

KILLINGLY CENTRAL SCHOOL

FAMILY HANDBOOK 2022-2023



OFFICE Hours: 8:00 a.m. - 4:00 p.m.

SCHOOL Hours for Students:

Grade: Pre K 8:00 a.m. - 2:45 p.m.

Grades: K & 1 8:20 a.m. - 3:10 p.m.

School Office: 860-779-6750

Office email: kcoffice@killinglyschools.org

Nurse: 860-779-6755

Fax: 860-774-3299

Website: www.killinglyschools.org

Principal - Emily Caviggia

Assistant Principal - Heidi Auclair-Golden



KILLINGLY CENTRAL SCHOOL

Mission Statement

The mission of Killingly Central School, a partnership of School, Family, and Community, is to support all children in developing their individual potential.

KCS School-Wide Expectations

"Be Safe"

"Be Kind"

School Vision

Every student, every day!

- *Collaborative*
- *Child-centered*
- *Positive*
- *Safe and Kind*
- *Supportive*

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General Information

Principal: Ms. Emily Caviggia
Assistant Principal: Mrs. Heidi Auclair-Golden

Administrative Secretary: Ms. Virginia Desmarais
Secretary: Ms. Lisa Mileski
Nursing staff: Mrs. Karen Savoie
Mrs. Deb Dumouchel

Address: Killingly Central School
60 Soap Street
Dayville, CT 06241

Office email: kcsoffice@killinglyschools.org

Office: 860-779-6750

School Nurse: 860-779-6755

FAX number: 860-774-3299

Snow Line: ❄️ 860-779-6666 ❄️

Student Hours: Grades: Pre K 8:00 a.m. - 2:45 p.m.
Grades: K & 1 8:20 a.m. - 3:10 p.m.

Early Release Fridays: September 30, 2022, October 28, 2022, December 9, 2022,
January 13, 2023, February 10, 2023, March 10, 2023,
April 21, 2023, and May 12, 2023

Half-Days: November 23, 2020, December 23, 2022, and June 22, 2022
Grades: Pre K 8:00 a.m. - 12:45 p.m.
Grades: K & 1 8:20 a.m. - 1:10 p.m.

Office Hours: 8:00 a.m. – 4:00 p.m.

Cafeteria Prices: Lunches: \$2.75 Reduced: **TBD**
Milk: .50
Breakfast: 1.75 Reduced: **TBD**
(All prices are subject to change)

| | | |
|-------------------------------|--------------------------|-------------------------------------|
| Student Drop-Off Time: | Pre K - 8:00 a.m. | Grades K & 1 - 8:20 a.m. |
|-------------------------------|--------------------------|-------------------------------------|

For safety reasons, students will not be allowed in the building BEFORE 8:20 a.m. Breakfast begins at 8:45 a.m.

In the event of a 2-hour weather-related delayed opening, breakfast will NOT be available to students.

SCHOOL CALENDAR - SPECIAL DATES

Open House

| | | |
|------------------------------|--------------------|------------------------|
| Pre-K & Grade K - Open House | September 7, 2022 | 5:00 p.m. to 6:30 p.m. |
| Grade 1 - Open House | September 15, 2022 | 5:00 p.m. to 6:30 p.m. |

Parent Teacher Conferences

Monday (Full Day of School)

| | |
|-------------------|------------------------|
| November 28, 2022 | 5:00 p.m. to 7:00 p.m. |
|-------------------|------------------------|

Tuesday (Half Day of School)

| | |
|-------------------|------------------------|
| November 29, 2022 | 1:45 p.m. to 3:45 p.m. |
| and | 5:00 p.m. to 7:00 p.m. |

Monday (Full Day of School)

| | |
|----------------|------------------------|
| March 27, 2023 | 5:00 p.m. to 7:00 p.m. |
|----------------|------------------------|

Tuesday (Half Day of School)

| | |
|----------------|------------------------|
| March 28, 2023 | 1:45 p.m. to 3:45 p.m. |
| and | 5:00 p.m. to 7:00 p.m. |

Grading Period Ends

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

Report Cards Issued

November 28, 2022
March 27, 2023
Last Day of School

Progress Reports Issued

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

PERSONNEL

Office Staff

| | | |
|----------------------|--------------------------|--|
| Emily Caviggia | Principal | ecaviggia@killinglyschools.org |
| Heidi Auclair-Golden | Assistant Principal | hgolden@killinglyschools.org |
| Virginia Desmarais | Administrative Secretary | vdesmarais@killinglyschools.org |
| Lisa Mileski | Secretary | lmileski@killinglyschools.org |
| Karen Savoie | School Nurse | ksavoie@killinglyschools.org |
| Deb Dumouchel | School Nurse | ddumouchel@killinglyschools.org |

Pre-K

| | | |
|---------------|----------|--|
| Holly Bennett | Room 129 | hbennett@killinglyschools.org |
|---------------|----------|--|

Kindergarten

| | | |
|-------------------------|----------|--|
| Leanne Abram | Room 127 | labram@killinglyschools.org |
| Kerri Angelo | Room 109 | kangelo@killinglyschools.org |
| Kelsey Crawford-Vasquez | Room 122 | kcrawford-vasquez@killinglyschools.org |
| Kristin Collins | Room 103 | kcollins@killinglyschools.org |
| Katie Leboeuf | Room 120 | kleboeuf@killinglyschools.org |
| Heather Livingston | Room 102 | hlivingston@killinglyschools.org |
| Jo-Ann Goldsmith | Room 105 | jgoldsmith@killinglyschools.org |
| Felicia Horne | Room 125 | fhorne@@killinglyschools.org |
| Drew Johndrow | Room 107 | djohndrow@killinglyschools.org |

Grade 1

| | | |
|---------------------|----------|--|
| Carrie Blackmar | Room 100 | cblackmar@killinglyschools.org |
| Jordan Brock | Room 101 | jbrock@killinglyschools.org |
| Adriana Ellis | Room 121 | aellis@killinglyschools.org |
| Joelle Guillot | Room 124 | jguillot@killinglyschools.org |
| Sarah Horvath | Room 106 | shorvath@killinglyschools.org |
| Matthew Steuernagel | Room 126 | msteuernagel@killinglyschools.org |
| Kim Kouatly | Room 104 | kkouatly@killinglyschools.org |
| Matthew Santaniello | Room 108 | msantaniello@killinglyschools.org |
| Jake Sherman-Watson | Room 123 | jshermanwatson@killinglyschools.org |

Pupil Services Personnel

| | |
|---|--|
| Julie Burgess/Special Education | jburgess@killinglyschools.org |
| Lauren Cottone/Special Education | lcottone@killinglyschools.org |
| Allison Darigan/Social Worker Asst. | adarigan@killinglyschools.org |
| Jennifer Dean/Special Education | jdean@killinglyschools.org |
| Linda Lewis/Speech & Language Pathologist Asst. | llewis@killinglyschools.org |
| Kristin Lyons/Social Worker | klyons@killinglyschools.org |

Resource

| | |
|---|--|
| Holly Bunning/Reading Specialist | hbunning@killinglyschools.org |
| Meghan Therrien/Reading Specialist & Literacy Coach | mtherrien@killinglyschools.org |

Sara Mason/Reading Specialist
Diane Hanson/Reading Tutor
Jayne Robbins/Reading Tutor
Sara Sumner/Math Interventionist

smason@killinglyschools.org
dhanson@killinglyschools.org
jrobbins@killinglyschools.org
ssumner@killinglyschools.org

Math Tutors

Kate Brien, Deb Messenger, Simonne Lamothe

Reading Paras

Carol Dragon, Mariann LaPointe, Jayne Robbins, Tiffany Tryon

EL Tutors

Jo-Ann Barry, Laura Miller

PIXI

Christina Drowne

cdrowne@killinglyschools.org

Visual and Performing Arts, Physical Education & Library

Ann Folan/Physical Education
Kim Conde/Library Assistant
Cindy Hall/Library Assistant
Amy Austin/Librarian
Leena Faulkner/Art
Alexandra Becker/Music/Vocal

afolan@killinglyschools.org
kconde@killinglyschools.org
chall@killinglyschools.org
aaustin@killinglyschools.org
lfaulkner@killinglyschools.org
abecker@killinglyschools.org

Para-Educators

Kelly Anderson
Lauren Briere
Melissa Collins
Karen Greene
Jennifer Light
Elena McCusker
Jenna Normandin
Becky Proseus
Lisa Robinson (RBT)

Marie Beauchemin
Mary Bryant
Carol DiRienzo
Debra Hadley
Debra Manoogian
Sarah McMerriman
Ashley Nolet
Michaela Raymond
Phoenix Vaughn

Kelli Beauregard
Melissa Choquette
Brittany Eber
Sheila Ilewicz
Linda Marcy
Lisa Melmed
Brianna Pepin
Lori Roberts (RBT)

Custodial Staff

Charles Tucker (Head Custodian)
Wayne Blackmer
Rob Middleton

ctucker@killinglyschools.org
wblackmer@killinglyschools.org
rmiddleton@killinglyschools.org

Cafeteria Staff

TBD (Head)
Shirley Frink
Tina Pigeon

sfrink@killinglyschools.org
tpigeon@killinglyschools.org

Absenteeism, Tardiness, Truancy

The State of Connecticut has enacted strict laws and guidelines regarding absenteeism, tardiness and truancy. Parent cooperation and understanding is essential for a positive school experience.

P5113

Students

Attendance/Excuses/Dismissal/Truancy

Attendance

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 considered to be "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. 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 a lost instructional opportunity. The Killingly 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.

Definitions (related to chronic absenteeism)

Chronically absent child: An enrolled student whose total number of absences at any time during a school year is equal to or greater than ten percent of the total number of days that such student has been enrolled at such school during such school year.

Absence: An excused absence, unexcused absence, or disciplinary absence, as those terms are defined by the State Board of Education. Pursuant to C.G.S. 10-198b.

District chronic absenteeism rate: The total number of chronically absent children in the previous school year divided by the total number of children under the jurisdiction of the Board of Education for such school year.

School chronic absenteeism rate: The total number of chronically absent children for a school in the previous school year divided by the total number of children enrolled in such school for such school year.

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 incident 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.

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 is 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.

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.

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.

Chronic Absenteeism

The Board of Education, in compliance with statute, requires the establishment of attendance review teams when chronic absenteeism rates in the District or at individual schools in the District meet the following circumstances:

1. A team for the District must be established when the District chronic absenteeism rate is 10 percent or higher.
2. A team for the school must be established when the school chronic absenteeism rate is 15 percent or higher.
3. A team for either the District or each school must be established when (a) more than one school in the District has a school chronic absenteeism rate of 15 percent or higher or (b) a District has a District chronic absenteeism rate of 10 percent or higher and one or more schools in the District have a school chronic absenteeism rate of 15 percent or higher.

Each attendance review team shall be responsible for reviewing the cases of truants and chronically absent children, discussing school interventions and community referrals for such truants and chronically absent children and making any additional recommendations for such truants and chronically absent children and their parents or guardians. Each established attendance review team shall meet at least monthly.

The District shall utilize the chronic absenteeism prevention and intervention plan developed by the State Department of Education. Such plan must include the means for collecting and analyzing data relating to student attendance, truancy, and chronic absenteeism. The data must be disaggregated by school district, school grades, and subgroups.

The District shall annually include in information for the strategic school profile report for each school and the District that is submitted to the Commissioner of Education data pertaining to truancy and chronically absent children.

The Principal or his/her designee of any public school located in the Town of Killingly, as long as Killingly is designated as an alliance district may refer to the children's truancy clinic established by the Probate Court serving Killingly, a parent/guardian with a child defined as a truant or who is at risk of becoming a truant. (An attendance officer or a police officer shall deliver the citation and summons and a copy of the referral to the parent/guardian.)

Dismissal

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.

- (cf. 5142 Student Safety - Student Safety)
- (cf. 5113.2 - Truancy)
- (cf. 6113-Released Time)
- 10-220(c) Duties of boards of education (as amended by PA 15-225)

Legal Reference: Connecticut General Statutes

- 10-220(c) Duties of boards of education (as amended by PA 15-225)
- 10-184 Duties of parents (as amended by PA 98-243 and PA 00-157)
- 10-185 Penalty
- 10-198a Policies and procedures concerning truants (as amended by PA 11-136, An Act Concerning Minor Revisions to the Education Statutes and PA 14-198, An Act Concerning Excused Absences from School for Children of Service members, and PA 16-147, An Act Concerning the Recommendations of the Juvenile Justice Policy and Oversight Committee)
- 10-198b State Board of Education to define "excused absence," "unexcused absence," and "disciplinary absence."
- 10-198c Attendance review teams.
- 10-198d Chronic absenteeism prevention intervention plan (as amended by PA 17-14 and PA 18-182)
- 45a-8c Truancy clinic. Administration. Policies and procedures. Report. (as amended by PA 15-225)
- 10-199 through 10-202 Attendance, truancy - in general

Action taken by State Board of Education on January 2, 2008 to define "attendance."

Action taken by State Board of Education on June 27, 2012 to define "excused" and "unexcused" absences.

PA 17-14 An Act Implementing the Recommendations of the Department Education.

R5113

Students

Attendance/Excuses/Dismissal/Truancy

Absences Generally

If absence from school is to be considered excused, the Administration shall require a satisfactory written explanation from the parent or legal guardian of the child within ten (10) school days of the last absence. The Administration will determine whether absences are excused or unexcused. Only those absences which are written and meet the criteria as excused absences will be approved as excused.

I. Definitions

The following is a list of definitions applicable to this regulation:

1. "Student" - is any child officially enrolled within the Killingly Public Schools, grades K-12, inclusive.
2. "Absence" - is when a student in grades K-12, inclusive, is absent from an entire regularly scheduled school day with or without authorized permission.
3. "Truant" - is any student who has four (4) unexcused absences from school in any one month or ten (10) unexcused absences from school in any school year.
4. "Unexcused Absence" - is an absence from any entire regularly scheduled school day for which the absence is not excused as defined in #6 below.
5. "Excused Absence" - includes those absences defined as follows.
 - a. Reasons of health, including illness, incapacity or doctor's visit(s). The District reserves the right to require a physician's or other appropriate certification for absences in excess of three (3) consecutive days or a total of fifteen (15) in any school year.
 - b. Religious holiday or obligation.
 - c. Legitimate court appearance.
 - d. Death in the immediate family or attendance at a funeral.
 - e. School activities as approved by school Administration.
 - f. Suspension or expulsion.

g. An emergency.

h. 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.

i. Such other limited absences that have prior written approval of the Principal. Parents or legal guardians shall submit a written request for approval to the Principal. Such written request shall be submitted during a reasonable period of time prior to the date(s) of absence. The determination of whether an absence is excused will be made by the Principal.

j. Such other reasonable exceptional circumstances as approved by the Principal.

II. Administrative Regulations (Grades K- 12)

1. Procedure - Generally

The school administration will make a concentrated effort to prevent and remedy truancy in its early stages for students who are found to be truant.

2. Notification and Monitoring

a. Annually, at the beginning of the school year and upon any enrollment during the school year, obtain from the parent or other person having control of each student, a telephone number or other means of contacting the parent or such other person during the school day.

b. Annually, in writing, at the beginning of the school year and upon any enrollment during the school year, notify the parent or other person having control of each student, of their obligations to assure regular school attendance pursuant to Section 10-184 of the Connecticut General Statutes.

c. Each school shall maintain a system of monitoring individual unexcused absences. Whenever a student fails to report to school on a regularly scheduled school day and no indication has been received by school personnel that the student's parent or legal guardian is aware of the student's absence, a reasonable effort to notify, by telephone, the parent or legal guardian shall be made by school personnel. A person who, in good faith, gives or fails to give notice pursuant to law shall be immune from any liability, civil or criminal, which might otherwise be incurred or imposed and shall have the same immunity with respect to any judicial proceeding which results from such notice or failure to give such notice.

3. School Based intervention

- a. Upon a student being identified as a truant, the Principal, or Assistant Principal, or designee(s) shall schedule a meeting with the parent or legal guardian to review and evaluate the reasons for the truancy. The meeting shall be held within ten (10) school days after the student is identified as a truant. Should such parent or other person decline to attend the meeting that fact shall be documented and the meeting shall be held.
- b. As part of the overall intervention process, the Principal, or Assistant Principal, or designee(s) shall coordinate services with and referrals of truant students to community agencies providing child and family services.
- c. Upon a student being identified as a truant and prior to considering a referral to the Planning and Placement Team (PPT), intervention efforts should assure that all resources available within the context of regular education (mainstream) have been comprehensively explored and utilized as appropriate to address the truancy behavior.
- d. Provided that the provisions of section c above have been satisfied, any truant student who has fifteen (15) unexcused absences in any school year shall promptly be referred to a Planning and Placement Team (PPT) in order that the PPT may determine whether or not a handicapping condition is the primary cause of the truancy behavior. In the absence of current school based educational evaluations and upon recommendation of the PPT, school based educational evaluations shall be conducted to assess the appropriateness of the student's educational program. For the purposes of this section, such evaluations shall be considered current if completed within the preceding year prior to the date of the court referral.

4. Court Referral (Students Ages Five (5) Through Eighteen (18) inclusive)

- a. The Superintendent of Schools may file a written complaint with the Superior Court for Juvenile Matters for each student alleged to be a truant. (NOTE: Juveniles under the age of eleven (11) are generally not considered to be of sufficient maturity to make reasoned and independent judgments concerning school attendance. Generally, it is reasonable to presume that the truancy can be attributed to the actions of a parent. Therefore, referrals concerning students under the age of eleven (11) should be given special consideration. Representatives of the school district, Department of Children and Families (DCF), and the Juvenile Court should jointly review such cases to determine appropriate action.)
- b. The Superintendent of Schools shall file a written complaint with the Superior Court for Juvenile Matters for each student alleged to be a truant if the parent/guardian fails to cooperate with school officials in determining and eliminating the cause of the truancy. (NOTE: Juveniles under the age of eleven (11) are generally not considered to be of sufficient maturity to make reasoned and independent judgments concerning school attendance. Generally, it is reasonable to presume that the truancy can be attributed to the actions of a parent. Therefore, referrals concerning students under the age of eleven (11) should be given special consideration. Representatives of the school district, Department of Children and Families (DCF), and the Juvenile Court should jointly review such cases to determine appropriate action.)

c. The Superintendent of Schools shall file a written Family With Service Needs complaint with the Superior Court for Juvenile Matters if the parent or legal guardian of a child identified as a truant fails to attend the required meeting with appropriate school personnel to evaluate why the child is truant or fails to cooperate with the school in trying to solve the child's truancy problem.

Legal Reference: Connecticut General Statutes

-10-184 Duties of Parents

-10-198a Policies and procedures Concerning Truants (revised PA 95-304)

-10-199 through 10-202 Attendance, Truancy in General

-10-202e-f Policy on Dropout Prevention and Grant Program

-10-221 (b) Board of Education to Prescribe Rules, Campbell vs. New Milford, 193 Conn. 93 (1984)

-46b-149 Family with Service Needs

Regulation adopted: December 9, 2015

KILLINGLY PUBLIC SCHOOLS
Killingly, CT 06239

Arrival Procedure

Students who arrive at school on the bus will remain on the bus until 8:20 a.m.
K & 1 parents may drop off their children in the morning beginning at 8:20 a.m.
Pre-K families may drop off their children in the morning beginning at 8:00 a.m.

***We ask that all parents remain in their vehicles as students are dropped off. Pre-K families may get out of their vehicles.**

A staff member will be on duty to assist students getting out of the vehicle and will escort them to the door.

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 Intervention Support, we believe that all members of the school community should adhere to the following two expectations:

"Be Kind" and "Be Safe"

We also recognize individual acts of positive behaviors, good citizenry, sound manners, etc. by using KCS Tickets. Students receive tickets when meeting expectations within our learning community. Tickets are collected and stored within the classroom and after a student earns twenty tickets, a certificate will be sent home with the student. Contact your child's classroom teacher should you have questions regarding this program.

PBIS MATRIX

| | All settings | Classroom | Hallway | Bathroom | Playground | Cafeteria | Bus |
|----------------|--|--|---------------------------|--|--|--|---|
| BE KIND | Help others Use caring words Follow directions | Ears listening Voice quiet Eyes watching | Lips and hips | Go to the bathroom Flush the toilet | Take turns | Clean up after yourself Voice quiet | Ears listening Voice quiet |
| BE SAFE | Keep hands to self Use materials correctly Report problems to a grown-up | Walking feet Body calm | Walking feet Body calm | Wash your hands | Use equipment correctly Line up quickly and quietly | Walking feet Body calm | Bottom to bottom Back to back Backpack in lap |

Notice of Disciplinary Action Notifying Parent/Guardian of Office Referral.

- In-School Suspension: Number of days left to the discretion of the Administration.
- Out-of-school Suspension: Number of days left to the discretion of the Administration.
- Individualized Behavior Plan: Child referred to SST Process.

In-School Suspension

The child is placed in a supervised area that is constantly monitored by school Administration/staff. The student's privileges are reduced while high academic expectations are maintained. The student's teacher provides appropriate schoolwork.

Out-of-School Suspension

Children belong in school and a consequence of this severity requires strong home-school cooperation.

-On the day the student returns from an out-of-school suspension, an in-take meeting will be held between the student and Administration. Parents are invited to take part in this in-take meeting.

-Federal and state law regarding students with disabilities requires special procedures and consideration for long-term suspension and expulsions.

Severe Misconduct

According to Board of Education policy, the following are actions that may lead to suspension, expulsion, detention, probation or referral to legal authorities:

- Assault on a member of the faculty or staff;
- Assault on a fellow student;
- Fighting with another student;
- Intentional endangerment of a student, staff, or faculty member;
- Vandalism, destruction, or defacing of school property;
- Deliberate refusal to obey a reasonable request of a member of the faculty or staff;
- Theft from another student, from a faculty or staff member, or from the school;
- Threatening a member of the faculty or staff with harm;
- Threatening, harassment/provocation among students;
- Possession of any weapon, weapon facsimile, firearm, whether loaded or unloaded, functional or not, ammunition, or any object or device that has been converted or modified for use as a weapon.

Breakfast and Lunch Programs

The breakfast and lunch programs at KCS are offered through the district's **Whitson's Food Services**. Policies and procedures for the breakfast and lunch programs comply with requirements and guidelines established by the State of Connecticut.



A) Purchasing breakfast, lunch, and ice cream

| | | | | | |
|-------------------|-----------|------|-------------|--------------------|-----|
| Cafeteria Prices: | Lunch | 2.75 | Milk: \$.50 | Reduced Lunch: | .30 |
| | Breakfast | 1.75 | Milk \$.50 | Reduced Breakfast: | .40 |

Applications for free or reduced lunch will be distributed at the beginning of the year. If you need an additional form, they will be made available in the school offices. The forms are family based so that you only have to complete one form in the district for all your children. Please let us know if you have filled a form at another school in town. Please review lunch menus as they are posted on the school's website.

-Parents may choose to purchase meals on a weekly or monthly basis. Checks should be made payable to: **Killingly School Lunch Fund**. To pay online and monitor your child's account,

please go to <https://www.killinglyschools.org>, under Food Services, click on My School Bucks, and set up an account for your child.

-Any outstanding balance incurred by a student needs to be paid by parents/guardians **before** final report cards are issued.

B) **Delayed Opening**

If the opening of school is delayed for any reason (inclement weather, boiler problems, etc.) breakfast **will not** be served. Parents should make sure that breakfast is provided at home.

C) **Questions and Concerns**

Questions and concerns about the breakfast and lunch programs should be brought to the attention of the building Administration and/or the **Director of Food Services** at Killingly High School, **860-779-6645**.

Bullying

Bullying behavior by a student in the Killingly Public Schools is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. "Bullying" means any overt acts by a student or a group of students directed against another student with the intent to ridicule, harass, humiliate, or intimidate the other student while on school grounds, at a school-sponsored activity, or on a school bus, which acts are committed more than once against any student during the school year. Bullying outside of the school setting may also be addressed if it has a direct and negative impact on a student's academic performance or safety in school. Students and/or parents may file verbal or written complaints concerning suspected bullying behavior, and students shall be permitted to anonymously report acts of bullying to teachers and school administrators. Any report of suspected bullying behavior will be promptly reviewed. If acts of bullying are verified, prompt disciplinary action may be taken against the perpetrator, consistent with his/her rights of due process. Board policy and regulation #5131.911 set forth this prohibition and the related procedures in detail are available to students and parents/guardians on the Killingly Public School's website.

KILLINGLY PUBLIC SCHOOLS

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 an emergency.
- No pets of any kind are allowed on the bus.
- All aisles, emergency exits, and normal entrances are to be kept clear at all times.

- No food or beverages are to be consumed on the bus.
- No candy, food, or gum chewing allowed on the bus.
- Only assigned students are allowed on the bus unless an official Bus Pass is presented to the driver.
- Students must get on and off at their designated bus stop. Drivers will not allow students to get off the bus at alternate locations.
- Unauthorized adults are not allowed on the bus.

SEVERE MISCONDUCT is by definition, but not limited to the following:

- Defacing and destroying property;
- Physically harming another student;
- Possessing illegal or potentially dangerous weapons or substances;
- Being disrespectful to the driver, using profane language;
- Repeatedly refusing to follow the driver's directions.

-Bus Misconduct may result in consequences similar to those for school misconduct, as well as the possibility of suspension from KPS bus transportation.

-Bus schedules are printed in the local newspapers prior to the beginning of the school year. Questions regarding times, bus numbers, and other transportation concerns should be directed to: **Mr. Joseph Boulanger at 860-779-6790.**

-Mini-bus service is available for students requiring this type of transportation. Parents wanting more information regarding their child's eligibility should call: **Pupil Personnel Services office at 860-779-6740.**



Bus Passes and Policies

For reasons of safety and transportation limitations, we cannot authorize any bus changes.

Bus Policies

1. If a child misses their bus after school, parents or adults on the student information card will be called to arrange transportation.
2. It is the expectation of the Killingly Public Schools that an adult be present and visible to the driver for all Kindergarten and Grade 1 students. If an adult is not at home or present, the child will be returned to school and you will be called to pick up your child.

3. Once a student boards a KPS bus, he/she **will not be released or dropped off at any other site** than that which has been designated as the assigned bus stop by the KPS Transportation Department.

4. The school bus driver and/or the school Administration may assign seats at any time. All students are held responsible for following all bus safety rules at all times.

Conferences with Parent/Teacher

We realize the great importance of maintaining home/school communication. Twice a year, teachers conduct conferences talking with parents about their child's progress. While we make every effort to accommodate parents' schedules, we realize that sometimes the appointments must be changed and that they must be rescheduled at a convenient time for parents and teachers. While this is sometimes necessary, please note that no report card will be sent home without a parent/teacher conference at the school in November and March. We strongly believe that this sends an important message to our students regarding the importance of education and the role that parents play in it.

Procedure

-Our teachers will schedule the conference times for pre-determined conference days.

-If the parent cannot make that initial time, parents are requested to email their child's teacher and reschedule the time during the conference days.

-If parents cannot reschedule during the conference days, the teacher will phone the parent and set up a conference at a mutually convenient time.

-If the teacher is unable to contact the parents by phone, a letter will be sent home requesting that the parent please email the teacher at school.

-No report card will be sent home without a parent/teacher conference in November and March.

-Report cards are issued - **November 18th, March 17th, and the last day of school.**

*Conferences may be held whenever it is deemed important to do so by the parent, the staff, or the Administration. Parents are always encouraged to email the teacher with questions or concerns.



Curriculum

The philosophy of KCS 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, science, social studies, library, art, music, and physical education.

In addition to the regular classroom offerings, the following programs are available for those students who are determined eligible:

* Remedial Reading

* Remedial Math

* Title I Supplementary Instruction

* Special Education/Related Services consultation

* Special Education Programs (see Special Education Section)

* School Adjustment Program PIXI

Please feel free to contact the school if you have any questions.

Dismissal - Parent Pick-up



UNLESS IT IS AN EMERGENCY, NO STUDENT WILL BE DISMISSED FROM THE FRONT OFFICE DURING DISMISSAL TIME.



-**Parent pick-up is from 3:10 p.m. to 3:20 p.m.** Students will be dismissed from several locations throughout the building.

-If your child will be picked up on a daily basis, one note at the beginning of the school year will be sufficient. Please be sure to list anyone who will have permission to sign out your child.

-Transportation arrangements will not be honored from the previous school year. All requests must be updated for the current school year.

-Upon pick-up, **photo-identification will be required.** Staff will be checking photo-IDs.

-We will not release your child to anyone unless specifically given written permission from you for that day.

- Parents/Guardians are to remain in their vehicles.

PLEASE NOTE: TO ENSURE YOUR CHILD'S SAFETY, WE WILL ONLY ACCEPT CHANGES TO THEIR DISMISSAL THROUGH AN EMAIL to kcsoffice@killinglyschools.org OR A WRITTEN NOTE TO THEIR TEACHER.

Dismissal - Early (general)

Classes are in session until 3:05 p.m. and we consider end-of-the-day closure to be vital for your child.

- A student note must be turned into the office and must include a reason for dismissal, the time to be dismissed, a telephone number for verification, and a parental signature.
- The parent must report to the office and sign out the student before picking him/her up.
- **A photo-identification will be required for all dismissals.**
- Any student leaving before 3:05 p.m. is marked as an early dismissal.

Dismissal - Early Release and Half Days

Students are dismissed starting at 1:00 p.m. for **planned Early Release and Half Days**. Breakfast and lunch are served on all early release days.

Dismissal – WEATHER If school is dismissed early due to inclement weather, it will be announced on the following radio stations: WINY 1350 AM, WILI 98.3 FM, and WCTY 97.7 FM and news stations, Channel 3, 8, Fox 61 NBC 30, and on our website, www.killinglyschools.org. Information is also available by calling the **Snow Line** at 860-779-6666. ❄️

Dress Guidelines

Appropriate school dress and personal appearance are basically the responsibility of the students and their parents. Our intent is to encourage all concerned to dress, groom, and conduct themselves in keeping with an atmosphere which reflects sensitivity and respect for self, others, and the overall functions of the school.

- Shoes or other acceptable footwear must be worn.
- Flip-flops, thong-style sandals, high heels, slides, mules, etc. may cause injuries and are not allowed.

★ All students must wear sneakers on their assigned P.E. days. ★

Short tube tops and short tank tops are considered inappropriate for school and are not permitted. Shirts must completely cover the midriff and stomach even when arms are raised above the head. Outerwear and hats shall not be worn in the building unless the building Administrator grants specific authorization.

Attire that is contrary to the educational process or established policy is unacceptable and should not be worn to school. The final decision as to what is appropriate and in good taste rests with the Administration. Parents of students whose dress or grooming is judged by the staff to be distracting, disruptive, and/or dangerous to personal safety will be contacted, and in some cases, required to bring in a change of clothes before their child is allowed to attend class. Parents who have questions about this should feel free to contact the school.

Electronic Devices

Children are not to bring electronic devices, such as cell phones, hand-held gaming devices, MP2 players, iPods, electronic toys, etc. to school. These items disrupt the learning environment and children do not have a secure location to store them.

- Teachers who see cell phones or electronic devices will hold the item for the remainder of the day and return it to the child to bring home, with the understanding that it stays at home. After a second offense, the item will be confiscated, given to Administration, and a parent will be requested to retrieve the item from school.
- Any items brought to school to be used on the school buses must be kept in the student's backpack during the school day.

★ Please note that KCS will not be held responsible for any lost or stolen items that are brought to school. ★

Student-Issued Computing Devices and Technology

To help cultivate an educational environment, KCS provides students with iPads to use during the school day. The iPad serial numbers are tracked in KPS-IT's inventory system. 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.

Fire Drills/Safety Drills

Fire and Safety Drills are held at regular intervals during the school year. Students must follow the exit directions posted in each classroom. The alarm will ring continuously or a safety message will be given to signal a Fire/Safety Drill. When the alarm sounds, or a safety message is given, students are to proceed along the posted exit routes in a quick, quiet, and calm manner so that attendance can be taken in a timely manner. Families will be notified of all drills after they occur.

Visitors present in the building during a drill should proceed to exit with nearest staff and students.



Grades

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. Please contact your child's teacher if you have any questions or concerns.

Report Card – Grading Keys

| | | |
|----------------------|-----|-----------------------------|
| Kindergarten: | E | – Exceeding expectations |
| | M | – Meeting expectations |
| | P | – Progressing with support |
| | I | – Improvement needed |
| | *NA | – Not assessed at this time |
| Grade 1: | E | – Exceeding expectations |
| | M | – Meeting expectations |
| | P | – Progressing with support |
| | I | – Improvement needed |
| | *NA | – Not assessed at this time |

Grade 1 Effort Keys:

S Meets expectation **+** Exceeds expectation **-** Improvement needed

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

Half Day Sessions The following are the scheduled **HALF DAYS** of school:

NO DAYCARE WILL BE AVAILABLE

| | |
|-------------------------------|----------------------------|
| Tuesday – November 29, 2022 | Parent/Teacher Conferences |
| Wednesday - November 23, 2022 | Thanksgiving Break |
| Friday - December 23, 2022 | Beginning of Winter Break |
| Tuesday - March 28, 2022 | Parent/Teacher Conferences |

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 Emily Ross at 860-779-6773 for confidential assistance.

Homework/Make-Up Work

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. If there are any adjustments to homework requirements, they will be stated in the child's Individual Educational Plan or Section 504 Individual Service Plan. Assignments for grades K-1 will foster the link of responsibility between home and school.

Homework Guidelines

-Homework will provide opportunities for students to practice previously mastered skills/concepts.

-Homework will provide opportunities for students to extend their thinking on previously mastered information/concepts.

-Homework will provide opportunities for students to develop responsibility for their own learning.

-Homework will provide the opportunity for the teacher to give immediate and specific feedback to students and is used to monitor student learning.

Student Responsibilities

-Students should use homework as an opportunity to experience success in a non-testing situation and build skills and self-confidence through achievement.

-Students should use homework as a means to develop self-discipline and time-management skills.

-Students should be certain they understand the purpose, importance, performance requirements, and methods of evaluation for the assignments.

-Students should use homework as a means to employ both individual and group approaches to learning so that through homework they can expand their own learning skills.

Teacher Responsibilities

-Teachers must be clear in their explanation of the purpose, importance, and performance requirements of the assignments.

-Teachers must return homework to students in a timely fashion.

-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.

-Teachers will contact parents if a student consistently fails to return homework assignments. Our teachers will do their best to ensure that the student understands the homework assignment and is able to complete it independently within a reasonable amount of time.

Parental Responsibilities

-Parents should use homework as an opportunity to become directly involved in the education of their child.

-Parents should provide students with an environment that promotes good study habits.

-Parents should support and encourage the student's homework and recognize homework activities as an integral part of the learning process.

-Parents should contact the teacher in the event of questions or concerns.

Insurance

Killingly Public Schools offers accident insurance through a private carrier. Please consider this carefully, as the school **DOES NOT** have accident coverage for children. Should your child be injured, your personal insurance policy would cover the medical costs.

Internet Usage Information

The Killingly Board of Education strongly believes in the educational value of electronic services and recognizes its potential to support curriculum and student learning by facilitating resource sharing, innovation, and communication. The Killingly Public Schools will make every effort to protect students and teachers from any misuses or abuses as a result of their experiences with the Internet and its information services.

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.

It must be recognized that while the Killingly Public Schools have established an acceptable use policy, there may be unacceptable material or communications that students can access due to the inability to control materials available on other computer systems. The Killingly Board of Education does not condone the use of such materials.

KCP (Killingly Childcare Program)

The childcare program (KCP) is offered at Killingly Central School for K-4 students. The program is open every school day, during school vacations, in-service days, several federal holidays, and throughout the summer. Fees for the program are based on income. Details may be obtained by calling 860-779-6696. The hours for KCP are as follows:

| | |
|--------------------------------------|--|
| Mon. - Fri. Morning Session | 6:30 a.m. – 8:00 a.m. - Held at KCS |
| Mon. - Fri. Afternoon Session | 3:10 p.m. – 6:00 p.m. - Held at KCS |
| Mon. - Fri. Summer Vacation | 6:30 a.m. – 6:00 p.m. - Held at KMS |

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 choosing Killingly Central School, access is given to events happening at KCS. Specifically, you can access the Parent Student Handbook, monthly calendars, monthly menus, teacher pages, and even electronically send absentee notes.

Please visit us on-line at www.killinglyschools.org

KINDERGARTEN INFORMATION

Kindergarten Name Tags

Prior to the first day of school, a name tag will be provided to you with information including your child's name, bus numbers to and from school, phone number, home address, room number, and teacher's name. Children are asked to wear their name tags for the first few weeks of school or until he/she can say aloud to the teacher his/her full name, address, and phone number.

In the event of a change in address or a phone number change, please contact us immediately at: **kcoffice@killinglyschools.org**

Kindergarten Physical Examination

Consistent with Connecticut General Statute 10-204a, all school children must have a physical examination, including a Hemoglobin or Hematocrit (blood test), prior to entering kindergarten. During registration, parents will receive a Medical Evaluation Form from the School Nurse. Parents are asked to have their family physician complete the appropriate section of the Medical Evaluation Form and have it returned to Killingly Central School at the following address before your child enters school: **Killingly Central School, 60 Soap Street, Dayville, CT 06241 ATTENTION: School Nurse**

Kindergarten Required Immunizations

| | |
|------------------|--|
| DPaT | 4 doses, last dose must be given on or after the 4 th birthday |
| Polio | 3 doses, last dose must be given on or after the 4 th birthday |
| MMR | 2 doses separated by at least 28 days. 1 st dose on or after the 1 st birthday |
| Hep. B | 3 doses, last dose on or after 24 weeks of age |
| Varicella | 2 doses separated by at least 3 months – 1 st dose on or after the 1 st birthday; or verification of disease |
| Hib | 1 dose on or after 1 st birthday for children less than 5 years of age |

RELIGIOUS EXEMPTION: House Bill 6423, *An Act Concerning Immunizations*, changes Connecticut's communication requirements for students attending Pre-K-12 schools, daycare centers, and institutions of higher education by removing exemptions that are not medical. Children already in grades K-12 will be grandfathered in, meaning they can still claim the religious exemption. However, new students entering the school system cannot claim it.

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 1 week.*

2. *No books may be borrowed by a child unless previous 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 Grades K and 1 students who have a homeroom in the upper wing. 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 the opportunity to confirm that lockers are being used in a manner consistent with the health and safety of all students.

Grade 1

-Locks are not permitted on any student locker.

-Nothing of value should be stored in student lockers.

-Lockers may be **shared** with a classmate.

-Parents should be sure that backpacks can fit into lockers.

-If anything of value is coming to school for educational programs (i.e. show and tell items, special projects or assignments), parents should make prior arrangements with a teacher or school Administrator.

McKinney Vento Act

Killingly Public Schools can assist your family through our Interim Homeless Liaison, Emily Ross. Qualifying students and families are those who may be temporarily doubled up (living with someone), an unaccompanied youth, or are in a condition of homelessness. Such children are eligible for a number of services such as free lunch or breakfast and the "host" family's children may also qualify for some assistance. For confidential assistance please call Emily Ross (Homeless Liaison) at 860-779-6773.

Medical Information

Medication

Killingly School Board policy mandates that **NO** medication will be given without a physician's written order and parental permission. All medication must be in a pharmacy labeled container and delivered to school by an **ADULT** only. (**Not** brought on bus by students.) A change in medications or dosage requires a new written order from physician.

The Ill Child

The following symptoms for absence include:

1. Fever
2. Vomiting
3. Diarrhea
4. Excessive cough
5. Rash

A child on an antibiotic for strep throat should be at home for the first twenty-four hours after initial dose of medication to be non-contagious for school reentry. Your family physician should be consulted for illness and accidents that occur at home. The school nurse is available for illness and accidents that occur at school ONLY.

TEST-MASK-GO is an optional strategy designed to increase the number of days of in-person learning and care available to children, both to improve the social/emotional/physical wellbeing of students, staff, and their families and to enhance learning recovery. The fall and spring allergy seasons combined with New England winters present a challenge for schools, child care, and youth camp facilities that were advised in previous years to exclude individuals from in-person attendance if they had any of a long list of symptoms associated with COVID-19. Schools, child care programs, and camp operators choosing to utilize a Test-Mask-Go strategy can give children and staff with mild respiratory disease symptoms (e.g., infrequent cough, congestion, runny nose, sore throat, etc.) the option to continue participating in-person provided:

- they are fever-free (< 100°F) and feel well enough to participate;
- they do not live with anyone who has had COVID-19 in the past 2 weeks;
- they can wear a mask consistently and correctly (if facility operators require them to do so); and
- they test negative for COVID-19 prior to reporting in-person on every day they have symptoms, as well as one final test on the morning their symptoms have completely resolved.

Individuals who have any respiratory disease symptoms **should not** use the Test-Mask-Go strategy if:

- they have a fever ($\geq 100^{\circ}\text{F}$) or feel feverish (they should not report in-person until their fever has resolved for at least 24 hours without the use of medication);
- they live with a person who recently tested positive for COVID-19 (within the past 2 weeks).

Instead, these individuals should stay home until their symptoms resolve and test for COVID-19.

Head-lice

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

1. Only one day is authorized as an excused absence for head-lice.
2. Children may not ride the bus until checked by the 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

Notices Home

Be sure to teach your child to present you with notices as soon as they are sent home. A brightly colored Home-Communication Folder will be provided for transporting all student work and notices. These folders will be sent home every Friday. Please read the materials carefully and have your child return the folder to school on Monday.

Parent Teacher Organization (PTO)

The Killingly Central School Parent-Teacher Organization is designed to promote the educational and/or cultural welfare of our children and to provide a forum for educational discussions between parents and teachers. All parents and teachers of KCS students and all persons working directly with the school are considered members of the PTO. Meetings are generally held the first Wednesday of each month in the KCS Conference Room at 6:30 p.m. We are looking forward to your participation.

The PTO also has a newsletter page on the school website: www.killinglyschools.org

The officers of the KCS PTO are Annie Ferron - President; Christina Drowne - Vice-President; Ashley Singh - Treasurer; and Deanna Shukis - Secretary. Messages for them may be left at the school office.

Please consider volunteering to fill other positions available on the PTO.

Parent/Visitor Access to Building

The KCS community values a safe environment that fosters independence in our children while maintaining an atmosphere conducive to learning. We employ a visitor management system, Raptor which will enable us to screen and track all visitors. Visitors will scan their IDs, have their photo taken completing the check-in process. Badges will print instantly and will include a barcode for easy check out.

Peanut/Nut Free Zones

We strive to provide a safe peanut/nut free environment for our students. Please help us keep all our students' safe by sending in peanut/nut free snacks and lunches. Specific classrooms will be designated peanut/nut free zones and safe zones will be established in the cafeteria.

-Cupcakes, cookies, soda, or candy should not be sent in for classroom parties or birthdays. It is suggested that if parents wish to send something to school on their child's birthday, a new book be donated to the school library or classroom in the child's name or a non-food item be sent in for the class. Snacks for students must be nutritional in nature, such as fruits and vegetables, cheese sticks, whole grain bars, applesauce, raisins, or low-fat animal crackers.

-Flowers, balloons, and gifts should not be delivered for students at school since this is a disruption to the classrooms. Any deliveries received will be held in the office for the parent to pick up after school.

Pick-Up Procedures

A) Illness procedure

-In the event that your child becomes ill at school and **we cannot get in touch with you**, the emergency contacts listed on your registration will be called. Therefore, it is important that all of your contacts are listed on the registration form and that your list includes a number of contact options.

-Students being released from school due to illness are handled through the nurse's office.

B) General pick-up procedure

-In the event your child is being picked up by someone other than you, he/she must have written permission. Written permission can be sent in by a note, fax, or email.

-A telephone call is not acceptable, as we cannot verify the identity of the caller.

-Killingly Central School fax number is 860-774-3299 and the email address is kcsoffice@killinglyschools.org.

-Please include the following information: date, child's name, the name of the person picking up your child and your signature.

-For safety purposes, everyone will be asked to produce picture identification.

-Transportation arrangements will not be honored from the previous school year.

Afternoon Pick-up/Morning Drop-off

In order to safely and efficiently get students to/from their family's vehicle, it is very important that families adhere to the times allotted for arrival/dismissal. These times will also ensure that bussing does not interfere with this process.



Additional Student Pick Up and Drop Off Information

To reduce grouping and to ensure student safety the following protocols have been put in place at KCS:

- Separate designated entrances for bus drop off/pick up and parent drop off.
 - All students arriving/departing by bus who attend homeroom in Pod B and Pod C will enter through the front door.
 - All students arriving/departing by bus who attend homeroom in Pod A and Pod D will go through the Lower Wing side entrance.
 - Parent drop off/pick up: Lower Wing, main entrance
Upper Wing, south entrance, end
Upper Wing, west entrance, side
- All PK students, regardless of mode of transportation, will enter/exit through the Lower Wing, east entrance.

- Parent morning drop off will begin at 8:20 a.m. and promptly end at 8:35 a.m.
- If a family misses the drop off times, they will be asked to park on the cafeteria side of the building and remain in their cars.
- An assigned staff member(s) will assist the student with entering the building through the cafeteria entrance.
- Bus morning drop off will begin at 8:35 a.m. Late families may bring their child(ren) to the front door after morning bus transportation is complete at approximately 8:45 a.m.
- Parent afternoon pick-up will begin promptly at 3:05 p.m. and promptly end at 3:20 p.m.
- If a family misses the pick-up times, they will be asked to park on the cafeteria side of the building and remain in their cars. An assigned staff member(s) will assist the student with exiting the building through the upper wing, side entrance. After 3:30 p.m., late pick-up students will wait in the office until their family member or ride arrives.
- Any students whose buses arrive after 3:35 p.m. will be escorted to the gym. Students will be arranged into lines representative of their transportation cohort.
- No student will be dismissed from the front office during parent pick-up. All families must remain in the parent pick-up line during dismissal.

Recess/Playground

Recess provides children with discretionary time and opportunities to engage in physical activity that helps develop healthy bodies and the enjoyment of movement. It should be unstructured playtime where children have choice, use skills of decision-making, conflict resolution, and release energy and stress. All students go outside except on inclement weather days. Students should dress warmly so they are comfortable during brief periods outside.

Certain behaviors are expected of all students during recess. Students should show self-control, be cooperative and considerate to others, and show respect for school property and personnel. Rough play, pushing, or tackling is strictly prohibited.

Hard ball types such as baseball, softballs and leather footballs are not permitted at recess time. If students transport foam balls to school on the bus, they must fit in a backpack.

School Colors and School Mascot



Our school color is **Maroon** and our School Mascot is K.C. The Owl!

School Pictures

Student pictures are taken each Fall and Spring 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 at: www.Lifetouch.com.

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/School Safety

All Killingly Public Schools have a monitored locked door system. A doorbell is located on the left side of the outside main door and all visitors must be buzzed in. ALL visitors must present a valid photo-ID and report immediately to the main office upon entering the building unless otherwise instructed. A visitor's pass will be issued if necessary and must be worn in plain sight while in the building. Upon return of the visitor's pass to the office, your identification will be returned to you.

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 choices. 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.

-KCS encourages families to provide lunch and snacks in a disposable paper bag.

Special Services

Killingly Student Success Team - SST

The Killingly Student Success Team consists of the classroom teacher, school social worker, resource teachers, parents, and Administration. This Team meets to formulate an action plan for any child having a specific problem that is interfering with their learning. Attendance and student behavior issues are also reviewed by this Team.

Section 504

Section 504 of the Rehabilitation Act of 1973 provides a program of instructional services to assist students with special needs who are in a regular education setting. A student with a physical or emotional disability or who has an impairment (i.e. Attention Deficit Disorder) that restricts one or more major life activities may be eligible for support under a 504 plan. Major life activities include caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, working, and learning.

Special Services Available

- Counseling
- Special Education Services
- Occupational Therapy

- Physical Therapy
- Speech & Language Therapy

Textbooks and Instructional Materials

The cost of library books or media materials lost or damaged by students needs to be paid by parents/guardians before final report cards are issued. The classroom teacher and/or librarian will send a note home listing the missing items as well as the replacement costs.

Toys/Cell Phones/Prohibited Items

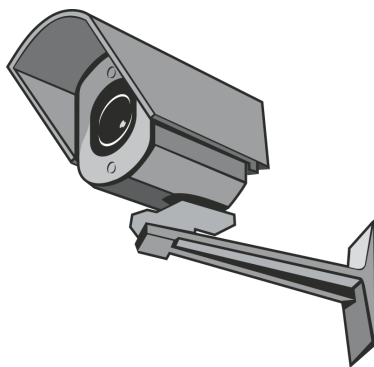
Students should not bring items to school that are not sanctioned by their classroom teacher or a school-wide event. Such items as **Cell phones, electronic games, stuffed animals or card collections** serve as a distraction to students and teachers. Students should check with their classroom teachers before bringing any questionable items to school. The school is not responsible for any lost or damaged items. Toys and/or games brought for use at recess should be kept in backpack or locker. Sport balls need to be transported in a bag or given to the bus driver for safety reasons (**Only soft/foam-type Nerf balls are allowed**).

Elementary students are NOT allowed to have cell phones in school at any time. Please call the school office if you have any questions regarding this policy.

Video Surveillance

Having carefully weighed and balanced the right of privacy of students and staff against the district's duty to maintain order and discipline, the Board of Education finds it appropriate to provide for the use of video camera surveillance in its transportation vehicles and possibly on school grounds. Video surveillance shall only be used to promote the order, safety and security of students, staff and property.

- Board of Education policies will be adhered to in all situations.
- Please feel free to call to discuss any questions or concerns you might have.



Volunteers

Parent Volunteers are a valuable part of the KCS Family. Parent volunteers complete a variety of tasks. If you are interested in volunteering, please discuss the opportunity with your child's teacher. A brief interview will be conducted at Central Office and fingerprinting will be required.

Addendum

McKinney Vento Act – Killingly Public Schools can assist your family through our Interim Homeless Liaison, Emily Alvord. Qualifying students and families are those who may be temporarily doubled up (living with someone), an unaccompanied youth, or are in a condition of homelessness. Such children are eligible for a number of services such as free lunch or breakfast and the “host” family’s children may also qualify for some assistance. For confidential assistance please call Emily Ross (Homeless Liaison) at 860-779-6773.

APPENDIX A: Policy Information

I. Right to Teacher Qualifications/Certification

Parents/guardians have a right to know the qualifications of their childrens' teachers and/or paraprofessionals. At the beginning of a school year, a parent/guardian may request information about whether their student's teacher has met state qualification (certification) and licensing criteria for the grade levels and subject areas in which the teacher is providing instruction, whether the teacher is under an emergency or other provisional status and whether the teacher is teaching in the field of discipline covered by the teacher's certification.

II. Protection of Pupil Rights Amendment

The Protection of Pupil Rights Amendment (PPRA) applies to the programs and activities of a state education agency (SEA), local education agency (LEA), or other recipient of funds under any program funded by the U.S. Department of Education. It governs the administration to students of a survey, analysis, or evaluation that concerns one or more of the following eight protected areas:

1. political affiliations or beliefs of the student or the student's parent;
2. mental or psychological problems of the student or the student's family;
3. sex behavior or attitudes;
4. illegal, anti-social, self-incriminating, or demeaning behavior;
5. critical appraisals of other individuals with whom respondents have close family relationships;
6. legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
7. religious practices, affiliations, or beliefs of the student or student's parent; or
8. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

PPRA also concerns marketing surveys and other areas of student privacy, parental access to information, and the administration of certain physical examinations to minors. The rights under PPRA transfer from the parents to a student who is 18 years old or an emancipated minor under state law.

III. Health Insurance and Portability and Accountability Act (HIPAA)

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) is a federal law that required the creation of national standards to protect sensitive patient health information from being disclosed without the patient's consent or knowledge. The US Department of Health and 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 work weeks 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 Pre-K-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. 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 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.

Required Training and Prevention Training Plan

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 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 de-escalating 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.

U.S. DEPARTMENT OF EDUCATION OFFICE FOR CIVIL RIGHTS



Our Address is:

**U.S. Department of Education
Office for Civil Rights
33 Arch Street, Suite 900
Boston, MA 02110-1491
Phone (617) 289-0111**

The office for Civil Rights enforces several Federal civil rights laws that prohibit discrimination in programs or activities that receive federal financial assistance from the Department of Education. Discrimination on the basis of race, color, and national origin is prohibited by Title VI of the civil Rights Act of 1964; sex discrimination is prohibited by Title IX of the Education Amendments of 1972; discrimination on the basis of disability of prohibited by Section 504 of the Rehabilitation Act of 1973; and age discrimination is prohibited by the Age Discrimination Act of 1975. OCR enforces the Boy Scouts of America Equal Access Act (Section 9525 of the Elementary and Secondary Education Act of 1965, as amended by the No Child Left Behind Act of 2001). <http://www.edgov/OCR>

Please email any questions to:
OCR.Boston@ed.gov

Killingly Public Schools District Policies Are Available At:

District Website: www.killinglyschools.org