HKMS School Handbook 2020-2021

Helen Keller Middle School, in partnership with the community, strives to foster mutual respect, perseverance, integrity and responsibility in a safe and caring environment. We are committed to meeting the diverse needs of all students, thus enabling them to achieve excellence and become accountable, productive citizens.

Helen Keller Middle School
360 Sport Hill Road
Easton, CT 06612

Phone: 203-268-8651
Fax: 203-268-6105

Website: www.helenkellerps.org

Dr. Rydell Harrison, Superintendent
Dr. Stephanie Pierson Ugol, Assistant Superintendent
Mrs. Susan J. Kaplan, Principal
Mrs. Annie Mohr, Assistant Principal

The Easton School District does not discriminate on the basis of race, color, national origin, sex, disability, religion, ancestry, marital status, sexual orientation, gender identity, genetic information or age in its programs and activities and provides equal access to the Boy Scouts, Girl Scouts and other designated youth groups.
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The Board of Education meets once a month at 7:30 PM at Helen Keller Middle School. Meeting dates are posted.

Central Office Administration

Dr. Rydell Harrison
Superintendent

Dr. Stephanie Pierson Ugol
Assistant Superintendent

Ms. Jennifer DelConte
Director of Special Services for ER9

Mr. Scott Reiss
Director of Finance and Operations

Helen Keller Middle School Administration

Mrs. Susan J. Kaplan
Principal

Mrs. Annie Mohr
Assistant Principal

Mrs. Kara DiBartolo
Supervisor of Special Services for Easton

Important School Numbers

HKMS.........................................................203-268-8651 (FAX 203-268-6105)

HKMS Website........................................http://www.helenkellerps.org

To Report Student Absences.................................203-268-8651, press 3 or email - hkmsmainoffice@er9.org

School Nurse..............................................203-268-8651, ext. 415

Special Services..........................................203-459-9689

Board of Education........................................203-261-2513

First Student.............................................475-470-0373

The Easton School district does not discriminate on the basis of race, color, national origin, sex, disability, religion, ancestry, marital status, sexual orientation, gender identity, genetic information or age in its programs and activities and provides equal access to the Boy Scouts, Girl Scouts and other designated youth groups. The following persons has been designated to handle inquiries regarding the nondiscrimination policies:

Annie Mohr
HKMS Title IX Coordinator

Patricia Thomas
HKMS 504 Coordinator
Parent/Legal Guardian Permissions 2020-2021

Student ___________________________   _____Grade________

(First, middle initial, last name. One form per child.)

Photography, Audio taping, and Videotaping: I have read the photography, audio, and video-taking policy in the HKMS handbook for 2020-2021. I understand that these photos, audiotapes, and/or videotapes may be used in school or school system displays at HKMS or around town, the school yearbook, the school website, local and area newspapers, Cable TV broadcasts, podcasts and other possible publications. I provide the following permission for my child. (Board of Education Policy #1112.6)

☐ Yes, my child may be photographed, audiotape, and videotaped at HKMS.
☐ No, please do not photograph, audiotape, or videotape my child for any reason.

__________________________         _________________________
Parent/Legal Guardian Signature   Student Signature
Date                          Date

HKMS Handbook 2020-2021: We have read the Helen Keller Middle School Handbook for the 2020-2021 school year. Our child has been made aware of rules and policies noted within the HKMS Handbook or on the HKMS website and will abide by these rules/policies. I realize that the Easton Public School Policies are available for review on the HKMS website(www.helenkellerps.org).
I also realize that I may examine the policies at HKMS or the Easton Public Library.

__________________________         _________________________
Parent/Legal Guardian Signature   Student Signature
Date                          Date

HKMS Cell Phone Policy: I have read, reviewed and understand the HKMS cell phone policy found on page 21 of the 2020-2021 Handbook. (Board of Education Policy #5131.81)

__________________________         _________________________
Parent/Legal Guardian Signature   Student Signature
Date                          Date

2020-2021 Computer/Internet Usage Policy Permission Form

Student ___________________________   _____Grade________

(First, middle initial, last name. One form per child.)

Computer Usage Policy: We have read and understand the Computer Usage Policy stated on page 19 of the student handbook. I/We have discussed the rules of Computer usage with my/our child. I/We agree that my/our child will adhere to the policy as stated on this form and in the HKMS Student/Parent/Legal Guardian Handbook 2020-2021. (Easton Board of Education Policy #4118.5)

__________________________         _________________________
Parent/Legal Guardian Signature   Student Signature
Date                          Date

Internet Usage Policy: We have read and understand the Internet Usage Policy on page 22 of the student handbook. I/We have discussed the rules of Internet usage with my/our child. I/We agree that my/our child will adhere to the policy as stated. (Easton Board of Education Policy #6141.321)

__________________________         _________________________
Parent/Legal Guardian Signature   Student Signature
Date                          Date
<table>
<thead>
<tr>
<th>Integrated Language Arts</th>
<th>Math</th>
<th>Science</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ashley, Charleen</td>
<td>Ackley, Doug</td>
<td>Baca, Matthew</td>
</tr>
<tr>
<td>Burke, Jennifer</td>
<td>Brodeur, Cindy</td>
<td>Maggi, Linda</td>
</tr>
<tr>
<td>Jockers, Ryan</td>
<td>Mancini, Erika</td>
<td>Macaluso, John</td>
</tr>
<tr>
<td>Rogers, Kevin</td>
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<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Social Studies</th>
<th>World Language</th>
<th>Special Education</th>
</tr>
</thead>
<tbody>
<tr>
<td>D'Agostino, Paul</td>
<td>Cerra, José</td>
<td>Augustine, Tara</td>
</tr>
<tr>
<td>Rose, Jennifer</td>
<td>Harington, Calico</td>
<td>Donegan, Tracey</td>
</tr>
<tr>
<td>Walsh, Brian</td>
<td>Solis, Nicole</td>
<td>Lapan, Alyssa</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Montaine, Erin</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Pearson, Eric</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Trubiano, Meghan</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Fine &amp; Practical Arts</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Breyer, David (P.E./Health)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Colasanto, Kristen (P.E./Health)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hurta, Robin (Art)</td>
<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Administrative Support Staff</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Neff, Barbara (Assistant to the Principal)</td>
<td></td>
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<tr>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Custodial and Maintenance</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Head Custodian: Zingaro, Alan</td>
<td>Dubail, Mark</td>
<td>Laurent, Billy</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Zultowski, James</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Health Office</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Grega, Sarah</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Network Administrator</th>
<th></th>
<th>Technology Assistant</th>
</tr>
</thead>
<tbody>
<tr>
<td>Steil, Tom</td>
<td></td>
<td>Mellen, Lisa</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Related Services</th>
<th></th>
<th>Behavior Therapists &amp; Paraprofessionals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thomas, Patricia - School Counselor</td>
<td></td>
<td>Blumenthal, Judy</td>
</tr>
<tr>
<td>Sather, Tim – Academic &amp; Behavior Mentor</td>
<td></td>
<td>Carlson, Marion</td>
</tr>
<tr>
<td>Aponte, Dana - Language Arts and Reading Specialist</td>
<td></td>
<td>Martinich, Janine</td>
</tr>
<tr>
<td>Dunkerton, Amber – Math Specialist</td>
<td></td>
<td>Mencel, Jill</td>
</tr>
<tr>
<td>Beach, Nicole - Occupational Therapist</td>
<td></td>
<td>Moylan, Kim</td>
</tr>
<tr>
<td>Cerreta, Karen - Speech &amp; Language Pathologist</td>
<td></td>
<td>Pocchiari, Susan</td>
</tr>
<tr>
<td>Heran, Kimberly - Social Worker</td>
<td></td>
<td>Politi, Maureen</td>
</tr>
<tr>
<td>Klatt, Meredith - School Psychologist</td>
<td></td>
<td>Additional Paras: TBD</td>
</tr>
<tr>
<td>Langlois, Laura - Assistive Technology Specialist</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>School Security Office</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>John FitzGerald</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Parent-Teacher Organization</th>
<th>Easton Learning Foundation</th>
</tr>
</thead>
<tbody>
<tr>
<td>HKMS President: Beth Andrews &amp; Gina Hicks</td>
<td>President: Drew Chieda</td>
</tr>
</tbody>
</table>
Helen Keller Middle School  
Student/Parent/Legal Guardian Handbook  
2020 -2021  

SECTION ONE  
ACADEMIC INFORMATION

HOMEWORK  
Homework is an important aspect of a student’s education. It is a necessary and effective means of reinforcing the classroom learning experience.

Homework usually falls into the following general classifications:

- written assignment
- reviewing class work
- reading homework
- activities/projects

One of the goals of middle school is to learn effective time management skills. Therefore, students need to learn to pace long-term assignments to avoid multiple hours of work on any given night.

It is expected that all students will complete assignments to the best of their ability and in a timely manner. Criteria and specific expectations will be provided for each class by individual teachers. Although written homework may not always be assigned, students are responsible for reviewing material on a nightly basis.

Students are responsible for knowing what assignments need to be done. Students are required to write down their daily and long-term assignments in this agenda planner. Parents can check these planners to help monitor their child’s homework. Homework assignments are also posted on teacher websites.

Parent assistance is requested to ensure a quiet time and study area for their child as well as to monitor homework assignments on a regular basis. If concerns regarding homework arise, parents are encouraged to contact the team leader or individual teachers.

The following are guidelines for the amount of homework that middle school students should expect:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grade 6</td>
<td>60-75 minutes daily</td>
</tr>
<tr>
<td>Grade 7</td>
<td>60-90 minutes daily</td>
</tr>
<tr>
<td>Grade 8</td>
<td>75-120 minutes daily</td>
</tr>
</tbody>
</table>
Please note that these are simply guidelines. Each student works at his or her own pace, and individual time spent on homework may vary. Refer to the attendance section of this handbook for guidelines regarding make-up work due to absence.

Please refer to the HKMS website (www.helenkellerps.org) for Board of Education Policy #6154, Homework.

REPORTS CARDS AND MONITORING STUDENT PROGRESS
Report cards are emailed home on a trimester basis. Parents can monitor student performance data anytime via the parent portal on Powerschool at http://powerschool.er9.org/public. Both forms of reporting are meant to inform parents and students of how well students are meeting classroom expectations at a particular point in time. These reports identify areas of strength and weakness in a student’s performance, giving the student an opportunity to focus on areas needing improvement.

Letter grades and their numerical equivalents are as follows:

<table>
<thead>
<tr>
<th>Letter</th>
<th>Numerical Equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>97-100</td>
</tr>
<tr>
<td>A</td>
<td>93-96</td>
</tr>
<tr>
<td>A-</td>
<td>90-92</td>
</tr>
<tr>
<td>B+</td>
<td>87-89</td>
</tr>
<tr>
<td>B</td>
<td>83-86</td>
</tr>
<tr>
<td>B-</td>
<td>80-82</td>
</tr>
<tr>
<td>C+</td>
<td>77-79</td>
</tr>
<tr>
<td>C</td>
<td>73-76</td>
</tr>
<tr>
<td>C-</td>
<td>70-72</td>
</tr>
<tr>
<td>D+</td>
<td>67-69</td>
</tr>
<tr>
<td>D</td>
<td>63-66</td>
</tr>
<tr>
<td>D-</td>
<td>60-62</td>
</tr>
<tr>
<td>F</td>
<td>&lt; 60</td>
</tr>
</tbody>
</table>

Teachers may also select comments that describe the student’s performance in greater detail.

WEIGHTED GRADING
Grades are not weighted for any purpose in the Easton and Redding Schools. Please refer to the HKMS website (www.helenkellerps.org) for Board of Education Policy #6146, Weighted Grading.

EXEMPTION FROM INSTRUCTION
A student will be exempted from instruction on Acquired Immune Deficiency Syndrome (AIDS), Bilingual Education or Family Life and Sex Education upon receipt of written request for such exemption from his/her parent or legal guardian. Please refer to the HKMS website (www.helenkellerps.org) for Board of Education Policy #6144.1, Exemption from instruction.

TESTING PROGRAMS
Each Spring the Smarter Balanced Assessments are administered to all students in grades three through eight. These assessments are designed to provide valid, reliable and fair measures of students’ progress toward the attainment of knowledge and skills as outlined by the Common Core State Standards in Math and English Language Arts. To assess student growth in science, Eighth grade students will also take the State Science Assessment. It is important for students to be present for all testing sessions. Parents should plan vacations and/or medical appointments around the school calendar to avoid students missing testing sessions. Please refer to the HKMS website (www.helenkellerps.org) for Board of Education Policy #6162.3(a), Testing Program and #6162.31, Test Exclusion.
COMPARABILITY OF SERVICES
It is the policy of the Board of Education to ensure comparability of services funded by state and local sources in both Title I project schools and non-project schools. Please refer to the HKMS website (www.helenkellerps.org) for Board of Education Policy #6161.3, Comparability of Services.

FIELD TRIPS
School trips for educational purposes will occasionally be sponsored by teams or individual teachers in the school. For any off-campus trip, a student will receive a permission slip, which must be signed by a parent/legal guardian and returned by the date specified. A student must obtain written permission from a parent/legal guardian to participate in a field trip.

Since field trips are considered a privilege, the administration reserves the right to select students for trips based upon their record of self-discipline and classroom behavior. All school rules and regulations apply to students attending field trips.

Please refer to the HKMS website (www.helenkellerps.org) for Board of Education Policy #6153, Field Trips.

FINANCIAL ASSISTANCE
Students will not be denied the opportunity to participate in any class or school-sponsored activity because of inability to pay for material fees, transportation costs, admission prices, or any other related expenses. Any student who needs financial assistance for school activities should contact the assistant principal to request confidential assistance.

STUDENT RECORDS
The district complies with state and federal regulations regarding confidentiality and access to student records. Both custodial and non-custodial parents have access to student records unless the school is in possession of a court order stating otherwise. The Family Educational Rights and Privacy Act (FERPA) requires that eligible students and parents have the right to:

1. Inspect the student’s education records.
2. Request amendments to those records if they are believed to be inaccurate, misleading, or otherwise in violation of the student’s privacy acts.
3. Consent to disclosures of personally identifiable information contained in the student’s records, except to the extent that the law allows disclosure without consent. FERPA specifically authorizes the district to forward school records to school officials of a district where the student seeks or intends to enroll without the permission of the parents or an eligible student.
4. File a complaint with the U. S. Department of Education that the district is not complying with the FERPA law.
5. Obtain a copy of the district’s policies for student education records. Copies of these policies are located in the office of the superintendent of schools, in the principal’s office of each school in the district, and on the HKMS website (www.helenkellerps.org) for Board of Education Policy #5125 (a-d), Student Records.
DIRECTORY INFORMATION
The middle school will release directory information from student records if appropriate. Directory information means one or more of the following items: student’s name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, photograph, grade levels, electronic mail address, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous public or private school attended by the student.

Except in the cases cited in BOE policy, no personally identifiable information will be disclosed from a student’s education records without the prior written consent of the student’s parent/legal guardian or an eligible student.

Please refer to the HKMS website (www.helenkellerps.org) for Board of Education Policy #5125(b), Student Records – Confidentiality.

SECTION TWO
STUDENT SERVICES AND RELATED POLICIES

SCHOOL COUNSELING SERVICES
The counseling services at Helen Keller Middle School are available to assist students and parents in making a successful adjustment to middle school and developing the necessary skills to make the transition to high school. Students who are experiencing any problems or concerns are encouraged to seek the aid of the school counselor. Parents are also encouraged to contact the school counselor to help them navigate through this exciting period in their child’s development.

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. The counselor will listen and be open and honest with students.

The counselor belongs to the Connecticut Counseling Association and the American School Counselor Association and subscribes to their code of ethics. These standards dictate that counselors keep information confidential, unless disclosure is required to prevent imminent harm to the student or others or when legally necessary.

STUDENT WELLNESS
The Easton, Redding & Region 9 School Districts strive to make a significant contribution to the general well-being and the education of each student. It is the conviction of the boards of education that good health optimizes student performance and leads to richer lives. The ER9 School Districts, therefore, support the maintenance of an environment where students learn healthy habits, participate in regular physical activity, and receive proper nutrition as part of their total educational experience. Federal and state standards will be met pertaining to all foods and beverages available for sale to students. A sequential program of physical education is provided.
Please refer to HKMS website (www.helenkellerps.org) for Board of Education Policy #6142.101, School Nutrition and Physical Activity (Student Wellness).

STUDENT INTERVENTION TEAM (SIT Team)
The SIT Team is a group of trained, concerned staff members working together to provide early intervention for students with regards to academic concerns, behavioral concerns or social concerns.

SPECIAL EDUCATION SERVICES
The Special Education Department at Helen Keller Middle School provides a range of programs and services for students who have been identified as having special education needs according to federal and state guidelines. The continuum of available services includes consultation with classroom teachers, assistance in the regular classroom, and small group or individualized instruction within the special education setting.

A range of diagnostic services is offered by the school psychologist, special education teachers, the speech and language therapist, occupational therapist, and physical therapist in order to assess student needs and plan appropriate educational programs through the Planning and Placement Team process. Contact the Director of Special Services if you have questions at 203-459-9689.

504 GRIEVANCE POLICY
Section 504 of the Federal Rehabilitation Act of 1973 ensures that no individual will be discriminated against based upon a disability, as that term is defined by the law. The statute also provides that any student with a disability who qualifies under Section 504 and needs or is believed to need accommodations, modifications or services not available through the regular education program is entitled to receive a free appropriate public education. The Easton Public Schools have adopted procedures allowing for individuals with disabilities and their parents or guardians to request accommodations for public meetings and other events, as well as grievance procedures for individuals who wish to file a complaint with the district under Section 504.

At the school level, the school counselor is the individual to whom you may direct any complaints or requests for accommodations under Section 504, or any complaints of a violation of Section 504. In addition, any complaints or requests for accommodations pertaining to facilities or services offered by the Easton Public Schools, as well as any complaints of Section 504 violations, may be filed with the Director of Special Services at Samuel Staples Elementary School 515 Morehouse Road, Easton CT 06612, 203-459-9689. A form for these purposes is available upon request from the Director of Special Services or the school principal, or on the web site (http://www.helenkellerps.org).

Any complaint filed with the Director of Special Services, whether using the form provided or otherwise, must provide the name of the person(s) or group making the complaint, whether the person represents an individual or group, whether the person has discussed the problem with the applicable building administrator, a summary of the complaint and a requested solution or accommodation.
If you have any questions about this grievance procedure or would like more information, please feel free to contact the Office of Special Services as indicated above, or contact the school principal. A complete copy of the grievance procedures under Section 504 of the Rehabilitation Act is also available on the website (http://www.helenkellerps.org).

Please refer to the HKMS website (www.helenkellerps.org) for Board of Education Policy #3511(a).

**LIMITED ENGLISH PROFICIENT STUDENTS (LEP)**
The Board of Education recognizes the need to provide equal educational opportunities for all students in the district. Therefore, if the inability to speak and understand the English language excludes a student from effective participation in the educational programs, the school shall take appropriate action to rectify the English language deficiency in order to provide the students with equal access to its programs. Students who have a language minority or who have “limited English proficiency” will be identified, assessed, and provided appropriate services.

Please refer to the HKMS website (www.helenkellerps.org) for Board of Education Policy #6141.311(a), Programs for Limited English Proficient Students.

**MIGRANT STUDENTS**
The district has a program to address the needs of migrant students. A full range of services will be provided to migrant students, including applicable Title I programs, special education, vocational education, language programs, counseling and elective classes. Parents/legal guardians of migrant students will be involved in and regularly consulted about the development, implementation, operation, and evaluation of the migrant program.

**TITLE I PARENT INVOLVEMENT**
Parents/legal guardians of a child in a Title I funded program will receive a copy of the district’s parental involvement policy, including provisions of an annual meeting and involvement of parents in the planning, review, and implementation of Title I programs.

Please refer to the HKMS website (www.helenkellerps.org) for Board of Education Policy #6172.4(a) and 6172.4(b), Title I Parent Involvement.

**TEACHER AND PARAPROFESSIONAL QUALIFICATIONS**
Parents/legal guardians have the right to request information about the professional qualifications of their child’s teacher(s). They can receive information regarding the teacher’s licensing and qualifications as it pertains to the grade levels and subject areas in which the teacher provides instruction, whether the teacher is teaching under emergency or provisional status through which state qualification or licensing have been waived, and the baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher as well as their field of discipline. Parents may also ask if their child is being provided services by a paraprofessional and, if so, his/her qualifications.

**PROMOTION/RETENTION/PLACEMENT**
Students enrolling at HKMS will be placed by the administration at the grade level best suited to them academically, socially, and emotionally. Students shall progress through the grade levels
by demonstrating growth in learning and by meeting grade level standards of expected student achievement. Exceptions may be made when, in the judgment of the certified staff, retention or acceleration is in the best interest of the student involved. If an exception is made, there will be prior notification and explanation to the student's parent(s) or legal guardian(s), but the final decision will be that of the principal.

Please refer to the HKMS website (www.helenkellerps.org) for Board of Education Policy #5123, Promotion/Acceleration Retention.

ENROLLMENT
Each child entering the district schools for the first time must present a birth certificate or offer legal evidence of birth data as well as proof of a recent physical examination and required immunizations.

Students enrolled in a school identified for school improvement pursuant to federal law may transfer to another public school within the district that has not been identified for school improvement. The transfer will be allowed in accordance with the law. This district will provide transportation.

Please refer to the HKMS website (www.helenkellerps.org) for Board of Education Policy #5111(a), Admission/Placement.

SECTION THREE
STUDENT CONDUCT/BEHAVIORAL EXPECTATIONS AND RELATED POLICIES

CODE OF CONDUCT AND RESPONSIBILITY
Students at Helen Keller Middle School consistently demonstrate standards of personal conduct that are reflected in socially appropriate behavior. Each student accepts responsibility for his/her actions, respects the rights of others, complies with the directions of school staff, and obeys the rules and regulations of the school. Students are to keep their hands to themselves in order to ensure that everyone feels comfortable in our environment. The responsibility to uphold school rules extends to students' conduct to and from school, in and outside of the school building, and during school-related activities. Should a student be sent to the office four times due to disruptive or disrespectful behavior, they may be referred to the counseling office for support.

Students are encouraged to show their PRIDE every day. The PRIDE acronym represents the character traits we strive to instill in our students to build a strong school community and promote student success.

Perseverance- I never give up.
Respect- I respect myself and others.
Integrity- I am honest in my words and actions.
Dynamic- I am an enthusiastic member of the community.
Excellence- I always strive for my personal best.

ACADEMIC HONESTY
An important part of the program at Helen Keller Middle School is the encouragement of
students to maintain the highest standard of academic honesty. There are two factors that are
contrary to this goal: cheating and plagiarism. Cheating is defined as the intentional use of
someone else's work or material on any test or assignment, or the use of any prohibited means
to enhance the performance on an examination. Plagiarism is defined as the appropriating and
putting forth as one's own the ideas, language, or creations of another without citing their
source.

All parties have the responsibility to promote academic honesty. Teachers will make every
effort to create an environment that reduces the pressure to cheat and plagiarize. Lessons are
designed to make cheating and plagiarism if not impossible, at least very difficult. Likewise,
students have the obligation to support academic honesty. Students who improperly share their
thoughts and materials with others are just as accountable for their actions as those who
receive that information. If a teacher recognizes cheating or plagiarism, or even suspects such
a case, he/she must take immediate steps to deal with it. Each case will be treated individually.
The methods for handling each situation will be the teacher's own. However, in the case of
proven cheating or plagiarism, the student will receive a "0" for the particular test or project,
the teacher will have a conference with the student, the guidance counselor will be informed,
and the matter will be reported to the administration and parents.

We expect that all students at Helen Keller Middle School will live up to the highest standards of
academic honesty.

GUIDELINES FOR STUDENT DRESS
The students of Helen Keller Middle School are expected to dress in a manner that
demonstrates respect for themselves, their peers and the school community. The school district
requires that attire be safe, appropriate to the activity, and not distracting or disruptive to the
educational program.

The following guidelines apply to all regular school activities:
- Clothing and jewelry should be safe and free of writing, pictures, or any other insignia
  which are crude, vulgar, profane, or sexually suggestive or which advocate violence,
  racial, ethnic, or religious prejudice, or the use of drugs or alcohol.
- No clothing, article of clothing, or manner of wearing clothes that is inappropriately
  revealing is permitted. Underwear should not be visible.
● Clothing or jewelry which is distracting, or disruptive to the educational program, or which poses a threat to the physical well-being and safety of the student or others, shall not be worn on campus or at school activities.

● Hats and pajamas are not considered appropriate attire for the school setting except when allowed for a fundraising or school spirit event.

The principal and staff at each school may establish additional dress and grooming regulations, when necessary, for regular school activities and/or for times when students are engaged in extracurricular or other special school activities. Teachers may impose more stringent dress requirements to accommodate the special needs of certain sports and/or classes.

School-directed changes to a student’s attire or grooming should be the least restrictive and disruptive to the student’s school day. Any school dress code enforcement actions should minimize the potential loss of educational time.

STUDENT DISCIPLINE GUIDELINES

Discipline at Helen Keller Middle School is designed to ensure a safe and orderly learning environment for students. An effective discipline policy is essential for success at school. All students at Helen Keller Middle School are expected to behave in a courteous manner and show respect to themselves, their peers, the staff and all members of the school community. Policies, procedures and rules of the school are expected to be followed at school, at school-sponsored activities, and on the bus to and from school.

The purpose of discipline is twofold:

1. To protect the rights of all members of the school community to ensure an education free of disruptive influences.

2. To promote the development of responsible attitudes on the part of students through experiencing the consequences of acts which violate the rights of others.

The goal of all disciplinary action is to bring about a positive change in the student’s behavior, with the ultimate goal of developing self-discipline in each student. There are several types of discipline. Most common among these are: conference with the teacher, restitution, phone call to parent, warning, office detention, lunch detention, classroom detention, school community service, removal from class, loss of privilege, or suspension.

In the event a discipline referral is made, the student will be called to the office. If the matter is serious enough to warrant a suspension, all due process rights will be maintained:

1. An informal hearing will be held (unless an emergency exists) and the student will be informed of the problem and given an opportunity to explain what occurred.

2. If a suspension is forthcoming, the student and parent/legal guardian will be informed verbally and in writing.

3. There is a right to appeal.
4. Students have the opportunity to make up all missed work (including tests and quizzes) during a suspension.

The following examples of behavior may lead to discipline, including suspensions and expulsions on all such matters occurring on school property, school transportation vehicles, or at any school-related or sponsored activity on or off school grounds. The conduct listed below is provided for informational purposes and is not an inclusive list, nor is it in any particular order.

1. Willfully striking or assaulting others.
2. Inappropriate touching of or aggressive contact with another person.
3. Theft of property of the school, staff, a student, or others.
4. The use of profane or obscene language or gestures.
5. Refusal to obey a member of the school staff or disruptive behavior.
6. Bullying, threatening, or intimidating behavior.
7. Possession, sale or use of alcoholic beverages or drugs. This includes, but is not limited to alcohol, marijuana, cocaine, LSD, inhalants, barbiturates, vapes, stimulants, "look-alike drugs," hallucinogens, and anabolic steroids.*
8. Possession, sale, or use of weapons. This includes, but is not limited to tasers, pistols, revolvers, rifles, shotguns, deadly weapons, dangerous instruments, or martial arts weapons. *
9. The destruction or threat of destruction of real or personal property, i.e., cutting, defacing, or otherwise injuring property in any way.
10. Possession, sale, or use of fireworks, explosives, or other incendiary devices. *
11. Creating a disturbance.
12. Taking unauthorized photos of students or staff.
13. Defiance of school rules or the authority of teachers, supervisors, or administrators.

* Will also result in police referral and recommendation for expulsion.
A meeting of the Crisis Team and a psychiatric/psychological evaluation of a student may also be required in some of the aforementioned situations.

Please refer to the HKMS website (www.helenkellerps.org) for Board of Education Policy #5114(a-g), Student Discipline and Due Process.

**DETENTIONS ASSIGNED BY CLASSROOM TEACHERS**
Teachers may detain students for several reasons including incomplete homework, failure to complete assigned work, or disruptive behavior during class. A detention must be served on the day required by the teacher. 24-hour notice will be given for detentions. Students may waive the 24-hour notice and serve the detention on the same day.

**OFFICE DETENTION ASSIGNED BY PRINCIPAL**
A student who is assigned an office detention will be given written notification at least one day preceding such a detention. It is the student’s responsibility to give this notification to his/her parent for signature and to return the signed detention to the Main Office before homeroom on the date of the scheduled detention.
Actions Resulting in Office Detention(s):
- Defiance or insubordination to person in authority
- Forgery
- Use of obscene or improper language
- Cafeteria or bus rule infraction
- Throwing objects (including snow)
- Truancy
- Harassing or intimidating any school community member
- Excessive tardiness to school or class (more than 3 times)
- Unexcused absence from class

HALLWAY BEHAVIOR
Between classes, many people are moving through our halls. To avoid congestion, students are asked to move from class to class by walking on the right side of the hallway. Remember: running, pushing, and shouting are not courteous or safe behaviors and are, therefore, not permitted. In addition, litter should be disposed of in classroom waste baskets to keep our halls clean and neat. Notebooks, instruments and other student materials should not be left in the hallway.

DISPLAY OF AFFECTION
Any display of affection including holding hands is inappropriate in school and is not permitted.

SAFE SCHOOL CLIMATE PLAN
The Helen Keller Middle school community is committed to creating and maintaining a physically, emotionally and intellectually safe educational environment free from bullying and harassment and discrimination. The staff at Helen Keller middle school defines School Climate as the quality of relationships in schools and how we treat one another-socially, emotionally, intellectually and physically. A positive School Climate fosters connectedness to the school community. Research shows that students who feel connected to school perform better. For more information on our Safe School Climate Plan please visit the HKMS website.

VIOLENT AND AGGRESSIVE BEHAVIOR, BULLYING
Behaviors that are violent and aggressive will not be tolerated and shall result in immediate action by the school system. Please refer to the HKMS website (www.helenkellerps.org) for Board of Education Policy #5131, 5131.21(a), 5131.7, 5131.9 Violent and Aggressive Behavior, Bullying.

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

"Bullying" means (A) the repeated use by one or more students of a written, oral or electronic communication, such as cyberbullying, directed at or referring to another student attending school in the same school district, or (B) a physical act or gesture by one or more students repeatedly directed at another student attending school in the same school district, that: (i) Causes physical or emotional harm to such student or damage to such student's property, (ii)
places such student in reasonable fear of harm to himself or herself, or of damage to his or her property, (iii) creates a hostile environment at school for such student, (iv) infringes on the rights of such student at school, or (v) 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 school district will:

1. Permit anonymous reports of bullying by students and written reports by parents or guardians;
2. Require teachers and other school staff to notify school administrators of bullying acts they witness and students’ report the receive;
3. Require school administrators to investigate parents’ written reports and review students’ anonymous reports;
4. Require each school to maintain a publicly available list of the number of verified bullying acts that occurred there;
5. Require each school to have an intervention strategy for school staff to deal with bullying, including language about bullying in student codes of conduct; and
6. Require notice to parents or guardians of all students involved in a verified act of bullying. The notice shall be simultaneously mailed to the parent/guardian if requested. The notice must describe the school’s response and any consequences that may result from further acts of bullying.
7. Require the development of case-by-case interventions for addressing reported incidents of bullying of bullying against a single individual or recurrently perpetrated bullying incidents by the same individual; and
8. Require students to be notified annually of the process by which they may make reports of bullying.

CONDUCT ON SCHOOL BUSES

Students transported by bus are expected to be courteous to the bus driver and their fellow students. Student behavior must not interfere with the driver’s ability to proceed safely. All school rules are in effect on the ride to and from school. The bus driver has a teacher’s authority and responsibility over all students on the bus. School transportation privileges are extended to students conditional upon satisfactory behavior on the bus. Disciplinary actions will result from misconduct on the bus and may include withdrawal of bus-riding privileges. Video cameras are installed on school buses. Video/Audio recordings of students may be used by school administrators to verify complaints about student behavior on the buses. Students are expected to adhere to the following bus rules:

1. Be at your bus stop on time and wait for the bus in a safe place.
2. Enter the bus in an orderly manner. Refrain from pushing and shoving.
3. Follow the instructions of the bus driver.
4. Always remain in your seat when the bus is in motion.
5. Keep your head and arms inside the bus.
6. Keep aisles clear at all times.
7. Remain quiet and orderly.
8. Be courteous to your driver and peers.
9. Keep the bus clean and do not damage seats or equipment.
10. Be alert to traffic when approaching or leaving the bus.
11. **Ride your assigned bus and get off at your regular stop.**
12. In case of emergency:

   - Listen for instructions from the driver.
   - Do not touch emergency equipment unless told to do so.
   - If it is necessary to exit through the emergency door, students should:
     - Be careful (duck head, flex knees).
     - Get away from the bus - others are following.
     - Have hands free. Leave books, etc. on the bus.
   - In the event of a bus accident, stay on the bus until other instructions are given.
   - Do not exit the emergency door unless told to do so.

**ANY DAMAGE DONE BY A STUDENT TO THE BUS MUST BE PAID FOR BY THE STUDENT.**

A written request signed by a parent/legal guardian and approved by the principal is required in order for any student to be dropped off anywhere but his/her regular bus stop. **Note: There is a limit of two guests per student.**

Please refer to the HKMS website (www.helenkellerps.org) for Board of Education Policy #5131.1, Bus Conduct; 3541.35, Bus Driver Safety.

**SMOKING/USE OF TOBACCO PRODUCTS**
HKMS maintains a smoke-free environment. The Board of Education policy prohibits smoking, vaping, or the use of tobacco products by anyone on the HKMS campus. This includes staff, students, or visitors to HKMS.

Please refer to the HKMS website (www.helenkellerps.org) for Board of Education Policy #5131.61, Smoking and the Use of Tobacco.

**SUBSTANCE ABUSE**
It is the policy of the board to prevent and prohibit the possession, use, and/or distribution of any drug (except as duly authorized through the nurse), or drug paraphernalia at any time on school property, at school-sponsored events or on school-provided transportation.

All violations of this policy will be dealt with in accordance with the Policy #5114 and #5131.6, which can be located on the HKMS website (www.helenkellerps.org). Disciplinary procedures should be administered according to the situations described in the regulations.
SEARCH AND SEIZURE
Policy and regulations regarding Search and Seizure, (#5145.12) can be found on the HKMS website (http://www.helenkellerps.org).

DISCRIMINATION AND HARASSMENT
Title IX of the Education Amendments of 1972 states that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance. For more information, please refer to the HKMS website (www.helenkellerps.org) for Board of Education Policy #4118.1

SEXUAL HARASSMENT
Sexual harassment is against state and federal laws. It is unwelcome sexual attention from peers, teachers, staff or anyone with whom the victim may interact. Any person who believes that he or she has been subjected to sexual harassment should report the alleged misconduct immediately.

Please refer to the HKMS website (www.helenkellerps.org) for Board of Education Policy # 5145.51, Sexual Harassment.

ELECTRONIC DEVICES
The use of cell phones is prohibited within school hours. Other electronic devices may be used at the teacher’s discretion. Students assume the risk if they choose to bring electronic devices to school; they are encouraged to supervise belongings at all times and lock valuable items in lockers when not in use. In no case will any personal communication device be allowed that provides for a wireless, unfiltered connection to the Internet. Photographs may not be taken without prior authorization.

PERSONAL PROPERTY/VALUABLES
Do not come to school with excessive amounts of money or valuables. If a student is bringing in money for a school activity, please have a check made payable to: HELEN KELLER MIDDLE SCHOOL ACTIVITY FUND.

If personal items are lost, damaged or stolen, or money is missing, please understand that the school carries NO INSURANCE that will cover the loss. Therefore, we advise the utmost care be taken with personal property, the property of other students, the staff and the school.

Toys of any kind are not allowed in school. Skateboards are prohibited on school property. Such items will be confiscated and brought to the office. In certain cases, parents will be asked to retrieve items.

LOCKERS AND SCHOOL PROPERTY
Corridor lockers may be used at any time during class break; however, this is not an acceptable excuse for tardiness. During class, a teacher’s permission is required (pass) to go to one’s locker.

It is the responsibility of the student to keep lockers neat and clean and in good condition. Locker doors should be closed quietly and securely. It is also the student’s responsibility to keep his/her locker locked at all times with the school provided combination lock. Lockers may be inspected if the administration has reason to suspect that materials that are illegal or potentially injurious to members of the school community are kept on school property.

Students are not permitted to open or use another student’s locker. All textbooks are the property of the Town of Easton and are expected to be given proper care. Each student is responsible for his/her assigned books. All textbooks should be covered. Students defacing school property will be responsible for replacement costs and subject to disciplinary action.

**CELL PHONE & COMPUTER USAGE GUIDELINES**

We want to create an environment where students disconnect from their phones and connect with each other. In an effort to optimize students’ ability to focus on and participate in their learning, this guideline has been established. Guidelines for ethical use of computers at Helen Keller Middle School are based on guidelines from the Easton/Redding/Region 9 District Policies and from the Computer Ethics Institute’s suggestions for schools. **In order to maintain a safe and positive learning environment, the use of technology is limited to educational purposes during the school day. The following expectations have been implemented to guide students on the appropriate use of their technology during the school day. Students found using a device without permission during the school day will relinquish the device to a staff member. The staff member will deliver the device to the main office. A parent will be notified and will make arrangements to retrieve the student’s phone.**

- **Personal use of cell phones by students is not allowed in the school building. Students may reach their parents by phone in the main office, if necessary. Parents may call the main office to have a message delivered to their child, if needed.**
- **Teachers will confiscate any personal devices that are being used inappropriately. Parents will be notified and asked to pick up the confiscated devices in the main office.**
- Use of cell phones by students for academic purposes is at the discretion of the teacher between 7:55am-2:50pm.
- The teacher will direct the use of technology in the classroom. Students will use one device per class based on the directions provided.
- Students will use their devices appropriately for educational purposes in accordance with Board of Education policy. Student misuse of technology will be addressed in accordance with Board of Education policy #6141.321
- Use of a device must coincide with the purpose of the device and lesson. For example; a laptop may not be the device of choice for taking notes during math class. The teacher will direct the best choice and use of technology.
- Students will be responsible for labeling their equipment with their name.
● Students will be responsible for proper handling, storing, charging, and carrying devices to promote safety.
● Students will use only their devices or a device provided by the school.
● Devices are intended to enhance education. Their use is not permitted in the halls, cafeteria, auditorium, lavatories, and stairwells unless otherwise directed by their teachers.
● Photographs and videos may not be taken without prior authorization from a teacher.

Every student and his/her parent or legal guardian is required to sign an Acceptable Use Agreement. Failure to adhere to this policy will result in restriction of access to the Internet and/or disciplinary actions.

Teachers have the ability to view work within student computer folders for grading purposes. Please refer to the HKMS website (http://www.helenkellerps.org) for Board of Education Policy # 6141.321, Acceptable Use in School of the Internet and Other Networks.

**COMPUTER AND INTERNET USE**

Computers should be viewed as an educational tool similar to books, videos, periodicals and other information sources. Because it is impossible to predict or contract what information might be accessed, it is the responsibility of students and staff to adhere to this Acceptable Use Policy.

Easton/Redding/Regional School District 9 requires responsible and ethical behavior on the part of all Internet users. Failure to adhere to this policy will result in restriction of access to the Internet and/or disciplinary actions.

Responsible use of the computer and Internet includes, but is not limited to:

● Research
● Instructional activities
● Electronic mail
● The preferred method of transporting student work between home and school is Google Docs.

Irresponsible use includes, but is not limited to:

● Any illegal activity
● Using electronic mail to harass others
● Using the Internet for monetary gain
● Vandalism of hardware or software
● Using inappropriate or abusive language/behavior
● Unauthorized access to network, files or Internet
● Misusing and abusing passwords
● Violating copyright law or engaging in plagiarism
● Pornography
FINES
Students are responsible for returning all books, materials, and equipment issued to them in appropriate condition. Fines will be issued for any lost, missing, overdue or damaged items.

CAFETERIA LUNCH PAYMENT SYSTEM AND EXPECTATIONS
Children in grades 6-8 eat lunch in the cafeteria. Menus can be accessed online on the homepage of our school website, www.helenkellerps.org. On early dismissal days, lunch will not be served only a snack.

The District participates in the National School Lunch Program and all foods served meet or exceed the Connecticut Nutrition Standards. Chartwells School Dining Services is the vendor used by Helen Keller Middle School to handle our school lunch program. A full student lunch includes a choice of entrée supplying protein and grain, up to three (3) vegetable side dishes, one (1) fruit side dish, and milk. Milk choices include 1% white and skim chocolate. The price for a hot lunch is $3.20. Milk purchased separately is $0.50. There are a variety of snacks, ranging in price from $0.50 to $1.00. Free or reduced price lunches are available to qualifying families. Information and forms are available at Central Office by calling 203-261-2513 or downloading the letter and application at the district website, www.er9.org.

LUNCH PAYMENT SYSTEM
The Easton, Redding & Region 9 food service program uses the NutriKids point-of-sale system in the school cafeterias. All students enrolled in the school are automatically set up with an account in the NutriKids system based on his/her student ID number. Parents may opt out of this system by completing the “Add/Remove Block to Student Account” form on the ER9 website. Parents may also request that restrictions be placed on what their child may purchase. The function of the account is for it to be a pre-paid account (“Dining Dollars”), and the cost of the meals to be deducted from the balance. When the “Dining Dollars” get low, additional funds should be added to avoid a negative balance status. Funds can be prepaid to the account by either sending into school (1) cash, (2) a check made payable to Easton/Redding School Lunch Program, or (3) by using the secure online prepayment service through mySchoolBucks.com and pre-paying the account with a credit card, debit card or e-check payment up to a maximum of $120 per student. This program is designed to be a convenient and secure tool that parents may use to manage their child(ren)’s school meal account(s). In addition to monitoring your student’s balance, you will be able to view a personal history report of your child’s purchases, and set up an email notification for when the “Dining Dollars” get low. There is a nominal convenience fee ($1.95) for each deposit transaction to cover bank charges. Parents making deposits for more than one child will be charged once. Please refer to the registration instructions which may be accessed at www.er9.org and click on “school information” or you may go directly to www.myschoolbucks.com.

If your child’s account balance reaches zero, he/she will be permitted to charge up to 3 additional meals or until the balance reaches -$10. At this point, the parent/guardian will be contacted for payment. The student will receive a “sandwich” lunch – sandwich, fruit and milk in place of the regular/hot lunch. This meal maintains the USDA standards surrounding reimbursable meals and will be charged at full price to the student’s account. Students will have to pay cash for meals, snacks and a-la-carte items until the “Dining Dollars” are replenished.
Snacks, water, juice or ice cream cannot be charged if there are insufficient funds in the account. For further information, visit the ER9 website or our school website. All account balances are expected to be paid in full by the last day of school.

We all look forward to the lunch period as one of pleasure, refreshment, relaxation, and an opportunity to chat with friends. Since so many students eat at the same time, some rules have had to be established. These rules are:

1. Proceed to the cafeteria promptly and without running.
2. Find a seat where you will stay for the entire lunch period; do not change seats or visit other tables.
3. Do not hold places for friends; there are no reserved seats or tables.
4. Students are responsible for bringing their own lunch money. Do not borrow, lend or give money to your fellow students.
5. Running, cutting, pushing, or shoving is not acceptable.
6. All food should be eaten in the cafeteria.
7. Keep your table and surrounding area neat and clean. Each student is responsible for putting his/her trash into the receptacle.
8. Keep your voice at a reasonable level. Shouting is not permitted.
9. The lunch supervisor will dismiss students by tables, provided the area is neat and clean. Students should wait for the teacher to dismiss.
10. Stealing food is not acceptable; selling personal food to peers is not acceptable.
11. The use of computers and personal devices is not allowed in the cafeteria.

SECTION FOUR
SCHOOL ATTENDANCE, TRANSPORTATION AND RELATED POLICIES

ATTENDANCE

REPORTING ABSENCES
There are two ways to communicate with the school to report your child’s absence. Accurate absentee reporting is a requirement of the State of Connecticut. Parents/legal guardians must notify the school’s voicemail or main office email the evening before the absence or by 7:30 AM on the day of any student absence. Parents/legal guardians should telephone the school’s voicemail at 203-268-8651 or email the main office at hkmsmainoffice@er9.org. If the school receives no notice within the above timeframe, all days missed will be counted as unexcused absences from school. If parents/legal guardians are going to be away overnight or for an extended period of time, they must designate in writing a guardian to act on the student’s behalf. The school will inform individual teachers whether absences are excused or unexcused. This will include absences for the full day or part of the day. Students with excused absences from school or class will be given an appropriate opportunity to make up whatever work they have missed in order to complete curriculum requirements. Regular attendance is an important component of student success.
ABSENCES AND HOMEWORK
A student with an illness of brief duration should obtain assignments from another student, refer to the weekly homework log, and/or refer to the teacher’s page on the HKMS website for updated homework listings.

If a student is ill for at least three consecutive days, parents should request the homework assignments from the office before 7:30 AM. The office in turn will send out a request to the student’s teachers. If the request is made by 7:30 AM of the third consecutive day of absence, the list of homework assignments and any additional materials will be ready for pick up by the end of the school day.

It is the responsibility of the student to make up all assignments missed during the absence within time constraints delineated by the teacher. Usually the student will have three days from the day of return to complete assigned work. In the case of a prolonged absence, special arrangements must be made with the teacher. Please do not request homework assignments for your child unless he/she has been out for at least three consecutive days.

CHRONIC ABSENTEEISM
Although your child has the opportunity to make up missed assignments, quizzes or tests, the interactions between teachers and students and the conversations that students have amongst themselves as they learn new material are a valuable part of the learning process. School personnel address the issue of chronic non-attendance by referral to the SRBI team to determine causes and make recommendations for remediation. A parent meeting may be called if a student is absent more than 4 days in a month or 10 days in the school year. Please refer to the HKMS website (www.helenkellerps.org) for Board of Education Policy #5113 (a).

TRUANCY
It is the intent of the Board of Education that district personnel work cooperatively with students and parents/legal guardians to remedy any instances of poor attendance or truancy. Only when all local resources are exhausted is referral to legal authorities recommended.

A “truant” means a child under the age of sixteen (16) who has four (4) unexcused absences in one month, or ten (10) unexcused absences in one academic year. A “habitual truant” means any such child who has twenty (20) unexcused absences within a school year. Please refer to the HKMS website (www.helenkellerps.org) for Board of Education Policy #5113.2 (a).

TARDINESS
Time is a resource, and there is a definite correlation between a student’s time spent on learning and academic achievement. The following regulations apply in cases of tardiness.

TARDINESS TO SCHOOL
A student arriving at school after the beginning of the first class of the day is considered tardy. Any such student must report to the main office to be recorded as tardy to school. Arrival after the beginning of the first period will be excused only if a late arrival has been previously arranged by a parent/legal guardian by telephone, letter, or personal conference with a school administrator on the preceding school day or, in a medical emergency, on the day of
occurrence. A medical emergency requires medical verification. A note from the parent/legal guardian will not excuse a tardy. Oversleeping, missing the bus, family needs, etc. though unforeseen, are not emergencies and, therefore, are unexcused tardies.

Students are required to be on time for all classes and lunch. Tardiness to classes or lunch will be handled by the teacher in charge. Chronic problems in tardiness will be referred to the school administration and may result in disciplinary action.

**ARRIVAL AND DISMISSAL**

| Normal School Day 8:05 AM to 2:50 PM | Early Dismissal School Day 8:05 AM to 12:50 PM |

**EARLY DISMISSAL**
In general, early dismissals should be avoided, particularly if they require a student to miss any instructional time.

All requests for early dismissal must be in writing, signed by the parent/legal guardian, and submitted to the secretary in the main office before the start of the first class on the day for which early dismissal is requested. Phone calls by parents/legal guardians to request early dismissals will not be accepted unless there is a clear family emergency situation.

If an emergency occurs during the day and an early departure is necessary, an exception may be granted by the school administration.

Students who have an unexcused early dismissal will have limited options to make up work missed. Students who have an excused early dismissal are eligible to make up work and are eligible thereafter to receive full credit. Each student is responsible for getting missed assignments and submitting them on the next class day.

Students who are ill may only be excused through the nurse’s office.

**EARLY ARRIVAL**

Unless a student is attending an extracurricular activity or has an appointment with a staff member students should not arrive at school before 7:45 am.

Students who walk or ride bikes to or from school are to have written permission signed by a parent. Administration, for safety concerns, strongly discourages walking or bike riding to and from school.

**DEPARTURE AT 2:50 PM DISMISSAL TIME**
The only reason for a student to remain at HKMS after bus dismissal is if he/she has an appointment with a staff member or is a legitimate participant in a HKMS after-school activity. HKMS is not staffed to provide supervision for students after school beyond the bus dismissal
time. If a student is going to be picked up at the end of a school day by a member of his/her family, the student needs written permission and will be dismissed from the parent pick-up location. Students are to be picked up between 2:50 and 3:00 PM. Students who abuse this policy by remaining after school without being in a legitimate HKMS after-school activity will be subject to disciplinary action including detention.

PERMANENT DISMISSAL PASS
Permanent Dismissal passes can be obtained by completing and submitting the Dismissal Permission Slip Google Form. This allows a student to leave school at the end of the day in a mode other than the school bus (i.e. pick up, walking, biking, etc.) A new form must be submitted each school year.

DELAYED OPENING/EARLY DISMISSAL/SCHOOL CANCELLATION
Announcements for change of school will be on the following radio and TV stations:

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<th>AM</th>
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<th>AM</th>
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<tr>
<td>WICC</td>
<td>60</td>
<td>WEZN</td>
<td>99.9</td>
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<tr>
<td>WREF</td>
<td>85</td>
<td>WCFS</td>
<td>AM 1260</td>
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<tr>
<td>WLAD</td>
<td>800</td>
<td>WINE</td>
<td>AM 94</td>
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<tr>
<td>WMAM</td>
<td>1260</td>
<td>WMMM</td>
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Weather related announcements are also available on the HKMS voicemail. To access the voicemail, dial 203-268-8651 and you will be guided through the voicemail menu for information about weather conditions affecting the school day. Announcements are posted on the HKMS website, http://www.helenkellerps.org. We also utilize a web based communication service at Helen Keller Middle School called School Messenger. School Messenger delivers a message to all parents/guardians in a timely manner in the event of an emergency school closing. Messages will be delivered via email and phone. A list of all unsuccessful calls is automatically delivered to HKMS. The types of emergencies that will activate this system are: an early snow dismissal, a power outage, a water problem, or any other unexpected reason for closing school. As always, information regarding school closings will be posted in the usual manner as aforementioned in this handbook. The school principal will send a letter to all parents that will be included in the summer mailing showing the phone number that will be contacted.

Delayed openings may range from 90 minutes to three hours depending on road conditions. In the event of a delayed opening, all before-school activities are cancelled. Afternoon dismissals are at the normal time. Please be considerate of the situation should bad weather develop or be predicted to develop during the course of the school day. Students are encouraged to ride the bus home should inclement weather develop during the school day.

VACATIONS
Please understand that family vacations are not considered a valid reason for absence. While teachers will allow students to make up missed assignments, tests and quizzes, the loss of classroom participation and instruction is difficult to recoup and may adversely affect a student’s performance and grade. Teachers are not required to prepare work in advance for vacation
related absences or to re-teach concepts when the student returns from vacation. Parents are encouraged to schedule vacations when school is not in session.

HOMELESS STUDENTS
Homeless students, as defined by federal and state statutes, residing within the school district shall be entitled to free school privileges. Students residing in a temporary shelter are entitled to free school privileges from the district in which the shelter is located or from the school district where they would otherwise reside if not for the placement in the temporary shelter. The local liaison for homeless children is the Director of Special Services.

Please refer to the HKMS website (www.helenkellerps.org) for Board of Education Policy #5118.1, Homeless Students.

TRANSPORTATION
Bus transportation is provided for all students by First Student. Refer to page 19 of the student handbook for issues related to student conduct on the bus.

Students who are transported to and from school by a parent/legal guardian or other adult must follow the route for drop-off/pick-up circle. Students should not arrive any earlier than 7:50 AM unless they have a planned before-school activity.

A written request signed by a parent/legal guardian and approved by the office is required in order for any student to be dropped off anywhere but his/her regular bus stop. Students may only be dropped off at pre-existing bus stops. NO EXCEPTIONS. No students will be allowed to ride a bus other than their own without a parent note and office bus pass. Only one guest may accompany each student per bus ride.

All buses are equipped with 3-point seatbelts.

Any complaints regarding bus transportation should first be referred to Deena Robushi at the Central Office. (203)261-2513

CHANGE IN TRANSPORTATION PLANS
Students must make plans which affect transportation from school at least one day in advance so that parents can put these plans in writing. Changing plans during the day is disruptive to the educational process. In an emergency, parents may call the office no later than 12:00 PM to inform the school of the change in transportation arrangements. Parents/legal guardians must be prepared to confirm their identity.

On a day there is an unplanned early dismissal because of inclement weather, students will not be allowed to use the office phones. In bad weather, please listen to the radio stations listed previously and check with the HKMS Voicemail 203-268-8651, for announcements concerning early dismissals. This information will also be sent out via email through the School Messenger system.
Information about bus routes and approximate pick-up times is posted in the Parent Portal of Power School. If you need to reach the bus company, please call First Student at 475-470-0373. Parents/guardians may complete an Opt-Out form if your child does not require transportation for morning only, afternoon only or for morning & afternoon. The Opt-Out form is available on the district website.

SECTION FIVE
HEALTH AND SAFETY AND RELATED POLICIES

SCHOOL EMERGENCY PROTOCOL

EASTON, REDDING, AND REGION 9 SCHOOL DISTRICTS
654 MOREHOUSE ROAD, P.O. BOX 500
EASTON, Connecticut 06612
OFFICE (203) 261-2513    FAX (203) 261-7936
WEB SITE: www.er9.org

THOMAS McMORRAN, Ed.D.
SUPERINTENDENT OF SCHOOLS

STEPHANIE PIERSON UGOL, Ed.D.
ASSISTANT SUPERINTENDENT
FOR CURRICULUM & INSTRUCTION

SCOTT REISS
DIRECTOR OF
FINANCE & OPERATIONS

Dear Parents:

Should an emergency or disaster situation ever arise in our area while school is in session, we want you to be aware that the schools have made preparations to respond effectively to such situations.

Should we have a major event during school hours, your student(s) will be cared for at their school. Our School District has a detailed emergency operations plan which has been formulated to respond to all hazards.

Your cooperation is necessary in any emergency.

1. In order to allow access for emergency vehicles and to maintain the safety of your children, please do not come to the school or telephone the school. We realize this would be your initial instinct. Telephone lines may be needed for emergency communication. You will be notified of a reunification location, if necessary.

2. We use an emergency notification system, SchoolMessenger, to notify parents when necessary. This system will phone you, email you, and send a text message to the numbers that you
have provided to us through PowerSchool. Also, please turn on your radio for emergency announcements. If students are to be kept at school, radio stations will be notified. In addition, information regarding day-to-day school operations will be available by calling the Central Office, 203-261-2513.

3. In the event of a serious emergency, students will be kept at their schools until they are picked up by an identified, responsible adult who has been identified as such on the school emergency card which is required to be filled out by parents at the beginning of every school year. You will be notified of the re-unification location if your child is relocated. Please be sure you consider the following criteria when you authorize another person to pick up your child at school:

- He/she is 18 years of age or older.
- He/she is usually home during the day.
- He/she is known to your child.
- He/she is both aware and able to assume this responsibility.

4. Impress upon your children the need for them to follow the directions of any school personnel in times of an emergency.

Students will be released only to parents and persons identified as emergency contacts on the School District Emergency Card. During an extreme emergency, students will be released at designated reunion locations on the school campus or elsewhere if necessary. Please be patient and understanding with the student release process. Please instruct your student to remain at school until you or a designee arrives.

Because local telephone service may be disrupted, also list an out-of-State contact on the emergency card, as calls may still be made out of the area while incoming calls are affected. When the dangerous incident has subsided, an all-clear signal will be given.

Please discuss these matters with your immediate family. Planning ahead will help alleviate concern during emergencies.

Sincerely,

Thomas McMorran, Ed. D
Superintendent of Schools

**STUDENT HEALTH**
A registered nurse is on duty full time. To reach the Health Office, dial 268-8651 x415. For general information, access the Health Office website via the For Parents link on the HKMS website home page. The school nurse is available to render first aid when accidents occur at
school and when children become ill after arrival. A student who has been sick at home should not leave home nor should he/she return to school until there is complete recovery.

A student must be **24-hours fever-free, and 24 hours free of vomiting or diarrhea** before he/she returns to school. We urge that students who have not been well stay home until they have fully recovered. Students who are absent from school may not participate in after school activities.

**Factors That Influence Student Health During The “Tween” and Teen Years:**

1. **Sleep**: Adolescents require a minimum of eight to nine hours of uninterrupted sleep per night for optimal school performance, behavior control, and mood.
2. **Diet**: Please make sure your child has a nutritious breakfast before school, and a snack if he/she is on a later lunch schedule. Encourage proper nutrition, including at least eight tall glasses of water per day.
3. **Exercise**: Some form of sustained, regular, aerobic exercise contributes significantly to a child’s current and future overall health.
4. **Rest and Leisure Time**: Adolescents need time to do “nothing” every day. This promotes good emotional well-being.

**Guidelines For Keeping A Child Home From School:**

1. **Fever > 100 degrees** - Must be fever-free for 24 hrs. before returning to school
2. **Nausea and/or vomiting** - Must not have vomited within 24 hrs. prior to returning to school
3. **Diarrhea** - Must not have had diarrhea within 24 hrs. prior to returning to school
4. **Confirmed Strep Throat, Conjunctivitis (“pink eye”)** - Until treated for 24 hours.
5. **Mononucleosis** – As advised by physician (usual considerations: fever-free for 24 hours, rested, eating normally and able to sustain at least a half day of academic activity).
6. **Varicella (Chicken Pox)** - Children with chickenpox are contagious for 1-2 days before the rash appears and continue to be contagious until all the blisters are crusted over (usually 6-8 days).
7. **Pediculosis (Head Lice)** - Up to the discretion of school personnel (school nurse & principal)

**Reporting an Absence**: Parents/legal guardians must notify the school’s voicemail or main office email of any student absence. The number to call is 203-268-8651. The email address is hkmsmainoffice@er9.org. **THE REASON FOR THE ABSENCE MUST BE GIVEN**, as the information is vital in our efforts to assess, monitor and make recommendations for school and community wellness.

**Emergency Contact Form**: Each student must have an emergency information form on file in the Health Office. If an illness or serious injury occurs, the nurse will first contact the parent/legal guardian and, if unable to reach the parent/legal guardian, will then contact the emergency backup person(s) listed. Please make sure that this information is kept up-to-date.

**Medications**: As mandated by Connecticut General Statutes, Section 10-212a, medications (both prescribed and over-the-counter) may only be administered by the school nurse(s) or
designated/trained staff member(s). An Authorization for Administration of Medication form must be on file and completed by an authorized practitioner (physician, dentist, advanced practice R.N., or physician’s assistant) for prescribed medications. The school nurse may for the occasional (two or less times in any given month) complaints of headache, orthodontic discomfort, menstrual cramps, muscle aches or in the professional judgment of the nurse for any other discomfort administer acetaminophen or ibuprofen according to the student’s age and weight. If on a regular basis, an order from the student’s own physician or another authorized prescriber is required. These forms are available in the Health Office and on the Health Office website. Medications are kept in the Health Office and must be brought to school by the parent/legal guardian/other responsible adult (never by the student) and must be delivered directly to the school nurse, the principal, vice-principal or administrative substitute. No student may carry or have any medication, including over-the-counter medications, in their locker without the permission of the school nurse. In the event that a student requires self-administration of medication, please consult the school nurse.

Health Assessment Requirements
In accordance with Connecticut General Statutes, Section 10-206, the Board of Education requires each sixth-grade student to have a health assessment during the sixth-grade year. According to school policy, this mandated health assessment must be performed between June 1st of a student’s fifth-grade year and July 31st of the sixth-grade year. It must be performed by a legally qualified practitioner of medicine (M.D. or D.O.) who is licensed in this or another state, or by an advanced practice registered nurse or physician assistant licensed to practice in this state. Completion of the signed health assessment is required for entry into school at the beginning of seventh grade.

The health assessment must be documented on the State Department of Education’s required Health Assessment Record (HAR-3) or “blue form,” and must include, but is not limited to, the following:

1. Review and update of State-mandated immunizations;
2. Height, Weight, Blood Pressure, Hemoglobin or Hematocrit, Gross Dental, Postural, Vision, and Hearing screenings;
3. Risk assessment for tuberculosis. If the student is in a high-risk group, a Mantoux test for tuberculosis sensitivity must be administered and the test results must be documented on the form;

Please return the completed form to the school Health Office by July 31 of the sixth-grade year.

If a parent or legal guardian (or student who is 18 years old or an emancipated minor) objects on religious grounds to:

- The state-mandated health assessment, a signed statement to that effect must be in the student’s school health record, or submitted to the school nurse by July 31st of the sixth-grade year.
- Immunizations, a signed copy of the Immunization Exemptions and Exclusions-From-School form must be in the student’s school health record or submitted with the completed HAR-3 form.
If a mandated immunization is contraindicated for medical reasons, a written statement from the health care provider, including the reason for continued deferment, must be submitted to the school nurse along with the completed HAR-3 form.

The HAR-3 form is reviewed by the school nurse and filed in the student’s confidential school health record. If you have questions or confidentiality concerns, please speak with the school nurse.

No child will be admitted to Helen Keller Middle School until appropriate medical documentation is provided to the school and approved by the school nurse.

In accordance with Connecticut General Statutes, Section 10-204a, all students must be protected by adequate immunization. Parents or legal guardians must show compliance by documentation from a physician or local health agency before the child may attend school.

Special Health Problems
Students with special health problems (e.g., vision, hearing, severe allergies, seizures and asthma) are requested to

All students attending school on crutches must:

1. present written orders from a physician, requiring use of a wheelchair and the note include any restricted activity with the duration of that restriction.
2. report to the nurse upon arriving at school.

Appropriate Use of the Health Office
Parents are encouraged to remind students that frequent and/or inappropriate use of the health office will be communicated to the parent, team leader, and administrative staff by the Nurse. This is to confirm the health of the student involved, and to insure availability of nursing staff where they are truly needed.

References:

HKMS website
(https://www.er9.org/boards_of_education/easton_board_of_education/easton_policies___regulations) for Board of Education Policy #5141.3, Health Assessments and Immunizations; Policy #5141.21, Administering Medications to Students; Policy #5141.221, Pediculosis (Head Lice).

FIRE DRILLS
To comply with fire laws, the school conducts fire drills ten times a year. When students hear the signal, they are expected to exit the building quickly, in a silent, and orderly fashion. Under the direction of the teacher in charge, students are to leave the school building in single file, using the designated exit posted in each classroom. Students and school staff may return to the building only when the principal directs them to do so.
ASBESTOS MANAGEMENT PLAN
The Easton, Redding and Region 9 Boards of Education have had formal asbestos management programs in place since 1987. The purpose of these programs is to identify any Asbestos-Containing Material (ACM) that may be in our schools and to take steps to make sure this material does not present an exposure hazard to the students, faculty, or staff.

The asbestos management program is implemented through asbestos management plans. Separate plans have been developed for each school within ER9. A complete set of management plans is maintained in the Superintendent’s office at 654 Morehouse Road, Easton, Connecticut. These plans are available for review during normal business hours. These management plans identify the locations of the ACM in our schools and detail our ongoing management program. The management plans also include descriptions of previous asbestos inspections and plans for repair or removal of damaged asbestos-containing materials.

Under our asbestos management program, the ACM listed in the management plans is inspected every six months to assure early detection of problem areas. Furthermore, each building is completely re-inspected once every three years by a Connecticut licensed asbestos inspector to make sure that ACM is properly identified and that the asbestos management plans are up to date.

The Easton, Redding and Region 9 Boards of Education have designated the Director of Finance and Operations as the person responsible for ensuring that the requirements of our asbestos management program are properly implemented. The Director of Finance and Operations can be contacted through the Superintendent’s office at 203-261-2513.

GREEN CLEANING PROGRAM IN SCHOOLS (CT PUBLIC ACT 09-81)
The State of Connecticut is requiring that each local and regional Board of Education implement a green cleaning program for all school buildings and facilities in its district. The Easton, Redding and Region 9 Boards of Education are committed to the implementation of this law by providing the staff, and upon request, the parents and guardians of each child enrolled in each school with a written statement of the school district’s green cleaning program as well as making it available on its web site annually. The statement will also be distributed to new staff hired during the school year, and, upon request, to parents or guardians of students transferring in during the school year.

1. Green cleaning program means the procurement and proper use of environmentally preferable cleaning products as defined by the Department of Administrative Services (DAS) for all state owned buildings, schools and facilities. DAS currently requires that environmentally preferable cleaning products be independently certified by one of two third party certified organizations: Green Seal or Eco Logo
2. By July 1, 2011 and thereafter no person shall use a cleaning product in a public school unless it meets the DAS standard.
3. The types of cleaning products covered in this legislation include: general purpose, bathroom, and glass cleaners, floor strippers and finishes, hand cleaners and soaps.
4. Disinfectants, disinfectant cleaners, sanitizers or antimicrobial products regulated by the federal insecticide, fungicide and rodenticide act are not covered by this law.
INTEGRATED PEST MANAGEMENT
The Easton, Redding and Region 9 Boards of Education have adopted an integrated pest management (IPM) policy for pest control within the school buildings and on the grounds. IPM utilizes all available pest control methods such as sanitation, structural maintenance and exclusion, maintaining proper soil pH, fertility and moisture, trapping and/or biological controls along with the judicious use of pesticides, when warranted, to maintain pest populations at or below an acceptable level while decreasing the unnecessary use of pesticides. The primary goal of IPM is to reduce the amounts of pesticides applied by alternate methods of pest control. Pesticides may be applied if a pest population has been identified through periodic monitoring, and alternative methods of control have not been effective. The least toxic pesticide would be used first.

Pesticide applications will not be performed within any building or on the grounds of the school during regular school hours or during planned activities unless an emergency application is necessary to eliminate an immediate threat to human health. When this occurs, all children and staff will be removed from the area and not allowed to return until it is safe to do so according to the pesticide label.

In accordance with state statute, parents, guardians and staff may request notification prior to any pesticide application at the school. If you would like to be notified, please send a letter to the school office requesting to be notified. Please include your email address, if you have one, as we are planning to use email as one way of notifying interested people.

Registrants will be notified of pesticide applications on or before the date of application. Notification will include (1) the name of the active ingredient of the pesticide being applied, (2) the location of the application on school property, (3) the date of the application, and (4) the name of the school administrator or a designee who may be contacted for further information. Notice will be sent to any person who registers to be notified if there is any revision or modification to the integrated pest management (IPM) plan. A copy of the record of each pesticide application at the school shall be maintained for a period of 5 years.

RADON TESTING IN CT SCHOOLS
Per CT General Statute 10-220(d), all schools shall be evaluated for radon levels in air and water prior to January 1, 2008 and every five years thereafter. All schools in the Easton, Redding and Region 9 school districts were last evaluated for radon in November of 2012. The next evaluation will be in November of 2017.

PSYCHOTROPIC DRUG USE
School personnel are prohibited from recommending the use of psychotropic drugs for any student enrolled within the school system. School nurses, nurse practitioners, district medical advisors, school psychologists, school social workers, and school counselors may recommend that a student be evaluated by an appropriate medical practitioner.
CHILD ABUSE
All professional school staff, including but not limited to paraprofessionals, are obligated by law to report suspected child abuse, neglect, and/or if a child is placed in imminent danger of serious harm 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. Child abuse is defined as any physical injury inflicted by other than accidental means or injuries which are not in keeping with the explanation given for their cause. Improper treatment such as malnutrition, sexual abuse, sexual exploitation, deprivation of necessities, emotional abuse, cruel punishment, or neglect is also considered child abuse/neglect.
Please refer to the HKMS website (www.helenkellerps.org) for Board of Education Policy #5141.4(a), Reporting of Child Abuse/Neglect.

SUICIDE
The Board of Education recognizes that suicide is among the three leading causes of death among young people and, consequently, is a concern to this school system and the community it serves. This district wishes to take a proactive stance in preventing the problem of youth suicide. It is the Board’s policy to actively respond in any situation where a student verbally or behaviorally indicates an intent to attempt suicide or to do physical harm to himself/herself.

Please refer to the HKMS website (www.helenkellerps.org) for Board of Education Policy #5141.5, Suicide

SECTION SIX
COMMUNICATION AND RELATED POLICIES

BOARD OF EDUCATION MEETINGS
The Board of Education meets once a month at 7:30 PM in the Library Media Center at Helen Keller Middle School. Parents, students, and other community members are encouraged to attend. Meeting dates are posted by the PTA (http://www.eastonpta.com), and on the ER9 website.

SPECIFIC COMMUNICATION CHANNELS
To promote student success and help our students develop socially and emotionally, it is important for students, teachers, and parents/legal guardians to communicate throughout the school year. Both formal and informal means of communication are encouraged at Helen Keller Middle School.

- **Open House** - This evening program, which usually occurs early in the school year, is designed to familiarize parents with curricular goals at each grade level and expectations for student performance.
- **PTO Cougar Connection** – This monthly publication will highlight specific team and school events, interdisciplinary projects, student and teacher accomplishments, and important school news. The *Cougar Connection* newsletter can be found on the HKMS website and the Easton PTO website (http://www.eastonpta.com).
• **Report Cards** – Will be emailed home at the end of each trimester. Please refer to this section in the handbook for more detailed information.

• **Progress Reports** - Grades may be accessed anytime through the Powerschool parent portal.

• **Personal Contact by phone or email** - Teachers will initiate personal communications via the telephone or e-mail when they are concerned about any aspect of a student's performance. A parent/legal guardian, teacher, student conference or team-parent/legal guardian and/or student conference may be arranged when warranted.

• **Extra-help Sessions** - Teachers will encourage students to participate in before or after-school extra help sessions as needed.

• **HKMS Home Page** – ([http://www.helenkellerps.org](http://www.helenkellerps.org)) Our website contains up-to-date information about our school as well as the HKMS Handbook and Related Policies.

• **School Publications** – The Student Handbook and the Program of Studies are sources of information, which may be obtained on the HKMS website ([http://www.helenkellerps.org](http://www.helenkellerps.org)).

• **PTA** – The PTA is a very active group of parents who volunteer their time and talents to enhance the student’s educational experiences at Helen Keller Middle School ([http://www.eastonpta.com](http://www.eastonpta.com)).

**SURVEY OF STUDENTS**
No student may, without parental consent, take part in a survey, analysis, or evaluation that reveals specific personal or family information.

Please refer to the HKMS website ([www.helenkellerps.org](http://www.helenkellerps.org)) for Board of Education Policy # 6162.51, Survey of Students (Student Privacy).

**STUDENT/PARENT/LEGAL GUARDIAN COMMUNICATION WITH FACULTY**
Students are encouraged to advocate for themselves and communicate with their teachers and parents/legal guardians.

• Discuss school successes and challenges with parents/legal guardians openly and honestly.

• Request assistance in a subject area, when needed, directly from the teacher. When you encounter social difficulties, seek assistance from the guidance counselor.

• Keep scheduled appointments with the teacher/guidance counselor.

• Request a conference with the teacher to discuss academic progress.

Parents/legal guardians are encouraged to communicate with their children, their children’s teachers, and school officials.

• Support and encourage your child to learn to the best of his/her ability.

• Promote the development of personal responsibility by setting clear expectations for homework completion and school behavior.

• Support the rules of the school and expectations for student performance and behavior set by teachers.
• Sign all letters, interim reports, and other communications requiring your signature and have your child return them to school within the allotted time.
• Attend school-sponsored meetings, support the PTA, get involved in creating positive change for our school.
• If concerns arise, discuss them directly with your child's teacher(s) or the guidance counselor.
• In communicating with your child or his/her teachers, model a positive attitude about school, one that reflects a home and a school working together to benefit our students.
• Communicate directly with the principal if issues are not satisfactorily resolved in direct communication with teachers or the guidance counselor.

**VISITORS**
Please note that video/audio cameras are in use at all school entrances and in the hallways. For your information and for reasons of security, a “visitor” to HKMS is anyone who is not an officially registered student at HKMS or an employee of the Easton Public School system on the active payroll of the day. A “visitor” to HKMS must immediately report to the main office, show identification, state the reason for the visit, sign in, and receive permission from the principal/designee to be in the building.

1. Visitors are not permitted in the classroom except by permission of the classroom teacher and the building administrator.
2. All visitors are required to show ID and sign in at the main office when arriving to school.
3. Students are not permitted to bring guests to school. Graduates of HKMS who wish to visit former teachers may do so only after 2:50 PM dismissal and, of course, if the teacher is available.
4. Visitors who are not authorized are loitering and may face a misdemeanor charge of trespassing.
5. Parents are requested to come to the main office when dropping off items for their child or when coming to school for a teacher meeting. We ask that our learning environment be free from interruptions which have a negative impact on our students.

**SECTION SEVEN**
**MISCELLANEOUS INFORMATION**

**PARTICIPATION IN EXTRACURRICULAR ACTIVITIES**
Participation in extracurricular activities is a privilege, intended to complement the academic experience. Students must maintain passing grades, as well as acceptable discipline and attendance records in order to participate.

**GIFTS TO SCHOOL PERSONNEL**
Gifts between students and/or parents/legal guardians and school personnel shall be discouraged. Teachers and school personnel do not expect gifts. Rather, they feel rewarded when students work up to their potential. At HKMS if a student or family feels compelled to present a staff member with a gift, please make it a gift of learning such as a poem or story written by the student, a picture or card drawn by the child, or a novel read by the student and
shared with the teacher. Another way to honor a staff member is by giving the gift of a good deed done in the name of the person. Please respect our strong belief that the best gift a teacher can receive is the gift of a student’s accomplishment.

**PHONE CALLS/MESSAGES**

Students are not permitted to use office telephones unless it is an emergency, and then only during their lunch period. **Parents should discuss all appointments and after school arrangements with their children before they leave for school.**

The office staff is not able to interrupt classes to relay routine messages to students. Only in the event of an emergency will messages be relayed to students while they are in class. For the safety of students, the school will not allow students to change transportation plans without the permission of a parent and not after 12:00 PM.

Helen Keller Middle School does have a voice mail system which can be accessed by contacting the regular phone number 203-268-8651. The main office is staffed to take calls between 7:30 AM and 4:00 PM, Monday through Friday. Summer office hours are Monday through Friday from 8:00 AM until 3:00 PM.

**PHOTOGRAPHING, AUDIOTAPING, AND VIDEOTAPING STUDENTS**

During the school year, for a variety of reasons, photographing, audio taping, and videotaping of students and/or classrooms may occur. There may be instances where these photographs, audiotapes or videotapes are used by staff, specialists, interns, parents/legal guardians and their representatives, as well as others. The photographs, audios, and/or videos may be published or broadcast in local area newspapers, the HKMS website or the Cable TV access channel. If, for any reason, parents/legal guardians do not want their child to be photographed, audiotaped, or videotaped, the school principal should be notified, in writing, and appropriate arrangements will be made. Otherwise, the photographing, audio taping or videotaping may occur.

**LEARNING RESOURCES AND TECHNOLOGY CENTER - GENERAL INFORMATION**

Students are encouraged to visit the Library Media Center during school hours with the permission of their teachers. The circulation desk is open from 8:00 a.m. to 2:40 p.m. for checking out materials. Classes are also scheduled for research assignments throughout the year. The Library Media Center can accommodate up to two classes per schedule period. For more information, please visit the HKMS website:  http://www.helenkellerps.org.

**PLEDGE OF ALLEGIANCE**