

# Regional School District 17

## Elementary School Parent Handbook



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**Haddam Elementary School**  
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Regional School District 17 · Central Office  
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## TABLE OF CONTENTS

Administrators' Message.....	3
Mission Statement.....	4
Core Values .....	4
Elementary School Hours.....	5
Early Dismissal Days.....	5
Inclement Weather Schedule.....	5
<b>General School Information .....</b>	<b>6</b>
Snow Days .....	6
Attendance: Annual Notification of Obligation .....	7
Pledge of Allegiance and Moment of Silence .....	8
Visitors.....	8
School Crisis Plan .....	8
Fire Drills and Emergency Preparedness.....	8
Use of School Property.....	8
Disclosure of Information.....	9
Communication (School-to-Home) .....	9
Parent/Teacher Conferences .....	10
Report Cards .....	10
Personal Calls and Messages for Students .....	10
Computer Use.....	10
Cell Phones .....	11
Toys, Electronics & Other Items Not to Bring.....	11
Rolling Backpacks Prohibited .....	11
Footwear .....	11
Pets and Animals in School.....	11
Bicycles and Walking to School .....	11
Moving In or Out of District.....	12
Homework.....	12
Safe School Climate.....	13
General Behavioral Expectations.....	13
Recess Expectations .....	14
Transportation .....	14
Bus Safety Expectations.....	15
School Lunch Program .....	15
Lunch/Cafeteria Behavioral Expectations .....	16
Student Dress Code.....	16
Candy, Gum, Soda .....	17
Food Allergy Management.....	18
Birthday Celebrations in the Classroom.....	18
Birthday Invitations .....	18
Labeling.....	18
Lost and Found.....	19
Parent Teacher Organization (P.T.O.) .....	19

Fund-Raising.....	19
Posters.....	19
Insurance .....	19
<b>Support Services.....</b>	<b>20</b>
Student-Teacher Assistant Team (STAT) .....	20
Language Arts and Math Support.....	20
Section 504 .....	20
Counseling and Social Services .....	21
LEAP Enrichment Services.....	21
Special Education Support .....	21
Individual Education Plan (IEP).....	22
Health Services.....	22
<b>District Policies &amp; Procedures.....</b>	<b>24</b>
Admission/Placement .....	24
Promotion and Retention of Students.....	24
Exemption from Instruction.....	24
Resolution of Problems.....	25
Field Trips .....	26
Financial Assistance .....	26
Bullying.....	26
Harassment.....	27
Sexual Harassment.....	27
Regional School District 17 Statement of Non-Discrimination .....	28
Equal Educational Opportunity.....	28
Mandated Reporting/Child Abuse .....	29
Substance Abuse .....	29
Weapons and Dangerous Instruments.....	30
Parents Right-to-Know .....	30
Student Records.....	30
Advertising.....	31
Search and Seizure.....	31
School Ceremonies and Observances.....	32
Selection of Audio Visual and Reference Materials .....	32
Pesticide Notification and Application.....	33
Green Cleaning .....	33
Recycling.....	34
Asbestos.....	34
Administration and Staff Contact Information .....	35
Board of Education Members and Contact Information .....	36

# REGIONAL SCHOOL DISTRICT 17

## Elementary Schools

Dear Parents/Guardians:

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

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

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

Sincerely,

Eric D. Larson  
Principal  
Burr District Elementary

Bryan E. Kerachsky  
Principal  
Haddam Elementary

Dennis J. Reed  
Principal  
Killingworth Elementary

**Regional School District No. 17 Website – [www.rsd17.org](http://www.rsd17.org)**  
**Visit us on our website for comprehensive information about our school system.**

# REGIONAL SCHOOL DISTRICT 17

## Board of Education

### Mission Statement

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

### Core Values

#### **Children**

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

#### **Curriculum**

Provide a curriculum that engages and challenges all students.

#### **Responsibility**

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

#### **Ethics**

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

#### **Safety**

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

#### **Stewardship**

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

#### **Communication**

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

#### **Diversity**

Provide an environment that respects diversity.

## ELEMENTARY SCHOOL HOURS

Grade K- 4	8:40 – 3:25
AM Preschool	8:40 – 11:30
PM Preschool	12:30 – 3:25
Bus Arrival	8:35 AM – See note below

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

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

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

## EARLY DISMISSAL DAYS 2016-2017

Grades K-4 and PM preschool will attend school on all scheduled early dismissal days from **8:40 – 1:05**. AM Preschool will attend school on all scheduled early dismissal days from **8:40-11:30**.

**Preschool will operate on the following schedule:**

AM classes only 8:40-11:30;	PM classes only 8:40-1:05;
No PM preschool	No AM preschool
September 23	January 24
October 19	January 25
October 26	February 8
October 27	March 1
November 23	March 2
December 23	March 15
2 <sup>nd</sup> to last day of school	May 17
	Last day of school

## INCLEMENT WEATHER SCHEDULE Two Hour Delayed Opening

Grade K - 4	10:40 – 3:25
PM Preschool	12:30 – 3:25
No AM Preschool	

## GENERAL SCHOOL INFORMATION

### SNOW DAYS

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

Please **DO NOT CALL THE SCHOOL** to determine whether school is cancelled. If still in doubt after listening to the announcements, we will have a weather message on our website [www.rsdl7.org](http://www.rsdl7.org).

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

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

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

School must be in session for a minimum of 180 days. The State Department of Education is extremely reluctant to grant exceptions and may withhold financial aid from towns violating the requirements. The Region 17 Board of Education has set its school calendar at 182. However, the safety of students is foremost our minds. Please refer to the 2016-2017 school calendar for how days will be made up.

## **ATTENDANCE: ANNUAL NOTIFICATION OF OBLIGATION**

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

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

Whenever a child is absent from school, a telephone call to school is needed to explain his/her absence. The school nurse will call home if no information about the child's absence is received that day.

### **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 (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.

The school will be in contact with a family after the 9<sup>th</sup> absence.

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

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



## **PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE**

Each school will provide an opportunity at the start of each school day to allow those students and teachers who wish to do so, the opportunity to recite the Pledge of Allegiance and to observe a moment of silence.

## **VISITORS**

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

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

## **SCHOOL CRISIS PLAN**

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

## **FIRE DRILLS AND EMERGENCY PREPAREDNESS**

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

## **USE OF SCHOOL PROPERTY**

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

## **DISCLOSURE OF INFORMATION**

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

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

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

## **COMMUNICATION (SCHOOL-TO-HOME)**

Regular communication with parents and guardians is one of the keys to student success. Resources such as our district website, [www.rsd17.org](http://www.rsd17.org), and School Messenger enhance our ability to communicate in an effective and timely manner. We strive as a school system to provide quality communications that are consistent, efficient and effective. Below is an outline of the many communication methods that our school system employs, communications you can expect to receive throughout the school year, and where you can turn for information.

### **District Information**

- The [rsd17.org website](http://www.rsd17.org) contains district announcements, calendar items, and other resources. School closings and delays are also posted on the home page. From this home page you can access websites for the district, department and the Board of Education. Board of Education meetings, agenda, minutes, and policies are posted on their site.
- School Messenger is used to send home both emergency (phone and email) and routine (email only) district-wide information.
- Board of Education meetings are televised on Channel 18.
- *Board Update* is a newsletter published by the Board of Education monthly.

### **School Information**

- Curriculum Night is scheduled at the beginning of each school year.
- School orientations for parents of students entering kindergarten and the secondary schools are scheduled in the spring of each school year.
- School handbooks are posted on each school's website and are sent home.
- School newsletters are published each month. Newsletters include information on events, meetings, instruction, volunteer opportunities, as well as grade level, team, specials, health office, sports, and PTO/Parent Group news.

- School websites include school contact information, addresses, phone numbers, etc., calendars of events, announcements, school procedures, schedules, school handbooks, and access to websites for the library, PTOs and parent groups, and for each teacher.
- School Messenger is used to send home both emergency (phone and email) and routine (email only) school information.
- Letters are mailed to parents/guardians and paper fliers are distributed as needed.
- School Principals and school offices call parents directly when needed.

### **Classroom Information/Student Progress**

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

### **PERSONAL CALLS AND MESSAGES FOR STUDENTS**

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

### **COMPUTER USE**

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

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

## **CELL PHONES**

We strongly discourage students from bringing cell phones to school. Their use and display is not permitted during the school day or on the bus. The school is not responsible if valuable personal items, including cell phones, are lost, damaged, or stolen.

## **TOYS, ELECTRONICS & OTHER ITEMS NOT TO BRING**

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

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

## **ROLLING BACKPACKS PROHIBITED**

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

## **FOOTWEAR**

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

## **PETS AND ANIMALS IN SCHOOL**

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

## **BICYCLES & WALKING TO SCHOOL**

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

## **MOVING IN OR OUT OF DISTRICT**

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

## **HOMEWORK**

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

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

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

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

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

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

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

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

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

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

**Grade 4** – Children read independently and work on assignments for 40 minutes.

## **SAFE SCHOOL CLIMATE**

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

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

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

Some of the key steps in implementing this approach include:

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

## **GENERAL BEHAVIORAL EXPECTATIONS**

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

1. Follow directions the first time asked.
2. Use appropriate language and gestures.
3. Ask permission to use things.
4. Use furniture, equipment and supplies appropriately.
5. Move about a room and the building in a quiet and orderly fashion.

6. Keep desk and other belongings neat and organized.
7. Do your own work (not copy the work of others).

## **RECESS EXPECTATIONS**

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

## **TRANSPORTATION**

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

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

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

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

## **BUS SAFETY EXPECTATIONS**

1. Wait for the bus on a sidewalk or at a safe distance off the road.
2. Wait for the bus to come to a complete stop before **walking** to board the bus.
3. Respond immediately to bus driver's directions.
4. Talk in an inside voice.
5. Help younger children as needed.
6. Stay in your seat facing forward. Remain seated while the bus is in motion. Leave your seat only when the bus arrives at your stop or when the driver or a school authority permits you to leave.
7. Keep hands, feet, and objects inside of the bus.
8. Hold books, backpacks, and/or instrument on your lap; keep aisles clear.
9. Only students from the highest grade will sit in the two seats nearest the rear emergency door.
10. The rear emergency door is for emergencies only, and should only be opened as directed by the driver.

## **SCHOOL LUNCH PROGRAM**

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

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

Lunchtime is supervised by school staff.



## **LUNCH/CAFETERIA BEHAVIORAL EXPECTATIONS**

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

## **STUDENT DRESS CODE/DISTRICT POLICY**

We ask that children be discouraged from coming to school in shorts or skirts that are too short and may reveal undergarments. We also discourage children from coming to school wearing tops that may be too revealing. Please see the district policy below for specific guidance.

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 coat and jackets. Head coverings shall not be worn, carried, hung on belts or worn 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 this policy.
2. Outerwear and head coverings must be secured in a 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 the school hours, tank tops, camisoles/spaghetti straps are only allowed if they are covered by a shirt, blouse, or other appropriate covering. Tanks tops are permitted if the shoulder strap is at least 1.5" wide and arm-holes don't extend below the armpit.
7. Students may not wear shorts, dresses, mini-skirts, or pants that reveal the upper thigh or undergarments. Spandex garments are only allowed if they are covered by shorts or skirts or long shirts or tunics. 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 guidelines.
8. Students may not wear spiked or studded bracelets, oversized or multi-finger rings, belts or any article of attire with spikes, studs attached, or any other clothing item that may present a safety hazard to the student, other students, or staff.
10. Students may not wear sleepwear or slippers (i.e. a cloth-bottomed shoe).

BOE Policy 5132(a)

### **CANDY, GUM, SODA**

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

## **FOOD ALLERGY MANAGEMENT**

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

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

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

## **BIRTHDAY CELEBRATIONS IN THE CLASSROOM**

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

## **BIRTHDAY INVITATIONS**

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

## **LABELING**

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

## **LOST AND FOUND**

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

## **PARENT TEACHER ORGANIZATION (P.T.O.)**

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

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

## **FUND-RAISING**

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

## **POSTERS**

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

## **INSURANCE**

School insurance is made available to families 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 arrangement is contractual between the parent and insurance carriers and Regional School District #17 assumes no liability from disputes arising from such contract

## **SUPPORT SERVICES**

### **Student-Teacher Assistance Team (STAT)**

Our schools are committed to effective instructional methods to ensure student learning. All Connecticut school districts apply a framework entitled Scientific Research Based Intervention (SRBI), which is designed to provide academic and behavioral instruction that is matched to student needs. Our STAT process encompasses the SRBI components, including:

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

### **LANGUAGE ARTS AND MATH SUPPORT**

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

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

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

### **SECTION 504**

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

## **COUNSELING AND SOCIAL SERVICES**

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

Early intervention is a key to promoting healthy social, emotional, and academic growth. Please call the **School Psychologist** if you have any concerns about your child.

Testing may be provided, as decided upon by a PPT, to help understand a child better. This may include intelligence, achievement, or psychological evaluations, along with recommendations for enhancing the child's well-being.

The **School Counselor** provides services through working with other school personnel in determining the causes or factors related to the child's difficulty. Together they plan appropriate solutions which will lead to more successful school experiences. He/she can provide the school with essential information about a child's background so the staff can better understand and teach the child. The school counselor shares information with parents about their child's behavior and achievements in school and assists them in working together with school personnel to help the child. This may involve direct counseling with students to enable them to work through personal, social or emotional difficulties.

Agreed upon goals are developed with parents, staff and the School Counselor. The School Counselor can make referrals to community agencies and resources to address the total well-being of children. There is also an emphasis on developing preventive measures and procedures to help ensure a healthy learning environment for all children in the school.

## **LEAP ENRICHMENT SERVICES**

The LEAP program provides instruction to identified gifted and/or talented students in grades 3 through 6 and focused enrichment opportunities for students who have demonstrated skill in language arts or mathematics in the classroom. Students in or entering grades 3-6 are identified for gifted and talented assessment based on performance in the classroom and on district testing. If you have any questions about the identification process, please contact your child's teacher.

## **SPECIAL EDUCATION SUPPORT**

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

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

to qualify for services, a child must have a disability recognized by state and federal law.

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

## **INDIVIDUAL EDUCATION PLAN (IEP)**

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

## **HEALTH SERVICES**

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

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

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

### **Accidents**

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

### **Medications**

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

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

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

### **Communicable/Infectious Diseases**

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

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

### **Emergency Cards and Medical Treatment**

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

### **Health Assessments/Physical Examinations**

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

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



## **DISTRICT POLICIES & PROCEDURES**

### **ADMISSION/PLACEMENT**

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

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

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

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

### **PROMOTION AND RETENTION OF STUDENTS**

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

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

### **EXEMPTION FROM INSTRUCTION**

As required by state statute, a student will be exempted from instruction on Acquired Immune Deficiency Syndrome (AIDS) or Family Life and Sex Education upon receipt of a written request for such exemption from his/her parent or guardian. The parent may also make written request for an exemption from instruction or a school activity for a student based upon religious beliefs, which may be contrary to the content of the information being presented. (BOE 6144.1)

## **RESOLUTION OF PROBLEMS**

### **Community Relations – Public Complaints – General Complaint**

Procedure:

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

1. Letters concerning individual students should first be addressed to the teacher.
2. Unsettled matters from (1) above or problems and questions concerning individual schools should be directed to the Principal of the school.
3. Unsettled matters from (2) above or problems and questions concerning the school system as a whole should be directed to the Superintendent. There is no statutory appeal process beyond the level of Superintendent except in cases involving expulsion, tenure, and school accommodations.
4. Should there be disagreement with the decision of the Superintendent; the concern may be put in writing to the Chairperson of the Board, who shall bring the concern to the attention of the full Board of Education. Except as Board action is required by statute (e.g. expulsion, tenure hearings, and school accommodations), the Board shall hear the concern (in open or executive session in accordance with the Freedom of Information Act) only if upon the motion of a member of the Board to hear the matter, the Board decides by majority vote to do so.
5. Exceptions to the above process are complaints that directly concern Board actions or policies.

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

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

## **FIELD TRIPS**

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

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

## **FINANCIAL ASSISTANCE**

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

## **BULLYING**

The Region 17 Board of Education promotes a secure and safe school climate, conducive to teaching and learning, that is free from threat, harassment and any type of bullying behavior. Therefore it is the policy of the Board that bullying of a student by another student is prohibited.

Consistent with legislative requirements the Superintendent is authorized to develop and implement a Safe School Climate Plan that contains the essential elements outlined in Public Act 11-232 *An Act Concerning the Strengthening of School Bullying Laws*.

Students who engage in any act of bullying, on school grounds, at a school-sponsored or school related activity, function or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased or used by the Board of Education, or through the use of an electronic device, or an electronic mobile device, owned, leased or used by the Board of Education, and outside of the school setting if such bullying:

1. creates a hostile environment at school for the victim
2. infringes on the rights of the victim at school, or
3. substantially disrupts the educational process or the orderly operation of a school are subject to appropriate disciplinary action up to and including suspension, expulsion and/or referral to law enforcement.

If you have any questions or concerns, please contact the Safe School Climate Specialist who is the building principal or the District Safe School Climate Coordinator, Dr. Holly Hageman, at 860-345-4534. (BOE 5131.911)

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

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

## **SEXUAL HARRASSMENT**

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

Sexual harassment is defined as unwelcome conduct of a sexual nature, whether verbal or physical, including, but not limited to, insulting or degrading sexual remarks or conduct; threats or suggestions that a student's submission to or rejection of unwelcome conduct will in any way influence a decision regarding that student, or conduct of a sexual nature which substantially interferes with the student's learning, or creates an intimidating, hostile or offensive learning environment, such as the display in the educational setting of sexually suggestive objects or pictures.

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

The school district will provide staff development for district administrators and grievance committee members and will annually distribute its policy and grievance procedures to staff and students in an effort to maintain an environment free of sexual harassment.

## **REGIONAL SCHOOL DISTRICT 17 STATEMENT OF NON-DISCRIMINATION**

In compliance with Title VI, Title IX and Section 504 of the Rehabilitation Act of 1973, the Board of Education does not discriminate on the basis of race, creed, color, national origin, age, gender, marital status, religion, sexual preference, mental disability, learning disability, physical disability or disability in establishing and implementing hiring and employment practices and establishing and providing school activities and educational programs.

### **Nondiscrimination**

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

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

Linda Kauffman, Director of Health Services  
Title IX Coordinator  
RSD17 Schools  
95 Little City Road  
Higganum, CT 06441  
860-345-8541  
Email: [lkauffman@rsd17.org](mailto:lkauffman@rsd17.org)

Tracy Geary, Director of Pupil Services  
504 Coordinator  
RSD17 Schools  
57 Little city Road  
Higganum, CT 06441  
860-345-4244  
Email: [tgeary@rsd17.org](mailto:tgeary@rsd17.org)

### **EQUAL EDUCATIONAL OPPORTUNITY**

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

## **MANDATED REPORTING/CHILD ABUSE**

Teachers, principals, paraprofessionals and other professional school staff are obligated by law (C.G.S. 17a-101) to report suspected child abuse or neglect to the Connecticut State Department of Children and Families Services. Specific procedures governing the reporting of abuse and neglect are in effect, and staff 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, deprivations of necessities, emotional abuse, cruel punishment or neglect are also considered child abuse.

## **SUBSTANCE ABUSE**

### **DRUGS/BEHAVIOR AFFECTING SUBSTANCE/ALCOHOL/TOBACCO**

The Board of Education prohibits the possession, use, sale and/or distribution of any controlled drug, controlled substance, alcohol, or drug paraphernalia, or being willfully under the influence of any controlled drug, controlled substance, or alcohol. This shall include, but 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.

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.

### **Tobacco and Tobacco Products**

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. Real property means the land and all temporary and permanent structures comprising the districts' elementary and secondary schools, and administrative office buildings and includes, but is not limited to classrooms, hallways, storage facilities, auditoriums, gymnasiums, fields and parking lots. (BOE 5131.6)

### **WEAPONS AND DANGEROUS INSTRUMENTS**

Possession of any weapon, weapon facsimile, deadly weapon, pistol, knife, blackjack, bludgeon, box cutter, metal knuckles, pellet gun, explosive device, firearm, whether loaded or unloaded, whether functional or not, or any other dangerous object. This also includes pellet guns and/or air soft pistols. (BOE 5131(d)(III)(10))

### **PARENTS RIGHT-TO-KNOW**

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

### **STUDENT RECORDS**

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

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

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

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

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

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

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

## **ADVERTISING**

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

## **SEARCH AND SEIZURE**

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

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



the principal or designee, in the presence of a witness and following district policy (BOE 5145.12)

## **SCHOOL CEREMONIES AND OBSERVANCES**

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

## **SELECTION OF AUDIO VISUAL AND REFERENCE MATERIALS**

### **A. Library Materials:**

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

### **B. General Instructional Material:**

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

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

## **Selection Of Instructional Materials**

### **A. Procedure for Selection of Materials**

#### **Media Center Materials (Media)**

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

- appropriate and the replacement of loose and worn materials still of educational value.
4. Selections are forwarded to the Principal's office.

### **B. Criteria for Selection of Materials**

The following criteria will be used as they apply:

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

## **PESTICIDE NOTIFICATION AND APPLICATION**

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

## **GREEN CLEANING**

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

## **RECYCLING PROGRAM**

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

## **ASBESTOS**

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

## **REGIONAL SCHOOL DISTRICT NO. 17**

### **Contact Information**

Central Office  
57 Little City Road  
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Dr. Holly Hageman, Assistant Superintendent  
Larissa Johnson, Administrative Assistant  
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Burr Elementary School  
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Higganum, CT 06441

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Dawn MacLeod, Secretary  
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Haddam Elementary School  
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Donna Kana, Secretary  
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Killingworth Elementary School  
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Haddam-Killingworth Middle School  
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Haddam-Killingworth High School  
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Food Service

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## 2015-2016 Board of Education Members

Board Chair – Joel D'Angelo  
Board Vice Chair – Joanne Nesti  
Board Treasurer – Suzanne Sack  
Board Secretary – Kathy Brown  
Board Clerk – TBD

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