

Killingly Memorial School



Parent-Student Handbook 2022-2023

"Great Things Happen Here!"



Killingly Memorial School

"Great Things Happen Here!"

Office Hours: 8:00 a.m. – 4:00 p.m.

School Hours for Students: 8:35 a.m. – 3:20 p.m.

School Office: 860-779-6680

24-Hour Absentee Line: 860-779-6699

Nurse: 860-779-6685

Fax: 860-774-6028

E-mail: kmsoffice@killinglyschools.org

Website: www.killinglyschools.org

Mrs. Tina Chahanovich
Principal

Mr. Timothy Jonasch
Assistant Principal



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Killingly Public Schools

Mission Statement

It is the mission of the Killingly Public Schools to improve the quality of life and self-esteem of all students.

It will do so by:

- Creating and maintaining an enthusiastic educational environment
- Challenging all students to achieve their highest potential
- Fostering respect for human differences
- Adjusting to an ever-changing world
- Maintaining a partnership with the community

Killingly Memorial School

Mission Statement

The mission of Killingly Memorial School, a partnership of school, family, and community, is to nurture a safe, caring, responsible, respectful, positive environment where all children can learn and achieve academic and social success.

Shared Vision

We believe that the most promising strategies for achieving the mission of Killingly Memorial School is to further develop our capacity to function as a professional learning community and to foster social-emotional growth through a continuum of positive support. At Killingly Memorial School we will continue to:

- Unite to achieve a common purpose and clear goals
- Collaborate to share ideas and to learn best teaching practices to improve student learning
- Collaborate to define essential knowledge and skills at each grade level
- Monitor each student's learning using assessments on a continual basis, using the results to drive instruction
- Develop a relationship with each child that empowers him/her to achieve academic and social success
- Demonstrate a commitment to a parent and community partnership to enhance children's learning
- Provide opportunities to all students to achieve social and learning success through Positive Behavior Support

KMS

School Calendar

Special Dates

Open House

Wednesday, September 14, 2022 5:30 p.m. – 7:00 p.m.
Scholastic Book Fair Open

Parent Teacher Conference

Report Cards will be given to parents at conferences.

Tuesday, December 6, 2022 (full-day of school)
5:00 p.m. – 7:00 p.m.
Scholastic Book Fair Open

Thursday, December 8, 2022 (half-day of school) for KMS only
1:45 p.m. – 3:45 p.m. and 5:00 p.m. – 7:00 p.m.
Scholastic Book Fair Open

Tuesday, April 4, 2022 (full-day of school)
5:00 p.m. – 7:00 p.m.
Scholastic Book Fair Open House

Thursday, April 6, 2022 (half-day of school) for KMS only
1:45 p.m. – 3:45 p.m. and 5:00 p.m. – 7:00 p.m.
Scholastic Book Fair Open

Marking Period Ends

November 18, 2022
March 17, 2023
Last Day of School

Progress Reports sent home

October 21, 2022
January 27, 2023
May 19, 2023

KMS Personnel

Office Staff

Mrs. Tina Chahanovich, Principal	tchahanovich@killinglyschools.org
Mr. Tim Jonasch, Asst. Principal	tjonasch@killinglyschools.org
Mrs. Nancy DuBois, Principal's Secretary	ndubois@killinglyschools.org
Mrs. Brenda Despathy, School Secretary	bdespathy@killinglyschools.org
Mrs. Noel Coraccio, School Nurse	ncoraccio@killinglyschools.org
Ms. Miranda Jackson, School Nurse	mjackson@killinglyschools.org
Ms. Erin Romani, School Nurse, Westfield Ave	aromani@killinglyschools.org

Grade 2

		Room
Mrs. Merry Crabtree	mcrabtree@killinglyschools.org	208
Ms. Danielle Fraton	dfraton@killinglyschools.org	210
Mrs. Nancy Juhola	njuhola@killinglyschools.org	206
Mrs. Lauren Lanzoni	llanzoni@killinglyschools.org	200
Mrs. Jamie Maheu	jmaheu@killinglyschools.org	207
Ms. Jamie Moulton	jmoulton@killinglyschools.org	204
Ms. Jenelle Provencher	jprovencher@killinglyschools.org	202
Ms. Elizabeth Riordan	eriordan@killinglyschools.org	199
Miss Annette Sakidovitch	asakidovitch@killinglyschools.org	209

Grade 3

Mrs. Carol Bitgood	cbitgood@killinglyschools.org	306
Mrs. Nicole Gaulin	ngaulin@killinglyschools.org	304
Mrs. Jean Carlson	jcarlson@killinglyschools.org	302
Mrs. Nicole Gaulin	ngaulin@killinglyschools.org	304
Mrs. Heidi Hand	hhand@killinglyschools.org	305
Mrs. Kaylee Penner	kpenner@killinglyschools.org	205
Ms. TraciLynn Roseman	troseman@killinglyschools.org	203
Ms. Lisa Siegmund	lsiegmund@killinglyschools.org	201
Ms. Ashley Tillinghast	atillinghast@killinglyschools.org	304

Grade 4

Ms. Caitlin Breen	cbreen@killinglyschools.org	159CO
Ms. Sarah Burdick	sbarile@killinglyschools.org	164CO
Mrs. Melissa Delfarno	mdelfarno@killinglyschools.org	170CO
Ms. Holly Heath	hheath@killinglyschools.org	172CO
Ms. Bethany Lee	blee@killinglyschools.org	163CO
Mrs. Britney Lisee	blisee@killinglyschools.org	166CO
Ms. Abigail Scott	aallard@killinglyschools.org	162CO
Ms. Georgia Williamson	gwilliamson@killinglyschools.org	167CO

Pupil Personnel Services

		Room
Ms. Jackie Angelopoulos/Resource	jangelopoulos@killinglyschools.org	198
Ms. Antonette Alfiero/Resource	aalfiero@killinglyschools.org	165CO
Mrs. Christine Boyle/Speech	cboyle@killinglyschools.org	211
Mrs. Megan Corrado/Counselor	mcorrado@killinglyschools.org	157CO
Ms. Katie Cote/OT	kcote@killinglyschools.org	211
Ms. Peggy Downing/COTA	pdowning@killinglyschools.org	211
Mr. Steven DiFormato/Resource	sdiformato@killinglyschools.org	405
Mrs. Melissa Felice/Resource	mfelice@killinglyschools.org	165CO
Ms. Alisha Knox/Resource	aknox@killinglyschools.org	313
Mrs. Kimberly Low/Social Worker	klow@killinglyschools.org	315
Ms. Stacey Moseley/Resource	smosely@killinglyschools.org	
Mr. Keegan O'Brien/Resource	kobrien@killinglyschools.org	198
Mrs. Tiffany O'Leary/PT	toleary@killinglyschools.org	211
Mrs. Danielle Orbegoza/Speech	dorbegoza@killinglyschools.org	211
Ms. Shaina Vezina/PTA	svezina@killinglyschools.org	211

Resource

Mrs. Keri Costa/Math	kcosta@killinglyschools.org	Library A
Ms. Lauren Konicki/Math	lkonicki@killinglyschools.org	Library A
Mrs. Sarah Morrone/Reading	smorrone@killinglyschools.org	Library B
Ms. Julie Sumner/Reading	jsumner@killinglyschools.org	Library B

Science

Ms. Kimberly Vincent	kvincent@killinglyschools.org	Stage
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Unified Arts

Mrs. Brittany Bissonnette/Music	bbissonnette@killinglyschools.org	Gym
Ms. Amy Austin/Media Special	aaustin@killinglyschools.org	Library
Mr. Garrett Lemke/Physical Education	glemke@killinglyschools.org	Gym
Mrs. Laura Powers/Art	lpowers@killinglyschools.org	212

ARRIVAL PROCEDURE

Students who arrive at school on the bus will remain on the bus until 8:20 a.m. Children being dropped off by parents may enter the school at 8:20 a.m. We ask that all parents remain in their vehicles as students are dropped off. Parents that walk their children to school are asked to escort their children to the front door. Staff members will be on duty to escort students into the building.

ASSEMBLIES

Assemblies are planned periodically as special events on the school calendar. Special attention to etiquette and good citizenship is expected of all students and adults. Following an afternoon assembly, we encourage all students to use their usual transportation home. Under special circumstances when a parent needs to pick their child up after an assembly, parent pick-up procedures will be followed which requires a written note be sent to the office on the morning of the assembly.

ATTENDANCE/ABSENCE/TARDINESS AND TRUANCY

Connecticut state law requires parents to cause their children, ages five through eighteen inclusive, to attend school regularly during the hours and terms the public school is in session. Parents or persons having control of a child five years of age have the option of not sending the child to school until ages six or seven. Mandatory attendance terminates upon graduation or withdrawal with written parent/guardian consent at age seventeen.

A student is "in attendance" if present at his/her assigned school, or an activity sponsored by the school (e.g., field trip), for at least half of the regular school day (12:00 p.m.). A student who is serving an out-of-school suspension or expulsion should always be considered absent. A student not meeting the definition of "in attendance" shall be considered absent.

Classroom learning experiences are the basis for public school education. Time lost from class is lost instructional opportunity. The Board of Education requires that accurate records be kept of the attendance of each child, and students should not be absent from school without parental knowledge and consent.

Excuses

Note: The use of the state approved definitions of "excused" and "unexcused" absences are for state purposes for the reporting of truancy. Districts are not precluded from using separate definitions of such absences for their internal uses such as involving decisions on areas such as promotion and grading.

A student's absence from school shall be considered "excused" if written documentation of the reason for such absence has been submitted within ten (10) school days of the student's return to school and meets the following criteria:

A) For absences one through nine, a student's absences from school are considered

"excused" when the student's parent/guardian approves such absence and submits appropriate documentation to school officials.

Such documentation includes a signed note from the student's parent/guardian, a signed note from a school official that spoke in person with the parent/guardian regarding the absence, or a note confirming the absence by the school nurse or by a licensed medical professional, as appropriate. Documentation should explain the nature of and the reason for the absence as well as the length of the absence. Separate documentation must be submitted for each incidence of absenteeism.

B) For the tenth absence and all absences thereafter, a student's absences from school are considered excused for the following reasons:

1. Student illness (must be verified by a licensed medical professional to be deemed excused, regardless of the length of the absence).
2. Student's observance of a religious holiday.
3. Death in the student's family or other emergency beyond the control of the student's family.
4. Mandated court appearances (documentation required).
5. The lack of transportation that is normally provided by a district other than the one the student attends (no parental documentation required).
6. Extraordinary educational opportunities pre-approved by District administration and to be in accordance with Connecticut State Department of Education guidance.
7. Excused Absences for Children of Service Members

An enrolled student, age five to eighteen, inclusive, whose parent or legal guardian is an active duty member of the armed forces, as defined in section 27-103, and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat support posting, shall be granted ten days of excused absences in any school year and, at the discretion of the Board of Education, additional excused absences to visit such child's parent or legal guardian with respect to such leave or deployment of the parent or legal guardian. In the case of such excused absences such child and parent or legal guardian shall be responsible for obtaining assignments from the student's teacher prior to any period of excused absence, and for ensuring that such assignments are completed by such child prior to his or her return to school from such period of excused absence.

C) A student's absence from school shall be considered unexcused unless:

1. The absence meets the definition of an excused absence and meets the documentation requirements; or
2. The absence meets the definition of a disciplinary absence, which is the result of school or District disciplinary action and are excluded from these State Board of Education approved definitions.

When the school in which a child is enrolled receives no notification from a parent or other person having control of the child is aware of the child's absence, a reasonable effort shall be made by school personnel or volunteers under the direction of school personnel to notify by telephone and by mail such parent or other person having control of the child.

The required mailed notice shall include a warning that two unexcused absences from school in one month or five unexcused absences in a school year may result in a complaint filed with the Superior Court alleging the belief that the acts or omissions of the child are such that the child's family is a family with service needs.

Responsibility for completion of missed classwork lies with the student, not the teacher. Unless a student has an extended illness, all make-up work will be complete within five days after the student returns to school.

No school, grade, or class may be dismissed before the regularly scheduled dismissal time without the approval of the Superintendent or his/her designee.

No teacher may permit any individual student to leave school prior to the regular hour of dismissal without the permission of the principal.

No student may be permitted to leave school at any time other than at regular dismissal without the approval of the student's parent/guardian. If a court official with legal permission to take custody of a child, or if a police officer arrests a student, the parent/guardian should be notified of these situations by the administration.

ATTENDANCE: RESIDENCY

The Board of Education determines the boundaries for attending Killingly Public schools by residence. We cannot allow any student who does not live within the town of Killingly to attend Killingly Memorial School unless written permission from the Superintendent of Schools is on file in our office. If you wish to request a waiver of district residence, you must contact the Superintendent in writing.

The Superintendent will consider the Board of Education policy that allows Waivers; Waivers are sometimes granted for students who have moved, allowing them to finish the school year in our school. However, parents must provide transportation.

BEHAVIOR EXPECTATIONS

We believe that the most promising strategies for achieving our school mission are to future develop our capacity function as a professional learning community and to foster social emotional growth through a continuum of positive support.

As a school community using Positive Behavior Support, we believe that all members of the school community should adhere to the following three expectations:

- ❖ Be Responsible
- ❖ Be Respectful
- ❖ Be Safe

Rules

All adults need to provide reasonable and logical consequences when behavior expectations are not met. The goal of the consequences is to help the child develop self-control and the ability to make good choices.

The following are general guidelines to behavior expectations. Students are expected to follow rules in specific settings, i.e., dining hall, assemblies, lavatories, etc.

Be Responsible

Own your own behaviors: follow expectations; be ready to learn, be a friend, be helpful.

Be Respectful

Show concern or consideration: use behaviors that help people feel calmer, safer, friendlier, and more cooperative.

Be Safe

Control behavior, absence of harm to self/others; keep yourself and others free from harm. Use behavior that help others feel calm and secure.

We will help to define and teach the expected behaviors by:

- ◆ Making rules public
- ◆ Articulate and model to students what is expected behavior
- ◆ Practice, practice, practice!

We will help to reinforce and respond to behaviors by:

- ◆ Catching students “being good”
- ◆ Correcting or re-teaching
- ◆ Responding to behaviors of concern

It is our strong belief that a cooperative home and school team approach is essential to ensure that our children learn the necessary skills to enhance their academic learning as well as their emotional growth.

Severe Misconduct

Severe misconduct may lead to immediate administrative involvement and parental contact. Severe misconduct includes the following behaviors:

- Showing disrespect toward an adult
- Refusal to follow an adult’s directions/requests
- Leaving school grounds without permission
- Destroying and/or misusing school property
- Fighting
- Using profanity or obscene language
- Willfully intending to inflict physical harm to self or others
- Possession of potentially dangerous objects

Consequences

When a student is sent to administration, the following consequences may be implemented:

- Lunch detention
- After school detention
- Removal from class
- Parent contact
- Suspension
- Bus Suspension-number of days at the discretion of administration
- School community service

Federal and state laws regarding students with disabilities require special procedures and considerations for long-term suspensions and expulsions.

All suspensions are handled by administration.

Students receiving numerous detentions, or one or more suspensions may lose the privilege of participating in extra-curricular activities and/or field trips at the discretion of the administration.

An orderly, consistent, and predictable approach to discipline nurtures the Positive Behavior Support elements of responsibility, safety and respect. Together, we need to prepare our children to examine questions of right and wrong for themselves, and to see the consequences of their choices.

BREAKFAST/LUNCH PROGRAM

Students can participate in the Breakfast Program from 8:20 a.m. - 8:35 a.m. every school day. Please note that when there is a two-hour delay NO breakfast will be served. In addition to the Breakfast Program, a daily student lunch may be purchased in our Dining Hall. The lunch time blocks are the following:

<u>GRADE</u>	<u>LUNCH</u>
2	11:00 a.m. -11:30 a.m. or 11:30 a.m. - 12:00 p.m.
4	12:00 p.m. - 12:30 p.m. or 12:30 p.m. - 1:00 p.m.
3	1:00 p.m. - 1:30 p.m. or 1:30 p.m. - 2:00 p.m.

Menus are sent home at the beginning of each month and posted on the KMS website.

BULLYING

KMS uses a Positive Behavior Support Program to provide opportunities for all students to achieve social success. Any child who feels a peer is continually mistreating them should immediately inform his or her teacher. Parents and students may also provide written or verbal complaints to the Administration. Administration will investigate each complaint.

BUS SAFETY EXPECTATIONS

Cross in front of the bus (NEVER behind the bus)

- Remain in the seat with feet on the floor facing forward
- Keep hands, feet, and objects to yourself
- Backpacks should be placed on the lap while on the bus
- No name-calling, teasing, swearing, or loud disruptive noises
- Keep hands, arms, and all other objects inside the bus
- Emergency doors are only to be used in the case of emergency
- No pets of any kind are allowed on the bus
- All aisles, emergency exits, and normal traffic areas are to be kept clear
- No gum chewing is allowed on the bus
- Students must get on and off at their designated stop. Drivers will not allow alternate stops without a bus pass
- Unauthorized adults are not allowed on the bus

Bus misconduct is reported by the bus driver directly to the school. Bus misconduct may result in consequences like those for school misconduct, including the possibility of suspension from KPS bus transportation.

CELL PHONES/ELECTRONIC DEVICES (Personal)

It is the strong recommendation of Killingly Memorial School that students and parents carefully weigh the choice of whether students bring personal cell phones, music players, cameras and/or other electronic devices to school. KMS will not assume responsibility for lost, stolen or damaged property belonging to students. In addition, these items are disruptive to the learning environment, often creating discipline problems. These items should not be visible during the school day. They should be turned off and safely put away so that learning is not interrupted for the student and other students in the classroom. If it is necessary, students are permitted to use the phone in the main office.

Process for Violation of this Policy:

Students who violate the rules for the use of cell phones and other electronic devices, set forth above, will face corrective action as described below:

1. **First Violation** - warning by teacher, teacher may confiscate for the remainder of the day. The cell phone/electronic device will be given to the student at the end of the school day. Teacher will contact parent/guardian.
2. **Second Violation** - cell phone/electronic device confiscated by teacher and turned in to administration to be picked up at the end of the school day by student. Administration will contact parent/guardian.
3. **Third Violation** - confiscation, item given to administration to be picked up by parent/guardian.

4. Fourth Violation - confiscation, item given to administration, school discipline imposed.

CONFERENCES

It is very important to a child's learning that teachers and parents frequently communicate. Teachers and parents are urged to conduct parent-teacher conferences whenever they feel it would be beneficial to the student.

The Parent-Teacher-Student Conference approach is also used in all grades for reporting pupil progress for the first and second marking periods.

Conference Dates and Times:

- December 6, 2022 - 5:00 p.m. - 7:00 p.m.
- December 8, 2022 - 1:45 p.m. - 3:45 p.m. and 5:00 p.m. - 7:00 p.m.
- April 4, 2023 - 5:00 p.m. - 7:00 p.m.
- April 6, 2023 - 1:45 p.m. - 3:45 p.m. and 5:00 p.m. - 7:00 p.m.

During this Report Card Conference time, our staff makes every effort to accommodate the parents' schedule. There are times that these conferences must be rescheduled due to conflicts. However, no report card will be sent home without a Parent-Teacher-Student conference at the school.

◆ Remember: No report card will be sent home without a parent/teacher conference.

CURRICULUM

The philosophy at KMS is to instill the love of learning in each student in a safe, nurturing, and positive school setting which focuses on a child-centered and developmentally appropriate learning environment. We are committed to matching the styles of teaching to reflect the variety of individual learning patterns.

Learning is increased when the teaching is presented at a developmentally appropriate setting with active student participation.

Our elementary curriculum, as prescribed by the Killingly Board of Education, includes reading, writing, mathematics, penmanship, health, science, social studies, library, art, music, physical education, and computer education.

The way our staff brings the curriculum to our students is primarily interdisciplinary. The interdisciplinary approach to learning focuses on integrating the entire curriculum through themes and units of study. We encourage students getting actively involved in their learning by participating with "hands-on" opportunities and making choices about their activities.

* Individual teachers will send home an outline of Curriculum being studied at the respective grade levels. In addition to the regular classroom offerings the following programs are available for those students who are determined eligible:

*Remedial Reading (K-4)

*Title I Supplementary Instruction (K-3)

- *Remedial Math (K-4) *Special Education/Related Services consultation
- *Special Education Programs (see Special Education Section)
- *School Adjustment Program PIXIE (K-2)

It is imperative that parents and teachers work together to make sure the teaching/learning is matched with the child's learning style. Please keep in close contact with the school staff.

DRESS GUIDELINES

Parents' guidance and discretion are essential for assisting children to dress appropriately for school. Clothing should be neat and clean in appearance, not disruptive to the educational process and contribute no threat to the health or safety of other students. Items such as spandex, short-shorts or skirts, muscle shirts, midriff shirts, spaghetti straps, wheelies and flip flops are not appropriate. In the interest of safety, *sneakers must be worn in the Gym. Hats may be worn to school; however, we ask our students to remove them when they enter the building.*

EARLY DISMISSAL

It is important that students remain in school until the end of our academic day at 3:05 p.m. Earlier dismissal from school is discouraged because of the obvious interruption of the teaching/learning process.

Students are expected to be in school every day and in all classes. Parents desiring to have their children dismissed earlier in the school day should use discretion.

No routine daily parent pick-up should occur before 3:05 p.m.

If you must dismiss your child early for any reason (doctor, dentist, etc.):

1. A student note must be turned into the teacher/office and must include date, child's name, the reason for dismissal, the time to be dismissed, a telephone number for verification, and a parental signature.
2. The parent must report to the office and sign out the student before she/he is dismissed from class.
3. In the event of a family emergency in which your child needs to be picked up prior to the 3:05 p.m. dismissal you must report to the office and present proper identification.

FIELD TRIPS

All our students have the opportunity to go on a field trip. Field trips are intended to be an integral part of our elementary curriculum and it is expected all students will participate in these activities.

Parents will receive notification of all field trips and must return a signed permission note for their child to attend. This permission note should be sent to the teacher at least three days prior to the scheduled field trip.

If we do not have written parent permission for a student to attend a field trip, the student will remain at school. The only exception to this rule will be field trips to Killingly Public Library, local nursing homes and senior centers, Owen Bell Park, and other schools in Killingly.

On rare occasions, it may be necessary for administration to decide to exclude a student from a field trip if he/she demonstrates disruptive behaviors that would be considered extremely detrimental or dangerous on a field trip.

FIRE DRILLS / SAFETY DRILLS

Fire drills and other safety drills are conducted on an average of once a month. Instructions for evacuating the building are posted in each room and EXIT signs help guide occupants out of the building.

GRADING

The issuance of grades on a regular basis serves to promote a process of continuous evaluation of student performance. Grades inform both the student and the student's parents of his/her progress. Report cards are issued three times a year and progress reports are issued twice a year. Please contact your child's teacher if you have any questions or concerns.

**If this student receives Special Education services, please refer to his/her IEP for additional information on grading.*

Grading Keys

- 4 – Exceeding expectations
- 3 – Meeting expectations
- 2 – Progressing with support
- 1 – Improvement Needed
- NA-Not assessed at this time

Effort Key:

- + Exceeds expectation
- S Meets expectations
- Improvement needed

GOVERNANCE COUNCIL

The Killingly Memorial School Governance Council is a group of people dedicated to making KMS the best possible elementary school it can be. They cooperatively make suggestions about school goals and various components of school operation.

The Council's membership includes elected parents, teachers, and community members who serve a two-year term.

HALF DAY SESSIONS

The following are the scheduled half days of school:

- ◆ November 23, 2022 – Thanksgiving Vacation
- ◆ December 6, 2022 – Parent Teacher Conference Day
- ◆ December 23, 2022 – Winter Vacation
- ◆ April 6, 2023 – Parent Teacher Conference Day
- ◆ June 22, 2023—Last Day of School

Students will attend from 8:35 a.m. - 1:05 p.m. - Lunch will be served as usual.

HEALTH SERVICES

According to the Killingly Board of Education Policy the objectives of our school health services are:

- *“To reduce the obstacles to learning caused by poor physical and emotional health and to contribute to education in healthful living. In fulfilling this purpose, the school nurse assumes an active role in helping to provide those*
- *learning experiences, which will motivate students and parents/guardians to secure and maintain optimum health.*
- *To increase the probability that students and parents/guardians will consistently apply the principles of healthful living because of intelligent reasoning and proper use of existing community facilities both private and public.*
- *To utilize those principles of health and education which are basic in working with the student in his/her total environment of the homes, school, and community.*
- *To provide a liaison between school and home, thus bringing the two major worlds of the student in closer contact.*
- *To coordinate health services with other community health and welfare activities. Cooperative planning is used as a means of providing the school nurse with excellent opportunities for helping to coordinate the school and community health programs.”*

Our school is responsible in instances of sickness or injury occurring on the school premises during school hours and at school-sponsored activities for first aid only. The responsibility for definitive care rests with the parents.

Sometimes it is necessary to exclude students from school for medical reasons such as an elevated temperature of 100°F and above, communicable diseases, injuries requiring further medical attention, and head lice. It then becomes the responsibility of the parent or guardian to provide transportation home for their child.

Medications in School

- Medication will be given by the school nurse or administration. Medication to be administered in school shall not be sent to and from school with pupils. These medications will be brought to school by parents/guardians in a properly labeled pharmacy bottle. A written medication authorization form must be completed by physician and accompany medication. Without this form medication will not be given. All medications must be kept in a double locked box or cabinet (cf. 5141 21-Administering Medication).
- Pupils shall not medicate themselves in school. The Board of Education and school personnel will not be responsible for self-administration of medication by pupils. All students found taking medication will be referred to the nurse and the principal.
- Our school medical advisor/physician has authorized the administration of the following medications, EpiPen, Benadryl or Albuterol, to be administered by the school nurse for students showing signs and symptoms of severe allergic reaction or respiratory distress. 911 and the parent/guardian will be contacted immediately.

Headlice

The Killingly School Board has mandated the following requirements for children sent home with headlice who are returning to school.

1. Only one day is authorized as an excused absence for headlice.
2. Children may not ride the bus until checked by school nurse.
3. An adult must accompany the student back to school and be checked by the nurse before class entry.
4. All nits must be removed from hair after treatment.

Our KMS school nurse works closely with parents regarding effective treatment. A parent's guide to treating headlice is always available in the nurse's office.

HOMELESS

If you are temporarily doubled up (living with someone), an unaccompanied youth or are in a condition of homelessness, you may be eligible for benefits under the McKinney Vento Act. Please contact our school office at 779-6680 for confidential information.

HOMEWORK

Learning is a continuous process which extends beyond the school day. Homework should develop responsibility, foster good work habits, and reinforce and/or enrich that which has been instructed. Homework assignments, appropriate to grade level, will be required. Homework requirements for students with a handicapping condition may vary on an individual basis. (Any adjustments to these requirements must be stated in the child's Individual Educational Program or Accommodation Plan.)

The following listing represents the purpose of homework:

- ◆ Homework will provide opportunities for students to engage in practice previously mastered skills/concepts.
- ◆ Homework will provide opportunities for students to extend their thinking on information/concepts previously mastered.
- ◆ Homework will provide opportunities for students to develop responsibility for their own learning.
- ◆ Homework will provide the teacher with frequent diagnostic information, thus allowing for continuous monitoring of student learning.
- ◆ Homework will provide the opportunity for the teacher to give immediate and specific feedback to students.

Student Responsibilities:

1. Students should use homework as an opportunity to experience success in a non-testing situation and build skills and self-confidence through achievement.
2. Students should use homework to develop self-discipline and time management skills.
3. Students should be certain they understand the purpose, importance, performance requirements and method of evaluation for the assignments.
4. Students should use homework to employ both individual and group approaches to learning so that through homework they can expand their own learning skills.

Teacher Responsibilities:

1. Teachers must be clear in their explanation of the purpose, importance, and performance requirements of the assignments.
2. Teachers must inform students of the methods of evaluation to be used.
3. Teachers must include performance on homework in the computation of marking period grades.
4. Teachers must inform students as to how performance on homework is weighted in the computation of grades.
5. Teachers must return homework to students in a timely fashion.
6. Teachers should vary the types of homework assigned and the evaluation methods employed. Whenever appropriate, homework should be used to provide students with opportunities to extend their thinking to higher levels.

Parental Responsibilities:

1. Parents should use homework as an opportunity to become directly involved in the education of their child.
2. Parents should provide students with an environment that promotes good study habits.
3. Parents should support and encourage the student's homework and recognize homework activities as an integral part of the learning process.

4. Parents should contact the teacher, counselor, or administrator in the event of questions or concerns.

Suggested Time Requirements by Grade

<u>Grade</u>	<u>Time</u>	<u>Times Per Week</u>
2	15-20 Minutes	2 or 3
3	20-30 Minutes	3 or 4
4	30-40 Minutes	4

Children differ in the ease with which they learn and consequently some children will take more time to complete homework than will others. The above time allotments will be appropriate for most children.

If a student does not do his/her homework on a regular basis, parents will be contacted by the teacher, and a plan of action will be formulated.

INTERNET

All students, faculty, staff, and visitors are expected to abide by the Technology Acceptable Use Policy, especially when making use of computing devices, network access, and Internet resources provided by the District. Failure to abide by the policies set forth in this document may result in the loss of network and Internet access privileges. Especially egregious misuse could result in further disciplinary action by school or district administration and/or law enforcement.

KILLINGLY CHILDCARE PROGRAM (KCP)

This childcare program (KCP) is offered at Killingly Memorial School for students in grades 2 – 4 and will be held at the KMS Westfield Avenue location. The program is open the first day of school, during school vacations, in-service days, throughout the summer. Fees for the program are based on income. Details can be obtained at the KCP 779-6696. The KCP hours are as follows:

Mon.-Fri.	A.M. Session	6:30 a.m. - beginning of day
Mon.-Fri.	P.M. Session	School Dismissal - 6:00 p.m.

KILLINGLY PUBLIC SCHOOLS HOMEPAGE

The KPS Homepage is a wealth of information about ALL Killingly schools including Meetings, Weather Alerts, and general events such as Early Release Days. By selecting the Killingly Memorial School tab, you will be able to view events specific to KMS as well as access the Parent Student handbook, the KMS Parent Page, the monthly menu, and KMS teacher pages. Please visit us on-line at www.killinglyschoools.org.

LIBRARY

We consider our Library one of the most important places of learning in our school. We consistently urge our students to **Read, Read, Read.**

The following guidelines apply to the use of the library:

1. All books may be signed out for 2 weeks.
2. No books may be borrowed by a child until previously signed-out ones have been returned.
3. Damaged or lost books will be paid for by the borrower.

LOCKERS

Lockers and other storage spaces are provided to students for their convenience. These storage areas remain school property and as such, are subject to periodic inspections by school authorities.

The purpose of such inspections is to allow school authorities responsible for the appropriate use of school property and the opportunity to confirm that lockers are being used in a manner consistent with the health and safety of all students.

The following locker guidelines have been developed for those students who have lockers:

1. Lockers will be shared with a classmate.
2. Lockers are used for storing coats, hats, gloves and school items, i.e. books, folders, etc.
3. Any student not using their locker appropriately will no longer have that privilege.
4. Locks are not permitted on any student locker.

It is highly recommended that locker cleaning become part of a weekly classroom routine.

LOST AND FOUND

A Lost and Found Trunk is located on the office side of the gym. Parents are requested to periodically check the Lost and Found Trunk for any items that their child might be missing.

MORNING MEETING

Morning meeting is the Responsive Classroom teaching approach used daily in all Killingly Memorial School classrooms - classrooms where the social curriculum and the academic curriculum are fully integrated. As a daily format, Morning Meeting has the following aims:

1. To create community - providing a sense of belonging, significance, and fun/investment.
2. To foster responsive interactions - sharing, listening, inclusion and participation.
3. To teach the skills needed to be a responsive member of a classroom and school through a daily meeting and established patterns.

NOTICES HOME

Be sure to teach your child to present you with notices as soon as they are sent home. Our RED Teacher Parent COMMUNICATOR folders/FRIDAY FOLDERS are sent home every Friday. Please read materials carefully and return the folder to school on Monday with your child. Most Friday Folder flyers are also available at the KMS homepage under Friday Folders.

NUTRITION REGULATIONS

The Killingly Board of Education Nutrition Regulations have been formulated to ensure that all students always have healthy food choices available to them during the school day and while engaged in school-sponsored activities. The following are several of the regulations that will help teachers and parents make appropriate choices.

1. Other than a la cart items during the school lunch/breakfast programs, any given food item for sale or otherwise provided prior to the start of the school day and throughout the instructional day will have no more than 30% of its total calories derived from fat.
2. Any given food item for sale or otherwise provided prior to the start of the school day and throughout the instructional day will have no more than 10% of its total calories derived from saturated fat. Nuts and seeds are exempt from these standards because they are nutrient dense and contain high levels of monounsaturated fat.
3. At any school sponsored function outside of school hours (parties, celebrations, field days, etc.) healthy food choice options must be available.
4. Soda (diet or regular) will not be available to students during the instructional day.
5. Unhealthy food items shall not be utilized as part of any teacher-to-student incentive.
6. To ensure appropriate nutritional value, teachers are encouraged to inform parents of wellness regulations when soliciting items for classroom parties/celebrations or contact the school food service department (860-779-6645) for food-related party ideas or food-related fund raising.

OPEN HOUSE

Open House at KMS is an opportunity for our students to "show off" their classroom to their families and friends. It provides an opportunity at the beginning of the year for parents and teachers to become acquainted. It also provides the opportunity for our teachers to share grade level curriculum expectations with parents. **Open House is not a time for individual conferencing.** Conference appointments need to be arranged with the classroom teachers on an individual basis.

PARENT PICKUP PROCEDURES

Daily dismissal begins at 3:05 p.m. Please enter from the parking lot off Mechanic's Street, this is located directly across from Ever Source. You will follow the signs and cones and drive through the parking lot. You will then proceed along the back of the Central Office building up toward the KMS parking lot. You will stay on the paved driveway. You must stay in one lane.

*The first stop will be for Grade 4 ONLY at the first door of the Central Office building. If this is your only stop, you will continue straight and exit the school area by going around the end of the building and exiting onto Westfield Avenue.

*If picking up students in Grade 2 and 3, you will turn to the right and continue up the roadway to KMS. There will be one door for pickup on the side of the building. You will then exit (RIGHT ONLY) onto Hutchins Street.

In the event a child will be picked up by someone other than the parent, he/she must have written permission. The following information must be included in the note: date of pickup, child's name, the full name of the person picking up your child and your signature or must be listed on Transportation Form as someone allowed to pick up.

All persons will be asked to produce picture identification on every occasion.

If a child becomes ill at school, and if we cannot get in touch with the parent, the emergency contacts listed on the registration form will be called.

It is imperative that all emergency contacts are listed on the registration form. If a person's name is not on this form, we **will not release** the child to them without written permission from the parents.

A telephone call is not acceptable, as we cannot verify the identity of the caller. Students will not be released to a minor even if a permission note is sent in from a parent. Students will only be released to an adult

PARENT TEACHER COMMUNITY ASSOCIATION (PTCA)

The purpose of the Parent Teacher Community Association is to provide programs and activities, which encourage the involvement of parents, teachers, and community members in supporting the education and development of our children.

The business and planning meetings are held monthly, and all parents are welcome to attend these monthly planning meetings. You can visit us on the Killingly Public Schools Homepage by choosing KMS and then PTCA.

Other PTCA programs and activities will be published in our monthly calendar. Our monthly meetings are held from 7:00 p.m. – 8:00 p.m.

PARTIES IN SCHOOL

Classroom parties are held at the discretion of the classroom teacher.

Refreshments served at parties will be determined by the individual teacher (see BOE Nutrition Regulations).

PERSONAL BELONGINGS

Outerwear, backpacks, and lunch boxes should all be labeled with your child's name. Anything of personal or sentimental value should not be brought to school. KMS will not be responsible for lost, stolen or damaged property belonging to students. For this reason, students should refrain from bringing such things as personal electronic devices, toys, or other valuable items to school. Any toy resembling a weapon is not allowed on school property at any time. This includes afterschool programs and school/district sponsored events. All clothing, backpacks, lunch boxes should be clearly labeled with your child's name. KMS has a lost and found box that is in the gym. Please check this area regularly when you visit the school.

RECESS

Children (Grades 2 - 4) have one recess a day, a 30-minute session. Recess is held outdoors unless there is precipitation or a temperature below 25° F. Please be sure to have children dressed appropriately for the weather. Unless there are specific instructions from a doctor, all children will participate in outdoor recess.

Certain behaviors are expected of all students during recess time. Students should show positive self-control, be cooperative and considerate of others and show respect for school property and personnel. In game-like situations such as baseball, basketball or soccer, students are expected to adhere to the rules of the game. Rough play, pushing or tackling is prohibited. No regular or touch football will be allowed due to rough play.

Hard ball types such as baseballs, softballs and footballs are not permitted at recess time. Recess equipment is supplied at school by our PTCA. No sport equipment should be brought to school unless requested by the child's teacher or the Physical Education teacher.

SCHOOL MASCOT

KMS school mascot is the koala.

SCHOOL PICTURES

Student pictures are taken annually by an independent professional photography agency. Information concerning these pictures will be sent home with your child. Problems with pictures are to be directly handled with the photography agency.

SCHOOL PROPERTY

It is expected that all students will treat our school and property with care. Any destruction of property in any form will result in disciplinary measures and replacement or repair costs.

SECURITY

Killingly Public Schools has a monitored locked door security system. A doorbell is located outside the main door and all visitors must be buzzed in. ALL visitors must report to the main office immediately. Valid identification must be presented, and a photo visitor's pass will be temporarily issued and needs to be worn in plain sight while the visitor is in the building. The visitor pass must be returned to the office when exiting the building.

SNACKS

Students may bring a healthy snack to eat at a time designated by the classroom teacher. Children are encouraged to bring snacks such as fruit, vegetables, cheese and crackers, pretzels and juices which are considered "healthy snacks" and consistent with healthy teaching. We discourage snacks containing tree nuts (peanuts, cashews, etc.) or peanut oils due to concern about exposure to students with severe allergies. We ask for your cooperation in this effort.

SPECIAL SERVICES

Killingly Support for Success Team - SST

The Killingly Support for Success Team consists of the classroom teacher, school psychologist, resource teachers (if needed), parent, and administration. This Team meets to formulate an action plan for any child having a specific problem that is interfering with his/her learning. Attendance and student behavior issues are also reviewed by this Team.

Section 504 Meeting

Section 504 of the Rehabilitation Act of 1973 assists students who have a handicapping condition. Accommodations are provided for these students based on their individual needs. A handicapping condition is a physical or mental impairment which substantially limits one or more major life activities.

Planning and Placement Team (PPT) Meetings

PPT meetings are held as needed to decide whether a student is eligible to receive Special Services. These meetings are attended by an administrator or designee, special service staff, the classroom teacher, and the student's parents.

Title I:

Title I is a federally funded program that affords the district the ability to help students who exhibit deficiencies in reading, language arts, and mathematics. Participation in the remedial assistance program relies on multiple samples of student

work, Grade 3 and 4 SBAC Test results, teacher recommendation and the district criterion reference assessment. Parents are notified if their child is eligible for extra Title I assistance and must sign a permission form.

STAFF DEVELOPMENT/EARLY RELEASE DAYS

September 30, 2022	October 28, 2022	December 9, 2022
January 13, 2023	February 10, 2023	March 10, 2023
April 21, 2023	May 12, 2023	

1. Students can enter building 8:20 a.m.----School Begins at 8:35 a.m.
2. Lunch will be served as usual.
3. Dismissal at 1:05 p.m.

STAFF DEVELOPMENT - FULL DAYS

November 8, 2022, January 17, 2023 and March 24, 2023 No School for Students

STUDENT INFORMATION

It is of the utmost importance to keep the school office informed of your child's current address, telephone number, and emergency contact person. Please notify the office in writing immediately of any changes during the year.

STUDENT-ISSUED COMPUTING DEVICES AND TECHNOLOGY

Prior to or during the first week of school, all students will be issued a computing device (Chromebook) by the Information Technology department for educational use during the school year. At the end of the school year, these devices will be collected by the Information Technology department for cleaning and maintenance. When issued, the serial number of an issued device is recorded for each student. As these devices (and associated chargers) are District-issued equipment, it is expected that students will treat the issued devices as an extension of school property - with care. Any purposeful or flagrantly negligent destruction or total loss of this property may result in disciplinary measures by school administration, and either full replacement or component repair costs as determined the KPS-IT: Device Repairs - Schedule B document distributed by the IT Department at the beginning of each school year.

SUBSTITUTE TEACHERS

Every student will periodically be taught by a Substitute teacher. The most common reason for using guest teachers occurs when the regular teacher is ill. However, Substitute teachers are also used when regular teachers are on leave for personal reasons, professional training, or family emergency. Students are expected to be courteous, helpful, and follow usual behavior expectations when there is a Substitute teacher in the classroom.

TRANSPORTATION

Bus transportation is supervised by Mr. Joseph Boulanger. Any questions/problems concerning the bus should be directed to Mr. Boulanger at (860) 779-6790.

Transportation notes are only good for the current school year. Notes from previous years are not valid.

The following transportation guidelines must be followed:

1. Parents are strongly urged to periodically review Bus Rules with their children and provide appropriate supervision at the bus stops.
2. Parents are required to complete the Transportation/Designation form for their child. The purpose of this form is to designate what form of transportation their child will be using going to and from school, i.e. bus, walker, parent pick-up, special education busing. In addition, parents are also asked to write special instructions (if any) to be followed for their child when school closes early due to weather conditions.
3. Any change of transportation must be submitted in writing to the school by the parent or legal guardian. NO CHANGES WILL BE ACCEPTED VIA THE TELEPHONE, as the caller cannot be verified. No transportation change will be made unless the changes are put in writing and sent/e-mailed to the school. Any request for a change in busing MUST include the following information:
 - o Date
 - o Teacher's name
 - o Child's full name and Regular bus number
 - o Where the child is to be dropped off
 - o The person's full name
 - o The person's street address
 - o The person's telephone number

Please Note: The Transportation Department requires 24 hours-notice of any request to place a student on a bus that they do not ride on either to or from school on a regular basis.

The written letter should be given to the teacher or e-mailed to kmsoffice@killinglyschools.org and then brought to the office. Transportation will be notified of request. Availability of space on the bus will be checked and if approved by transportation (24-hour notice) a bus pass will be issued to your child. **Please do not tell your child to take a different bus without following these guidelines.**

These procedures ensure the safety of your child. We appreciate parent's cooperation with this important task.

4. Students making social arrangements (going to a friend's house) needing to go on a different bus is discouraged and may not be accommodated due to limited space on our buses.
5. Mini-bus service is available for special education students requiring this type of transportation. Parents wanting more information regarding their child's eligibility should call the school and speak to Administration.
6. Transportation for students who have after school clubs will be provided as district budget permits.

VISITOR AND PARENT VISITS

ALL VISITORS AND PARENTS MUST ENTER THROUGH THE MAIN DOOR AND REPORT IMMEDIATELY TO THE MAIN OFFICE.

Valid identification must be presented, and a photo visitor's pass will be issued which needs to be wore in plain sight while you are in the building. The visitor pass must be returned to the main office when exiting the building.

WEATHER CANCELLATIONS, DELAYED OPENING, & EARLY DISMISSAL PROCEDURES

In the event of stormy weather school cancellations and delayed openings will be posted on the KPS website, www.killinglyschools.org and announced on the radio and TV as early as possible to help you prepare for morning childcare and/or supervision.
TV Stations: Channel 3, Channel 8, Fox 61, NBC 30.

Radio Stations: WINY 1350AM, WILI 98.3FM, WCTY 97.7FM

You can also call the KPS Weather line, 860 779-6666, for a recorded announcement. Our automated telephone calling system will contact you if there is a delay, cancellation, or early dismissal. Please be sure that schools have your correct telephone number on file.

*****DELAYED OPENING*****

All Delayed Openings Will Be Two (2) Hours

When there is a 2-hour delay, there is NO breakfast program and NO morning preschool.

In the event of a delay, a child's bus transportation will be delayed by the same amount of time. For example, when school is delayed for 2- hours, a student who is usually picked up at 7:00 a.m. will be picked up at 9:00 a.m.

Delayed Opening hours are:

KMS - 10:35 a.m.

Early dismissal hours are:

KMS - 1:20 p.m.

Special Early dismissal hours are:

KMS - 12:05 p.m.

*****EARLY DISMISSAL PROCEDURES*****

Should a storm develop while school is in session and we feel it is in the interest of safety to dismiss students early, announcements will also be on radio and TV stations. The Superintendent of Schools will determine whether we have an Early Dismissal, or a Special Early dismissal based on the weather report.

KCP at KCS and KMS: On days when schools are closed for students, KCP will open at 8:30 a.m. at Central Office. If the entire District is closed (no office staff) there is no childcare program. If there is an early dismissal, KCP is open until 6:00 p.m. unless otherwise directed by the Superintendent.

Human Services (HHS) issued the HIPAA Privacy Rule to implement the requirements of HIPAA. The HIPAA Security Rule protects a subset of information covered by the Privacy rule.

HIPAA Privacy Rule

The Privacy Rule standards address the use and disclosure of individuals' health information (known as *protected health information* or *PHI*) by entities subject to the Privacy Rule. These individuals and organizations are called "covered entities."

The Privacy Rule also contains standards for individuals' rights to understand and control how their health information is used. A major goal of the Privacy Rule is to make sure that individuals' health information is properly protected while allowing the flow of health information needed to provide and promote high-quality healthcare, and to protect the public's health and well-being. The Privacy Rule permits important uses of information while protecting the privacy of people who seek care and healing.

IV. Children's Internet Protection Act (CIPA)

The Children's Internet Protection Act (CIPA) was enacted by Congress in 2000 to address concerns about children's access to obscene or harmful content over the Internet. CIPA imposes certain requirements on schools or libraries that receive discounts for Internet access or internal connections through the E-rate program – a program that makes certain communications services and products more affordable for eligible schools and libraries. In early 2001, the FCC issued rules implementing CIPA and provided updates to those rules in 2011.

What CIPA requires

Schools and libraries subject to CIPA may not receive the discounts offered by the E-rate program unless they certify that they have an Internet safety policy that includes technology protection measures. The protection measures must block or filter Internet access to pictures that are: (a) obscene; (b) child pornography; or (c) harmful to minors (for computers that are accessed by minors). Before adopting this Internet safety policy, schools and libraries must provide reasonable notice and hold at least one public hearing or meeting to address the proposal.

Schools subject to CIPA have two additional certification requirements: 1) their Internet safety policies must include monitoring the online activities of minors; and 2) as required by the Protecting Children in the 21st Century Act, they must provide for educating minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response.

Schools and libraries subject to CIPA are required to adopt and implement an Internet safety policy addressing:

- Access by minors to inappropriate matter on the Internet;

- The safety and security of minors when using electronic mail, chat rooms and other forms of direct electronic communications;
- Unauthorized access, including so-called “hacking,” and other unlawful activities by minors online;
- Unauthorized disclosure, use, and dissemination of personal information regarding minors; and
- Measures restricting minors' access to materials harmful to them.

Schools and libraries must certify they are in compliance with CIPA before they can receive E-rate funding.

- CIPA does not apply to schools and libraries receiving discounts only for telecommunications service only;
- An authorized person may disable the blocking or filtering measure during use by an adult to enable access for bona fide research or other lawful purposes.
- CIPA does not require the tracking of Internet use by minors or adults.

You can find out more about CIPA or apply for E-rate funding by contacting the [Universal Service Administrative Company's \(USAC\) Schools and Libraries Division \(SLD\)](#). SLD also operates a client service bureau to answer questions at 1-888-203-8100 or via email through the SLD website.

V. Family and Medical Leave Act

The FMLA entitles eligible employees of covered employers to take unpaid, job-protected leave for specified family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave. Eligible employees are entitled to:

- Twelve workweeks of leave in a 12-month period for:
 - the birth of a child and to care for the newborn child within one year of birth;
 - the placement with the employee of a child for adoption or foster care and to care for the newly placed child within one year of placement;
 - to care for the employee's spouse, child, or parent who has a serious health condition;
 - a serious health condition that makes the employee unable to perform the essential functions of his or her job;
 - any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on “covered active duty;” or
- Twenty-six workweeks of leave during a single 12-month period to care for a covered servicemember with a serious injury or illness if the eligible employee is the servicemember's spouse, son, daughter, parent, or next of kin (military caregiver leave).

VI. COVID-19 Health and Safety Compliance Liaison

Noel Coraccio, RN Supervisor of Nurses

Phone: 860 779-5453

Fax: 860 774-2997

Email: ncoraccio@killinglyschools.org

VII. Parental Involvement and Community Relations: Policy 1110.1

Parent Involvement

The Killingly Board of Education, based upon educational research, believes that involved parents and families in support of children and their education increase student achievement and success. The Board endorses the "National Standards for Parent/Family Involvement" developed by the National PTA as essential to involve parents and families in their child's education. It further endorses the goals of Title I of the Elementary and Secondary Education Act regarding parent involvement and encourages parents and all adults who play an important role in a child's life, to become active partners in all aspects of their child's education and school experience. To this end, the Killingly Board of Education asserts its continuing commitment to:

- 1. Communicating:** Communication between home and school is regular, two-way, and meaningful.
- 2. Parenting:** Parenting skills are promoted and supported.
- 3. Student Learning:** Parents play an integral role in assisting student learning.
- 4. Volunteering:** Parents are welcome in the school, and their support and assistance are sought.
- 5. School Decision-Making and Advocacy:** Parents are full partners in the decisions that affect children and families.
- 6. Collaboration with Community:** Community resources are used to strengthen schools, families, and student learning.

Capacity-building for Parent Involvement

To ensure effective partnerships between home and school, the Superintendent, as required by "No Child Left Behind," shall, ensure that this policy is distributed annually to all Title I parents to elicit parent input, review. Parents also have the right to request policy revision. Parent involvement shall include:

- participation in the development of school improvement plans under NCLB;
- participation in the annual evaluation of the parent involvement policy;

- participation in school activities that support the development of: (1) parenting skills, (2) skills to assist their child(ren) in improving academic achievement, as well as understanding of (3) the State academic content standards, achievement standards and assessments, (4) the requirements of NCLB, and (5) how to monitor a child's progress and work with teachers to improve the achievement of their own children.

District responsibilities shall include:

- providing, materials and training to parents to facilitate participation, as listed above;
- supporting staff training and initiatives in the value of parent contributions, building effective home-school relations and communications, coordinated parent involvement programs;
- coordinating preK-12 Title I parent involvement activities and collaborates with local businesses and community-based organizations (CBOs) in parent involvement initiatives;
- ensuring, to the extent possible, that information is available to parents in a language that they can understand; and
- such other reasonable support for parent involvement activities required by NCLB as parents may request.

VIII. Plan for Managing Students with Life-Threatening Food Allergies: Policy 5141.25

The Board of Education believes all students, through necessary accommodations where required, shall have the opportunity to participate fully in all school programs and activities.

In some cases, a student's disability may prevent him/her from eating meals prepared for the general school population.

Substitutions to the regular meal will be made for students who are unable to eat school meals because of their disabilities, when that need is certified in writing by a physician. Meal service shall be provided in the most integrated setting appropriate to the needs of the disabled student.

The nature of the student's disability, the reason the disability prevents the student from eating the regular school meals, including foods to be omitted from the student's diet, indication of the major life activity affected by the disability, the specific diet prescription along with the substitution(s) needed will be specifically described in a statement signed by a licensed physician. The district, in compliance with USDA Child Nutrition Division guidelines, will provide substitute meals to food-allergic students based upon the physician's signed statement.

The Board recognizes that students with documented life-threatening food allergies are considered disabled and are covered by The Disabilities Act and Public Law 93-112 and Section 504 of The Rehabilitation Act of 1973. A clearly-defined "504 Accommodation Plan" shall be developed and implemented for all such identified students in which necessary accommodations are made to ensure full participation of identified students in student activities. Such plan shall be signed by the appropriate staff, the parent/guardian of the student and the student's physician.

All schools are also responsible for developing and implementing guidelines for the care of food-allergic students. Such guidelines shall include, but not be limited to, staff development, strategies for identifying students at risk for life-threatening allergic reactions, means to manage the student's allergy including avoidance measures, designation of typical symptoms and dosing instructions for medications.

(cf. 5141 - Student Health Services)

(cf. 5141.21 - Administering Medication)

(cf. 5141.23 - Students with Special Health Care Needs)

(cf. 5141.3 - Health Assessments)

(cf. 5145.4 - Nondiscrimination)

Legal Reference: Connecticut General Statutes

10-15b Access of parent or guardian to student's records.

10-154a Professional communications between teacher or nurse and student.

10-207 Duties of medical advisors.

Section 504 of the Rehabilitation Act of 1973

Americans With Disabilities Act

FCS Instruction 783-2, Revision 2, Meal substitution for medical or other special dietary reasons.

IX. Use of Physical Force/Physical Restraint/Seclusion /Exclusionary Time Out: Policy 5144.1

The Board of Education (Board) believes that maintaining an orderly, safe environment is conducive to learning and is an appropriate expectation of all staff members within the district. To the extent that staff actions comply with all applicable statutes and Board policy governing the use of physical force, including physical restraint of students and seclusion of students, staff members will have the full support of the Board of Education in their efforts to maintain a safe environment.

The Board recognizes that there are times when it becomes necessary for staff to use reasonable restraint or place a student in seclusion as an emergency intervention to protect a student from harming himself/herself or to protect others from harm.

Definitions

Life-threatening physical restraint means any physical restraint or hold of a person that restricts the flow of air into a person's lungs, whether by chest compression or any other means, or

immobilizes or reduces the free movement of a person's arms, legs or head while the person is in the prone position.

Psychopharmacologic agent means any medication that affects the central nervous system, influencing thinking, emotion or behavior.

Physical restraint means any mechanical or personal restriction that immobilizes or reduces the free movement of a person's arms, legs or head, including, but not limited to, carrying or forcibly moving a person from one location to another. Excluded from this definition is briefly holding a person in order to calm or comfort the person; restraint involving the minimum contact necessary to safely escort a person from one area to another; medical devices including but not limited to, supports prescribed by a health care provider to achieve proper body position or balance; helmets or other protective gear used to protect a person from injuries due to a fall; or helmets, mitts and similar devices used to prevent self-injury when the device is part of a documented treatment plan or individualized education program pursuant to Connecticut's special education laws or prescribed or recommended by a medical professional and is the least restrictive means to prevent such self-injury or an exclusionary timeout.

School employee means a teacher, substitute teacher, school administrator, Superintendent, guidance counselor, psychologist, social worker, nurse, physician, school paraprofessional, or coach employed by the Board of Education or working in a public elementary, middle or high school; or any other individual who, in the performance of his/her duties has regular contact with students and who provides services to or on behalf of students enrolled in the district's schools, pursuant to a contract with the Board of Education.

Seclusion means the involuntary confinement of a student in a room, from which the student is physically prevented from leaving. Seclusion does not include an exclusionary time out.

Student means a child (A) enrolled in grades kindergarten to twelve, inclusive, in a public school under the jurisdiction of a local or regional Board of Education, (B) receiving special education and related services in an institution or facility operating under contract with a local or regional Board of Education, (C) enrolled in a program or school administered by a regional education service center, or (D) receiving special education and related services from an approved private special education program, but shall not include any child receiving educational services from Unified School District #2 or the Department of Mental Health and Addiction Services.

Exclusionary time out means a temporary, continuously monitored separation of a student from an ongoing activity in a non-locked setting, for the purpose of calming such student or deescalating such student's behavior.

Conditions Pertaining to the Use of Physical Restraint and/or Seclusion

- A. School employees shall not use a life-threatening physical restraint on a student.
- B. If any instance of physical restraint or seclusion of a student exceeds fifteen minutes an administrator or his/her designee, or a school health or mental health personnel, or a board certified behavioral analyst, who has received training in the use of physical restraint and seclusion shall determine whether continued physical restraint or seclusion

is necessary to prevent immediate or imminent injury to the student or to others. Upon a determination that such continued physical restraint or seclusion is necessary, such individual shall make a new determination every thirty minutes thereafter regarding whether such physical restraint or seclusion is necessary to prevent immediate or imminent injury to the student or to others.

C. No student shall be placed in seclusion unless:

- a. The use of seclusion is as an emergency intervention to prevent immediate or imminent injury to the student or to others, provided the seclusion is not used for discipline or convenience and is not used as a substitute for a less restrictive alternative.
- b. Such student is continually monitored by a school employee during the period of such student's seclusion. Any student voluntarily or involuntarily placed in seclusion or restrained shall be regularly evaluated by a school employee for indications of physical distress. The school employee conducting the evaluation shall enter each evaluation in the student's educational record. Monitor shall mean by direct observation or by observation using video monitoring within physical proximity sufficient to provide aid as may be required.
- c. The area in which such student is secluded is equipped with a window or other fixture allowing the student a clear line of sight beyond the area of seclusion.
- d. Seclusion shall not be utilized as a planned intervention in a student's behavioral intervention plan, individualized education program or plan pursuant to Section 504 of the Rehabilitation Act of 1973, as amended from time to time.

D. School employees may not use a psychopharmacologic agent on a student without that student's consent except (1) as an emergency intervention to prevent immediate or imminent injury to the student or to others, or (2) as an integral part of the student's established medical or behavioral support or educational plan, as developed consistent with section 17a-543 of the Connecticut General Statutes or, if no such plan has been developed, as part of a licensed practitioner's initial orders. The use of psychopharmacologic agents, alone or in combination, may be used only in doses that are therapeutically appropriate and not as a substitute for other appropriate treatment.

E. In the event that physical restraint or seclusion is used on a student four or more times within twenty school days:

- a. An administrator, one or more of such student's teachers, the parent/guardian of such student and, if any, a mental health professional shall convene for the purpose of:
 - i. conducting or revising a behavioral assessment of the student;
 - ii. creating or revising any applicable behavioral intervention plan; and
 - iii. determining whether such student may require special education.

b. If such student is a child requiring special education or is a child being evaluated for eligibility for special education and awaiting a determination, such student's planning and placement team shall convene for the purpose of (1) conducting or revising a behavioral assessment of the student, and (2) creating or revising any applicable behavioral intervention plan, including, but not limited to, such student's individualized education plan.

F. A reasonable effort shall be made to provide such notification immediately after physical restraint or seclusion is initiated. The parent/guardian of a student who is placed in physical restraint or seclusion shall be notified not later than twenty-four hours after the student is placed in physical restraint or seclusion.

G. School employees shall not use a physical restraint on a student or place a student in seclusion unless he/she has received training on the proper means for performing such physical restraint or seclusion.

H. The Board of Education, and each institution or facility operating under contract with the Board to provide special education for children, including any approved private special education program, shall:

- a. record each instance of the use of physical restraint or seclusion on a student;
- b. specify whether the use of seclusion was in accordance with an individualized education program;
- c. specify the nature of the emergency that necessitated the use of such physical restraint or seclusion; and
- d. include such information in an annual compilation on its use of such restraint and seclusion on students.

I. The Board and institutions or facilities operating under contract with the Board to provide special education for children, including any approved private special education program shall provide such annual compilation to the Department of Education in order to examine incidents of physical restraint and seclusion in schools.

J. Any use of physical restraint or seclusion on a student shall be documented in the student's educational record. The documentation shall include:

- a. The nature of the emergency and what other steps, including attempts at verbal de-escalation, were taken to prevent the emergency from arising if there were indications that such an emergency was likely to arise; and
- b. A detailed description of the nature of the restraint or seclusion, the duration of such restraint or seclusion and the effect of such restraint or seclusion on the student's established educational plan.

K. Any incident of the use of restraint or seclusion that results in physical injury to a student shall be reported to the State Board of Education.

Training shall be provided by the Board to the members of the crisis intervention team for each school in the district. The Board may provide such training to any teacher, administrator, school professional or other school employee, designated by the school principal and who has direct contact with students regarding physical restraint and seclusion of students. Such training shall be phased in over a period of three years beginning with the school year commencing July 1, 2017 and each school year thereafter and shall include, but not be limited to:

1. an overview of the relevant laws and regulations regarding the use of physical restraint and seclusion on students and the proper uses of physical restraint and seclusion. *(Such overview is to be provided by the Department of Education on or after July 1, 2017 and annually thereafter, in a manner and form as prescribed by the Commissioner of Education.)*
2. the creation of a plan by which the Board will provide training regarding the prevention of incidents requiring physical restraint or seclusion of students.
3. the Board will create a plan, to be implemented not later than July 1, 2018 regarding the proper means of physical restraint or seclusion of a student, including, but not limited to:
 - a. verbal defusing and de-escalation;
 - b. prevention strategies;
 - c. various types of physical restraint and seclusion;
 - d. the differences between life-threatening physical restraint and other varying levels of physical restraint;
 - e. the differences between permissible physical restraint and pain compliance techniques;
 - f. monitoring methods to prevent harm to a student who is physically restrained or in seclusion, including training in the proper means of physically restraining or secluding a student; and
 - g. recording and reporting procedures on the use of physical restraint and seclusion.

Crisis Intervention Teams

By July 1, 2017 and each school year thereafter, the Board requires each school in the District to identify a crisis intervention team. Such team shall consist school of any teacher, administrator, school professional or other school employee designated by the school principal and who has direct contact with student and trained in the use of physical restraint and seclusion.

Such teams shall respond to any incident in which the use of physical restraint or seclusion may be necessary as an emergency intervention to prevent immediate or imminent injury to a student or to others.

Each member of the crisis intervention team shall be recertified in the use of physical restraint and seclusion on an annual basis. The Board shall maintain a list of the members of the crisis intervention team for each school.

Exclusionary Time Out

Not later than January 1, 2019, the Board establishes this portion of this policy regarding the use of an exclusionary time out, as defined in this policy. This policy regarding exclusionary time outs includes, but need not be limited to, the following requirements:

1. exclusionary time outs are not to be used as a form of discipline;
2. at least one school employee remain with the student, or be immediately available to the student such that the student and school employee are able to communicate verbally, throughout the exclusionary time out;
3. the space used for an exclusionary time out is clean, safe, sanitary and appropriate for the purpose of calming such student or deescalating such student's behavior;
4. the exclusionary time out period terminate as soon as possible; and
5. if such student is a child requiring special education, as defined in C.G.S. 10-76a, or a child being evaluated for special education, pursuant to C.G.S. 10-76d, and awaiting a determination, and the interventions or strategies are unsuccessful in addressing such student's problematic behavior, such student's planning and placement team shall convene as soon as is practicable to determine alternative interventions or strategies.

Dissemination of Policy

This policy and its procedures shall be made available on the District's website and in the Board's procedural manual. The policy shall be updated not later than sixty (60) days after the adoption or revision of regulations promulgated by the State Board of Education.

(cf. 4148/4248 - Employee Protection)

(cf. 5141.23 - Students with Special Health Care Needs)

(cf. 5144.2 - Use of Exclusionary Time Out Settings)

Legal Reference: Connecticut General Statutes

10-76b State supervision of special education programs and services.

10-76d Duties and powers of boards of education to provide special education programs and services.

10-236b Physical restraint and seclusion of students by school employees. (as amended by PA 17-220 and PA 18-51)

46a-150 Definitions. (as amended by PA 07-147 and PA 15-141)

46a-152 Physical restraint, seclusion and use of psychopharmacologic agents restricted. Monitoring and documentation required.

46a-153 Recording of use of restraint and seclusion required. Review of records by state agencies. Reviewing state agency to report serious injury or death to Office of Protection and Advocacy for Persons with Disabilities and to Office of Child Advocate. (as amended by PA 12-88)

53a-18 Use of reasonable physical force or deadly physical force generally.

53a-19 Use of physical force in defense of person.

53a-20 Use of physical force in defense of premises.

53a-21 Use of physical force in defense of property.

PA 07-147 An Act Concerning Restraints and Seclusion in Public Schools.

PA 15-141 An Act Concerning Seclusion and Restraint in Schools.

State Board of Education Regulations Sections 10-76b-5 through 10-76b-11.

X. Parent Opt Out of Emergency Epinephrine Administration: Policy 5141.21

The parent/guardian of a student may submit, in writing, to the school nurse and school medical advisor, if any, that epinephrine shall not be administered to his/her child permitted by statute. The District shall annually notify parents/guardians of the need to provide such written notice.