers know their students well, they can individualize their instruction to better meet the needs of each student.

The teachers in the student's team meet regularly during a daily common planning period to:

- plan ways to assist individual students.
- agree on common expectations for students on the team.
- monitor student progress.
- plan team activities such as interdisciplinary projects, units, field trips and assemblies.
- discuss student behavior.
- meet with parents and other school personnel.
- collaborate with special education staff.

Program of Studies

The curriculum of Haddam-Killingworth Middle School has been planned to help students develop the knowledge, attitudes, and skills necessary for success in our global community. Every day students will attend eight classes; five academic, two applied academics and fine arts, and a flex

period. The five academic periods include history, mathematics, science, and two periods of language arts. The two applied academics and fine arts periods include exploratory classes in technology, art, health, developmental guidance, world language, library media, music, and foods scheduled over four years. Students must also take physical education all four years and may choose elective opportunities in band or chorus. The complete listing of the Program of Studies is distributed to incoming 4th grade parents and students every spring as students and their parents plan for their subsequent year. A copy of the Program of Studies can be obtained in the guidance office or online.

Extra Help

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

Homework

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

The student may not receive homework assignments in all subjects every day, but the student should expect to have some homework every day. Not all homework is a writing activity. A study assignment is also homework. Review is another kind of homework, as is general reading, which the student should be doing every day. The student should plan ahead for long-term assignments. Homework usually averages one and one half-hours per night. Sometimes

homework will take more time, especially before tests.

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

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

Presentation of Work

Students are asked to present written work that is neat and clear. The page must be identified as to the student's name and date. Teams have developed uniform standards for written work. Additional team guidelines are also possible such as requirements for notebooks and the organization of work.

SCHOOL COUNSELING DEPARTMENT

School Counseling

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

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

- poor academic achievement.
- working below potential.

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

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

Grading Philosophy

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

The issuance of grades on a regular basis serves to promote a process of continuous evaluation of student performance, to inform the student, the student's parents and counselor of his/her progress, and to provide a basis for bringing about change in student performance, if such change seems necessary. (BOE 5121)

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

Letter Grade Numerical Equiv.

A+	97.00 - 100
A	93.00 – 96.99
A-	90.00 – 92.99
B+	87.00 – 89.99
B	83.00 – 86.99

B-	80.00 – 82.99
C+	77.00 – 79.99
C	73.00 – 76.99
C-	70.00 – 72.99
D+	67.00 – 69.99
D	63.00 – 66.99
D-	60.00 – 62.99
F	59.99 or below
I	Incomplete
M	Medical Excuse
W	Withdrawn

Marking Periods

First Term: August 30 – November 29

Second Term: November 30 - March 6

Third Term: March 7 - End of school

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

Report Cards

First Term: December 15, 2017

Second Term: March 23, 2018

Third Term: Report cards will be distributed the last day of school.

Criteria for Honor Roll

An honor roll will be issued after each marking period. High honors = A (93%) or higher. Honors = B+ (87.0%) or higher. All courses (specials and academics) are included in the honor roll. Courses are weighted by how often they appear in a child's schedule. Courses that are scheduled twice a day are multiplied by 2. Each grade is then added together and divided by 7 to achieve an average. An average of 87.0 to 89.99 and above qualifies a student for honor roll. Students with any C- grades or lower cannot be considered for honor roll. An average of 93.00% and above qualifies a student for high honors. We wait 10 days after the close of the marking period for grading errors and incompletes to be cleared. We then publish our honor roll on our web site, in the guidance office and in local newspapers. **Honor roll will only be calculated for students in grades 6 – 8.**

Student Teacher Assistance Team (S.T.A.T.)

The mission of the Haddam-Killingworth Student-Teacher Assistance Team is to promote an atmosphere of support where all students can succeed academically, emotionally, and socially through early identification and accurate assessment of learning challenges, coupled with appropriate interventions involving school, parental, and community resources.

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

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

Academic Awards

National Junior Honor Society – Grade 8

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

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

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

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

Scholar Leader Award – Grade 8

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

CAS’s requirements for award winners are students who have:

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

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

Cougar Core Value Awards – All Grades

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

- Acceptance
- Kindness
- Perseverance
- Respect
- Responsibility

ATTENDANCE

Annual Notice of Obligation:

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

Truancy, Excused and Unexcused Absences

Regular attendance at school is critical to students' success and is required by district policy and Connecticut law. Under Connecticut law, a "truant" is defined as any student who has four (4) unexcused absences in a month or ten (10) unexcused absences in a school year.

Recently, the Connecticut State Department of Education established the following definitions for excused and unexcused absences:

Excused Absences

1. For absences one through nine, a student's absence is considered excused when his or her

parent or guardian provides a signed note stating the reason for the absence.

2. For the 10th absence and all absences

thereafter, a student's absence from school is considered excused only if his or her parent or guardian provides a signed note **and** the absence is due to one of the following reasons:

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

Unexcused Absences

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

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

If your child is absent from school, please notify the HKMS Main Office at (860) 663-1241 as early in the day as possible (preferably within the first hour of the school day). **Students must bring a signed note and any other required documentation to the main office on the first day they return to school upon the 10th absence. Notes and documentation will be accepted no later than 3 days after a student's absence in emergency cases only.**

Tardy To School

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

Tardy to Class

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

Dismissal from School/ Leaving School Grounds

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

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

CODE OF CONDUCT/

DISCIPLINE REGULATIONS

Students are responsible for conducting themselves properly in a responsible manner appropriate to their age and level of maturity. As educators, we value building character traits in our students that will not only make them successful students but also contributing members of our community. The **HKMS Cougar Core Values: Acceptance, Kindness, Perseverance, Respect, Responsibility**, outline the expectations for all of our community members. **The HKMS Cougar Core Value Behavior Matrix is located on page 27.** The District has authority over students during the regular school day and while going to and from school on District transportation. This jurisdiction includes any school-related activity, regardless of time or location, and any off-campus school-related misconduct, regardless of time or location. Student responsibilities for achieving a positive learning environment in school or school related activities include:

- Attending all classes, regularly and on time.
- Being prepared for each class with appropriate materials and assignments.
- Being dressed appropriately.
- Showing respect toward others.
- Behaving in a responsible manner.
- Paying required fees and fines and/or fulfilling all obligations.
- Abiding by the code of conduct.
- Obeying all school rules, including safety rules.
- Seeking change in school policies and regulations in an orderly and responsible manner, through appropriate channels.
- Cooperating with staff investigations of disciplinary cases and volunteering information relating to a serious offense.

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

Conduct that may lead to disciplinary action (including but not limited to suspension and/or expulsion) includes conduct on school grounds at a school-sponsored activity, and off school

grounds. Such conduct includes, but is not limited to, the following (BOE5131):

- Striking or assaulting a student, members of the school staff or other persons.
- Theft.
- The use of obscene or profane language or gestures.
- Violation of smoking, dress, transportation regulations, or other regulations and/or policies governing student conduct.
- Refusal to obey a member of the school staff, or law enforcement authorities, or disruptive classroom behavior.
- Bullying.
- Any act of harassment based on an individual's sex, sexual orientation, race, color, religion, disability, national origin or ancestry.
- Refusal by a student to identify himself/herself to a staff member when asked.
- A walkout from or sit-in within a classroom or school building or school grounds.
- Blackmailing, threatening, or intimidating school staff or students.
- Possession of any weapon, weapon facsimile, deadly weapon, dangerous weapon, pistol, knife, blackjack, bludgeon, box cutter, metal knuckles, pellet gun, explosive device, firearm, whether loaded or unloaded, whether functional or not, or any other dangerous object.
- Unauthorized entrance into any school facility or portion of a school facility or aiding or abetting an unauthorized entrance.
- Possession or ignition of any fireworks or other explosive materials, or ignition of any material causing a fire.
- Unauthorized possession, sale, distribution, use or consumption of tobacco, drugs, narcotics or alcoholic beverages. The term "drugs" shall include, but shall not be limited to, any medicinal preparation (prescription or non-prescription) and any controlled substance whose possession, sale, distribution, use or consumption is illegal under state and/or federal law.
- Possession of paraphernalia used or designed to be used in the consumption, sale or distribution of drugs, alcohol or tobacco.
- The destruction of real, personal or school property, such as cutting, defacing or otherwise damaging property in any way.
- Accumulation of offenses such as school and class tardiness, class or study hall cutting, or failure to attend detention.
- Trespassing on school grounds while on out-of-school suspension or expulsion.
- Making false bomb threats or other threats to the safety of students, staff members, and/or other persons.
- Defiance of school rules and the valid authority of teachers, supervisors, administrators, other staff members and/or law enforcement authorities.
- Throwing snowballs, rocks, sticks, and/or similar objects.
- Unauthorized and/or reckless and/or improper operation of a motor vehicle on school grounds or at any school-sponsored activity.
- Leaving school grounds, school transportation, or a school-sponsored activity without authorization.
- Use of or copying of the academic work of another individual and presenting it as the student's own work, without proper attribution.
- Inappropriate use of a laser pointer.
- Unauthorized use of any school computer, computer system, computer software, Internet connection or similar school property or system, or the use of such property or system for unauthorized or non-school related purposes.
- Hazing.
- Lying to faculty, staff, or administrator.
- Any other violation of school rules or regulations or a series of violations which makes the presence of the student in school seriously disruptive of the educational process and/or a danger to persons or property.
- Any action prohibited by any Federal or State law, which would indicate that the student presents a danger to any person in the school community or school property.

Students are subject to disciplinary action, including suspension and expulsion, for misconduct which is seriously disruptive of the educational process and is a violation of

publicized Board of Education policy, even if such conduct occurs off school property and during non-school time. All school rules are in effect during any school-related activity.

Discipline Procedures

A student may be disciplined for conduct that endangers persons or property, is seriously disruptive of the educational process, or that violates a publicized policy of the Board. Disciplinary measures will be appropriate for the offense and may include, but not limited to, using one or more discipline management techniques, such as a Level 1 behavior form, parent communication/meeting, detention, removal from class, in-school suspension, out-of-school suspension, and expulsion. In addition, when a student violates the law that student may be referred to legal authorities for prosecution. Students are subject to discipline, up to and including suspension and expulsion for misconduct, which is seriously disruptive of the educational process and violates publicized board of education policy even if such conduct occurs off-school property and during non-school time.

Detention

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

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

Office detention is assigned by the administration to students who break school rules. It is typically held after school between 3pm and 4pm. If the student has an office detention, the student is expected to be on time and to complete a reflection assignment. The student's detention will only be considered served if the essay is thoughtfully completed. Additional disciplinary

action is taken for any student who misbehaves during detention or who skips detention.

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

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

Removal from Class

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

Suspension

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

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

Students may not be suspended without an informal hearing before the Building Principal or the Principal's designee unless the Principal determines that an emergency situation exists. Nothing in the informal hearing shall be taken to prevent a more formal hearing from being held if the circumstances warrant. The administration will contact parents except for those students 18 years of age and older who have requested that

their parents not be notified. The notice of suspension will include a letter mailed to the parents at the last address reported on school record and will describe the reason for the suspension and the duration of the suspension. A copy of this letter will be placed in the student's educational file as required by state statute. Such notice shall be expunged from the cumulative educational record by the Board of Education if a pupil graduates from high school or is not expelled or suspended again during the two-year period commencing on the date of his/her return to school from the suspension (BOE 5114, and 5131).

Expulsion

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

The Board of Education may expel a student from school privileges if, after a hearing, the Board finds that the student's conduct endangers person(s), property or the educational process or is in violation of a publicized Board policy. Students who have been expelled may be eligible for an alternative educational program. An expelled student may apply for early readmission to school. Such readmission is at the discretion of the Board of Education. The Board or Superintendent, as appropriate, may condition such readmission on specified criteria. (BOE 5114)

Expulsion from school will result in the loss of all co-curricular and social privileges during the period of expulsion.

Examples of conduct (BOE 5114) which may lead to expulsion are:

- Willfully striking or assaulting a student or any member of the school staff.
- Theft.
- The use of obscene or profane language or gestures.

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

The Board may modify the expulsion period on a case-by-case basis. (PA 95-304 permits expulsion for conduct off-school grounds.)

The notice of formal hearing shall be given to the parents or guardians of the student if the student is a minor. A student may be expelled before the formal hearing provided that an emergency exists, but in this case the hearing shall be held as soon after the expulsion as possible.

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

A special education student's handicapping conditions shall be considered before making a decision to expel and in making decisions in regard to alternative education after expulsion.

Whenever a student is expelled, notice of the expulsion and the conduct for which the student was expelled will be included on the student's cumulative education record. The record will be expunged if the student graduates from high school and the expulsion was not for weapon

possession and/or for the sale or distribution of illegal drugs.

Harassment

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

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

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

Sexual Harassment

Regional School District No. 17 does not permit or condone sexual harassment of employees or students. If individuals or parents suspect that they or any other students may be a victim of sexual harassment, they should contact the District Title IX Compliance Officer, the District Health Coordinator, at 860-345-8541 immediately.

Sexual harassment is against state and federal laws. It is unwelcomed sexual attention from peers, teachers, staff or anyone with whom the victim may interact. Examples of behavior include, but are not limited to: insulting or degrading remarks or conduct; threats or suggestions about benefits for sexual favors or references to adverse consequences for not granting sexual favors; conduct of a sexual nature; suggestive comments about body parts; sexually oriented jokes, jokes degrading women or men;

cartoons and pinups of a sexual nature; sexually suggestive displays or objects; repeated insults against women or men. Any student who believes that he or she has been subjected to sexual harassment should report the alleged misconduct immediately to his/her teacher, social worker, guidance counselor, administrator, school nurse or any responsible individual with whom the student feels comfortable, either informally or through the filing of a formal complaint. (BOE 5145.5 (a))

Bullying

Regional School District 17 is committed to provide all students with a safe learning environment that is free from bullying and cyberbullying, within a positive school climate, where all school community members treat one another with respect and appreciate the rich diversity in our schools. This commitment is an integral part of the District's comprehensive efforts to promote learning, eliminate all forms of violent, harmful, and disruptive behavior and enable students to achieve their personal and academic potential and become successful members of our increasingly diverse society. Students who engage in bullying behavior shall be subject to school discipline up to and including expulsion in accordance with Board of Education policy on student discipline.

"Bullying" means the repeated use by one or more students of a written, oral or electronic communication, such as cyber bullying, or a physical act or gesture by one or more students repeatedly directed at or referring to another student attending school in the same school district that:

- A. causes physical or emotional harm to such student or damage to such student's property,
- B. places such student in reasonable fear of harm to himself or herself, or of damage to his or her property,
- C. creates a hostile environment at school for such student,
- D. infringes on the rights of such student at school, or
- E. substantially disrupts the education process or the orderly operation of a school.

Bullying shall include, but not be limited to, a written, oral or electronic communication or physical act or gesture based on any actual or perceived differentiating characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression, socioeconomic status, academic status, physical appearance, or mental, physical, developmental or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics. (The student against whom the activity is directed must be attending school in the same district as the students engaged in the activity.)

Students who engage in any act of bullying, while at school, at any school function, or in connection to or with any district sponsored activity or event are subject to appropriate disciplinary action up to and including suspension, expulsion and/or referral to law enforcement officials. (BOE 5131.911)

RSD17's District Safe School Climate Coordinator is Holly Hageman: (860) 345-4534

HKMS's Safe School Climate Specialist is Ryan Mackenzie: (860) 663-1241

A full copy of our district's Bullying Policy and regulations can be found at the following web address:

<http://www.rsd17.org/documents/SchoolClimatePlanRegulationPolicyBOEApproved020712.pdf>

In addition, a copy of our Safe School Climate Plan is located at the following web address:

<http://www.rsd17.org/schools/2015%20Safe%20School%20Climate%20Plan.pdf>

Search and Seizure

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

injurious to the best interests of students and the school are contained therein.

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, book bags and cars. 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)

Weapons and Dangerous Instruments

No guns, knives, "look-a-like" weapons, or any other objects, including but not limited to firearms, deadly weapons, dangerous weapons, dangerous instruments, or martial arts weapons, capable of threatening or causing injury or death may be brought onto school grounds. Any object used to cause injury will be considered a weapon. Violators will be subject to arrest and prosecution, as well as, appropriate disciplinary action. Any student found to possess a weapon on school grounds or during a school-activity or off school grounds in the commission of a crime will be referred to the Board of Education for expulsion (BOE 5131).

Use of Electronic Devices

The Board of Education recognizes that the use of electronic devices can play a positive role in supporting student learning. The Board also understands that the use of electronic devices can be disruptive to the educational process and have a variety of legal and safety related implications. The distinction between these two roles of technology is often a matter of developmental and age appropriateness. The use of electronic devices by students in grades K-8 at school during school hours is explicitly forbidden. Students possessing these devices at school during school hours should store them in an appropriate and secure location. The school

system is not liable for loss or theft of personal electronic devices that are brought to school. (BOE 6141)

Due Process

All students have a right of due process. Students must be provided with an opportunity to be heard before an appropriate action is taken. All students may appeal a decision to the next level of administration. Special procedures will be taken when making a decision to suspend a student identified as having one or more disabilities the IDEA. (BOE 5114).

Student Complaints/Grievances

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

A student and/or parent with a complaint regarding possible discrimination on the basis of gender, religion, sexual orientation, race, creed, national origin, mental or learning disabilities, physical disabilities, and/or socioeconomic status should contact the Director of Health Services.

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

SUBSTANCE ABUSE

Drugs/Behavior Affecting Substance/Alcohol

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

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

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

It is the policy of the schools to take positive action through education, counseling, parental involvement, medical referral and police referral in the handling of incidents involving the possession, use, sale, and/or distribution of behavior affecting substances.

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

Procedures:

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

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

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

Consequences:

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

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

- The student's parent or guardian will be notified.
- Law enforcement officials will be contacted by the building administrator.
- The building administrator will notify the Superintendent of Schools.
- The Superintendent of Schools will schedule a hearing with the Board of Education for the purpose of determining whether further suspension or expulsion will be imposed.
- Upon request of the parents, students found to be in violation of this policy may be referred by the building administrator to an appropriate agency licensed to assess and treat drug and alcohol involved individuals. In such event, assessment and treatment costs will be the responsibility of the parent or guardian.

Smoking/Tobacco Use

Regional School District No. 17 Board of Education prohibits students from the possession and/or use of tobacco and tobacco products on the real property of any school or administrative office building or at any school-sponsored activity. Students found to be in possession or use of tobacco products will be subject to disciplinary procedures/penalties.

Procedures:

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

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

Consequences:

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

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

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

HEALTH SERVICES

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

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

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

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

Accidents

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

Medications

In accordance with State law, the parent or guardian of any student who is required to take any prescribed medication or over-the-counter medication during the school day shall so inform the school nurse or the person designated to act in

the absence of the nurse. Such medications will then be administered to the student under the supervision of the school nurse or designee in accordance with C.G.S. Section 10-212a (a medication authorization signed by the prescribing physician and parent/guardian) and the applicable regulations and in accordance with any Board policies and regulations concerning medication administration. All medication must be delivered by a responsible adult and in the original container with proper prescription labels. The nurse will keep all medication locked in the clinic and will dispense the medication at the proper time.

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

Parents of 5th-8th grade students wishing to allow their children to take Tylenol through the school year must sign the permission on the emergency card. The school nurse will keep Tylenol tablets on hand.

In cases in which a student is able to self-administer medication such as asthma inhalers or Epi-pens, the parents or guardians must submit a signed statement that the medication must be taken during the school day and that the student is capable of administering the medication. The statement must be accompanied by a signed medical administration form indicating the necessity and naming the medication, the strength, and the prescribed dosage. It must specify the schedule on which it is to be taken and the details for administrations. Such statements must be renewed at the beginning of each school year. (BOE 5141)

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

Communicable/Infectious Diseases

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

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

Disabilities

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

Emergency Cards and Medical Treatment

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

Health Assessments/Physical Examinations

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

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

Homebound Instruction

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

Immunizations

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

Limited Physical Education Program

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

Short Term Illness or Absence

When a student needs to be absent on a given day because of illness or some other reason, the parent is to notify the school by calling the school’s main office and giving the reason for absence. Each school will monitor daily attendance and make a reasonable attempt to notify parents whenever a child fails to report to school (BOE5113.2.)

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

Use of Elevator

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

Sport or Athletic Club Physicals

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

TRANSPORTATION

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

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

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

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

- Passengers shall follow the driver's directions at all times.
- Passengers shall board and leave the bus in an orderly manner at the designated bus stop nearest their home.
- Passengers shall remain seated while the bus is in motion.

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

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

Transportation to and from School Sponsored Student Activities

It is the responsibility of the school district to transport students to and from school sponsored student activities. There may be some circumstances when a) students will be allowed to drive to and from school sponsored academic programs that occur off campus during the school day and b) parents may be allowed to transport their own child(ren) home or to an alternate location at the conclusion of an off-campus after school event.

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

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

CO-CURRICULAR ACTIVITIES

Co-curricular activities refer to any school activity outside the regular classroom experience. These activities are considered an integral part of the school's educational program and are limited only by students' and faculty sponsors' interests. Any student legally enrolled in Regional School District No. 17 is eligible to participate in any co-curricular activity. Such activities are to supplement the curriculum and participation in co-curricular activities is a privilege, not part of the right to school accommodations. The administration reserves the right to establish conditions for participation in such activities.

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

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

The participating student must attend school and regularly scheduled classes on the day of any activity. A minimum school day for this purpose requires attendance of five hours with the student reporting to school no later than 10:00 A.M. and present for the remainder of the school day. Exceptions to this rule will be

considered only if the student's parent explains the unusual circumstances to the administration and is granted approval.

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

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

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

Athletics

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

Fall

- Boys' soccer (Grades 6, 7 & 8)
- Girls' soccer (Grades 6, 7 & 8)
- Girls' field hockey (Grades 6, 7 & 8)
- Co-ed cross country (Grades 5 through 8)

Winter

- Boys' basketball (Grades 6, 7 & 8)
- Girls' basketball (Grades 6, 7 & 8)
- Co-ed swimming (Grades 5 through 8)

- Co-ed wrestling (Grades 5 through 8)

Spring

- Boys' baseball (Grades 6, 7 & 8)
- Girls' softball (Grades 6, 7 & 8)
- Co-ed track and field (7 & 8)

Clubs

There will be a club program that offers a variety of activities organized by season. Brochures for each season will be distributed to students and parents prior to each session. Club permission slips are included with the brochures and must be filled out prior to a student attending a club. Club activities may include: yoga, trailblazing, book club, scrapbooking, video game, knitting, guitar, running, fitness, newspaper, class night, movie, etc. Club offerings will be based on supervisor interests and availability. Certain clubs, athletic in nature, may require a physical to participate.

Drama

Every fall (5th & 6th grade) and spring (7th & 8th grade), the Middle School Drama Club sponsors a production involving many students. Auditions for singing and acting parts are held. Students may also participate as stage crew, pit musicians, production assistants or ushers.

Marching Band

Marching band participants march in the Memorial Day Parade. Students do not need to be in the school band or have previous experience in playing an instrument to march in the band. They may also participate as a member of the flag corps or may learn to play a percussion instrument.

Math Counts

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

National Junior Art Society

Students who excel in the visual arts and earn an A in art class are invited to join the National Junior Art Society where they will have the opportunity to complete art community service projects.

Student Council

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

Yearbook/Class Night Video Club

This annual student publication and video is the result of work completed by student photographers and editors.

GENERAL INFORMATION

Advertising

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

Asbestos

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

Cafeteria

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

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

Cheating, Plagiarism, Forgery

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

Child Abuse

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

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

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

Computer Resources

District resources have been invested in computer technology to broaden instruction and to prepare students for an increasingly computerized society. Use of these resources is restricted to students working under a teacher's supervision and for approved purposes only. Students and parents will

be required to sign and abide by a user agreement regarding appropriate use of these resources. A parent and/or administrator may determine the restriction of computer privileges if any misuse has been determined.

Dances and Social Events

School dances (grades 7 & 8) and afternoon social activities (grades 5 & 6) may be scheduled periodically during the school year. Only legally enrolled students of this school may attend dances unless other arrangements have been made and approved by the administration. Students are expected to dress appropriately for all dances. Standards of dress, admission costs, and other pertinent instructions for a particular dance will be announced prior to the dance. Students who are absent from school will not be permitted to attend the dance.

Delayed Opening

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

Directory Information

Directory information includes information not generally considered harmful or an invasion of privacy if disclosed, including, name, address, telephone number, date and place of birth, major field(s) of study, participation in school-sponsored activities or athletics, weight and height (if the student is a member of an athletic team), dates of attendance, degrees and awards received, photographs and the most recent previous educational agency or institution attended.

Directory information shall be provided to all recruiters, including commercial, nonmilitary and military concerns and recruiters representing institutions of higher education. Schools may release to parent groups, newspaper and other organizations this information provided such information is to be used by the organization for its own school activities or school business.

Parents must contact the District by

September 15 of the school year that designation of such directory information has been refused as to a particular student.

Dress Code – Dress and Grooming

Students are required to dress in clothing appropriate to the school environment. Student dress may be regulated whenever the mode of dress is determined to be unsafe, disruptive, or contrary to law. Any school dress that increases the risk of injury to self and/or others, causes discomfort to others (e.g., unclean, malodorous, inappropriate language), causes distraction or disruption in the learning environment, advertises or advocates gang affiliation, the use of alcohol or drugs, pornography, is libelous or contains unreasonable potential to upset and hurt others is prohibited (BOE 5132). Appropriateness of student dress shall be determined by the school administration. School administrators are permitted to allow exceptions to the provisions set forth below in cases of special circumstances or school spirit days.

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

1. Outerwear shall not be worn, carried, or kept in the classroom during regular school hours (except in elementary school). Outerwear includes heavy coats and jackets. Head coverings shall not be worn, carried, hung on belts or around the neck or kept in the classroom (except in elementary schools) during regular school hours. Head coverings include but are not limited to scarves, bandanas, masks, visors, kerchiefs, athletic sweatbands, caps, or hoods. Approved coverings worn as part of a student's religious practices or beliefs shall not be prohibited by the policy.
2. Outerwear and head coverings must be secured in the student's locker or other storage areas before school starts. Items not stored will be confiscated by the administration
3. Sunglasses may not be worn within a school building.

4. Students may not wear attire or accessories that: depict logos or emblems that encourage the use of drugs, tobacco, or alcoholic beverages; contain offensive and/or disruptive writing or pictures; produce audible sounds; or are disruptive to the educational environment.
5. Students may not wear see-through clothing or shirts or blouses that reveal the abdomen, chest (no plunging necklines), or undergarments.
6. During school hours, camisoles/spaghetti straps are only allowed if they are covered by a shirt, blouse, or other appropriate covering. Tank tops are permitted if the shoulder strap is at least 1.5" wide and arm-holes that don't extend below the armpit.
7. Students may not wear shorts, dresses, miniskirts, or pants that reveal the upper thigh or undergarments. Spandex garments are allowed only if they are covered by shorts or skirts or provide thorough coverage on their own. Pants that reveal any portion of the torso or upper thigh or that appear inappropriately over/undersized are prohibited.
8. Footwear must be safe for all educational and recreational activities. Refer to school handbooks for age-appropriate guidance.
9. Students may not wear spiked or studded bracelets, oversized or multi-finger rings, belts or any article of attire with spikes or studs attached, or any other clothing item that may present a safety hazard to the student, other students, or staff.
10. Students may not wear sleepwear and/or slippers (i.e. a cloth-bottomed shoe).

Emergency School Closing Information

In case of inclement weather or school conditions which would make it impossible to hold classes school may be canceled or delayed. This information will be posted on the website at www.rsd17.org and the instant alert messaging

system will be activated throughout the district. Notice will be given on local television stations and radio stations WELI (960 AM), WTIC (1080 AM), WRCH (100.5 FM), and WZMX (93.7 FM). In the event school has to be dismissed once in session, announcements will be made over the same local radio stations. Students will be transported via the usual bus routes. Depending on the dismissal time, lunch may not be served. Parents will not be contacted that school has been dismissed for weather conditions.

Exemption from Health Instruction

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

Fees/Unfulfilled Obligations

Materials that are part of the basic educational program are provided without charge to students. A student is expected, however, to provide his or her own supplies of pencils, erasers, and notebooks. The student may be required to pay certain other fees or deposits, including:

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

Students who owe financial obligations at the end of the year will be given notices of such unfulfilled obligations. Outstanding fees owed to school may result in disciplinary action or

withholding of end-of-year materials. These may be library fines, the cost of replacing a lost or defaced book, or borrowed equipment that has been lost. Students should get numbered receipts for all monies paid as obligations. If a student pays an obligation and then finds the lost item, the school will refund the money.

Field Trips

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.

It is expressly forbidden for any parent to drive a vehicle on a school-sponsored trip without the appropriate application and permission of the Principal (BOE 3541.40).

Financial Assistance

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

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 lock down drills will be held in accordance with the school’s crisis management plan.

Fund-Raising

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

Green Cleaning

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

Insurance

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

Library/Media Center

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

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

parent/guardian. Parents must sign and return the district's Internet policy and guidelines before a student is permitted to use this resource.

Lost and Found

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

Lunch Money

Students may prepay for hot lunch. Parents or guardians may send a payment to Haddam-Killingworth Middle School for a set number of lunches. Students may also borrow money for hot lunch from the main office. There is a limited amount of money held in the main office for students to borrow. It is imperative that borrowed money be paid back within five school days to maintain that fund. No lunch money will be handed out during the last full week of school.

No Parking Zones

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

Non-Discrimination

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

Regional School District No. 17 does not discriminate on the basis of a disabling condition as it applies under Section 504 of the Rehabilitation Act Of 1973.

Regional School District 17 does not discriminate on the basis of race, color, religion, national/ethnic origin, age, sex, sexual orientation, or disability in its programs, activities and employment practices. Linda Kauffman, Director of Health Services, is the coordinator for Title IX (sex discrimination) and Title VI (race, creed and color) and may be reached at 860-345-8541. Tracy Geary, Director of Pupil Services, is the coordinator for Section 504 and may be reached at 860-345-4244. (BOE 5145 (a))

Parent Involvement/Conferences

Education succeeds best when there is a strong partnership between home and school based on communications and interactions. Parents/guardians are urged to encourage their children to put a high priority on education and to make the most of their educational opportunities available. Parents/guardians should become familiar with all of the child's school activities and with the District's academic programs. Attendance at parent-teacher conferences, participation in campus parent organizations, attendance at board of education meetings and volunteering in the school are strongly encouraged. School Newsletters are used to inform parents of important information and upcoming events. Weekly parent bulletins are posted on the school's web page at www.rsdl7.org.

Parents are encouraged to become partners in their child's educational successes. Parent conferences are scheduled each year in the district calendar; however, conferences can be arranged anytime during the school year. Parents and students, as well as teachers, counselors or administrators may initiate a conference.

Parent-Teacher Associations and Organizations

Volunteer organizations are vital links between the school, community and the parents it serves. Thus, parents are urged to join and take an active part in the groups that support our schools. The Haddam-Killingworth Middle School PTO is a vital link between the school, community and the parents it serves. Thus, parents are urged to join and take an active part in the PTO. Monthly

meetings are held at 7:00 P.M. in the conference room. The bulletin will list these meeting dates.

The HKMS Parent-Teacher Advisory Council is another organization to bring together our school community. The purpose of this group is to support the work of the school by advising the administration on issues related to school climate, student life, community involvement, and continuous school development. This group will function separately from the PTO. The PTAC will meet monthly at 7:30 A.M. in the main office conference room. Membership on this committee will be determined at the beginning of each school year. Please contact Dr. Olsen if you are interested in joining.

Parents Right-To-Know

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

Passport

As part of the day-to-day routine at HKMS, students will be required to have their Passport with them at all times. Students will not be permitted to leave a classroom without properly filling out the Passport and a teacher initial. The Passport is part of the agenda that is given out at the beginning of the school year to every student. If a student needs an extra copy of a Passport, please see a team leader.

Pesticide Notification and Application

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

Photographs

Photos may be taken throughout the school day, or at any school function, by students, faculty, staff and may be used for yearbook, school newspaper, parent bulletins, school website and in the classroom. To opt out of the publication of or dissemination of their child's photo, parents/guardians must submit a written request to the principal by September 15, 2017.

Pledge of Allegiance and Silent Meditation

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

P.M. Room

Students who have stayed for approved after-school activities may wait for their ride home or the late bus in a supervised setting called the P.M. Room on Monday through Friday. The P.M. Room is located in the cafeteria. It is only to be used by students who are scheduled for after-school activities. At times, the P.M. Room may be cancelled due to unavailability of staff coverage. **If you are picking your child up from the P.M. Room, you must pick them up by 5:15 P.M. at the latest. A student is not permitted to go home with another parent without a written note in advance.**

P.M. Room Rules:

1. All students must report to the P.M. Room for pickup after they have completed their after-school activity. Club advisors will bring their entire club to the P.M. Room. Coaches will bring any students not directly picked up from practice to the P.M. Room.
2. Students are expected to follow our Cougar Core Values of acceptance, kindness, perseverance, respect, and responsibility at all times.
3. Students should sit at a table and remain there until parent pick-up or the late bus.
4. Students are permitted to use electronic devices in an appropriate manner. Taking

photographs in the P.M. Room is strictly prohibited.

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

Posters/Flyers

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

Safety/Accident Prevention

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

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

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

School Ceremonies and Observances

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

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

Students shall be given the option to be excused from participating in those parts of a program or curriculum involving a religious theme that

conflicts with their own religious beliefs. If a parent or student has any questions regarding the use of religious music, artwork and/or symbols in a particular course/activity, the building principal should be contacted.

School Phone Use

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

School Property: Textbooks, Lockers, and Equipment

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

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

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

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

not bring in locks from home and attach to assigned lockers.

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

Student Records

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

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

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

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

Student Visitors

On occasion, students have friends and relatives visiting who wish to attend classes here for a day. Student visitors are permitted according to the following conditions:

- The administration has the right to deny visitation at any time, especially the first and last week of school and prior to any vacation.
- Administration must be notified of a request for a visitor pass at least 48 hours in advance of visit.
- Visitors must be in the same age range as our pupils (ages 10-15).
- Visitors must have a note from the principal of his or her school approving the visit if the visitor is missing a session of his or her own school.
- Visitors must have a note from their parent or guardian approving the visit with an emergency day telephone number listed.
- No more than 3 visitors will be allowed on any school day.
- Visitors must attend all classes with their host or hostess.
- The visitor and the host or hostess must report to the Main Office before reporting to homeroom on the day of the visit with documentation provided.
- All expectations for behavior for Haddam-Killingworth Middle School students apply to visitors.

Transfers and Withdrawals

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

Vehicles

All vehicles coming into or leaving the school grounds are subject to the regulations of the school. Vehicles should remain in the visitor's parking lot only. Visitors MAY NOT park anywhere else on the premises (including the

front of the building, fire zones, loading zones and bus zones).

Visitors

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

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

Cougar Core Values Behavior Matrix

Cougar Core Values	Classroom	Hallway/Pod	Cafeteria	Bathroom	Library	Bus	Gym/Athletic Fields/Recess	Sidewalks & Courtyard	PM/AM Room
Acceptance	<ul style="list-style-type: none"> Use positive language Listen Respect all ideas 	<ul style="list-style-type: none"> Use positive language Embrace diversity Make eye contact Greet peers kindly Notice who needs help 	<ul style="list-style-type: none"> Engage with people at your table Make room at your table Acknowledge diversity 	<ul style="list-style-type: none"> Accept and respect the need for privacy 	<ul style="list-style-type: none"> Be positive about others' book choices Make recommendations to all Recognize others' interests 	<ul style="list-style-type: none"> Smile and greet everyone kindly Respect that there are different ages on the bus Advocate for others 	<ul style="list-style-type: none"> Respect and acknowledge different levels of ability 	<ul style="list-style-type: none"> Welcome others to your social group 	<ul style="list-style-type: none"> Welcome new students at table
Kindness	<ul style="list-style-type: none"> Be helpful to teachers/students/other adults Exhibit manners Be supportive Be patient Put others first Assist classmates in need 	<ul style="list-style-type: none"> Hold doors Be mindful of locker time Be aware of personal space Pick up things even if they are not yours Walk quietly 	<ul style="list-style-type: none"> Be aware of tone/volume Pick up things even if they are not yours Exhibit manners Be courteous to staff Be welcoming to new students at table 	<ul style="list-style-type: none"> Make sure trash is put in garbage Leave the bathroom clean 	<ul style="list-style-type: none"> Use appropriate tone/volume Leave your space the way you found it Help others find books 	<ul style="list-style-type: none"> Allow younger students to get on first Be polite to bus driver Be mindful of language and tone Invite people to sit with you 	<ul style="list-style-type: none"> Encourage participants of all skill levels Support others Play fair Exhibit sportsmanship Cheer on classmates 	<ul style="list-style-type: none"> Be kind to nature Hold doors as entering/exiting the building 	<ul style="list-style-type: none"> Offer to help others with HW Leave and enter in a quiet, orderly, and timely manner
Perseverance	<ul style="list-style-type: none"> Never give up on academic challenge Exhibit a growth mindset Take academic risks 	<ul style="list-style-type: none"> Continue to stand up for others in difficult situations Exhibit patience in waiting your turn 	<ul style="list-style-type: none"> Wait your turn in line Stay in your seat Try new foods Lead by example 	<ul style="list-style-type: none"> Follow the rules even if others are not 	<ul style="list-style-type: none"> Finish reading the entire book Finish research projects 	<ul style="list-style-type: none"> Follow the rules even if others are not 	<ul style="list-style-type: none"> Keep practicing Try something new Don't be afraid to fail 	<ul style="list-style-type: none"> Follow the rules even if others are not 	<ul style="list-style-type: none"> Stay seated and work on HW despite distractions
Respect	<ul style="list-style-type: none"> Listen Raise your hand Respect personal space Use materials appropriately 	<ul style="list-style-type: none"> Stay to the right Hold the door for others Keep hands to yourself Be on time Keep area clean 	<ul style="list-style-type: none"> Keep area clean Use appropriate voice level Use appropriate table manners Stay seated at tables Listen to adults when speaking 	<ul style="list-style-type: none"> Wash your hands Flush the toilet Respect personal space Clean up after yourself 	<ul style="list-style-type: none"> Use appropriate voice level Open doors slowly Return books on time 	<ul style="list-style-type: none"> Be seated and respectful of surroundings Respect fellow students Respect driver 	<ul style="list-style-type: none"> Treat equipment appropriately Respect the environment and nature Be a good sport Exhibit teamwork 	<ul style="list-style-type: none"> Walk at all times Stay with the flow of traffic Stay behind the yellow line 	<ul style="list-style-type: none"> Keep area clean Take advantage of extra work time Sit appropriately
Responsibility	<ul style="list-style-type: none"> Arrive to class on time with appropriate materials Learn to the best of your ability 	<ul style="list-style-type: none"> Use time appropriately 	<ul style="list-style-type: none"> Clean up after yourself 	<ul style="list-style-type: none"> Clean up after yourself 	<ul style="list-style-type: none"> Return books and materials Use quiet voices 	<ul style="list-style-type: none"> Use quiet voices Stay seated Listen to driver 	<ul style="list-style-type: none"> Be prepared Exhibit good sportsmanship Listen to teachers and coaches 	<ul style="list-style-type: none"> Keep your hands and feet to yourself Walk at all times Be aware of surroundings 	<ul style="list-style-type: none"> Sit on seats Use appropriate voice level Respect adults