

# **STUDENT/PARENT HANDBOOK 2024-2025**



*“Home of the Cougars”*

**KILLINGLY INTERMEDIATE SCHOOL  
1599 Upper Maple Street  
Dayville, CT 06241**

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## **MISSION STATEMENT**

Killingly Intermediate School's mission is to facilitate educational excellence in a nurturing, safe, and professional atmosphere, inspiring students to maximize their potential abilities in preparation for high school and as future productive citizens.

As a professional learning community, dedicated to helping each and every child learn, we the staff, students, parents, and community value...

- Ways of thinking: creativity, critical thinking, problem-solving, decision making, and learning.
- Ways of working: communication, collaboration, and parent and community partnerships.
- Tools for working: technology, literacy, numeracy, and written and verbal communication.
- Skills for living in the world: citizenship, career, and personal and social responsibility, and global awareness.

## **KEY ADMINISTRATIVE AND SUPPORT STAFF**

|   |              |
|---|--------------|
| Dr. Susan Nash-Ditzel, Superintendent of Schools                                      | 860-779-6600 |
| Mr. Jeff Guiot, Assistant Superintendent of Schools                                   | 860-779-6600 |
| <br>  |              |
| Mr. Bryant Sheldon, Principal   | 860-779-6700 |
| Mr. Michael Conklin, Asst. Principal (Gr. 7 & 8)                                      | 860-779-6700 |
| Ms. Heidi Auclair-Golden, Asst. Principal (Gr. 5 & 6)                                 | 860-779-6700 |
| <br>  |              |
| Elise Geary, Director of Pupil Services   | 860-779-6740 |
| Amy D'Ettore, Assistant Director of Pupil Services                                    | 860-779-6742 |
| <br>  |              |
| Meredith Tukey, Director of Mental Health, Student Wellness,<br>and Family Engagement | 860-779-6745 |
| <br>  |              |
| Eric Bryant, KIS Counselor, Gr. 8   | 860-779-6728 |
| Souki Syharat, KIS Counselor, Gr. 7   | 860-779-6712 |
| Johanna Krushat, KIS Counselor, Gr. 6   | 860-779-6700 |
| Sidney Gedman, KIS Counselor, Gr. 5   | 860-779-6700 |
| McKenzie Gauthier, KIS Social Worker, Gr. 5 & 6                                       | 860-779-6727 |
| Patti Smith, KIS Social Worker. Gr. 7 & 8   | 860-779-6748 |

**KILLINGLY PUBLIC SCHOOLS  
COMPLIANCE OFFICERS**

**EMPLOYEES & STUDENTS AFFIRMATIVE ACTION**

**(issues related to staffing and hiring practices)**

Kim Burnham, Central Administration Office ~  
Human Resources  
79 Westfield Avenue, PO Box 210, Danielson, CT 06239  
Confidential Phone Line: 860-779-6795  
[kburnham@killingschools.org](mailto:kburnham@killingschools.org)

**OFFICE of CIVIL RIGHTS**

**(issues concerning civil rights)**

Elise Geary, Central Administration Office ~  
Pupil Services  
79 Westfield Avenue, PO Box 210, Danielson, CT 06239  
Confidential Phone Line: 860-779-6742  
[kacote@killingschools.org](mailto:kacote@killingschools.org)

**SECTION 504**

**(issues concerning handicap access & accommodations)**

Elise Geary, Central Administration Office Pupil Services  
79 Westfield Avenue, PO Box 210, Danielson, CT 06239  
Confidential Phone Line: 860-779-6742  
[kacote@killingschools.org](mailto:kacote@killingschools.org)

**TITLE VI**

**(issues related to discrimination based  
on race, color, or national origin)**

Age discrimination is protected by the  
Age Discrimination Act of 1975  
Kim Burnham, Central Administration Office ~  
Human Resources  
79 Westfield Avenue, PO Box 210, Danielson, CT 06239  
Confidential Phone Line: 860-779-6795  
[kburnham@killingschools.org](mailto:kburnham@killingschools.org)

**TITLE VII**

**(issues related to staff)**

Kim Burnham, Central Administration Office ~  
Human Resources  
79 Westfield Avenue, PO Box 210, Danielson, CT 06239  
Confidential Phone Line: 860-779-6795  
[kburnham@killingschools.org](mailto:kburnham@killingschools.org)

**TITLE IX**

**(issues related to gender discrimination)**

Kim Burnham, Central Administration Office ~  
Human Resources  
79 Westfield Avenue, PO Box 210, Danielson, CT 06239  
Confidential Phone Line: 860-779-6795  
[kburnham@killingschools.org](mailto:kburnham@killingschools.org)

**SAFE SCHOOL CLIMATE COORDINATOR**

**(issues related to bullying & school climate)**

Elise Geary, Central Administration Office ~ Pupil Services  
79 Westfield Avenue, PO Box 210, Danielson, CT 06239  
Confidential Phone Line: 860-779-6742  
[egeary@killingschools.org](mailto:egeary@killingschools.org)

## **PARENT/ TEACHER/ ADMINISTRATION COMMUNICATION**

Teachers and administrators can be reached by way of telephone or email at any time. The Main Office telephone number is 779-6700. If, however, you would like to contact a teacher via email, he/she can be reached by using the Killingly School website at [www.killinglyschools.org](http://www.killinglyschools.org). If you know the name of the teacher, you can email him/her directly by using the first initial of his/her first name, followed by his/her last name @killinglyschools.org. For example, John Smith could be reached at: [jsmith@killinglyschools.org](mailto:jsmith@killinglyschools.org)

### **TEAM LIST – 2024-2025**

\*Team leader

\*\*Special education

#### **GRADE 5 / RED TEAM**

119 Kari Vaclavik  
120 Meghan Gluck\*  
121 Jason Daly  
122 Patricia Maher  
123 Alisha Knox\*\*

#### **GRADE 5 / WHITE TEAM**

124 Arielle Zadora\*  
127 Michelle Matheson  
128 Lily Madden  
129 Megan Joyner

#### **GRADE 6 / RED TEAM**

218 Serena Germain  
219 Kelly Codding  
223 Emily Harris  
226 Sara Gagnon\*  
225 Rebecca Rudewicz \*\*

#### **GRADE 6 / WHITE TEAM**

224 Kevin Stone  
225 Bethanie Daley  
220 Bailey Hosko  
227 Misty Crowley\*

#### **GRADE 7 / RED TEAM**

208 Pamela Ames\*  
211 Nicholas Battista  
210 Leanne Perretta  
213 Jenna Schwery

#### **GRADE 7 / WHITE TEAM**

203 Maria Goodman  
204 Michael Morrill\*  
205 Catherine Getlein  
207 Jessica Alfieri  
212 Steve Guibault\*\*

#### **GRADE 8 / RED TEAM**

108 Jill Zangerl\*  
110 Megan Perrin  
111 Rick Ramthun  
112 Kevin Flaherty

#### **GRADE 8 / WHITE TEAM**

101 Anthony Hamilton  
104 Tony Therrien  
105 Ray DeLeon  
107 Kathlyn Cyr\*  
102 Victoria O'Marra\*\*

**UNIFIED ARTS TEACHERS & SUPPORT SERVICES**

**UNIFIED ARTS**

114 Gina Grant  
115 Emma Bernier  
117 Deb Coats\*  
116 Allegra Plantier  
117 Cassie Caron

**LIBRARY / PE / HEALTH**

GYM Laurie Evans  
GYM Alexander Landry  
GYM Zachary Caffrey  
GYM Melissa Gencarelli\*  
LIB Nicole Kinsella

**TECHNICAL EDUCATION**

138 Megan McCulloch\*  
139 Michael Eddy  
231 Daniel Bronko

**SPECIAL SERVICES**

Nurse - Stephanie Bonner  
Nurse - Jacqueline Asermelly  
AILP Program - Jason Heilig  
SELP Program - Crystal Reda  
132 Math Intervention - Gretchen LaHaie (Grade 5-6)  
126 Reading Intervention – Kelly Andrews-Babcock (Grade 5)  
221 Reading Intervention – Anna Carnevale (Grade 6)

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**PROFESSIONAL DEVELOPMENT**

Professional Development days are scheduled as both early release days and full days throughout the school year to provide time for teachers to collaborate on student data analysis and planning. The days that follow are scheduled Professional Development days:

**ERD (Early Release Day)**

Friday, September 27, 2024  
Friday, October 25, 2024  
Wednesday, November 6, 2024  
Thursday, November 7, 2024  
Wednesday, November 27, 2024\*  
Friday, December 6, 2024  
Friday, December 20, 2024\*  
Friday, January 10, 2025

Friday, February 21, 2025  
Friday, March 14, 2025  
Friday, April 11, 2025  
Friday, May 16, 2025  
Last Day of School (TBD)\*

**FULL DAY**

Tuesday, November 5, 2024  
Tuesday, January 21, 2025  
Friday, March 28, 2025

\*Denotes Early Release Days prior to a holiday/break (not utilized for Professional Development).  
Student dismissal on Early Release Days is 12:10 PM.



## 2024-2025 Master Schedule

| Day 1        |             | 158            | 184      | 183        | 165        |
|--------------|-------------|----------------|----------|------------|------------|
| Class Period | Class Time  | 5th            | 6TH      | 7th        | 8th        |
| HR           | 7:20-7:25   | HR             | HR       | HR         | HR         |
| A - 45 mins  | 7:25-8:10   | Social Studies | Core 1   | Core 1     | A          |
| B - 50 mins  | 8:10-9:00   | Core 1         | Core 2   | B          | Core 1     |
| C - 45 mins  | 9:00-9:45   | Core 2         | C        | Core 2     | Core 2     |
| D - 50 mins  | 9:45-10:35  | D              | Core 3   |            | Core 3     |
| E - 60 mins  | 10:35-11:35 | SEAS/LUNCH     | E        | Core 3     | LUNCH/SEAS |
| F - 60 mins  | 11:35-12:35 | Core 3         | C3/LUNCH | LUNCH/SEAS | F          |
| G - 50 mins  | 12:35-1:25  | Core 4         | Core 4   | G          | Core 4     |
| H - 45 mins  | 1:25-2:10   | H              | SEAS     | Core 4     |            |
| HR           | 2:10-2:15   | HR             | HR       | HR         | HR         |

There are additional schedules for for each of the 4 days of the rotation, Early Release Days, and delayed openings that are updated annually and shared on the KIS landing page on the Killingly Public Schools website.

## ACADEMICS

### **GRADING: Proficiency-Based Learning**

Proficiency-based learning refers to systems of instruction, assessment grading, and academic reporting that are based on students demonstrating that they have learned the knowledge and skills they are expected to learn as they progress through their education. Proficiency-based learning systems use adopted state learning standards to determine academic expectations and define “proficiency” in a given course, subject area, or grade level. The goal of proficiency-based learning is to ensure that students are acquiring the knowledge and skills that are essential for success in school, college, career, and life.

Proficiency-based learning systems more accurately reflect and communicate a student’s learning progress and achievement, including situations in which students struggled early on in the school year, but then put in the effort and hard work needed to meet expected standards. Proficiency-based learning systems are designed to identify specific academic needs, which we can use to inform our instruction, interventions, and curriculum. That is why we assess and report Habits of Work, including perseverance, organization, and collaboration, separately from academic achievement.

- *Achievement* grades reflect what students know and are able to do at a particular point in time. They are related to students’ specific achievements or level of proficiency as demonstrated by summative assessments, including unit assessments, projects, presentations, or other overall assessments of learning.

- *Habits of Work* grades reflect students’ behaviors in reaching their current level of achievement and proficiency. They reflect elements such as effort, behavior, class participation, punctuality in assignments, and collaboration skills.

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### **HOMEWORK**

**Goal:** Meaningful homework assignments can reinforce learning. Homework assignments are related to course outcomes, rigorous and relevant to students, and personalized to account for individual differences among students.

#### **Purposes of Homework:**

- Prepare for subsequent lessons.
- Practice or review to strengthen concepts and skill development.
- Evaluate what students know by applying, extending, or integrating their knowledge and understanding through projects or other assignments.

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### **MAKEUP WORK**

When students have been absent from school, they are responsible for work missed during that absence. Students are given the opportunity to make up work when they return to school after their absence. As a general rule, students are allowed one day for each day’s absence. If, however, the student needs more time, that may be arranged with the teacher’s permission. Students who go on vacation during regular school time should meet with their teachers prior to departure on vacation to discuss a plan for missed work. Students are not routinely given assignments prior to their leave.

**Note:** Family vacations should be aligned with the school calendar/scheduled school vacations.

## **MULTI-TIERED SYSTEMS OF SUPPORT (MTSS)**

The multi-tiered system of support (MTSS) emphasizes successful instruction for all students through high-quality core general education practices, as well as targeted interventions for students experiencing learning, social-emotional, or behavioral difficulties. The focus of MTSS involves instruction and interventions in general education at the onset of concerns about student performance. If a student is experiencing difficulty learning, teachers will provide remediation strategies for the student to be successful. Assessment and data analysis are key components to monitor learning and a plan will be put in place to ensure that students progress.

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## **INTERVENTION/ENRICHMENT**

If a child is struggling academically and is requiring additional support, he/she may be removed from unified arts class (“specials”) for academic intervention. These efforts will be coordinated with the principal and final decisions will be reserved by the administration. This practice will be implemented on a case-by-case basis. Intervention/enrichment is an ongoing process of building a supportive learning environment. It can occur during the course of a class period or during the Social Emotional/Academic Support (SEAS) Block, and consists of silent reading, study skills, music ensembles, and a variety of hands-on activities and programs.

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## **SUPPORT FOR STUDENTS/AFTER-SCHOOL HELP**

All staff members in this school are willing to help students who are having particular difficulties with their work. Students are urged to make an appointment with the teacher for a mutually convenient time. It is very important that students acquire the habit of seeking extra help when they are first having difficulty so that they do not fall behind the rest of the class.

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## **REFERRAL TO SPECIAL EDUCATION**

Teachers, administrators, parents/guardians, and others may refer a child for a special education evaluation. When such a referral is made by school personnel, a school Planning and Placement Team meeting is held. Parents/guardians are formally notified of such a referral in writing no later than five days from the date of the referral.

The notification shall include a copy of the referral form, authorization for evaluation form (record of meeting), "Parent's Guide to Special Education in Connecticut" and a cover letter. In all cases, this information is preceded by personal contact with parents.

Parents/guardians shall be kept informed of ongoing efforts by school personnel to resolve any learning difficulties on the part of students. In most cases, this communication begins prior to Child Study Team involvement. Parents/guardians may request participation in the initial referral planning and placement team meeting by contacting school administration, guidance, or the office of Pupil Services at 860-779-6740.

Under Public Law, 94-142 and Connecticut Statute 10-76, handicapped or suspected handicapped children and their parents are given certain rights and protections to guarantee they receive an appropriate public education. Among the most important of these rights are:

1. You must be given a minimum of five (5) days prior to notice of a PPT meeting. These meetings will be scheduled at mutually convenient times and locations, and you have the right to participate with the team in the process of educational decision-making for your child. You must be given a copy of the meeting minutes within five (5) days.

2. Your written consent is required before pre-placement evaluations can be conducted, special education and/or related services provided, or for your child to be placed in a school program outside the Killingly School District. You have the right to deny such consent or, if given, to revoke it at a future date.
3. You have the right to see and review all school records pertaining to your child. You have a right to receive one free copy of your child's records. You have the right to request an amendment of your child's school records. All requests must be made in writing to the main office.
4. You have the right to have the PPT consider the results of an independent evaluation(s), which you provided and paid for. You have the right to request an independent evaluation at the school's expense if you do not accept the results and conclusions of evaluations conducted by the school.
5. You have the right to disagree with PPT recommendations. If no resolution of differences of opinion is possible at PPT, you have the right to appeal to higher authority via prescribed due process procedures. If you disagree with program or placement recommendations, no changes will be made in your child's program until the conclusion of due process.
6. If your child is found to be eligible for special education and related services, you have the right to participate with the PPT in developing your child's IEP and to receive a copy of the document within five (5) days of its completion.
7. Students over age eighteen (18) may exercise their rights, except in cases where the child has been declared legally incompetent by the courts or is under the jurisdiction of DCF, in which case a surrogate parent must be appointed to assist the child in the exercise of his/her rights.

School personnel are required to inform you of your rights and explain them to your understanding. We are also required to inform you of sources of free or low-cost legal/advocacy services, should you request this information. All parents will be given a copy of "A Parent Guide to Special Education in Connecticut" at initial PPT meetings. This guide provides a detailed explanation of parent-child rights, including due process procedures. If you do not have a copy of this guide, you may request one from a school administrator or by writing to the State Department of Education, P.O. Box 2219, Hartford, Connecticut 06115-2219.

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#### **SECTION 504**

“No otherwise qualified individual with a disability in the United States...shall, solely by reason of his or her disability, be excluded from the participation in, be denied the benefits of, or be subjected to, discrimination under any program or activity receiving federal assistance...” 29 U.S.C. Sec. 794(a).

Section 504 of the Rehabilitation Act of 1973 (commonly referred to as “Section 504”) is a nondiscrimination statute enacted by the United States Congress. The purpose of Section 504 is to prohibit discrimination and to assure that disabled students have educational opportunities and benefits equal to those provided to non-disabled students.

An eligible student under Section 504 is a student who (a) has, (b) has a record of having, or (c) is regarded as having, a physical or mental impairment that substantially limits a major life activity such as learning, self-care, walking, seeing, hearing, speaking, breathing, working, and performing manual tasks.

Many students will be eligible for educational services under both Section 504 and the Individuals with Disabilities Education Act (IDEA), but entitlement to services under the IDEA or other statutes is not required to receive services under Section 504.

In accordance with the Section 504 of the Rehabilitation Act of 1973 and the American with Disabilities Act of 1990, the Killingly School District provides you, as the parent or guardian, with the following procedural safeguards in relation to your child:

1. The right to be informed of your rights under Section 504 of the Rehabilitation Act.
2. The right to receive a copy of this notice upon the district's identification, evaluation, refusal to provide an evaluation, educational placement, denial of educational placement, and any significant change in the said placement of your child.
3. The right for your child to have equal opportunities to participate in academic, nonacademic, and extracurricular activities in your school.
4. The right for your child to be educated with peers who do not have disabilities, as much as possible.
5. The right, if eligible for services under Section 504, for your child to receive accommodations, modifications, and related services that will meet the child's needs, as well as the needs of students without disabilities are met.
6. The right to an evaluation of your child if the district has reason to believe that your child has a mental or physical impairment that substantially limits learning or some other major life activity.
  - a. before the initial placement, or
  - b. before any subsequent significant change in placement.
7. The right to an opportunity to examine all relevant records for your child.
8. The right to an impartial hearing, with participation by you and representation by counsel, concerning the identification, evaluation, or educational placement of your child.
9. The right to appeal the final decision of the impartial hearing officer to a court of competent jurisdiction.
10. The right to request attorney fees related to securing your rights under Section 504.

This notice of procedural safeguards is for students suspected of being eligible solely under Section 504 and the Americans with Disabilities Act's definition of an individual with a disability, but who are not also eligible under the Individuals with Disabilities Education Act (IDEA). The IDEA procedural safeguards only apply to "double-covered" students, i.e., those who are eligible or reasonably suspected to be eligible under the IDEA, not just 504/ADA.

**The Section 504 Coordinator for this district is:**

Elise Geary, Director of Pupil Services  
79 Westfield Avenue  
Killingly, CT 06239 Telephone: (860) 779-6742

**For additional assistance regarding your rights under Section 504, you may contact:**

U.S. Department of Education, Office for Civil Rights  
33 Arch St., Suite 900  
Boston, MA 02110-1491

Telephone: (617) 289-0111

U.S. Department of Education, Office for Civil Rights  
330 C Street, S.W.  
Washington, DC 20202

Telephone: (800) 421-3481

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### **NATIONAL JUNIOR HONOR SOCIETY (NJHS)**

Killingly Intermediate School maintains a chapter of the National Junior Honor Society. Information packets will be given to those 7<sup>th</sup> and 8<sup>th</sup>-grade students who maintain all 3s in Habits of Work and a minimum GPA in the four core academic areas (ELA, Math, Science, Social Studies) during the current school year. Advisors, in consultation with administration, will then use these information packets to determine the candidates' eligibility based on the criteria of scholarship, leadership, service, citizenship, and character. Killingly Intermediate School will provide opportunities throughout the year for the fulfillment of each area; however, students are encouraged to also fulfill these requirements through out-of-school activities, as well.

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### **REPORT CARDS**

Report cards will be issued four times a year: November, February, April, and June. In addition, parent conferences will be scheduled in November and May.

#### **End of Marking Periods**

| <b>Quarter 1</b> | <b>Quarter 2</b> | <b>Quarter 3</b> | <b>Quarter 4</b>          |
|------------------|------------------|------------------|---------------------------|
| November 6, 2024 | January 31, 2025 | April 3, 2025    | June (last day of school) |

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### **RETENTION / PLACEMENT PROCEDURES**

The total development of each student must be considered before a decision to promote or retain that student is made. Should there be an exception to the normal promotion of a student through the grades, the best interest of the student will be served.

A student may be considered for retention if:

- a student has failed to make adequate progress in two or more of the following academic courses for the school year – Language Arts, Reading, Math, Science, or Social Studies.
- a student has not attended school on a regular basis and has a record of excessive absences.
- a student exhibits a lack of emotional and/or behavioral maturity for his/her grade level.

Exceptions will be made only after prior notification and consultation with parents. Every attempt will be made to arrive at a cooperative decision.

#### **Consideration for Retention:**

As it is a goal of the Killingly Public Schools to promote students whenever possible, the school must demonstrate that every reasonable effort has been made prior to retention to provide the necessary assistance to any student to avoid retention. This includes classroom modification, remedial assistance, and, if necessary, special education intervention. Teachers are expected to include instructional and programmatic modification as soon as a student's progress begins to deviate significantly from grade-level expectations.

Prior to a teacher recommending a child be considered for retention, he/she must demonstrate that other forms of intervention have been considered, implemented, and proven unsuccessful. A decision on retention will be made considering the following factors: previous retention, chronological age, basic skills competence, academic potential, family and child attitudes toward retention, and other criteria deemed appropriate by the school administration.

Normally, no child will be retained more than once during grades 1 through 8. Retention is never to be considered a punishment. Except in the most unusual of circumstances, **retention will only be considered in grades 1 through 4.** Exceptions to this rule may only be made by the Superintendent of Schools.

“Consideration for Retention” shall be a category in which a student is placed by his/her teacher in consultation with the administration when, in the opinion of the teacher and administrator, there is a reasonable possibility that the student will not be able to progress to the next grade level. “Consideration for Retention” should be made prior to **February 1**, so the parent/guardian can be made an integral part of the decision-making process. Teachers who request a child be placed in the “Consideration for Retention” category must complete a form that indicates:

- reasons why the child is being considered for retention.
- evidence of contacts with parent/guardian.
- alternate strategies implemented by the teacher.
- other information deemed appropriate by the administration.

When school officials place a child in the category “Consideration for Retention,” the parent/guardian of the student in question must be contacted. Administrators shall invite the parent/guardian to discuss the possible retention. A written plan of action delineating the problems and proposed recommendations shall be prepared and forwarded to all interested parties. This education plan shall be as specific as possible. The goal is to identify the potential for retention at the earliest possible date in the school year and to coordinate all available assistance (parental, student, and school) to avoid the necessity of this action.

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## **STUDENT-LED CONFERENCES**

Student-led conferences are held at the end of the school year and provide the opportunity for students to share with their parents/guardians their experiences and learning, from throughout the entire school year. Students only need to attend their conference that is scheduled with the teacher. However, the day does count as a regular day of school in terms of attendance. Students who do not attend the conference will be counted as absent.

## **ATTENDANCE/TRUANCY/CHRONICALLY ABSENT**

Connecticut Statutes (Section 10-184) requires that "each parent or other person having control of a child five (5) years of age and under eighteen (18) years of age shall cause such a child to attend a public day school regularly during the hours of and in the town where such child resides..." Effective July 1, 2001, students under the age of eighteen (18) may not withdraw without written consent from their parent/guardian.

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## **DAILY SCHOOL ATTENDANCE**

Daily attendance is essential for students to thrive in school, both academically and socially. There are reasons why a student needs to be out, but there are different types of absences, and depending on the number of absences, this may impact how the absence is reported. The differences, requirements, and consequences of absences are explained below.

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## EXCUSED ABSENCES

**Absences 1-9:** will be excused as long as a parent notifies the main office of the absence. These can be for ANY reason.

**Absences 10 and beyond:** will be excused if a parent notifies the main office AND provides documentation. See below for examples:

1. Student illness or injury with proper verification
2. Medical appointments with proper verification ( this may also include school nurse)
3. Court proceedings with proper verification
4. School sponsored field trips
5. Death of immediate family member
6. Observance of a religious holiday
7. Lack of transportation normally provided by district (verified through sending town)
8. Two visits to schools of higher learning (per semester), for the purpose of a formal interview (pre-approved by the Counseling Office); and/or
9. An interview for military enlistment (pre-approved by the Counseling Office).

Note: "Proper verification" means an official card/letter from a professional office.

Effective July 1, 2021, Section 19 of Public Act No. 21-46 requires local and regional boards of education to allow any student enrolled in grades kindergarten through twelve to take two non-consecutive days each school year as mental health wellness days. These days will be excused in addition to the nine excused absences listed above.

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## UNEXCUSED ABSENCES AND TRUANCY

When a family does not notify the school of their student's absence, it will be marked as **UNEXCUSED**. If a student has **4 unexcused absences in a 30 day period or 10 in a school year, they are defined as TRUANT**, and will be reported as such.

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## CHRONICALLY ABSENT

A student who misses 10% of the school year will be defined as Chronically Absent and be reported as such. Over an entire school year, 10% equals 18 days. These days can be either excused or unexcused absences.

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## COMMUNICATION

Parents will be notified **on or about the 9th absence** of their child. This notification will simply explain that "Proper Verification" will now be required to excuse the absence.

Parents will be notified if their child is Chronically Absent (missed **10% of the school year to date**). A meeting *may* be scheduled with the school and family to discuss support.

Parents will be notified if their child is Truant (**4 unexcused in 30 days or 10 in a year**). A meeting *will* be scheduled with the family to discuss support.

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## HOW TO REPORT AN ABSENCE

1. Call the absentee line to report your child absent. This is a voicemail so you may call anytime, but before school is best (see below for phone numbers), or,
2. Email the office. Before school starts is best. State your child's full name, grade, teacher's name, date and reason for absence (see below for emails).
3. Complete the absentee form via the school's website prior to the start of the school day. This reports to each school that your child will be absent that day.
  - a. Go to [www.killinglyschools.org](http://www.killinglyschools.org) via computer or cell phone.
  - b. Click on the Attendance block on the homepage.
  - c. Scroll to the section for your child's school: "For Pre-K thru grade 8 (GECC, KCS, KMS, KIS)" or "For grades 9-12 (KHS)" and click the appropriate link.
  - d. Complete the online absentee form.

When your child is absent, **PLEASE CALL 860-779-6739**, stating the reason for the absence. Upon returning to school from an absence, a student is to **SUBMIT a WRITTEN NOTICE FROM a PARENT/GUARDIAN** stating the reason for the absence.

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.

The administration reserves the right to limit student participation in sports and extracurricular activities when a student's attendance at school becomes chronic and prior interventions have not yielded any success in changing the behavior. Parents/Guardians will be notified when attendance has reached a level of concern before participation in these events is taken away.

(cf. 5142 - Student Safety)

(cf. 5113.2 - Truancy)

(cf. [6113](#) - Released Time)

Legal Reference: Connecticut General Statutes

[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 P.A.11-136, An Act Concerning Minor Revisions to the Education Statutes and PA 14-198

[10-199](#) through [10-202](#) Attendance, truancy - in general

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

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

**Policy revised/adopted: June 26, 2019**

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## EARLY DISMISSALS

Early dismissal from school should be for those appointments that cannot be scheduled for any other time except during school/business hours. A dismissal that causes a student to miss more than 3.5 hours will count as a day of absence unless the appointment is documented by a doctor's, dentist's, or lawyer's note. Authorization to have a student dismissed early from school will only be given with a **written** request from parents/guardians for emergencies. Students will only be

released to parents/guardians or person(s) authorized in writing by the parent or guardian. This person will be responsible to sign students out from the Main Office.

When being dismissed early, the student must present a dismissal note to the Main Office PRIOR to the start of school. This note must include a reason for the dismissal, the time to be dismissed, a telephone number for verification, and a parental signature. The school cannot accept written or verbal permission from a non-custodial parent for a student to be dismissed from school.

## **PROGRAMS AND SERVICES**

### **SOCIAL AND EMOTIONAL LEARNING**

Social and emotional learning (SEL) is the process through which children and adults understand and manage emotions, set and achieve positive goals, feel and show empathy for others, establish and maintain positive relationships, and make responsible decisions. At Killingly Intermediate School, we believe that a systemic approach to social and emotional learning, one that cultivates a caring, participatory, and equitable learning environment and evidence-based practices that actively involve all students in their social, emotional, and academic growth, is vital to supporting the healthy child and learning environment.

To support SEL at Killingly Intermediate School, we have designated specific times during the school day and provided specific guidelines and strategies to staff to support students in the development of SEL Core Competencies, including:

- **Self-awareness:** The ability to accurately recognize one's emotions and thoughts and their influence on behavior. This includes accurately assessing one's strengths and limitations and possessing a well-grounded sense of confidence and optimism.
  - **Self-management:** The ability to regulate one's emotions, thoughts, and behaviors effectively in different situations. This includes managing stress, controlling impulses, motivating oneself, and setting and working toward achieving personal and academic goals.
  - **Social awareness:** The ability to take the perspective of and empathize with others from diverse backgrounds and cultures, to understand social and ethical norms for behavior, and to recognize family, school, and community resources and supports.
  - **Relationship skills:** The ability to establish and maintain healthy and rewarding relationships with diverse individuals and groups. This includes communicating clearly, listening actively, cooperating, resisting inappropriate social pressure, negotiating conflict constructively, and seeking and offering help when needed.
  - **Responsible decision-making:** The ability to make constructive and respectful choices about personal behavior and social interactions based on consideration of ethical standards, safety concerns, social norms, the realistic evaluation of consequences of various actions, and the well-being of self and others.
-

## ATHLETICS

KIS is a member of the Quinebaug Valley Junior Conference. The following sports are offered at KIS:

| Season | Sport                            | Grade   |
|--------|----------------------------------|---------|
| Fall   | Soccer (Boys and Girls)          | 5,6,7,8 |
|        | Cross Country (Boys and Girls)   | 5,6,7,8 |
| Winter | Basketball (Boys and Girls)      | 5,6,7,8 |
|        | Cheer                            | 5,6,7,8 |
| Spring | Baseball                         | 5,6,7,8 |
|        | Softball                         | 5,6,7,8 |
|        | Track and Field (Boys and Girls) | 5,6,7,8 |
|        | Unified Sports                   | 5,6,7,8 |

### **Registration & Tryout Information**

Any student wishing to try out for a sport MUST register via Arbiter. Students/Parents are required to upload a current/up-to-date physical (physicals are good 13 months for the date they were done), fill in all pertinent information and electronically sign off on all required documents. Failure to do any of these will result in being ineligible to try out. Registration will close one (1) week before the start of tryouts, failure to sign up by that date will result IN the student's inability to try out, no extensions will be granted.

|   |
|---|
| <b>2024-25 School Year Registration Deadlines</b> |
|---|

|  |
|--|
| August 27, 2024<br>November 6, 2024<br>March 3, 2025 |
|--|

A confirmation email from Arbiter should be sent to the email address used to register. This means Arbiter has received your information, this is NOT an indicator that the physical is correct. If a physical is deemed incomplete/expired a message will be sent via Arbiter stating the issue with your registration. This must be corrected BEFORE tryouts to be able to tryout.

All tryouts are announced in morning announcements. Information is also provided in the Principal's Friday Folder.

### **Physicals**

All participants in the KHS athletic program must have a yearly physical examination before he/she can participate in any sport activity, including cheerleading and unified sports. Only one physical is needed each school year no matter how many sports the student plays.

All physicals must state that the individual can participate in interscholastic sports. Each athlete also must submit a risk of injury form, a parent permission form, a concussion education plan and consent form, a sudden cardiac arrest plan and consent form, and in some cases, an additional medical history form to complete the athlete's athletic examination requirement. Physicals should be given by the athlete's family physician. The payment for the physical is the athlete's responsibility.

All physicals MUST be uploaded into Arbiter, a copy on file with the nurse will not suffice. If a physical expires before/during the season a new physical must be uploaded onto Arbiter before the expiration date to try out or continue playing. No current up-to-date physical, no play.

\*A current/up-to-date physical means it is good 13 months from the date of the physical exam, no longer.

### **Participation Requirements**

Our school follows the guidelines set forth by the Connecticut Association of Secondary Schools. The academic requirements for participation in the interscholastic sports program are:

1. Athletes must attend scheduled classes to participate in practice or games played on a particular day. Extenuating circumstances must be approved by the building Principal prior to participation.
2. Students must be in good Academic Achievement and Habits of Work standing to participate in interscholastic sports, which means he/she demonstrates "Proficient / Progressing" in the Academic Achievement and Habits of Work competencies. If students need to develop Academic Achievement and/or Habits of Work competencies, they will have two weeks to demonstrate improvement.
3. All academic work such as redos and retakes that need to be completed after school take precedence over participation in sports practices and/or games.
4. School obligations such as detentions and extra help sessions take precedence over participation in sports practices and/or games. Students who are serving a suspension (ISS or OSS) may not participate or attend any after-school activities, practices, or athletic events on the same day(s) of suspension. Suspension due to drug and/or alcohol use or possession will result in immediate removal from the team for the remainder of the season.
5. Per Board Policy 5114.2, all athletes shall conduct themselves as good school and community citizens. Unsatisfactory behaviors may result in complete or partial suspension from the team.

**NOTE:** To participate in interscholastic sporting events, the student(s) must be in attendance at school on the day of the event.

### **Medical Requirements**

1. If a student is injured while playing a school sport and requires a physician's attention, he/she may return to the sport after the school has received a full medical release in writing from the physician.
2. A student that is medically excused from Physical Education or other school activities requires a full medical release in writing from the physician to participate in a sport.

## **Athlete Conduct**

Our school follows the guidelines set forth by the Connecticut Interscholastic Athletic Conference. The sportsmanship requirements for participation in the QVJC interscholastic sports program are:

- Demonstrate respect for your opponents, their fans, coaches, and game officials before, during, and after the game. This includes interactions on and off the field -including social media.
- Accept the responsibility and privilege the student-athlete has in representing your school in a positive manner on the field and in the community.
- Work for the good of your team at all times
- Be gracious in victory and accept defeat with dignity
- Abide by all the rules of the game
- Will sincerely congratulate opponents following either victory or defeat.

## **Athletic Code of Behavior**

School behavioral, academic, and attendance expectations are upheld for all students. Athletes not adhering to these expectations may be limited from participating in sports at the discretion of the administration. All parents/students will be required to sign a sport participation permission form which includes an agreement to the code of behavior. In addition, students are responsible for their uniforms and will be charged a replacement cost if not returned.

## **Athletic Insurance**

All students participating in interscholastic sports are insured by the Board of Education. This policy will pay up to 80% of any charges beyond that which is covered by the parents' insurance. In the event parents do not have insurance, this policy will pay treatment charges.

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## **TRANSPORTATION**

All student-athletes must ride the team bus to and from all scheduled athletic contests. If an athlete desires to ride home with his/her parents, the parents must make that request personally to the coach. Riding with someone other than a parent for any reason will require a note signed by the parent and presented to the coach.

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## **BAND / CHORUS**

Band and Chorus are elective courses offered at Killingly Intermediate School for each grade level 5 - 8. All music students will perform in winter and spring concerts. The grade 7 and 8 band will also march in the Memorial Day parades. Proper attendance is required for the in-school classes and after-school performances to ensure a successful experience for all.

Learning music requires student effort and family support. Musicians rely on their fellow musicians to make music to the best of their abilities. Thus, once enrolled in Band or Chorus, these students must remain for the full school year.

There will be an informational instrument rental night each September for new grade 5 band members or any student who needs information on getting an approved band instrument.

**Required concert dress for grades 5 & 6:** White dress shirt with black pants or skirt and black shoes.

**Required concert dress for grades 7 & 8:** Red KIS concert shirt (available for purchase each October & November) with black pants or skirt and black shoes. The parade dress for band members is the red KIS concert shirt with khaki/tan pants or shorts with sneakers.

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## **SCHOOL COUNSELING**

School counselors assist all students in the process of personal, academic, and career development so that they may reach their full potential as productive citizens in a changing society. The Killingly Intermediate School comprehensive school counseling program is predicated on the belief that all students are unique and dynamic individuals, capable of becoming responsive and productive adults. Our program is proactive and preventative in nature and is committed to meeting the needs of ALL students.

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## **HEALTH EDUCATION**

The Killingly Public Schools shall provide a comprehensive health education program in grades kindergarten through grade twelve. As part of its health education program, the Killingly Public Schools will teach the effects of alcohol, nicotine/tobacco, and drugs on health, character, citizenship, and personality development.

Upon the written request of a parent or guardian to the principal, a pupil may be exempted from such instruction. A pupil may be exempted only from those particular health education classes that are related to family life education.

Legal References: Connecticut General Statutes

10-16b Prescribed Courses of Study

10-16e Family Life Exemption

10-19a Alcohol, Nicotine or Tobacco, and Drugs

Acquired Immune Deficiency Syndrome; Exemption from AIDS Instruction

This policy outlines your parental rights with respect to exempting your child from certain portions of the health education program. If you should choose to exercise that right, your child will be given an alternate educational experience that is related to health education. We invite you to review the materials used in our classes and ask any questions you may have at parent/teacher conferences or feel free to contact a grade level administrator.

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## **LIBRARY**

The Library Media Center enhances classroom learning through reading, research, and/or study. Here, a student can find facts and figures not available in textbooks, investigate the latest news, check out a subject-related video, read the daily newspaper, research for a report, enjoy the latest magazines, use computer resources, or find a good book.

Students may renew items without physically bringing them to the library if they are no more than five calendar days late (grace period). After that, renewals on items more than five calendar days late will only be transacted if the overdue items are physically brought to the library for renewal. When a student has overdue items, no additional items may be checked out. The Library overdue policy for non-returned items is as follows:

| <b>Days Late</b> | <b>Consequences</b>   |
|------------------|---|
| 7-29             | Written reminder sent in school.  |
| 30-49            | 2 <sup>nd</sup> written reminder.   |
| 50-69            | Library staff mails a bill for items to parents/guardians.                      |
| 70+              | Loss of pass privileges to library until items are either returned or paid for. |

**Failure to return a library book or provide compensation for its replacement will result in the withholding of the student's report card and transcripts.**

**CT General Statutes Section 10-221(c)**

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## **PHYSICAL EDUCATION**

### **Attire**

All students are required to participate in physical education classes. All students must wear socks and tied non-marking sneakers; soft-soled shoes are not permitted. Students must be dressed appropriately for class (no skirts or dresses). In Grade 5, 6, 7, and 8, students must have a change of clothing for physical education class. Shorts, sweatpants, sweatshirts, and a T-shirt are appropriate. Jewelry is not to be worn.

Gym lockers will be provided if a student provides a combination lock. Lockers are not to be shared. Showers are optional and, if a student wishes to shower, he/she must bring a towel and personal products. No gum, food, or drink (other than water) is allowed in the locker room.

### **Excuses from Class**

Everyone is expected to participate in physical education classes. If your child needs to be excused from gym class, they will need to provide a doctor's note or gain permission from our school nurse.

## **GENERAL INFORMATION AND SERVICES**

### **CLUBS AND AFTERSCHOOL ACTIVITIES**

Clubs and activities are added throughout the year based on student interest and advisor availability. Information about clubs and afterschool activities will be given to students as activities get scheduled. Students wishing to attend after-school activities must submit written permission from home to their homeroom teacher. They will then be dismissed from their classroom at the end of the day and are expected to report directly to their activity and are not to leave the area of activity. All school behavioral expectations apply to all after-school activities. Students not adhering to school behavioral expectations during the school day may be restricted from participating in after-school activities at the discretion of the administration. Parents/guardians and students will be made aware of such restrictions in advance. **No phone call permission will be granted by school officials. A parent note must be written and turned into the Main Office prior to an activity/event.** Students must attend scheduled classes to participate in after-school activities on a particular day. Extenuating circumstances must be approved by the building Principal prior to participation. **Students not adhering to behavior expectations at school, or who have chronic attendance issues, may be restricted from participating in clubs and afterschool activities at the discretion of the administration.**

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### **AFTER-SCHOOL CARE**

Killingly Childcare Program (KCP) is a wraparound childcare program that provides safe, structured, and supervised programs during non-school hours for students in grades K-6. It offers homework help, enrichment, recreational sports and games, crafts, cooking, community service projects, and other fun and engaging activities to students. The goal of the program is to engage students in positive behaviors and activities during non-school hours, while supporting learning goals and objectives. KIS students utilizing KCP are bussed to Killingly Central Office, 79 Westfield Ave. Danielson, for after school care starting at dismissal through 6:00 pm. Full day care is available during school breaks and school closures

when the district is still open. KCP offers a full-day summer camp each year that features field trips, water games, and theme-based enrichment. We are fee based, with a variety of options regarding days enrolled.

To enroll a child in the program, parents/guardians must complete the enrollment packet, review program handbook, and complete the program handbook receipt and return to Emily Ross at Goodyear Early Childhood Center/ Family Resource Center or [eross@killinglyschools.org](mailto:eross@killinglyschools.org). Parents/guardians must receive a confirmation of enrollment and fees prior to sending their child.

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## **BACKPACKS**

Students are to place all book bags/backpacks in their lockers at the start of the school day as bags/backpacks are not allowed in classrooms. Students should plan to use the passing time between classes to get all books and materials necessary for their upcoming class or classes.

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## **BUS**

Students are required to get on and off the bus only at their regular stops. Students who wish to ride a bus to which they are not assigned are only permitted to do so in the case of emergency, and must present **written permission** from their parents/guardians to the office. The note must state the **date, the bus to be taken, and the destination address**. The student will then receive a bus pass **if** there is room on the bus. Such authorization will only be given by the office.

The late bus will run for Killingly residents only, Monday through Thursday. Students who stay for extra help, co-curricular clubs, or detentions may ride the bus after obtaining a bus pass before the end of the regular school day.

All concerns and/or complaints concerning school transportation safety are to be made to the Transportation Coordinator (860-779-6790). A written record of all complaints will be maintained and an investigation of the allegations will take place.

Students not adhering to safe and orderly conduct while riding the bus will be subject to disciplinary action, up to and including suspension from the bus for a period of time. Parents/Guardians will become responsible for transportation to and from school during this suspension. Administration will contact parent/guardian before this decision is made to develop a plan to mitigate behaviors before the assigning of a suspension.

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## **CAFETERIA / FOODSERVICE**

The school cafeteria is open daily to provide all students with a delicious, nutritious breakfast and lunch. It is through the National School lunch Program that we are able to offer to students of families with limited income free or reduced lunches. **The applications will be distributed to all students on the first day of school and must be returned to their homeroom teachers no later than the end of September.** After a verification procedure, parents will be notified of their child's acceptance. Absolute confidentiality is maintained at all times. Throughout the school year, applications will be available in SEL rooms, the main office, the cafeteria, or the central office.

The cafeteria features breakfast, lunch, and various snacks. Food service is available from 7:00 A.M. to 7:20 A.M. for breakfast and from 10:40 AM to 12:40 PM for lunch. The price for breakfast is \$2.50. The price of lunch is \$3.50 per meal and includes milk. Students who qualify under U.S. Department of Agriculture guidelines may also get meals for free or at a reduced price. If you think you qualify for free or reduced meals, please contact the main office for the



appropriate forms. Any student may at any time pre-pay for their lunches with either cash or a check made payable to “Killingly Public Schools”.

- Students participating in the breakfast program must finish eating their breakfast and report to their first-period class by 7:20 AM. Only students participating in the breakfast **SCHOOL** program will be allowed in the cafeteria at the start of the day.
- A peanut-free table will be designated for all lunch waves.
- Energy/highly concentrated sugary drinks, coffee, iced coffee, soda, and candy are not permitted. .

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## **NUTRITION REGULATIONS**

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

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

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## **CHILD ABUSE**

Connecticut General Statutes Section 17a-101, requires school employees (mandated reporters) who have reasonable cause to suspect or believe that a child has been abused or neglected to report such abuse and/or neglect. In furtherance of this statute and its purpose, it is the policy of the Board of Education to require all employees of the Board of Education to report suspected abuse and/or neglect. (Policy 5141.4(a))

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## **ELECTRONIC DEVICES / CELL PHONES**

**Cell phones and personal electronic devices may not be used in any area of the school from 7:15-2:15.** Upon entering KIS, students must place their cell phones in their lockers. Cell phones should be off and out of sight at all times. If a student is in possession of or uses their cell phone, the item will be confiscated and stored in the office with an administrator. Students who refuse to forfeit the device will be subject to disciplinary action. Communication between students and families during the school day will be done via the KIS main office.

(Policy 5131.81)

**Students will not be allowed to check for messages or text messages on their cell phones during the day.** All communication with your child **MUST** go through the office.

| <b>KIS Cell Phone Disciplinary Consequences</b> |   |
|---|---|
| Violation 1                                     | Warning and confiscation of phone                         |
| Violation 2                                     | Confiscation of phone and parent phone pickup             |
| Violation 3+                                    | Confiscation of phone, detention, and parent phone pickup |

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**EXEMPTION FROM INSTRUCTION**

Parents have the right to have their child excluded from instruction that they feel is against their belief(s). Topics may include Family Life and Sex Education, Acquired Immune Deficiency Syndrome (AIDS) Education, Dissection of Animals, and any instruction which a parent feels is contradictory to their religious beliefs. Moreover, students may be exempt from physical education classes (with a medical note), and a parent may exempt his/her child from Bilingual Education. The opt-out request must be presented to the principal in writing. (Policy 6114.1a)

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**ASBESTOS REMOVAL**

The Board of Education, in compliance with federal law, has developed an Asbestos Management Plan, concerning the presence or suspected presence of asbestos-type materials within district school buildings, and required inspections and preventive measures related thereto. Per federal law, members of the public, including parents, teachers, and other employees, shall be permitted access to the Asbestos Management Plan of the Killingly Board of Education.

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**STUDENT RECORDS**

Parents/guardians of currently enrolled or former students shall have the right during regular business hours to request access to any and all student records related to their children, which are maintained by the district. Neither the student record nor any part thereof shall be withheld or edited. The term “educational record” refers to any information which directly relates to the student and is maintained by the district. This includes, but is not limited to:

- Standardized Test Results
  - Courses, Classes, and Grades
  - Attendance and Health Records
  - Discipline Records (Detentions/Suspensions/Expulsions)
  - Psychological and other Special Reports and Information
  - Pertinent information and comments from teachers
  - Educationally Oriented Diagnostic Reports
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## **FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT (FERPA)**

### **Notification of Rights under FERPA**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights concerning the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the Killingly Public School District (KPS) receives an access request.

Parents or eligible students who wish to inspect their child's or their education records should submit to the school principal a written request that identifies the records they wish to inspect. The school official will make access arrangements and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask KPS to amend their child's or their education record should write the school principal, clearly identify the part of the record they want to be changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest must be outlined in the school's or school district's annual notification for FERPA rights. A school official typically includes a person employed by the school or school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its employees and who is under the direct control of the school concerning the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school or school district in which a student seeks or intends to enroll or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by KPS to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
 U.S. Department of Education  
 400 Maryland Avenue, SW  
 Washington, DC 20202

**Definition of Directory Information**

The Family Educational Rights and Privacy Act (FERPA) and state regulation permit Killingly Public Schools (KPS) to disclose designated “*directory information*” without a parent’s written consent unless you have notified KPS to the contrary. As defined by FERPA, directory information is personally identifiable information that would not generally be considered harmful or an invasion of privacy if disclosed. KPS designates the following student information as directory information:

|                               |   |
|-------------------------------|---|
| • Student first and last name | • Major field of study                            |
| • Dates of school attendance  | • Participation in official activities and sports |
| • Grade Level                 | • Weight and height of athletic team participants |
| • School enrollment status    | • Degrees and awards received                     |
| • Most recent school attended | • Photographic, video, or electronic images       |

Parents/Guardians may opt-out of having KPS disclose their child’s directory information in a variety of ways on the *Student Privacy Options Form* on the KPS Website.

**When is consent not required to release student information?**

Generally, KPS must have written consent from the parent, legal guardian, or eligible student to disclose any PII or information from a student’s educational record. However, FERPA permits the disclosure of PII from students’ education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, § 99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining the prior written consent of the parents or the eligible student –

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student’s enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))

- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency (SEA) in the parent or eligible student’s State. Disclosures under this provision may be made, subject to the requirements of § 99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf if applicable requirements are met. (§§ 99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes as to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system’s ability to effectively serve, prior to adjudication, the student whose records were released, subject to § 99.38. (§ 99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school, to : (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction, if applicable requirements are met. (§ 99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena if applicable requirements are met. (§ 99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))
- Information the school has designated as “directory information” if applicable requirements under § 99.37 are met. (§ 99.31(a)(11))
- To an agency caseworker or other representative of a State or local child welfare agency or tribal organization who is authorized to access a student’s case plan when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student in foster care placement. (20 U.S.C. § 1232g(b)(1)(L))
- To the Secretary of Agriculture or authorized representatives of the Food and Nutrition Service for purposes of conducting program monitoring, evaluations, and performance measurements of programs authorized under the Richard B. Russell National School lunch Act or the Child Nutrition Act of 1966, under certain conditions. (20 U.S.C. § 1232g(b)(1)(K))

Parents/guardians or eligible students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, S.W.  
Washington, DC 20202-4605

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## **FIELD TRIPS**

Field trips are considered educational experiences that enhance the overall learning that takes place within the classroom. Students should be given every opportunity to participate in all school-sponsored activities, including field trips; however, administration may exclude students from participation based on behavior and/or safety concerns. Students must use school transportation to and from all field trips. Deposits will only be refunded if cancellations are made by the school.

Chaperones must first report to the office to sign in and pick up a name tag. Only approved chaperones may attend field trips. Priority will be given to parents and guardians. Chaperones must first report to the office to sign in and pick up a name tag. Not all field trips require chaperones.

Students must adhere to school behavioral expectations in order to be eligible to participate in field trips. Students not adhering to school behavioral expectations may be removed from field trips at the discretion of the administration.

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**HOMELESSNESS AND SERVICES PROVIDED (McKinney Vento Act):**

If you are temporarily doubled up (living with someone) or are in a condition of homelessness, you may be eligible for benefits under the McKinney Vento Act. Please contact our Homeless Liaison, Emily Ross, for more confidential information at 860-779-6773.

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**LAVATORY / SECURITY PROCEDURES**

Students are required to sign-in and sign-out from their classes to use the lavatory. Students must always have teacher permission and/or a pass when visiting the lavatory. Lavatories may be locked if vandalized.

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**LIMITED ENGLISH PROFICIENCY**

Following the Board's philosophy to provide a quality educational program to all students, the District shall provide an appropriate research-based planned instructional program for identified students whose dominant language is not English. The purpose of the program is to increase the English proficiency of eligible students so that they may attain the academic standards adopted by the Board and achieve academic success. Students who have been identified as English Language Learners will be assessed and provided appropriate services.

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**LOCKERS**

Each student will be assigned a corridor locker, which is to remain locked at all times. New combinations are issued each year. Desks and school lockers are the property of the school. These areas (and all other areas owned, operated, and controlled by the school) are to be used for the temporary convenience of students. The right to inspect desks, school lockers and other school-owned property may be exercised by school officials to safeguard students, their property, and school property. The decision to search shall be made by the school Principal, Assistant Principal, or his/her designee. The discovery of illegal or dangerous materials will be reported to the office of the superintendent of schools. All backpacks will remain in lockers.

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**LOST & FOUND**

The Lost and Found is maintained in the stairwell next to the cafeteria. Items not collected by the student will be donated to local shelters on a regular basis.

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**NON-DISCRIMINATION POLICY**

It is the policy of the Killingly Board of Education to ensure equal educational opportunity for all students and to prohibit discrimination because of race, color, religion, age, marital status, national origin, sex, sexual orientation, medical or physical disability in the educational programs and activities. This includes, but is not limited to course offerings, athletic programs, guidance and counseling, and tests and procedures through an intensive affirmative action program which shall be an integral part of every aspect of educational policies and programs to the maximum extent possible. The Killingly Public Schools pledge to avoid discriminatory actions and instead, to seek to foster equal human and educational relations which will help to attain:

- Equal rights and opportunities for students and employees in the school community.

- Equal opportunity for all students to participate in the total program of the schools.
- Continual study and development of curricula toward improving human relations and understanding and appreciating cultural differences.
- Training opportunities for improving staff ability and responsiveness to educational and social needs.
- Opportunities in educational programs which are broadly available to students with access not solely based upon race, color, religion, age, marital status, national origin, sex, and sexual orientation or physical disability.

Any complaint regarding the implementation of this policy shall be addressed in writing to the Superintendent of Schools, Killingly Public Schools, 79 Westfield Avenue, Killingly, Connecticut, 06239, telephone: 860-779-6600, who is the designated Compliance Officer for Title VI, Title IX, and Section 504 of the Rehabilitation Act of 1973. Upon investigation of the complaint, the superintendent shall effectuate any changes deemed necessary to eliminate any discriminatory practices and shall inform the complainant in writing of his/her actions within thirty days of the receipt of such complaint.

If the complainant is not satisfied with the actions of the superintendent, within twenty days the complaint may appeal the action of the superintendent to the board of education. The board shall hold a hearing within twenty days of receipt of such written request and shall decide what, if any, is deemed discriminatory. The board shall notify the complainant in writing of the decision within seven days after such hearing.

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## **NURSE & STUDENT HEALTH PROCEDURES**

All medical information and correspondence should be delivered directly to the nurse's office.

### **Accidents**

All accidents occurring in the building or on the grounds must be reported to the school nurse. The school is responsible for immediate first aid. The Board of Education does not pay any medical or hospital bills incurred as a result of an accident to the pupil at school. The parent or guardian is responsible for the payment of such bills.

### **Illness**

A school nurse is available during school hours. If a student becomes ill during the school day, he/she is to report this immediately to the teacher in charge of the class. Students are not to drop in at the nurse's office between classes. No student is to report to the nurse without a pass from his/her teacher. Students late to class because they stopped in the nurse's office between classes will be considered tardy to class. Student dismissals for illness are arranged by the school nurse.

A family physician should be consulted for illness and accidents that occur at home. The school nurse is available ONLY for illness and accidents that occur at school.

A child who shows signs of illness the evening before school should remain at home until they are **symptom-free for 24 hours**. The following symptoms for absence include, but are not limited to:

**Fever of 100.0 or higher**

**Vomiting and/or diarrhea during the night**

**Excessive cough, sneezing, runny nose, or a rash that may be due to a contagious illness**

Students on an antibiotic for **strep throat or treatment for conjunctivitis (pink eye)** should remain at home for 24 hours after the initial dose of medication to ensure they are not contagious upon reentry.

### **Immunizations**

**GRADE 7:** Connecticut State Law requires all students to show proof of immunity to varicella (chickenpox). All students must show receipt of at least one dose of the Hepatitis B vaccine or show proof of serologic evidence of infection with Hepatitis B. Also, a second immunization against Measles is required. **These requirements must be met and written proof received in the Nurse's Office.** Proof of immunity includes any of the following:

- a) Documentation of age-appropriate immunization (one dose given on or after the student's first birthday if they are less than 13 years old, two doses given at least 30 days apart for students whose initial vaccination is at 13 years of age and older).
- b) Serologic evidence of past infection.
- c) A statement signed and dated by a physician, physician assistant, or advanced practice registered nurse indicating that the child has already had chickenpox based on family and/or medical history.

**GRADE 8:** Beginning August 2001, all students entering 8<sup>th</sup> grade must show proof of three doses of the Hepatitis B vaccine or serologic evidence of immunity. **These requirements must be met and written proof received in the Nurse's Office.**

### **Physicals**

The Connecticut State Law requires that all school children have a health examination every three years. Families who need medical assistance may apply for the HUSKY program. Connecticut State Law requires a physical examination in the 6<sup>th</sup> grade. This physical should include Auditory, Pulse, Blood Pressure, Scoliosis, Gross Dental, Urinalysis, HCT/HGB, Vision, Height, and Weight.

Students in the 6<sup>th</sup> grade will have from July of the current year to July of the following year to present proof of a physical.

Students transferring into the Killingly School System from out-of-state must have a current physical examination report in their medical file before they are allowed to start school.

### **Medication**

Students are not allowed to have medication, including aspirin, in their possession without written permission from their physician, parent, **and** administration. The nurse, principal, or his/her designee, will administer all prescribed medication.

When in the opinion of a physician, **licensed to practice medicine** in Connecticut, a student must have medication during school hours, the physician shall be required to give a written order bearing the student's name, the name of the medication, the dosage, and frequency for administration, the duration, and the date with the physician's signature. The written order shall be renewed each school year. Accompanying this written order of the physician shall be written permission from the parents, also dated, for these orders to be carried out by the nurse or, in the absence of such nurse, by the principal, or his/her designee.

Students are not allowed to transport any kind of medicine to or from school. Prescribed drugs to be administered in school must be delivered by an adult. Possession of a prescribed drug and/or over-the-counter drug may result in a suspension. Students who need medication during the day **must have parents bring the medication to the Nurse's Office.** All medication must be in a properly labeled prescription container and kept in the Nurse's Office. Medication



must be: Prescribed by a doctor, authorized by the parent or legal guardian, delivered to the nurse's office by an adult, and will be secured in the nurse's office in its original container and dispensed by the nurse only.

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### **PESTICIDE APPLICATION**

No application of pesticides shall be made in any building, or the grounds of any Killingly Public School, during regular school hours or planned activities at any school, except as provided by Connecticut statute or regulation. Parents or guardians of children in any school and/or staff members in any school may register for prior notice of pesticide application at their school. Each school shall maintain a registry of persons requesting such notice and shall provide notice to registered individuals in accordance with applicable Connecticut statutory and regulatory provisions. The Board of Education may make an emergency application of pesticides without prior notice to parents or guardians of children in any school and/or staff members in the event of an immediate threat to human health, subject to the notice provisions of applicable Connecticut statutory and regulatory provisions.

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### **SAFETY DRILLS**

Safety drills will be held regularly. Students should evacuate according to the teacher's instruction in an orderly manner –walk and proceed away from the building out onto school grounds. Fire evacuation instructions are posted in each classroom. Students are expected to be quiet so that all teacher instructions can be heard.

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### **SEARCH & SEIZURE**

Searches of one's person, property, or locker are permitted by Connecticut State Law and Board of Education policy if there is reasonable suspicion of conduct that might be harmful to the students, staff, or school property. Searches that produce evidence of criminal activity will result in school discipline and state police involvement.

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### **SELLING / TRADING**

Students are not allowed to sell or trade personal items while in school. Similarly, students are not allowed to promote, advertise or sell items for out-of-school activities.

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### **SNOW DAY PROCEDURES**

The Killingly Public Schools must make decisions from time to time to cancel school, postpone arrival, or dismiss early. These decisions are based on weather forecasts and local road conditions. Occasionally, a delayed opening of two hours will be announced. This may later be changed to cancellation if conditions warrant.

If weather conditions worsen after school has opened an early dismissal may be announced, and students are dismissed at 12:10 P.M. If you wish to know if the school has been canceled for the day or if the school will be closing early, please call the **snow line at 860-779-6666**, or check the district website. All parents/guardians with updated phone numbers on file will receive a district robo-call, and the following stations will be notified of a school cancellation or delay.

|             |                                 |                               |
|-------------|---------------------------------|-------------------------------|
| Radio:      | WINY 1350 AM                    | WSRS 96.1 FM                  |
|             | WILI 98.3 FM                    | WWLI Lite 105 FM              |
|             | WCTY 97.7 FM                    | WTIC 96.5 FM                  |
| Television: | Channel 8, Hartford             | Channel 30, New Haven-Britain |
|             | Channel 10, Providence          | Channel 12, Providence        |
|             | Channel 20, Local Public Access | Channel 6, WLINE-TV           |

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## **STUDENT REGISTRATION**

For students registering at KIS who have not attended previously, the parent or adult seeking to enroll the student must complete and provide the following:

- Registration Form
  - Killingly Public Schools Health Card
  - Student Health Information Form
  - Proof of Residency
  - If not a U.S. Citizen, Green Card or Student Visa
- 

## **STUDENT SURVEYS**

Student surveys are used to determine student views pertaining to proposed policies and or practices, and student knowledge and/or attitudes related to a specific subject. No student, without parental consent, will take part in a survey, analysis, or evaluation that reveals personal information. (Policy 6162.51a)

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## **STUDENT TRANSFER / WITHDRAWAL FROM SCHOOL**

Should a student have to withdraw from school, parents must notify the Main Office at least one week prior to the withdrawal date. Students will be required to return all school property and obtain final grades from each teacher. The Family Educational Rights and Privacy Act (FERPA) authorizes local districts to forward school records, without the permission of the parent, to school officials of a district where the student seeks or intends to enroll.

For students transferring from KIS, student records will be transferred by mail or to officials of another school or school system in which the student intends to enroll upon notification by the parent that the student is withdrawing. Such records shall be designated official copies. For students transferring to or from another school or program, the following must be completed/submitted:

- Release of Records Form
  - Special Education, IEP, or 504 Form
- 

## **SUICIDE PREVENTION & INTERVENTION**

Any school employee, who may have knowledge of a suicide threat or intent, will report this information to the school counselor or social worker who will assess the situation. The student's family will be notified and an appropriate referral will be made, if necessary. At no time during this process will the student be left alone. (Policy 5141.5) Any student may seek assistance for himself/herself or a friend through any staff member in the Killingly Intermediate School.

When a staff member in the Killingly Public School System has a suspicion, is confronted with a situation in which a student makes a statement of suicidal thinking, or it appears a suicide attempt is possible, the following actions will take place:

- The staff member will refer the student to the appropriately designated counselor immediately.
- In the event the staff member perceives a student has taken action which creates a medical emergency, the school nurse will be notified immediately and emergency medical procedures will be followed:
  - The counselor and/or a Department of Pupil Services' worker will meet with the student immediately to assess the student's status.
  - The counselor will notify the principal as to the outcome of the status assessment. According to these results, one of the following will occur:

- If the student is not found to be suicidal, but may be at risk, the parent/guardian will be notified of the referral and all conclusions reached.
- Follow-up contacts with the student and the parent/guardian will be maintained until it is determined all threats of suicide have passed.
- If the student is found to be at risk of suicide, immediate contact will be made with a parent/guardian and a conference will be held the same day. During the conference, the parent/guardian will be advised that an immediate psychiatric assessment may be needed. Pupil Services will help with this referral.
- Student confidentiality will be maintained as much as possible.

Under no circumstances is a student allowed to go home alone. The student must be released only to a parent, guardian, or responsible adult. In cases of confirmed suicide attempts or ideation, the parent/guardian and the student will be connected with appropriate mental health agencies. If reasonable attempts to reach the parent, guardian, or other responsible adults in whose custody the student may be released are not successful, the case will be treated as a medical emergency and arrangements will be made to transport the student to an area hospital emergency room or mental health facility by the counselor and a school social worker or other designated staff.

If the student requires medical attention, he/she will be transported immediately to an area hospital (ambulance, nurse, counselor, or social worker, as appropriate).

If, as a result of suicidal activity, a need exists for changes in the student's program, the school's student support team will convene and consult with the student's mental health professional, the parent/guardian, appropriate outside facility staff members, and, if feasible, the student to plan the student's educational program. The school social worker or Department of Pupil Services' worker who assumes responsibility for the case will maintain contact with the student's mental health professionals to support programming needs and follow-up procedures.

Failure on the part of the family to take seriously and provide for the safety of the student in case of potential suicide will be considered emotional neglect and may be reported to the Department of Children and Youth Services (cf. 5141.4-Child Abuse/Neglect). A report will be written indicating those activities performed to follow through and ensure the safety and well-being of the student.

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### **TELEPHONES / TELEPHONE MESSAGES**

Students may be permitted to use the school telephone for limited, school-related calls and emergencies. Permission to use a telephone is the responsibility of the teacher and students are not permitted to use the phone without permission.

Telephone messages for students from their parents/guardians will only be accepted in the case of an emergency. Please make every effort to call prior to 1:30 PM so that the office has sufficient time to deliver the message. Students will not be called to the phone nor will they be taken from classes for telephone calls. Calls for staff members will always be noted, and they will return phone calls as soon as possible.

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### **TEXTBOOKS**

Students are accountable for all school-issued materials and will be required to pay for any loss or defacement. Any damage noticed when a book is first issued should be brought to the attention of the teacher immediately. Books should be covered at all times.

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## **VIDEO SURVEILLANCE EQUIPMENT**

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 on school grounds. Video surveillance will only be used to promote the order, safety, and security of students, staff, and property. These units are placed to protect the students and safeguard personal possessions. These units will be monitored regularly and will be reviewed by administration or technical personnel when necessary. (School Policy 5131.111). Videotapes shall be treated as protected student records under the Family Educational Rights and Privacy Act (FERPA). (Also, refer to the Family Educational Rights and Privacy Act [FERPA].)

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## **VISITORS**

For the safety of our children, all parents and visitors to the school must report to the Main Office for permission to visit and to obtain a visitor's pass through the Raptor Visitor Management System. A photo ID is required to receive a visitor's pass. Parents are always welcome at school. If you wish to visit an administrator or teacher, please contact the school in advance to schedule an appointment.

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## **WALKERS / BIKES**

A written note from home must be presented to the office before a student is allowed to walk to or from school. Permission for the entire year can be granted in one note. Because of the heavy traffic in the area, we do not allow students to ride bicycles, skateboards, or scooters to and from school.

## **SCHOOL-WIDE BEHAVIORAL EXPECTATIONS**

At KIS, we believe students should be given the opportunity to become aware of the impact of their behaviors, take responsibility or ownership for their actions, and be supported to repair the harm in the relationship their actions have caused. Restorative Practice is a proactive approach to managing student behavior. Each student shall learn to respect the rights of others as individuals and as groups. The student shall learn the rules that govern appropriate behavior in his/her school and obey the rules established by the Board for all students in all public schools of the town.

### **IN THE AUDITORIUM**

Students will use the auditorium for celebrations, assemblies, and grade-level meetings. When called to the auditorium, students should:

- Walk into the auditorium in a straight line, quietly.
- Sit in the designated area, filling in all seats in an orderly manner.
- Give attention to the presenter. No talking.
- Wait until a break or transition before exiting the auditorium.

### **IN THE BATHROOM**

Students will be provided with a pass to the bathroom when necessary. Some grades have time built into the schedule for students to visit the lavatory. Students are expected to:

- Sign out when using the lavatory.
- Go directly to the bathroom and then return to class.
- Report any issues immediately to one's teacher.
- Flush the toilet, wash hands.
- Use a quiet voice.

- Allow others their privacy, recognizing personal space boundaries.
- Take care of school property, not writing on the walls and leaving trash behind.

### **IN THE CAFETERIA**

The cafeteria is an area in which students may relax and socialize. A student must treat this area with respect and maintain a clean atmosphere conducive to learning in all areas. Depending on the severity of misbehavior, students may be issued a warning, a seat assignment may be assigned, lunch and/or recess denied and detentions issued.

- Students are asked to enter and exit in an orderly fashion.
- Good manners are expected at all times.
- Students may be assigned specific seating and are to obey the directions of the teachers on duty.
- Students are to keep table areas within the cafeteria clean and not move tables, chairs, or block aisles.
- Each student is responsible for the disposal of all personal waste. Trash will be deposited in the proper receptacles.
- Students who fail to behave responsibly will be subject to disciplinary action.
- All students regardless of whether they bring their lunch or buy it at school will be required to eat in the cafeteria. No food or drink is to be taken out of the cafeteria without permission from Staff. Students are to remain seated until dismissed by a teacher.
- After completing lunch, all students will be dismissed outside for recess unless there is inclement weather.

### **IN THE CLASSROOM / SCHOOL**

Teachers will inform their students regarding classroom expectations and handle situations as they pertain to their classes. The principal or assistant principal will address chronic or severe disciplinary matters. Students are to be respectful, responsible, and safe at all times. Students should make every effort to keep textbooks, calculators, reference materials, library books, and other equipment in as good condition as possible. Students are reminded that the books and facilities are on loan and are to treat them with care. Destruction of property in any form or defacement of the school building will result in very serious disciplinary measures, including replacement or repair costs (as required under Section 10-221b of the Connecticut General Statutes).

- No drinks other than water are allowed in the classrooms

### **IN THE COMPUTER LAB / LIBRARY**

To maintain an atmosphere conducive to learning, students must maintain self-control and courtesy.

- No food, drink, or gum is allowed.
- Students who are signed in will not be allowed to go to lockers or return to class.
- Students who do not control their actions will have limitations placed on their computer lab/library usage.
- Careless or deliberate misuse of equipment will lead to the suspension of all computer, and/or library privileges and or additional disciplinary actions. (See Computer/Internet Use)

### **ON FIELD TRIPS**

Students must behave appropriately and follow all school rules while on field trips. Students attending a field trip must use the transportation provided. No student shall be permitted leave of this policy unless the parent or guardian makes a personal request to the teacher or administrator prior to the event and it is approved. Any student who takes leave from a field trip without proper approval shall be suspended from school. If students misbehave while on a field trip, they can be removed from the trip, and a parent is called to come and pick them up. They may be denied the privilege of attending further trips as well.

## **IN THE HALLWAY**

Students are escorted by their teacher while in the hallway. They are expected to:

- Go directly to their destination, walking on the right-hand side of the hallway.
- Use their quiet voice while in the hall, as class is in session in other areas of the school.
- During fire drills, remain silent at all times.
- Recognize the personal space boundaries of others – keep hand to oneself at all times.
- Keep the hallway neat and pick up any papers/books that drop.
- Use a hall pass when permitted to visit another location in the school.
- No jumping, running or sliding down the banister.

## **AT RECESS**

After lunch, if time permits, students will go outside for approximately 10 minutes. While outside, they are expected to:

- Keep hands and feet to themselves, respecting all personal space boundaries.
- Treat all playground equipment with care and return when finished using.
- Stay on the grass/blacktop. No going into the woods.
- Use appropriate language.
- Listen to the whistle, and immediately line up when heard.

## **ON THE SCHOOL BUS**

Students must behave responsibly and abide by all school rules and regulations. Administration may suspend transportation services for any student whose conduct while awaiting, or receiving transportation to and from school endangers persons or property. {CGS – S. 10-233c (a)} To guarantee the safety of all riders, we are enforcing the following safety expectations. The bus is an extension of Killingly Public Schools, and, as such, all board of education policies and regulations will be enforced. Any questions or concerns, please contact the Transportation Director at 860-779-6790.

- Cross in front of the bus (never in the rear).
- Remain in the seat with feet on the floor, facing forward, while the bus is in motion.
- Keep hands, feet, and objects to oneself.
- No name-calling, teasing, swearing, or loud, disruptive noises.
- Keep hands, arms, and all objects inside the bus.
- Emergency doors are only to be used in an emergency.
- No food or beverages are to be consumed on the bus.
- No smoking or gum chewing on the bus.
- All aisles, emergency exits, and normal entrances are to be kept clear at all times.
- No pets of any kind are allowed on the bus.
- Only assigned students are allowed on the bus unless an official pass is presented to the driver and only then if seating is available.
- Students must get on and off at their designated bus stop. Drivers will not discharge students at alternate locations.
- No unauthorized adults are allowed on the bus.

## **DURING SCHOOL-SPONSORED EVENTS**

Students who attend school activities must abide by all school rules and policies whether the activity is at Killingly Intermediate School or another site and while traveling to another site as part of a scheduled Killingly Intermediate School trip. School-sponsored activities include:

- Extra-Curricular Activities and Sporting Events.

- Dances and other Social Events.

Student Dances: School dances are open to all Killingly Intermediate School students. Information on school dances will be given in a timely manner and are typically held on Friday evenings. Dances are chaperoned by members of the KIS faculty or staff and/or parents. Students must attend scheduled classes to participate in dances on a particular day. Extenuating circumstances must be approved by the building Principal prior to participation.

## **GUIDING FRAMEWORKS AND PRINCIPLES FOR PBIS AND RESTORATIVE PRACTICES**

The Student Code of Conduct embodies the principles and framework of Positive Behavioral Interventions and Supports (PBIS) and Restorative Practices. PBIS is a systems approach to discipline problems that emphasizes prevention, instruction on social skills to support appropriate social behavior and improve academic performance. Restorative Practices is defined as a way of thinking about and responding to conflict. Restorative Practice aims to involve all participants in analyzing the problem and how to create a logical and balanced resolution. These practices are organized to support students in various settings: (1) school-wide (2) non-classroom (3) classroom and (4) individual students. The following principles reflect the values and concepts for implementing restorative practices at Killingly Intermediate School:

1. Acknowledge that relationships are central to building community.
2. Build systems that address misbehavior and harm in a way that strengthens relationships.
3. Focus on repairing the harm in a community rather than focusing solely on consequences for misbehavior.
4. Give voice to the person harmed.
5. Enhance ownership and responsibility.

### **RESTORATIVE PROCESSES**

Restorative processes are ways that help implement restorative practices in a variety of settings.

- (1) Students may be asked to respond to affective questions and/or statements.
- (2) Students may be expected to participate in small/whole group restorative conferences.
- (3) Parents may be requested to participate in restorative conferences.

**NOTE:** Student behavior that significantly disrupts the school environment may warrant further disciplinary action.

### **AREAS OF RESPONSIBILITY**

**Board of Education** - The Board of Education holds the certified personnel responsible for the proper conduct and control of students while legally under the supervision and jurisdiction of the school.

**Principal** - The Principal may implement necessary procedures and rules and regulations to render effective the policies of the Board of Education relating to standards of student behavior. The Principal may involve representatives of all areas of school personnel, students, parents, and citizens of the community.

**Teachers** - Teachers shall be responsible for the instruction of students in rules and regulations of proper conduct, as well as be responsible for proper and adequate control of students. The responsibility and authority of any teacher extend to all students of the school district under the assigned supervision of the teacher and to other students so situated with respect to the teacher as to be subject to the teacher's control.

**Parents** - Parents shall be expected to cooperate with school authorities regarding the behavior of their children. Parents shall be held responsible for the willful misbehavior of their children.



## I. DEFINITIONS

- A. Dangerous Instrument means any instrument, article, or substance, which, under the circumstances in which it is used or attempted or threatened to be used, is capable of causing death or serious physical injury, and includes a "vehicle" or a dog that has been commanded to attack.
- B. Deadly Weapon means any weapon, whether loaded or unloaded, from which a shot may be discharged, or a switchblade knife, gravity knife, billy, blackjack, bludgeon, or metal knuckles. A weapon such as a pellet gun and/or airsoft pistol may constitute a deadly weapon if such weapon is designed for violence and is capable of inflicting death or serious bodily harm. In making such determination, the following factors should be considered: design of weapon; how the weapon is typically used (e.g. hunting); type of projectile; force and velocity of discharge; method of discharge (i.e. spring v. CO2 cartridge) and potential for serious bodily harm or death.
- C. Electronic Defense Weapon means a weapon that by electronic impulse or current is capable of immobilizing a person temporarily, but is not capable of inflicting death or serious physical injury, including a stun gun or other conductive energy device.
- D. Emergency means a situation in which the continued presence of the student in school poses such a danger to persons or property or such a disruption of the educational process that a hearing may be delayed until a time as soon after the exclusion of such student as possible.
- E. Exclusion means any denial of public school privileges to a student for disciplinary purposes.
- F. Expulsion means the exclusion of a student from school privileges for more than ten (10) consecutive school days. The expulsion period may not extend beyond one (1) calendar year.
- G. Firearm, as defined in 18 U.S.C § 921, means (a) any weapon that will, is designed to, or maybe readily converted to expel a projectile by the action of an explosive, (b) the frame or receiver of any such weapon, (c) a firearm muffler or silencer, or (d) any destructive device. The term firearm does not include an antique firearm. As used in this definition, a "destructive device" includes any explosive, incendiary, or poisonous gas device, including a bomb, a grenade, a rocket having a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, a mine, or any other similar device; or any weapon (other than a shotgun or shotgun shell particularly suited for sporting purposes) that will, or maybe readily converted to, expel a projectile by explosive or other propellants, and which has a barrel with a bore of more than ½" in diameter. The term "destructive device" also includes any combination of parts either designed or intended for use in converting any device into any destructive device or any device from which a destructive device may be readily assembled. A "destructive device" does not include an antique firearm; a rifle intended to be used by the owner solely for sporting, recreational, or cultural purposes; or any device which is neither designed nor redesigned for use as a weapon.
- H. In-School Suspension means exclusion from regular classroom activity for no more than ten (10) consecutive school days, but not exclusion from school, provided such exclusion shall not extend beyond the end of the school year in which such in-school suspension was imposed. No student shall be placed on in-school suspension more than fifteen (15) times or a total of fifty (50) days in one (1) school year, whichever results in fewer days of the exclusion.
- I. Martial Arts Weapon means a nunchaku, kama, kasari-Fundo, octagon sai, tonfa, or Chinese star.
- J. Removal is the exclusion of a student from a classroom for all or part of a single class period, provided such exclusion shall not extend beyond ninety (90) minutes.

K. School Days shall mean days when school is in session for students.

L. School-Sponsored Activity means any activity sponsored, recognized, or authorized by the Board and includes activities conducted on or off school property.

M. Seriously Disruptive of the Educational Process, as applied to off-campus conduct, means any conduct that markedly interrupts or severely impedes the day-to-day operation of a school.

N. Suspension means the exclusion of a student from school and/or transportation services for not more than ten (10) consecutive school days, provided such suspension shall not extend beyond the end of the school year in which such suspension is imposed; and further provided no student shall be suspended more than ten (10) times or a total of fifty (50) days in one school year, whichever results in fewer days of exclusion unless such student is granted a formal hearing as provided below.

O. Weapon means any BB gun, any blackjack, any metal or brass knuckles, any police baton or nightstick, any dirk knife or switch knife, any knife having an automatic spring release device by which a blade is released from the handle, having a blade of over one and one-half inches in length, any stiletto, any knife the edged portion of the blade of which is four inches and over in length, any martial arts weapon or electronic defense weapon, or any other dangerous or deadly weapon or instrument, unless permitted by law under section 29-38 of the Connecticut General Statutes.

P. Notwithstanding the foregoing definitions, the reassignment of a student from one regular education classroom program in the district to another regular education classroom program in the district shall not constitute a suspension or expulsion.

## **II. SCOPE OF THE STUDENT DISCIPLINE POLICY**

### **A. Conduct on School Grounds or at a School-Sponsored Activity:**

Students may be disciplined for conduct on school grounds or at any school-sponsored activity that endangers persons or property, is seriously disruptive of the educational process, or violates a publicized policy of the Board.

### **B. Conduct off School Grounds:**

1. Students may be disciplined for conduct off school grounds if such conduct is seriously disruptive of the educational process and violative of a publicized policy of the Board. In determining as to whether such conduct is seriously disruptive of the educational process, the Administration and the Board of Education may consider, but such consideration shall not be limited to the following factors: (1) whether the incident occurred within close proximity of a school; (2) whether other students from the school were involved or whether there was any gang involvement; (3) whether the conduct involved violence, threats of violence, or the unlawful use of a weapon, as defined in section C.G.S. § [29 38](#), and whether any injuries occurred; and (4) whether the conduct involved the use of alcohol.

In determining as to whether such conduct is seriously disruptive of the educational process, the Administration and/or the Board of Education may also consider whether such off-campus conduct involved the illegal use of drugs.

## **III. ACTIONS LEADING TO DISCIPLINARY ACTION, INCLUDING REMOVAL FROM CLASS, SUSPENSION, AND/OR EXPULSION**

Conduct that may lead to disciplinary action (including, but not limited to, removal from class, suspension, and/or expulsion in accordance with this policy) includes conduct on school grounds or at a school-sponsored activity (including

on a school bus), and conduct off school grounds, as set forth above. Such conduct includes, but is not limited to, the following:

1. Striking or assaulting a student, members of the school staff, or other persons.
2. Theft.
3. The use of obscene or profane language or gestures, the possession and/or display of obscenity or pornographic images, or the unauthorized or inappropriate possession and/or display of images, pictures, or photographs depicting nudity.
4. Violation of smoking, dress, transportation regulations, or other regulations and/or policies governing student conduct.
5. Refusal to obey a member of the school staff, law enforcement authorities, or school volunteers, or disruptive classroom behavior.
6. Any act of harassment based on an individual's sex, sexual orientation, race, color, religion, disability, national origin, or ancestry.
7. Refusal by a student to identify himself/herself to a staff member when asked, misidentification of oneself to such person(s), lying to school officials, or otherwise engaging in dishonest behavior.
8. Inappropriate displays of public affection of a sexual nature and/or sexual activity on school grounds or at a school-sponsored activity.
9. A walk-out from or sit-in within a classroom or school building or school grounds.
10. Blackmailing, threatening, or intimidating school staff or students (or acting in a manner that could be construed to constitute blackmail, a threat, or intimidation, regardless of whether intended as a joke).
11. Possession of any weapon, weapon facsimile, deadly weapon, martial arts weapon, electronic defense weapon, pistol, knife, blackjack, bludgeon, box cutter, metal knuckles, pellet gun, air pistol, explosive device, firearm, whether loaded or unloaded, whether functional or not or any other dangerous object or instrument. The possession and/or use of any object or device that has been converted or modified for use as a weapon.
12. Possession of any ammunition for any weapon described above in paragraph 11.
13. Unauthorized entrance into any school facility or portion of a school facility or aiding or abetting an unauthorized entrance.
14. Possession or ignition of any fireworks, combustible or other explosive materials, or ignition of any material causing a fire. Possession of any materials designed to be used in the ignition of combustible materials, including matches and lighters.
15. Unlawful possession, sale, distribution, use, or consumption of tobacco, electronic nicotine delivery systems (e.g. e-cigarettes), vapor products, drugs, narcotics, or alcoholic beverages (or any facsimile of tobacco, drugs, narcotics or alcoholic beverages, or any item represented to be tobacco, drugs or alcoholic beverages), including being under the influence of any such substances or aiding in the procurement of any such substances. For this Paragraph 15, the term "electronic nicotine delivery system" shall mean an electronic device that may be used to simulate smoking in the delivery of nicotine or other substance to a person inhaling from the device and includes, but is not limited to, an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe or electronic hookah and any related device and any

cartridge or other component of such device. For Paragraph 15, the term "vapor product" shall mean any product that employs a heating element, power source, electronic circuit, or other electronic, chemical or mechanical means, regardless of shape or size, to produce a vapor that may or may not include nicotine, that is inhaled by the user of such product. For this Paragraph 15, the term "drugs" shall include, but shall not be limited to, any medicinal preparation (prescription and non-prescription) and any controlled substance whose possession, sale, distribution, use, or consumption is illegal under state and/or federal law.

16. Sale, distribution, or consumption of substances contained in household items; including, but not limited to glue, paint, accelerants/propellants for aerosol canisters, and/or items such as the aerators for whipped cream; if sold, distributed, or consumed to induce a stimulant, depressant, hallucinogenic or mind-altering effect.

17. Unlawful possession of paraphernalia used or designed to be used in the consumption, sale, or distribution of drugs, alcohol, or tobacco, as described in subparagraph (15) above. For purposes of this policy, drug paraphernalia includes any equipment, products, and materials of any kind which are used, intended for use or designed for use in growing, harvesting, manufacturing, producing, preparing, packaging, storing, containing or concealing, or injecting, ingesting, inhaling or otherwise introducing controlled drugs or controlled substances into the human body, including but not limited to items such as "bongs," pipes, "roach clips," vials, tobacco rolling papers, and any object or container used, intended or designed for use in storing, concealing, possessing, distributing or selling controlled drugs or controlled substances.

18. The destruction of real, personal, or school property, such as cutting, defacing, or otherwise damaging property in any way.

19. Accumulation of offenses such as school and class tardiness, class or study hall cutting, or failure to attend detention.

20. Trespassing on school grounds while on out-of-school suspension or expulsion.

21. Making false bomb threats or other threats to the safety of students, staff members, and/or other persons.

22. Defiance of school rules and the valid authority of teachers, supervisors, administrators, other staff members, and/or law enforcement authorities.

23. Throwing snowballs, rocks, sticks, and/or similar objects, except as specifically authorized by school staff.

24. Unauthorized and/or reckless and/or improper operation of a motor vehicle on school grounds or at any school-sponsored activity.

25. Leaving school grounds, school transportation, or a school-sponsored activity without authorization.

26. Use of or copying of the academic work of another individual and presenting it as the student's work, without proper attribution; or any other form of academic dishonesty, cheating, or plagiarism.

27. Possession and/or use of a cellular telephone, radio, walkman, CD player, blackberry, personal data assistant, walkie talkie, Smartphone, mobile or handheld device, or similar electronic device, on school grounds or at a school-sponsored activity in violation of Board policy and/or administrative regulations regulating the use of such devices.

28. Possession and/or use of a beeper or paging device on school grounds or at a school-sponsored activity without the written permission of the principal or his/her designee.

29. Unauthorized use of any school computer, computer system, computer software, Internet connection, or similar school property or system, or the use of such property or system for inappropriate purposes.

30. Possession and/or use of a laser pointer, unless the student possesses the laser pointer temporarily for an educational purpose while under the direct supervision of a responsible adult.

31. Hazing.

32. Bullying, defined as the repeated use by one or more students of a written, oral or electronic communication, such as cyberbullying, directed at another student attending school in the same district, or a physical act or gesture by one or more students repeatedly directed at another student attending school in the same school district, which:

- a) causes physical or emotional harm to such student or damage to such student's property;
- b) places such student in reasonable fear of harm to himself or herself, or of damage to his or her property;
- c) creates a hostile environment at school for such students;
- d) infringes on the rights of such student at school; or
- e) substantially disrupts the education process or the orderly operation of a school.

Bullying includes, but is not limited to, repeated written, oral or electronic communications or physical acts or gestures based on any actual or perceived differentiating characteristics, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression, socioeconomic status, academic status, physical appearance, or mental, physical, developmental or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics.

33. Cyberbullying, defined as any act of bullying through the use of the Internet, interactive and digital technologies, cellular mobile telephone, or other mobile electronic devices or any electronic communications.

34. Acting in any manner that creates health and/or safety hazard for staff members, students, or the public, regardless of whether the conduct is intended as a joke.

35. Engaging in a plan to stage or create a violent situation for the purposes of recording it by electronic means; or recording by electronic means acts of violence for purposes of later publication.

36. Engaging in a plan to stage sexual activity for the purposes of recording it by electronic means; or recording by electronic means sexual acts for purposes of later publication.

37. Using computer systems, including email, instant messaging, text messaging, blogging, or the use of social networking websites, or other forms of electronic communications, to engage in any conduct prohibited by this policy.

38. Use of a privately owned electronic or technological device in violation of school rules, including the unauthorized recording (photographic or audio) of another individual without permission of the individual or a school staff member.

39. Engaging in teen dating violence, defined as any act of physical, emotional, or sexual abuse, including stalking, harassing, and threatening, that occurs between two students who are currently in or who have recently been in a dating relationship

40. Any action prohibited by any Federal or State law.

41. Any other violation of school rules or regulations or a series of violations that makes the presence of the student in school seriously disruptive of the educational process and/or a danger to persons or property.

#### **IV. PROCEDURES GOVERNING REMOVAL**

A. A student may be removed from class by a teacher or administrator if he/she deliberately causes a serious disruption of the educational process. When a student is removed, the teacher must send him/her to a designated area and notify the Principal or his/her designee at once. A student may not be removed from class more than six (6) times in one school year nor more than twice in one week unless the student is referred to the building Principal or designee and granted an informal hearing at which the student should be informed of the reasons for the disciplinary action and allowed to explain the situation. The parents or guardian of any minor student removed from class shall be given notice of such disciplinary action within twenty-four (24) hours of the time of the institution of such removal from class.

#### **V. PROCEDURES GOVERNING SUSPENSION**

A. The principal of a school, or designee on the administrative staff of the school, shall have the right to suspend a student for breach of conduct as noted in Section II of this policy for not more than ten (10) consecutive school days. In cases where suspension is contemplated, the following procedures shall be followed.

1. Unless an emergency situation exists, no student shall be suspended prior to having an informal hearing before the principal or designee at which the student is informed of the charges and given an opportunity to respond. In the event of an emergency, the informal hearing shall be held as soon after the suspension as possible.
2. If suspended, such suspension shall be an in-school suspension, except the principal or designee may impose an out-of-school suspension on any pupil:
  - (1) in grades three to twelve, inclusive, if, during the informal hearing, (a) the principal or designee determines that the student poses such a danger to persons or property or such a disruption of the educational process that he or she should be excluded from school during the period of suspension; or (b) the principal or designee determines that an out-of-school suspension is appropriate based on evidence of (i) the student's previous disciplinary problems that have led to suspensions or expulsion of such student, and (ii) previous efforts by the administration to address the student's disciplinary problems through means other than out-of-school suspension or expulsion, including positive behavioral support strategies, or
  - (2) in grades preschool to two, inclusive, if the principal or designee determines that an out-of-school suspension is appropriate for such pupil based on evidence that such pupil's conduct on school grounds is of a violent or sexual nature that endangers persons.
3. Evidence of past disciplinary problems that have led to removal from a classroom, suspension, or expulsion of a student who is the subject of an informal hearing may be received by the Principal or designee, but only considered in the determination of the length of suspensions.
4. By telephone, the Principal or designee shall make reasonable attempts to immediately notify the parent or guardian of a minor student following the suspension and to state the cause(s) leading to the suspension.
5. Whether or not telephone contact is made with the parent or guardian of such minor student, the Principal or designee shall forward a letter promptly to such parent or guardian to the last address reported on school records (or to a newer address if known by the Principal or designee), offering the parent or guardian an opportunity for a conference to discuss same.
6. In all cases, the parent or guardian of any minor student who has been suspended shall be given notice of such suspension within twenty-four (24) hours of the time of the institution of the suspension.

7. Not later than twenty-four (24) hours after the commencement of the suspension, the principal or designee shall also notify the Superintendent or his/her designee of the name of the student being suspended and the reason for the suspension.

8. The student shall be allowed to complete any classwork, including examinations, without penalty, which he or she missed while under suspension.

9. The school administration may, at its discretion, shorten or waive the suspension period for a student who has not previously been suspended or expelled, if the student completes an administration-specified program and meets any other conditions required by the administration. Such an administration-specified program shall not require the student and/or the student's parents to pay for participation in the program.

10. Notice of the suspension shall be recorded in the student's cumulative educational record. Such notice shall be expunged from the cumulative educational record if the student graduates from high school. In cases where the student's period of suspension is shortened or waived in accordance with Section V.A(9), above, the administration may choose to expunge the suspension notice from the cumulative record at the time the student completes the administration-specified program and meets any other conditions required by the administration.

11. If the student has not previously been suspended or expelled, and the administration chooses to expunge the suspension notice from the student's cumulative record prior to graduation, the administration may refer to the existence of the expunged disciplinary notice, notwithstanding the fact that such notice may have been expunged from the student's cumulative file, for the limited purpose of determining whether any subsequent suspensions or expulsions by the student would constitute the student's first such offense.

12. The decision of the principal or designee with regard to disciplinary actions up to and including suspensions shall be final.

13. During any period of suspension served out of school, the student shall not be permitted to be on school property and shall not be permitted to attend or participate in any school-sponsored activities, unless the principal specifically authorizes the student to enter school property for a specified purpose or to participate in a particular school-sponsored activity.

B. In cases where a student's suspension will result in the student being suspended more than ten (10) times or for a total of fifty (50) days in a school year, whichever results in fewer days of exclusion, the student shall, prior to the pending suspension, be granted a formal hearing before the Board of Education. The principal or designee shall report the student to the Superintendent or designee and request a formal Board hearing. If an emergency exists, such a hearing shall be held as soon after the suspension as possible.

## **VI. PROCEDURES GOVERNING IN-SCHOOL SUSPENSION**

A. The Principal or designee may impose an in-school suspension in cases where a student's conduct endangers persons or property, violates school policy, seriously disrupts the educational process, or in other appropriate circumstances as determined by the Principal or designee.

B. In-school suspension may not be imposed on a student without an informal hearing by the building Principal or designee.

C. In-school suspension may be served in the school attended by the student regularly attends or in any school building under the Board's jurisdiction.

D. No student shall be placed on in-school suspension more than fifteen (15) times or for a total of fifty (50) days in one school year, whichever results in fewer days of the exclusion.

E. The parents or guardian of any minor student placed on an in-school suspension shall be given notice of such suspension within twenty-four (24) hours of the time of the institution of the period of the in-school suspension.

## **VII. EXPULSION RECOMMENDATION PROCEDURE**

A. A Principal may consider the recommendation of the expulsion of a student in grades three through twelve, inclusive, in a case where he/she has reason to believe the student has engaged in conduct described in sections IIA. And IIB., above.

B. A Principal must recommend expulsion proceedings in all cases against any student in kindergarten through grade twelve, inclusive, whom the administration has reason to believe:

1. was in possession on school grounds or at a school-sponsored activity of a deadly weapon, dangerous instrument, martial arts weapon, or firearm as defined in 18 U.S.C. § 921 as amended from time to time; or
2. off school grounds, possessed a firearm as defined in 18 § U.S.C. 921, in violation of C.G.S. § [29 35](#), or possessed and used a firearm as defined in 18 U.S.C. § 921, a deadly weapon, a dangerous instrument, or a martial arts weapon in the commission of a crime under chapter 952 of the Connecticut General Statutes; or
3. was engaged on or off school grounds in offering for sale or distribution a controlled substance (as defined in C.G.S. § [21a 240\(9\)](#)), whose manufacturing, distribution, sale, prescription, dispensing, transporting, or possessing with intent to sell or dispense, offering or administering is subject to criminal penalties under C.G.S. §§ [21a 277](#) and [21a 278](#).

The terms "dangerous instrument," "deadly weapon," "electronic defense weapon," "firearm," and "martial arts weapon," are defined above in Section I.

- a. When considering whether conduct off school grounds is seriously disruptive of the educational process, the term "weapon" means any pistol or revolver, any dirk knife or switch knife, or any knife having an automatic spring release device by which a blade is released from the handle, having a blade of over one and one-half inches in length, and any other dangerous or deadly weapon or instrument, including any slingshot, blackjack, sandbag, metal or brass knuckles, stiletto, knife, the edged portion of the blade of which is four inches and over in length or martial arts weapon as defined above.

C. In any preschool program provided by the Board of Education or provided by a regional educational service center or a state or local charter school pursuant to an agreement with the Board of Education, no student enrolled in such a preschool program shall be expelled from such preschool program, except an expulsion hearing shall be conducted by the Board of Education in accordance with Section VIII of this policy whenever the administration has reason to believe that that a student enrolled in such preschool program was in possession of a firearm as defined in 18 U.S.C. § 921, as amended from time to time, on or off school grounds or at a preschool program-sponsored event. The term "firearm" is defined above in Section I.

D. Upon receipt of an expulsion recommendation, the Superintendent may conduct an inquiry concerning the expulsion recommendation.



If the Superintendent or his/her designee determines that a student should or must be expelled, he or she shall forward his/her recommendation to the Board of Education so that the Board of Education can consider and act upon this recommendation.

E. In keeping with Conn. Gen. Stat. § [10-233d](#) and the Gun-Free Schools Act, it shall be the policy of the Board to expel a student in grades kindergarten to twelve, inclusive, for one (1) full calendar year for the conduct described in Section VII(B)(1), (2) and (3) of this policy and to expel a student enrolled in a preschool program for one (1) calendar year for the conduct described in Section VII(C). For any mandatory expulsion offense, the Board may modify the term of expulsion on a case-by-case basis.

## **VIII. PROCEDURES GOVERNING EXPULSION HEARING**

### **A. Emergency Exception**

Except in an emergency, the Board of Education shall, prior to expelling any student, conduct a hearing to be governed by the procedures outlined herein and consistent with the requirements of Conn. Gen. Stat. § [10-233d](#) and Public Act 15-96, and the applicable provisions of the Uniform Administrative Procedures Act, Conn. Gen. Stat. §§ [4-176e](#) to [4-180a](#), and § [4-181a](#). Whenever an emergency exists, the hearing provided for herein shall be held as soon as possible after the expulsion.

### **B. Hearing Panel**

1. Expulsion hearings conducted by the Board will be heard by any three or more Board members. A decision to expel a student must be supported by a majority of the Board members present, provided that no less than three (3) affirmative votes to expel are cast.
2. Alternatively, the Board may appoint an impartial hearing board composed of one (1) or more persons to hear and decide the expulsion matter, provided that no member of the Board may serve on such panel.

### **C. Hearing Notice**

1. Written notice of the expulsion hearing must be given to the student, and, if the student is a minor, to his/her parent(s) or guardian(s) within a reasonable time prior to the time of the hearing.
2. A copy of this Board policy on student discipline shall also be given to the student, and if the student is a minor, to his/her parent(s) or guardian(s), at the time the notice is sent that an expulsion hearing will be convened.
3. The written notice of the expulsion hearing shall inform the student of the following:
  - a. The date, time, place, and nature of the hearing.
  - b. The legal authority and jurisdiction under which the hearing is to be held, including a reference to the particular sections of the legal statutes involved.
  - c. A short, plain description of the conduct alleged by the administration.
  - d. The student may present as evidence relevant testimony and documents concerning the conduct alleged and the appropriate length and conditions of expulsion; and that the expulsion hearing may be the student's sole opportunity to present such evidence.
  - e. The student may cross-examine witnesses called by the Administration.

- f. The student may be represented by any third party of his/her choice, including an attorney, at his/her expense or the expense of his/her parents.
- g. A student is entitled to the services of a translator or interpreter, to be provided by the Board of Education, whenever the student or his/her parent(s) or guardian(s) requires the services of an interpreter because he/she/they do(es) not speak the English language or is(are) disabled.
- h. The conditions under which the Board is not legally required to give the student an alternative educational opportunity (if applicable).
- i. Information about free or reduced-rate legal services and how to access such services.

#### D. Hearing Procedures

1. The hearing will be conducted by the Presiding Officer, who will call the meeting to order, introduce the parties, Board members, and counsel, briefly explain the hearing procedures, and swear in any witnesses called by the Administration or the student.
2. The hearing will be conducted in an executive session. A verbatim record of the hearing will be made, either by tape recording or by a stenographer. A record of the hearing will be maintained, including the verbatim record, all written notices and documents relating to the case and all evidence received or considered at the hearing.
3. Formal rules of evidence will not be followed. The Board has the right to accept hearsay and other evidence if it deems that evidence relevant or material to its determination. The presiding officer will rule on testimony or evidence as to it being immaterial or irrelevant.
4. The hearing will be conducted in two (2) parts. In the first part of the hearing, the Board will receive and consider evidence regarding the conduct alleged by the Administration.
5. In the first part of the hearing, the charges will be introduced into the record by the Superintendent or his/her designee.
6. Each witness for the Administration will be called and sworn. After a witness has finished testifying, he/she will be subject to cross-examination by the opposite party or his/her legal counsel, by the presiding officer, and by Board members.
7. After the Administration has presented its case, the student will be asked if he/she has any witnesses or evidence to present concerning the charges. If so, the witnesses will be sworn, will testify, and will be subject to cross-examination and questioning by the presiding officer and/or by the Board. The student may also choose to make a statement at this time. If the student chooses to make a statement, he or she will be sworn and subject to cross-examination and questioning by the presiding officer and/or by the Board. Concluding statements will be made by the Administration and then by the student and/or his or her representative.
8. In cases where the student has denied the allegation, the Board must determine whether the student committed the offense(s) as charged by the Superintendent.
9. If the Board determines that the student has committed the conduct as alleged, then the Board shall proceed with the second portion of the hearing, during which the Board will receive and consider relevant evidence regarding the length and conditions of expulsion.

10. When considering the length and conditions of expulsion, the Board may review the student's attendance, academic, and past disciplinary records. The Board may not review notices of prior expulsions or suspensions which have been expunged from the student's cumulative record, except as so provided in Section V.A (9), (10), (11), above, and Section X, below. The Board may ask the Superintendent for a recommendation as to the discipline to be imposed.

11. Evidence of past disciplinary problems which have led to removal from a classroom, suspension, or expulsion of a student being considered for expulsion may be considered only during the second portion of the hearing, during which the Board is considering the length of expulsion and nature of the alternative educational opportunity to be offered.

12. Where administrators presented the case in support of the charges against the student, such administrative staff shall not be present during the deliberations of the Board either on questions of evidence or on the final discipline to be imposed. The Superintendent may, after reviewing the incident with administrators, and reviewing the student's records, make a recommendation to the Board as to the appropriate discipline to be applied.

13. The Board shall make findings as to the truth of the charges, if the student has denied them; and, in all cases, the disciplinary action, if any, to be imposed. While the hearing itself is conducted in an executive session, the vote regarding expulsion must be made in an open session and in a manner that preserves the confidentiality of the student's name and other personally identifiable information.

14. Except for a student who has been expelled based on possession of a firearm or deadly weapon as described in subsection VII.B(1) and (2) above, the Board may, in its discretion, shorten or waive the expulsion period for a student who has not previously been suspended or expelled, if the student completes a Board-specified program and meets any other conditions required by the Board. The Board-specified program shall not require the student and/or the student's parents to pay for participation in the program.

15. The Board shall report its final decision in writing to the student, or if such student is a minor, also to the parent(s) or guardian(s), stating the reasons on which the decision is based, and the disciplinary action to be imposed. Said decision shall be based solely on the evidence presented at the hearing. The parents or guardian or any minor student who has been expelled shall be given notice of such disciplinary action within twenty-four (24) hours of the time of the institution of the period of the expulsion.

#### E. Presence on School Grounds and Participation in School-Sponsored Activities During Expulsion

During the period of expulsion, the student shall not be permitted to be on school property and shall not be permitted to attend or participate in any school-sponsored activities, except for the student's participation in any alternative education program provided by the district in accordance with this policy, unless the Superintendent specifically authorizes the student to enter school property for a specified purpose or to participate in a particular school-sponsored activity.

#### F. Stipulated Agreements

In place of the procedures used in this section, the Administration and the parents (or legal guardians) of a student facing expulsion may choose to enter into a Joint Stipulation of the Facts and a Joint Recommendation to the Board concerning the length and conditions of expulsion. Such Joint Stipulation and Recommendation shall include language indicating that the parents (or legal guardians) understand their right to have an expulsion hearing held pursuant to these procedures, and language indicating that the Board, in its discretion, has the right to accept or reject the Joint Stipulation of Facts and Recommendation. If the Board rejects either the Joint Stipulation of Facts or the Recommendation, an expulsion hearing

shall be held pursuant to the procedures outlined herein. If the student is eighteen years of age or older, the student shall have the authority to enter into a Joint Stipulation and Recommendation on his or her behalf.

If the parties agree on the facts, but not on the disciplinary recommendation, the Administration and the parents (or legal guardians) of a student facing expulsion may also choose to enter into a Joint Stipulation of the Facts and submit only the Stipulation of the Facts to the Board in lieu of holding the first part of the hearing, as described above. Such Joint Stipulation shall include language indicating that the parents understand their right to have a hearing to determine whether the student engaged in the alleged misconduct and that the Board, in its discretion, has the right to accept or reject the Joint Stipulation of Facts. If the Board rejects the Joint Stipulation of Facts, a full expulsion hearing shall be held pursuant to the procedures outlined herein.

#### **IX. ALTERNATIVE EDUCATIONAL OPPORTUNITIES FOR EXPELLED STUDENTS**

##### **A. Students under sixteen (16) years of age:**

Whenever the Board of Education expels a student under sixteen (16) years of age, it shall offer any such student an alternative educational opportunity.

##### **B. Students sixteen (16) to eighteen (18) years of age:**

The Board of Education shall provide an alternative educational opportunity to a sixteen (16) to eighteen (18) year old student expelled for the first time if he/she requests it and if he/she agrees to the conditions set by the Board of Education, except. Such alternative educational opportunity may include, but shall not be limited to, the placement of a pupil who is at least sixteen years of age in an adult education program. Any pupil participating in an adult education program during a period of expulsion shall not be required to withdraw from school as a condition to his/her participation in the adult education program.

The Board of Education is not required to offer an alternative educational opportunity to any student between the ages of sixteen (16) and eighteen (18) who is expelled for the second time, or if it is determined at the hearing that (1) the student possessed a dangerous instrument, deadly weapon, firearm or martial arts weapon on school property or at a school-sponsored activity, or (2) the student offered a controlled substance for sale or distribution on school property or at a school-sponsored activity.

The Board of Education shall count the expulsion of a pupil when he/she was under sixteen years of age for purposes of determining whether an alternative educational opportunity is required for such pupil when he/she is between the ages of sixteen and eighteen.

##### **C. Students eighteen (18) years of age or older**

The Board of Education is not required to offer an alternative educational opportunity to expelled students eighteen (18) years of age or older.

##### **D. Students identified as eligible for services under the Individuals with Disabilities Education Act ("IDEA")**

Notwithstanding Sections IX.A. through C. above, if the Board of Education expels a student who has been identified as eligible for services under the Individuals with Disabilities Education Act ("IDEA"), it shall offer an alternative educational opportunity to such student in accordance with the requirements of IDEA, as it may be amended from time to time.

##### **E. Students for whom an alternative educational opportunity is not required**

The Board of Education may offer an alternative educational opportunity to a pupil for whom such alternative educational opportunity is not required as described in this policy.

#### **X. NOTICE OF STUDENT EXPULSION ON CUMULATIVE RECORD**

Notice of expulsion and the conduct for which the student was expelled shall be included on the student's cumulative educational record. Such notice, except for notice of expulsion of a student in grades nine through twelve, inclusive, based upon possession of a firearm or deadly weapon, shall be expunged from the cumulative educational record by the Board if the student graduates from high school.

In cases where the student's period of expulsion is shortened or waived in accordance with Section VIII.D(14), above, the Board may choose to expunge the expulsion notice from the cumulative record at the time the student completes the Board-specified program and meets any other conditions required by the Board.

If a student's period of expulsion was not shortened or waived, the Board may choose to expunge the expulsion notice from the student's cumulative record prior to graduation if such student has demonstrated to the Board that the student's conduct and behavior in the years following such expulsion warrants an expungement. In deciding whether to expunge the expulsion notice, the Board may receive and consider evidence of any subsequent disciplinary problems that have led to removal from a classroom, suspension, or expulsion of the student.

If the student has not previously been suspended or expelled, and the administration chooses to expunge the expulsion notice from the student's cumulative record prior to graduation, the administration may refer to the existence of the expunged notice, notwithstanding the fact that such notice may have been expunged from the student's cumulative file, for the limited purpose of determining whether any subsequent suspension or expulsion by the student would constitute the student's first such offense.

#### **XI. CHANGE OF RESIDENCE DURING EXPULSION PROCEEDINGS**

##### **A. Student moving into the school district:**

1. If a student enrolls in the district while an expulsion hearing is pending in another district, such student shall not be excluded from school pending completion of the expulsion hearing unless an emergency exists, as defined above. The Board shall retain the authority to suspend the student or to conduct its expulsion hearing.
2. Where a student enrolls in the district during the period of expulsion from another public school district, the Board may adopt the decision of the student expulsion hearing conducted by such other school district. The student shall be excluded from school pending such a hearing. The excluded student shall be offered an alternative educational opportunity in accordance with statutory requirements. The Board shall make its determination based upon a hearing held by the Board, which hearing shall be limited to a determination of whether the conduct which was the basis of the previous public school district's expulsion would also warrant expulsion by the Board.

##### **B. Student moving out of the school district:**

Where a student withdraws from school after having been notified that an expulsion hearing is pending, but before a decision has been rendered by the Board, the notice of the pending expulsion hearing shall be included on the student's cumulative record and the Board shall complete the expulsion hearing and render a decision. If the Board subsequently renders a decision to expel the student, a notice of the expulsion shall be included on the student's cumulative record.

## **XII. PROCEDURES GOVERNING SUSPENSION AND EXPULSION OF STUDENTS IDENTIFIED AS ELIGIBLE FOR SERVICES UNDER THE INDIVIDUALS WITH DISABILITIES EDUCATION ACT ("IDEA")**

### **A. Suspension of IDEA students:**

Notwithstanding the foregoing, if the Administration suspends a student identified as eligible for services under the IDEA (an "IDEA student") who has violated any rule or code of conduct of the school district that applies to all students, the following procedures shall apply:

1. The Administration shall make reasonable attempts to immediately notify the parents of the student of the decision to suspend on the date on which the decision to suspend was made, and a copy of the special education procedural safeguards must either be hand-delivered or sent by mail to the parents on the date that the decision to suspend was made.
2. During the period of suspension, the school district is not required to provide any educational services to the IDEA student beyond that which is provided to all students suspended by the school district.

### **B. Expulsion and Suspensions that Constitute Changes in Placement for IDEA students:**

Notwithstanding any provision to the contrary, if the Administration recommends for expulsion an IDEA student who has violated any rule or code of conduct of the school district that applies to all students, the procedures described in this section shall apply. The procedures described in this section shall also apply for students whom the administration has suspended in a manner that is considered under the IDEA, as it may be amended from time to time, to be a change in placement:

1. The parents of the student must be notified of the decision to recommend for expulsion (or to suspend if a change in placement) on the date on which the decision to suspend was made, and a copy of the special education procedural safeguards must either be hand-delivered or sent by mail to the parents on the date that the decision to recommend for expulsion (or to suspend if a change in placement) was made.
2. The school district shall immediately convene the student's planning and placement team ("PPT"), but in no case later than ten (10) school days after the recommendation for expulsion or the suspension that constitutes a change in placement was made. The student's PPT shall consider the relationship between the student's disability and the behavior that led to the recommendation for expulsion or the suspension which constitutes a change in placement, to determine whether the student's behavior was a manifestation of his/her disability.
3. If the student's PPT finds that the behavior was a manifestation of the student's disability, the Administration shall not proceed with the recommendation for expulsion or the suspension that constitutes a change in placement.
4. If the student's PPT finds that the behavior was not a manifestation of the student's disability, the Administration may proceed with the recommended expulsion or suspension that constitutes a change in placement.
5. During any period of expulsion, or suspension of greater than ten (10) days per school year, the Administration shall provide the student with an alternative education program in accordance with the provisions of the IDEA.
6. When determining whether to recommend expulsion or a suspension that constitutes a change in placement, the building administrator (or his or her designee) should consider the nature of the misconduct and any relevant educational records of the student.

### C. Transfer of IDEA students for Certain Offenses:

School personnel may transfer an IDEA student to an appropriate interim alternative educational setting for not more than forty-five (45) school days if the student:

1. Was in possession of a dangerous weapon, as defined in 18 U.S.C. 930(g)(2), as amended from time to time, on school grounds or at a school-sponsored activity, or
2. Knowingly possessed or used illegal drugs or sold or solicited the sale of a controlled substance while at school or a school-sponsored activity; or
3. Has inflicted serious bodily injury upon another person while at school, on school premises, or at a school function.

The following definitions shall be used for this subsection XII.C.:

1. Dangerous weapon means a weapon, device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, except that such term does not include a pocket knife with a blade of fewer than 2.5 inches in length.
2. Controlled substance means a drug or other substance identified under schedules I, II, III, IV, or V in section 202(c) of the Controlled Substances Act, 21 U.S.C. 812(c).
3. Illegal drug means a controlled substance but does not include a substance that is legally possessed or used under the supervision of a licensed healthcare professional or that is legally possessed or used under any other authority under the Controlled Substances Act or any other provision of federal law.
4. Serious bodily injury means a bodily injury that involves: (A) a substantial risk of death; (B) extreme physical pain; (C) protracted and obvious disfigurement; or (D) protracted loss or impairment of the function of a bodily member, organ, or mental faculty.

### **XIII. PROCEDURES GOVERNING EXPULSION OF STUDENTS IDENTIFIED AS ELIGIBLE UNDER SECTION 504 OF THE REHABILITATION ACT OF 1973 ("SECTION 504")**

A. Expulsion of students identified as eligible for educational accommodations under Section 504 of the Rehabilitation Act of 1973:

Except as provided in subsection B below, notwithstanding any provision to the contrary, if the Administration recommends for expulsion a student identified as eligible for educational accommodations under Section 504 who has violated any rule or code of conduct of the school district that applies to all students, the following procedures shall apply:

1. The parents of the student must be notified of the decision to recommend the student for expulsion.
2. The district shall immediately convene the student's Section 504 team ("504 teams"), to review the relationship between the student's disability and the behavior that led to the recommendation for expulsion. The 504 Team will determine whether the student's behavior was a manifestation of his/her disability.
3. If the 504 Team finds that the behavior was a manifestation of the student's disability, the Administration shall not proceed with the recommended expulsion.

4. If the 504 Team finds that the behavior was not a manifestation of the student's disability, the Administration may proceed with the recommended expulsion.

B. The Board may take disciplinary action for violations pertaining to the use or possession of illegal drugs or alcohol against any student with a disability who currently is engaging in the illegal use of drugs or alcohol to the same extent that such disciplinary action is taken against non-disabled students. Thus, when a student with a disability is recommended for expulsion based solely on the illegal use or possession of drugs or alcohol, the 504 team shall not be required to meet to review the relationship between the student's disability and the behavior that led to the recommendation for expulsion.

#### **XIV. PROCEDURES GOVERNING EXPULSIONS FOR STUDENTS COMMITTED TO A JUVENILE DETENTION CENTER**

A. Any student who commits an expellable offense and is subsequently committed to a juvenile detention center, the Connecticut Juvenile Training School, or any other residential placement for such offense may be expelled by the Board in accordance with the provisions of this section. The period of expulsion shall run concurrently with the period of commitment to a juvenile detention center, the Connecticut Juvenile Training School, or any other residential placement.

B. If a student who committed an expellable offense seeks to return to a school district after having been in a juvenile detention center, the Connecticut Juvenile Training School, or any other residential placement and such student has not been expelled by the board of education for such offense under subdivision (A) of this subsection, the Board shall allow such student to return and may not expel the student for additional time for such offense.

#### **XV. EARLY READMISSION TO SCHOOL**

An expelled student may apply for early readmission to school. The Board delegates the authority to make decisions on readmission requests to the Superintendent. Students desiring readmission to school shall direct such readmission requests to the Superintendent. The Superintendent has the discretion to approve or deny such readmission requests and may condition readmission on specified criteria.

#### **XVI. DISSEMINATION OF POLICY**

The Board of Education shall, at the beginning of each school year and at such other times as it may deem appropriate, provide for an effective means of informing all students, parent(s), and/or guardian(s) of this policy.

#### **XVII. COMPLIANCE WITH DOCUMENTATION AND REPORTING REQUIREMENTS**

1. The Board of Education shall include on all disciplinary reports the individual student's state-assigned student identifier ("SASID").
2. The Board of Education shall report all suspensions and expulsions to the State Department of Education.
3. If the Board of Education expels a student for sale or distribution of a controlled substance, the Board shall refer such students to an appropriate state or local agency for rehabilitation, intervention, or job training and inform the agency of its action.
4. If the Board of Education expels a student for possession of a deadly weapon or firearm, as defined in C.G.S. § 53a-3, the violation shall be reported to the local police.



Legal References:

Connecticut General Statutes:

§§ 4-176e through 4-180a and § 4-181a Uniform Administrative Procedures Act)

§§ 10-233a through 10-233e Suspension and expulsion of students.

§ 10-233f In-school suspension of students.

§ 21a-408a through 408p Palliative Use of Marijuana

§ 29-38 Weapons in vehicles

§ 53a-3 Definitions

§ 53a-206 (definition of "weapon")

Public Act 14-76, "An Act Concerning the Governor's Recommendations Regarding Electronic Nicotine Delivery Systems And Youth Smoking Prevention"

Public Act 14-229, "An Act Concerning The Expungement Of A Pupil's Cumulative Education Record For Certain Expulsions"

Public Act 14-234, "An Act Concerning Domestic Violence And Sexual Assault"

Public Act 15-206, "An Act Regulating Electronic Nicotine Delivery Systems and Vapor Products"

Public Act 15-96, "An Act Concerning Out-of-School Suspensions and Expulsions for Students in Preschool and Grades Kindergarten to Two"

Packer v. Board of Educ. of the Town of Thomaston, 246 Conn. 89 (1998).

State v. Hardy, 896 A.2d 755, 278 Conn. 113 (2006).

State v. Guzman, 955 A.2d 72, 2008 Conn. App. LEXIS 445 (Sept. 16, 2008).

Federal law:

Honig v. Doe, 484 U.S. 305 (1988)

Individuals with Disabilities Education Act, 20 U.S.C. 1400 et seq., as amended by the Individuals with Disabilities Education Improvement Act of 2004, Pub. L. 108-446.

Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794(a).

18 U.S.C. § 921 (definition of "firearm")

18 U.S.C. § 930(g)(2) (definition of "dangerous weapon")

18 U.S.C. § 1365(h)(3) (identifying "serious bodily injury")

21 U.S.C. § 812(c) (identifying "controlled substances")

34 C.F.R. § 300.530 (defining "illegal drugs")

Gun-Free Schools Act, Pub. L. 107-110, Sec. 401, 115 Stat. 1762 (codified at 20 U.S.C. § 7151)

**Policy adopted: December 9, 2015**

## APPENDIX A

### EMERGENCY MANAGEMENT and SUPPORT

#### Frequently Asked Questions

- 1. What is Emergency Preparedness?** The Killingly Public Schools District (KPSD) has taken steps to ensure your child's safety while in school. Each school has developed a crisis response plan. Emergency preparedness is preparing the steps one will take in the event of an emergency, such as contact information, communications, and evacuation plans, lockdown plans, etc.
- 2. How can I stay informed?** KPSD broadcasts emergency messages, when necessary, using several media outlets. General emergency messages, early and late school openings, and closings can be found on Cable Channel 20 and the Connecticut television networks (Channels 3 and 8). Emergency messages are transmitted to local media, and parents are encouraged to listen to the radio or television.
- 3. How will my child's school handle an emergency situation?** All KPSD schools have an emergency crisis plan. The specifics of each plan differ for each location. The response to each situation will differ based on the specifics of that situation. The flexibility of the plan is key to the success of the response. In general, each plan involves the designation of a crisis management team; development of evacuation, shelter-in-place, and lockdown procedures; preparation of a portable critical response kit ("To Go Bags") that contains key information and supplies; designation of one or more appropriate evacuation sites; provisions for training personnel and updating the plan; outlines for dealing with specific types of incidents; and resources for help before, during and after an event. All KPSD school plans have been reviewed within the last twelve months, and school crisis teams have reviewed the plans. The school-specific plan is exempt from release to the public.
- 4. How can I see the security plan for my child's school?** KPSD does not release this type of specific information as protection and precaution against potential threats.
- 5. What is a lockdown?** An emergency may prevent the safe evacuation of a school building and require steps to isolate students and faculty from danger by instituting a school lockdown. In an interior lockdown situation, all students are kept in classrooms or other designated locations that are away from danger. Faculty members are responsible for accounting for students and ensuring that no one leaves the safe area. School personnel will also secure building entrances, ensuring that no unauthorized individuals leave or enter the building. Exterior lockdown procedures may also be initiated to ensure the safety of students when an incident occurs in the community. Depending on the level of threat, parents may be permitted access to the building and their children if public safety officials deem it safe for them to do so.
- 6. What will the KPSD do if an act of war or other emergency occurs while students are in school?** The specific actions taken by the KPSD in any emergency – both district-wide and at individual schools – will depend on the specifics of the situation. Any action taken would depend on several factors, including the level of threat and the advice of local, state, and federal agencies. The safety of students and staff members will be the primary concern in any decision.
- 7. What is Shelter-in-Place?** Shelter-in-Place is a short-term solution to a short-term problem. If an accident or attack that created contaminated air occurred in the nearby area, everyone would be brought indoors. Building personnel would

close all windows and doors and shut down the heating, ventilation, and air conditioning system (HVAC). This would create a neutral pressure in the building, meaning the contaminated air would not be drawn into the building.

Shelter-in-place is a short-term measure (measured in minutes or hours, not days) designed to use a facility and its indoor atmosphere to temporarily separate people from a hazardous outdoor environment. The alternative would be to evacuate into a hazardous situation, thereby causing harm to all involved.

No stockpiling of water and food is needed for shelter-in-place. Any event of a magnitude that requires such stockpiling would require that we all take our direction from federal emergency management officials. School district personnel have developed a plan that uses the best possible method for ensuring the safety of students and staff members in this type of crisis. Remember, it is not the school system's intention to keep children from their parents. KPSD personnel is merely endeavoring to keep children safe for parents until the parents can pick them up.

**8. Why would you keep children from their parents?** KPSD does not intend to keep children from their parents if a crisis occurs during school hours or school activities. The school district intends to make sure that children are safe inside their schools until such a time that the threat has been reduced. Parents will be informed of the parent-student reunification information via the school system. Emergency messages are transmitted to local media, and parents are encouraged to listen to the local media, radio, or television.

**9. Why can't I be given the evacuation and parent reunification locations ahead of time?** KPSD does not release this type of specific information as protection and precaution against potential threats. Also, during emergencies, circumstances could arise that might force changes to previously designated locations. Parents will be informed of parent-student reunification center locations via the local media and through school resources. Emergency messages are transmitted to local media, and parents are encouraged to listen to the radio or television.

**10. Are schools stockpiling food and water?** The school district is taking action to make sure that schools and offices have the appropriate resources available for a short-term event. In the event of a large-scale catastrophic event, the KPSD would rely on federal and state authorities for assistance.

**11. Why aren't the schools storing three days of water and food for each child as is being recommended for homes?** Most of the envisioned emergencies would be localized short-term events and would not call for long-term supplies. It is unreasonable to expect our facilities to stockpile three days' worth of food and water inside each facility for each person.

**12. What if my child is riding a school bus at the time of a crisis?** The Superintendent of Schools, in collaboration and coordination with the Supervisor of Transportation and other local emergency officials, will be in contact with bus drivers for instructions in the event that a situation occurs while students are in transport. All buses are equipped with a reliable 2-way radio system connected directly to the transportation and highway department offices. The transportation department maintains communication capability with all buses, town highway department, maintenance department, and all school building main offices. Bus drivers will be informed to use common sense and not travel toward the crisis location. Parents will be informed of the parent-student reunification center location through school resources and the local media. Parents are encouraged to listen to the radio or television.

**13. Can I pick up my child?** Parents are allowed to pick up their children unless public safety officials have declared a shelter-in-place response, or there is some other reason why access to the facility is restricted. During any emergency,

school personnel will maintain a safe and normal environment for children within the school as is possible. School is not automatically canceled in emergencies. Remember, school is often the safest place for children to be!

**14. Who can pick up my children?** Children will not be released to individuals who are not authorized on the student's emergency care card or who do not have written parent authorization. Parents and guardians, at the start of each school year, complete the emergency care form. Parents and guardians are encouraged to update the emergency care card as needed throughout the school year.

The KPSD utilizes a state-of-the-art Raptor identity and visitor management system. Raptor is the industry leader in electronic identity and visitor management systems that rapidly identify, capture, and logs visitors, volunteers, employees, and vendors. The system can cross-check criminal, sex offender, and internal watch lists. Once cleared, a photo badge is instantly printed designating the details and limitations of the visit. The system also generates an electronic audit trail of all activity and is stored and can be retrieved for management or investigative reports. The Raptor system is essential frontline protection in controlling and tracking individuals gaining access to our school facilities. Specific access control procedures and protocols are in place and are strictly enforced by administration and staff.

**15. What about my child's medication?** If your child takes medication regularly, you, the parent, should make sure that the school has an appropriate amount of additional medication on hand. Talk with your child's school nurse for more information.

**16. Are students allowed to have cell phones at school?** Cell phones are not permitted during the regular school day, as stated in CT State Law 10-233j. Cell phones are to be stored in the student's locker or backpack during school hours. Students will not be allowed to check for messages or text messages on their cell phones during the day. In the event of an emergency, students will not be allowed to use their phones to communicate with parents unless specified – authorized by the principal. It is important to recognize that in an emergency, cell phone circuits may become overloaded, interfering with public safety's ability to communicate. Student's use of cell phones during an emergency often creates additional disruptions and complications for school and emergency personnel.

**17. Can I contact my child?** Parents are asked not to call the school in emergencies so phone lines can remain accessible for handling the specific situation. Parents will be kept informed through school resources and the local media.

**18. Will children be allowed to view events via live television or radio reports?** In the event of an attack or other crisis, teachers will be informed as to the appropriate actions to take.

### **Dress and Grooming**

The Board of Education encourages students to dress in clothing appropriate to the school situation. Restrictions on freedom of student dress may be applied whenever the mode of dress in question is:

1. unsafe either for the student or those around the student,
2. disruptive to school operations and the education process in general,
3. contrary to law.

No restrictions on freedom of dress as adornment will be imposed which:

1. reflect discrimination as to civil rights,
2. enforce particular code of morality or religious tenets,
3. attempt to dictate or adjudicate style or taste,

4. do not fall within the direct or implied powers of the Board of Education.

The administration is encouraged to establish any needed regulations consistent with this policy through cooperative planning with staff, students and parents. Please visit the Killingly Intermediate School homepage for information about our dress code.

If a student is not dressed appropriately, the school staff will make every effort to help that student meet dress code expectations. If a student intentionally continues to not follow the dress code, disciplinary consequences may be assigned for repeated dress code violations or failure to follow adult directions.

**Policy adopted: August 11, 2004**