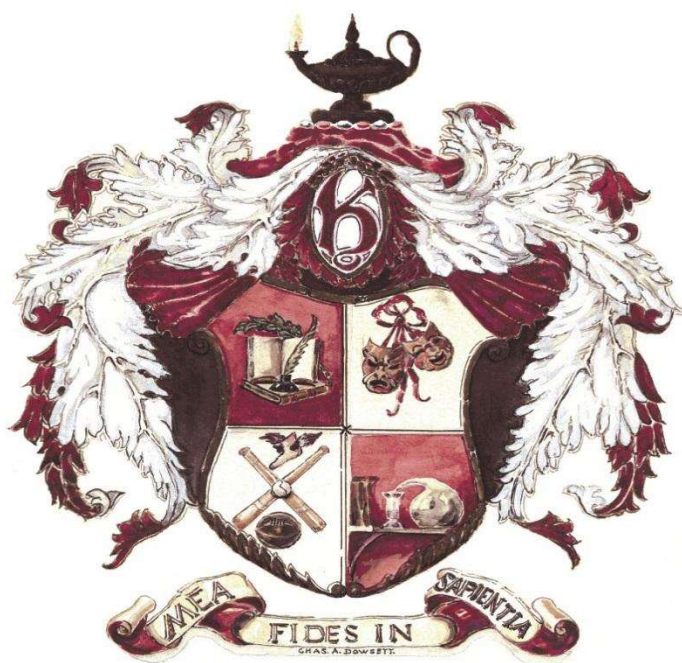


# Killingly High School



## **Student & Parent/Guardian Handbook 2018-2019**

**Responsibility – Excellence – Dedication**

Revised: July 31, 2018

## KILLINGLY PUBLIC SCHOOLS

79 Westfield Avenue

Killingly, CT 06239

860-779-6600

## KILLINGLY HIGH SCHOOL

226 Putnam Pike

Killingly, CT 06241

860-779-6620

Fax Number 860-774-0846

<http://www.killinglyschools.org>

### KHS Administration

Ms. Elise Guari.....	Principal
Mrs. Karen Lagace.....	Assistant Principal
Mr. Michael Lefevre.....	Assistant Principal
Mr. Francis Lagace.....	Director of Pupil Services
Mr. Kevin Marcoux.....	Athletic Director
Mr. Paul DiPadua.....	Math Coordinator
Ms. Mary Ann McGillivray.....	English Coordinator

### School Counseling

Mrs. Lindsay Colligan.....	Co-Lead of School Counseling
Mr. Kevin Marcoux.....	Co-Lead of School Counseling
Mr. Mark Hurd.....	School Counselor
Ms. Nicole Magnano.....	School Counselor
Mrs. Jen Malerba.....	School Counselor
Ms. Barbara Placido.....	School Counselor
Mrs. Erika Ponciano.....	School Counselor
Mr. Kirk Walker.....	School Counselor
Ms. Janet Woronick.....	Social Worker
Mrs. Laura Weedon.....	Psychologist

**Main Office:** .....(860) 779-6620

**Athletics:** .....(860) 779-6649

**Cafeteria:** .....(860) 779-6792

**Transportation:** .....(860) 779-6790

**School Counseling:** .....(860) 779-6640

**Nurse:** .....(860) 779-6635

### Central Office

Mr. Steve Rioux.....	Superintendent of Schools
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Mr. Paul Brenton.....	Asst. Superintendent of Schools
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# INTRODUCTION

## Mission Statement

The Killingly High School community promotes Responsibility, Excellence and Dedication to life-long learning in a safe environment. Our student-focused approach provides relevant and challenging learning opportunities that address individual needs and foster talents. Students will demonstrate intellectual growth and academic excellence. We guide our students to become critical thinkers who are contributing, respectful citizens within a diverse world.

*The Killingly High School student demonstrates:*

**R**esponsibility

**E**xcellence

**D**edication

The material covered within this handbook is intended as a method of communicating to students and parents regarding general district information, rules and procedures and is not intended to either enlarge or diminish any Killingly Board of Education policy, administrative regulation or negotiated agreement. Material contained herein may therefore be superseded by such Board policy, administrative regulation or negotiated agreement. Any information contained in this handbook is subject to unilateral revision or elimination from time-to-time without notice.

This booklet is written for our students and their parents. It contains required and useful information. Because it cannot be as personal a communication as we would like, we address students not directly as “you” but rather as “the student”, “students”, or “children.” Likewise, the term “the student’s parent” may refer to the parent, legal guardian, or other person who has agreed to assume responsibility for the student. Both students and parents need to be familiar with the District’s Student Code of Conduct that is intended to promote school safety in an atmosphere conducive for learning.

The Student Handbook is designed to be in harmony with Board policy. Please be aware that the handbook is updated yearly, while policy adoption and revision may occur throughout the year. Changes in policy that affect portions of this handbook will be made available to students and parents through newsletters, web pages, and other communications.

## **ADMISSION/PLACEMENT**

A student seeking enrollment in Killingly High School for the first time or following attendance in another Connecticut public school district, out-of-state attendance, private school attendance or admission through a bona fide foreign exchange program should contact the principal. A student who is transferring from non-public schools or schools outside the district will be placed at their current grade level pending evaluation and observation of the student after such assessment and consultation with the parents, the principal will determine the grade placement of the child. Nonresidents may attend school on a tuition basis provided space is available. Nonresident students from other school districts within the state, (districts in the Hartford, New Haven, Bridgeport and New London regions) who apply pursuant to Board of Education regulations, may enroll in particular programs or schools within the district on a space available basis, without payment of tuition, as part of the inter-district public school attendance program called Open Choice. The Regional Educational Service Centers will determine which school districts are close enough to make transportation feasible. The parent or person having control of a child seventeen years of age may consent to such child's withdrawal from school. The parent or person having control of a child seventeen years of age may exercise the option by personally appearing at the school district office to sign a withdrawal form.

This form will include an attestation from the school's guidance counselor or a school administrator that the district has provided the parent or person with information on the educational options available in the school system and in the community. A student who has attained the age of seventeen and who has voluntarily terminated enrollment in the district's schools and subsequently seeks admission may be denied readmission for up to ninety school days from the date of such termination unless such student seeks readmission to the District not later than ten school days after such termination in which school accommodation will be provided not later than three school days after such student seeks readmission. A student, nineteen years of age or older may be placed in an alternative school program or other suitable educational program if they cannot acquire a sufficient number of credits for graduation by age twenty-one. Students who are classified as homeless under federal law and do not have a fixed residence will be admitted pursuant to federal law.

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

Parents of students attending District schools have the option to enroll their child(ren) in a magnet school with which the District is a nonparticipating district, if the magnet school has unused student capacity. The District will pay any tuition charge.

## **NONDISCRIMINATION STATEMENT**

### **Nondiscrimination**

The District shall promote nondiscrimination and an environment free of harassment based on an individual's race, color, religion, sex, sexual orientation, gender identity/expression, national origin, disability, marital status or age or because of the race, color, religion, sex, sexual orientation, gender identity or expression, national origin, disability, marital status or age of any other persons with whom the individual associates. The District provides equal access to the Boy Scouts and other designated youth groups.

In keeping with requirement of federal and state law, the District strives to remove any vestige of discrimination in employment, assignment and promotion of personnel; in educational opportunities and services offered to students; in student assignment to schools and classes; in student discipline; in location and use of facilities; in educational offerings and materials; and in accommodating the public at public meetings.

The Board encourages staff to improve human relationships within the schools and to establish channels through which citizens can communicate their concerns to the administration and the Board.

The Superintendent shall appoint and make known the individuals to contact on issues concerning the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1974, Title VI, Title VII, Title IX and other civil rights or discrimination issues. The Board will adopt and the District will publish grievance procedures providing for prompt and equitable resolution of student and employee complaints.

Federal civil rights laws prohibit discrimination against an individual because they have opposed any discrimination act or practice or because that person has filed a charge, testified, assisted or participated in investigation, proceeding or hearing. ADA further prohibits anyone from coercing, intimidating, threatening or interfering with an individual for exercising the rights guaranteed under the Act.

## Discrimination Grievance Procedure

The purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to problems, which may arise concerning claims of discrimination. Evidence of reprisal against a complainant or witness shall be viewed as a violation of this policy.

Any person who wishes to inquire or to register a complaint concerning alleged discrimination in the Killingly Public Schools shall have an opportunity to bring such concerns to the attention of the Civil Rights Compliance Officers or Superintendent, who has the authority to resolve such complaints. The following grievance procedure shall be utilized by any student, parent or employee in making a complaint or inquiry. Officials shall be governed by this procedure.

**Level I:** Within thirty (30) calendar days of the alleged incident, the complainant shall discuss the alleged discriminatory act or practice with the Civil Rights Compliance Officer, the Principal, Assistant Principal, Superintendent of Schools or Assistant Superintendent of Schools. If satisfaction cannot be achieved through informal discussion and the complainant wishes to pursue the matter, the following procedure shall be initiated:

**Level II:** The complainant shall, within forty-five (45) calendar days of the alleged incident, on forms provided, put the complaint in writing and file it with a Civil Rights Compliance Officer. Within five (5) working days a conference must be held. Within five (5) working days following the conference:

- (a) if the complaint IS resolved to the satisfaction of both parties the Compliance Officer shall verify such outcomes with the complainant in written form with a copy sent to the Superintendent of Schools; or,
- (b) if the complaint IS NOT resolved to the satisfaction of both parties, it must be referred, in writing, by the Compliance Officer to the Superintendent of Schools. The Superintendent shall keep the Board of Education apprised of any grievance reaching Level II (b).

**Level III:** Within ten (10) working days after receipt of such complaint, the Superintendent must hold a hearing for the purpose of resolving the grievance. A full record of such hearing shall be kept by the Superintendent. Within five (5) workings of that hearing, the Superintendent shall render the decision and the reason therefore in writing to the complainant with a copy to the Board of Education.

**Level IV:** If the complainant is not satisfied with the disposition of the grievance at Level III, or if no decision has been rendered by the Superintendent within five (5) working days after the hearing, the complainant may file the grievance again with the Board of Education within five (5) working days. Within fifteen (15) working days after receiving the complainant's written appeal, the Board shall meet with the complainant for the purposes of resolving the grievance. The decision of the Killingly Board of Education shall be rendered in writing within five (5) working days.

Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be considered as a maximum, and every effort should be made to expedite the process. The time limits specified may, however, be extended by mutual agreement of all parties in writing.

The following page contains the people who have been designated to handle inquiries regarding the non-discrimination policies.

# **KILLINGLY PUBLIC SCHOOLS**

## **PROPER LEGAL NOTICE of COMPLIANCE OFFICERS 2018–2019 ~ EMPLOYEES and STUDENTS**

### **AFFIRMATIVE ACTION**

**[ issues related to staffing and hiring practices ]**

**Kim Burnham**

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

### **OFFICE of CIVIL RIGHTS**

**[ issues concerning civil rights ]**

**Francis Lagace**

Central Administration Office ~ Pupil Services  
79 Westfield Avenue, PO Box 210, Killingly, CT 06239  
Confidential Phone Line: 860-779-6742 ~ [flagace@killinglyschools.org](mailto:flagace@killinglyschools.org)

### **SECTION 504**

**[ issues concerning handicap access & accommodations ]**

**Francis Lagace**

Central Administration Office ~ Pupil Services  
79 Westfield Avenue, PO Box 210, Killingly, CT 06239  
Confidential Phone Line: 860-779-6742 ~ [flagace@killinglyschools.org](mailto:flagace@killinglyschools.org)

### **TITLE VI**

**[ Title VI of the Civil Rights Act of 1964 prohibits 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, Killingly, CT 06239  
Confidential Phone Line: 860-779-6795 ~ [kburnham@killinglyschools.org](mailto:kburnham@killinglyschools.org)

### **TITLE VII**

**[ issues related to staff ]**

**Kim Burnham**

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

### **TITLE IX**

**[ issues related to gender discrimination ]**

**Kim Burnham**

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

### **SAFE SCHOOL CLIMATE COORDINATOR**

**[ issues related to bullying & school climate ]**

**Peter Gerardi**

Killingly High School  
226 Putnam Pike, Killingly CT 06241  
Confidential Phone Line: 860-779-6615 ~ [pvgerardi@killinglyschools.org](mailto:pvgerardi@killinglyschools.org)

**Learning Expectations**



The Killingly High School student will:

## **ACADEMIC EXPECTATIONS**

### **1. Communicate clearly and effectively**

- a. Communicate purpose
- b. Organize supporting evidence and detail to reflect purpose
- c. Apply mechanics of language and other modalities to convey experience, knowledge and vision

### **2. Read and listen for understanding**

- a. Decode, identify and summarize meaning
- b. Interpret and make connections in reading and listening

### **3. Apply analytical, creative and critical skills**

- a. Examine, distinguish and evaluate problems
- b. Interpret, organize and formulate information
- c. Translate knowledge into application

### **4. Apply technology to academic and real-world situations**

- a. Utilize technology as a tool for discovery, problem solving and communication
- b. Create and construct solutions to academic and real-world problems with technology

### **5. Pursue knowledge for the sake of knowledge**

- a. Demonstrate desire to learn and uncover meaning
- b. Extend the learning process to address life questions

### **6. Value community, culture and tradition**

- a. Examine the past and understand the role and importance of communities
- b. Make connections between classroom and society

## **Civic and Social Expectations**

### **7. Advocate for self and others**

- a. Confront and acknowledge problems
- b. Develop individual goals
- c. Collaborate with others to solve problems

### **8. Demonstrate respect for self, the law and society**

- a. Take responsibility for personal decision making
- b. Reflect empathy and tolerance for differences
- c. Accept the role of citizenship
- d. Participate in community service activities

**KILLINGLY HIGH SCHOOL STAFF**

<b>Administration</b>	<b>Cafeteria</b>	<b>Instructional Assistants</b>
Elise Guari, Principal	Camille Geddes	Heidi Bowden
Karen Lagace, Asst. Principal	Tim Mugan	Jeff Bowden
Michael Lefevre, Asst. Principal		Concetta Falcone Coddington
Francis Lagace, Pupil Serv. Dir.	<b>Campus Security</b>	Kayla Deskus
Paul DiPadua, Math Coordinator	Shirley Blasius	Katrina Garvey
Mary Ann McGillivray Eng. Coord.	Joseph Norton	Maya Habersang
		Heather Juszczak
<b>Main Office Staff</b>	<b>Career Center</b>	Kim Lombardy
Wendy Dastous, Secretary	Donna Grant	Ryan Manning
Sheila Graveline, Secretary	Colleen Guari	Gary Miskiewicz
Tami Lupien, Secretary		Pauline Moore
Kelly Sconzo, Secretary	<b>Custodians</b>	Diane Peterson
	Dennis Clark	Christina Sherman
<b>Agricultural Education</b>	Brad Gerrish	Ashley Sorel
Courtney Cardinal	Peter Martineau	Sarah St. George
Ken Couture, Dept. Chair	Kurt Michon, Head Custodian	Diana Williams
Cathy Julian, Secretary	Richard Sears	Joanne Zurek
Bonnie Kegler	Kim White	
Bethany Knowlton		<b>Library</b>
	<b>English</b>	Cheryl Wakely, Librarian
<b>Alternative Education Center</b>	Nicola Able	Sue Quigley, Assistant Librarian
Stephen Craig	Ashley Baxter	
Salvatore Intrieri	Kayla Dougherty (Part Time)	<b>Mathematics</b>
	Julie Gutierrez, Dept. Chair	William Lathrop
<b>Art</b>	Shelbie Greene	Amanda-Lynn Loomis
Jamie Carver	Richard Hoskins	Alan Messier
Danica Temple	Rachel Lacy	Amanda Milliken
Beth Tippet	Richard Martin	Sean O'Leary, Dept. Chair
	Jennifer Nadeau	Matthew Tocchio
<b>Athletics</b>	Annice Rockwell	Kelly Warner
Kevin Marcoux		Melynda West
	<b>Family &amp; Consumer Science</b>	
<b>Business</b>	TBA	<b>Music</b>
Jacqueline Wetherell		Michael Carnaroli
Donna Guillot, Dept. Chair		Jeff Ethier
Audrey Jones		
Chad Neal		<b>Nurses</b>
Gena Torre		Jennifer Boisse
		Nancy Schofield

<b>Physical Education</b>	<b>Special Education</b>	
Stephanie Calouro	Concetta R. Coddling	
James Lackner, Dept. Chair	Alison Hirsch	
Cynthia Morse	Noel Houle	
Derek Ponciano	Sandra Rukstela	
	TBA	
<b>School Counseling</b>	TBA	
Lindsey Colligan, Co-Lead		
Mark Hurd, Counselor	<b>Technology Education</b>	
Nancy Loomis, Secretary	Daniel Durand	
Nicole Magnano, Counselor	James Hutson	
Jennifer Malerba, Counselor	Tyler Richards	
Kevin Marcoux, Co-Lead		
Barbara Placido, Counselor	<b>World Languages</b>	
Erika Ponciano, Counselor	Heather Chmura	
Deborah Ney, Secretary	Ernest Dodge	
Kirk Walker, Counselor	David Rollinson	
Laura Weedon, Psychologist	Megan Sirimongkhoun	
	Ernest Dodge	
<b>Science</b>		
Linda Alleman		
John Listorti		
Paul Mello		
Lydia Miudo, Dept. Chair		
Stephan Paul		
Jennifer Piehler		
Rebecca Pond		
<b>Social Studies</b>		
Michael Craig		
Albert Giovanni		
Ian Harrington		
Joseph Lewerk		
Maria Marcotte		
David Minikowski, Dept Chair		
Matthew Sumner		
<b>Social Workers</b>		
Janet Woronick		

## **Killingly Board of Education**

Gregory Biggs  
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lrivera@killinglyschools.org

Diane Summa, Vice Chairperson  
98 Laurel Drive  
Dayville, CT 06241  
dsumma@killinglyschools.org

Christopher Viens  
235 Breakneck Hill Road  
Dayville, CT 06241  
cviens@killinglyschools.org

**The Killingly Board of Education meets the second and fourth Wednesday of each month at 7:00 p.m. Check local listings for the location – either the Town Hall or Killingly Intermediate School. School Board meetings are available on your computer. Visit [www.killinglyschools.org](http://www.killinglyschools.org) and click on Channel 22.**

# KILLINGLY HIGH SCHOOL SCHEDULES

## A/B Block Schedule

Killingly High School will be utilizing an alternate day (A/B) block schedule. Block scheduling provides a structure for the creative, active and flexible learning students need for success in the future.

Alternate day block scheduling at Killingly High School divides each school day into four instructional blocks of about eighty-nine minutes each and a lunch period. Students attend four classes one day (Blocks A1-A4) and four different classes (Block B1-B4) the next day. Each class meets once every two days.

Alternate day scheduling has many advantages over the traditional seven period or straight block day schedules. Some of these are as follows:

- There are eight instructional periods in the schedule cycle.
- The greatly increased length of class periods allows for in-depth study and use of a variety of learning activities in the same class session.
- Students and teachers have the opportunity to carry out entire projects or labs in one class period.
- The decreased number of transitions between classes reduces the disruptions in the learning during the day.
- Time spent starting and closing each class takes up much less of the total instructional time available to students.
- Students have fewer subjects to focus on each day and fewer tests and homework assignments on any one day.
- Students and teachers have increased opportunity for research, writing, projects and group work.

An overview of a typical rotation of the KHS A/B Block schedule is below

PERIOD	A	B	A	B	A	B
1	Class	Class	Class	Class	Class	Class
Advisory	Advisory	Advisory	Advisory	Advisory	Advisory	Advisory
2	Class	Class	Class	Class	Class	Class
3	Class	Class	Class	Class	Class	Class
4	Class	Class	Class	Class	Class	Class

# Killingly High School 2018-2019 Student Calendar Revised 7/31/18

August/ September							October							November							December						
S	M	T	W	R	F	S	S	M	T	W	R	F	S	S	M	T	W	R	F	S	S	M	T	W	R	F	S
	27	28	29	30	A1	B1		1	2	3 <sup>^</sup>	4	5	6					1	2	3							
				A1	B1			B2	A2	B2	A2	B2						B2	A2								
2	3	4	5	6	7	8	7	8	9	10 <sup>^^</sup>	11	12	13	4	5	6	7	8	9	10							
	N	A1	B1	A1	B1			N	A2	B2	A2	B2					SD	A3	B3	A3							
9	10	11	12	13	14	15	14	15 <sup>*</sup>	16	17	18	19	20	11	12	13	14	15	16	17							
	A1	B1	A1	B1	A1			A2	B2	A2	B2	A2					N	A3	B3	A3							
16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24							
	B1	A1	B1	A1	B1			B2	A2	B2	A2	B2					A3	N	N	N							
23	24	25	26	27	28	29	28	29	30	31				25	26	27	28	29	30								
30	A1	B1	A1	B1	A1			A2	B2	A2							A3	B3	A3	B3							
January							February							March							April						
S	M	T	W	R	F	S	S	M	T	W	R	F	S	S	M	T	W	R	F	S	S	M	T	W	R	F	S
			1	2	3	4						1	2						1	2							
			N	B1	A1							B1							B2								
6	7	8	9	10	11	12	3	4	5	6	7	8	9	3	4	5	6	7	8	9							
	A1	B1	A1	B1	A1			A2	B2	A2	B2	A2							A3	B3	A3						
13	14	15 <sup>*</sup>	16 <sup>*</sup>	17 <sup>*</sup>	18 <sup>*</sup>	19	10	11	12	13	14	15	16	10	11	12	13	14	15	16							
	A1	B1&	A3	B3	A4			B2	A2	B2	A2	B2							A3	B3	A3						
	A2	&	A4	&	B4			A2	A2	B2	A2	B2							A3	B3	A3						
20	21	22	23	24	25	26	17	18	19	20	21	22	23	17	18	19	20	21	22	23							
	N	N	A1	B1	A1			N	N	A2	B2	A2							A3	B3	A3						
27	28	29	30	31			24	25	26	27	28			24	25	26	27	28	29	30							
	B1	A1	B1	A1				B2	A2	B2	A2								A3	B3	A3						
May							June							Calendar Key							Advisory A.B.C. Reports						
S	M	T	W	R	F	S	S	M	T	W	R	F	S	ERD/Half Day							9/24-9/28 10/22-10/26 11/26-11/30 1/7-1/11						
			1	2	3	4							1	Activity Day/ Class Meetings							2/11-2/15 3/18-3/21 4/29-5/3 5/28-5/31						
			B4	A4	B4									Pep Rallies							KHS Parent/Teacher Conferences						
5	6	7	8	9	10	11	2	3	4	5	6	7	8	No School-School is Closed							October 15 <sup>th</sup> * 1-3PM & 5-7PM						
	A1	B1	A1	B1	A1			A2	B2	A2	B2	A2		SAT Prep 11 <sup>th</sup>							October 16 <sup>th</sup> 5PM-7PM						
12	13	14	15	16	17	18	9	10	11	12	13	14 <sup>#</sup>	15	CT SAT School Day							March 7 <sup>th</sup> 5PM-8PM Acad. Showcase/AP Night						
	B1	A1	B1	A1	B1			A	B	A	B	A		Mid-Terms							Progress Reports						
19	20	21	22	23	24	25	16	17	18	19	20	21	22	KHS Graduation June 21 <sup>st</sup>							October 3 <sup>rd</sup> December 14 <sup>th</sup>						
	A1	B1	A1	B1	A1			A	B	A	B	A		Freshmen Dinner Tues., Aug. 28 <sup>th</sup>							March 1 <sup>st</sup> May 13 <sup>th</sup>						
26	27	28	29	30	31		21	22	23	24	25	26	27	5PM-6PM							Report Cards/Grading Period Ends						
	N	B1	A1	B1	A1		G							KHS Open House Tues, Aug. 28 <sup>th</sup>							Q1: November 2 <sup>nd</sup> Q2: January 23 <sup>rd</sup>						
														6PM-7PM							Q3: April 4 <sup>th</sup> Last Day of School						
#Anticipated Last Day of School June 14 <sup>th</sup>																											

Please note KHS has a rotating daily schedule (A/B) as well as a rotating period schedule that changes every month. The A/B period days listed above (example, A1, B1 etc.) indicate which class period we begin with on that day.

**Daily Time Schedule**  
 7:30-8:55-Period  
 9:00-9:25-Advisory  
 9:30-10:55 Period  
 11:00-12:50-Period/Lunch  
 12:55-2:20-Period

**Activity/ Class Meeting/SAT Prep Extended Advisory Schedule**  
 7:30-8:45- Period  
 8:50-9:55-Advisory  
 10:00-11:15- Period  
 11:20-1:00-Period and Lunch  
 1:05-2:20-Period

Advisory Classes will not meet on Early Release Days/Half Days or 2-hour Delays.

**Special Dates Marked by Asterisk's**  
 ^ College Fair  
 ^^PSAT's  
 \*April 9<sup>th</sup> CT SAT School Day Snow Day  
 \*\*April 23<sup>rd</sup> & 24<sup>th</sup> CT SAT Make Up Day

**Pep Rally Bell Schedule**

7:35-8:45 Period  
 8:50-10:05 Period  
 10:10-11:25 Period  
 11:30-1:10-Lunch  
 1:10-Go to Advisory Class  
 1:25 Pep Rally

## ADVISORY Period

All students will be assigned to an Advisory group. Students and teachers participating in the Advisory period are committed to providing a caring environment that fosters one-to-one student-adult relationships. Advisory groups will meet on a regular schedule that provides for intervention, co-curricular and enrichment (small group and whole school) activities. Please see the following two pages for the times and bell schedules associated with this program. The goals of the Advisory are to:

- Build community and a sense of belonging
- Support student academic achievement
- Improve school climate and student behavior
- Provide students with personal meaning and a sense of continuity in the high school experience.

Advisors will monitor and develop a personal relationship with their Advisory students and assist them in obtaining the support they need to be successful in all aspects of their high school experience. Students who are current in all of their work may take advantage of a variety of co-curricular, enrichment and extension activities.

Backpacking is part of the Advisory process and occurs during the portion of the period following the Advisory activity. Advisors will consult one-on-one with students about their academic, behavioral, social and attendance progress.

**Participation in Advisory is mandatory for all students and faculty.**

# 2018 – 2019 KILLINGLY HIGH SCHOOL

## DAILY BELL SCHEDULE

### DAY A

<b>A1</b>	<b>7:30 – 8:55</b>	<b>85 minutes</b>
<b>Advisory</b>	<b>9:00 – 9:25</b>	<b>25 minutes</b>
<b>A2</b>	<b>9:30 – 10:55</b>	<b>85 minutes</b>
<b>A3</b>	<b>11:00 – 12:50</b>	<b>110 minutes</b>
<i>1<sup>st</sup> Lunch</i>	<i>2<sup>nd</sup> Lunch</i>	<i>3<sup>rd</sup> Lunch</i>
<i>Lunch 11:00 – 11:30 Class 11:35 – 12:50</i>	<i>Class 11:00 – 11:35 Lunch 11:40 – 12:10 Class 12:15 – 12:50</i>	<i>Class 11:00 – 12:15 Lunch 12:20 – 12:50</i>
<b>A4</b>	<b>12:55 – 2:20</b>	<b>85 minutes</b>

### DAY B

<b>B1</b>	<b>7:30 – 8:55</b>	<b>85 minutes</b>
<b>Advisory</b>	<b>9:00 – 9:25</b>	<b>25 minutes</b>
<b>B2</b>	<b>9:30 – 10:55</b>	<b>85 minutes</b>
<b>B3</b>	<b>11:00 – 12:50</b>	<b>110 minutes</b>
<i>1<sup>st</sup> Lunch</i>	<i>2<sup>nd</sup> Lunch</i>	<i>3<sup>rd</sup> Lunch</i>
<i>Lunch 11:00 – 11:30 Class 11:35 – 12:50</i>	<i>Class 11:00 – 11:35 Lunch 11:40 – 12:10 Class 12:15 – 12:50</i>	<i>Class 11:00 – 12:15 Lunch 12:20 – 12:50</i>
<b>B4</b>	<b>12:55– 2:20</b>	<b>85 minutes</b>

REFER TO KILLINGLY HIGH SCHOOL ONLINE CALENDAR FOR CLASS ROTATION

### 4 MONTH CYCLE

<u>MONTH 1</u>		<u>MONTH 2</u>		<u>MONTH 3</u>		<u>MONTH 4</u>	
<b>A1</b>	<b>B1</b>	<b>A2</b>	<b>B2</b>	<b>A3</b>	<b>B3</b>	<b>A4</b>	<b>B4</b>
<b>ADV</b>	<b>ADV</b>	<b>ADV</b>	<b>ADV</b>	<b>ADV</b>	<b>ADV</b>	<b>ADV</b>	<b>ADV</b>
<b>A2</b>	<b>B2</b>	<b>A3</b>	<b>B3</b>	<b>A4</b>	<b>B4</b>	<b>A1</b>	<b>B1</b>
<b>A3</b>	<b>B3</b>	<b>A4</b>	<b>B4</b>	<b>A1</b>	<b>B1</b>	<b>A2</b>	<b>B2</b>
<b>A4</b>	<b>B4</b>	<b>A1</b>	<b>B1</b>	<b>A2</b>	<b>B2</b>	<b>A3</b>	<b>B3</b>

**EARLY RELEASE DAY (ERD)**

<b>A1/B1</b>	<b>7:30 – 8:25</b>	<b>55 minutes</b>
<b>A2/B2</b>	<b>8:30 – 9:25</b>	<b>55 minutes</b>
<b>A3/B3</b>	<b>9:30 – 10:25</b>	<b>55 minutes</b>
<b>A4/B4</b>	<b>10:30 -12:05</b>	<b>95 minutes</b>
<i>1<sup>st</sup> Lunch</i>	<i>2<sup>nd</sup> Lunch</i>	<i>3<sup>rd</sup> Lunch</i>
<i>Lunch 10:30 – 11:00</i> <i>Class 11:05 - 12:05</i>	<i>Class 10:30 – 11:00</i> <i>Lunch 11:00 – 11:30</i> <i>Class 11:35– 12:05</i>	<i>Class 10:30 – 11:30</i> <i>Lunch 11:35 – 12:05</i>

**2 – HOUR DELAY**

<b>A1/B1</b>	<b>9:30 – 10:25</b>	<b>55 minutes</b>
<b>A2/B2</b>	<b>10:30 – 11:25</b>	<b>55 minutes</b>
<b>A3/B3</b>	<b>11:30-1:10</b>	<b>100 minutes</b>
<i>1<sup>st</sup> Lunch</i>	<i>2<sup>nd</sup> Lunch</i>	<i>3<sup>rd</sup> Lunch</i>
<i>Lunch 11:30 – 12:00</i> <i>Class 12:05 – 1:10</i>	<i>Class 11:30 – 12:00</i> <i>Lunch 12:05 – 12:35</i> <i>Class 12:40-1:10</i>	<i>Class 11:30 –12:35</i>  <i>Lunch 12:40– 1:10</i>
<b>A4/B4</b>	<b>1:15– 2:20</b>	<b>65 minutes</b>

**ACTIVITY DAY – DAY A/B**

<b>A1/B1</b>	<b>7:30 – 8:45</b>	<b>75 minutes</b>
<b>Advisory/Activity</b>	<b>8:50 – 9:55</b>	<b>65 minutes</b>
<b>A2/B2</b>	<b>10:00 – 11:15</b>	<b>75 minutes</b>
<b>A3/B3</b>	<b>11:20 – 1:00</b>	<b>100 minutes</b>
<i>1<sup>st</sup> Lunch</i>	<i>2<sup>nd</sup> Lunch</i>	<i>3<sup>rd</sup> Lunch</i>
<i>Lunch 11:20 – 11:50</i> <i>Class 11:55-1:00</i>	<i>Class 11:20-11:50</i> <i>Lunch 11:55 – 12:25</i> <i>Class 12:30-1:00</i>	<i>Class 11:20-12:25</i> <i>Lunch 12:30 – 1:00</i>
<b>A4/B4</b>	<b>1:05 – 2:20</b>	<b>75 minutes</b>



**PEP RALLY – DAY A/B**

<b>A1/B1</b>	<b>7:30 – 8:45</b>	<b>75 minutes</b>
<b>A2/B2</b>	<b>8:50– 10:05</b>	<b>75 minutes</b>
<b>A3/B3</b>	<b>10:10 – 11:25</b>	<b>75 minutes</b>
<b>A4/B4</b>	<b>11:30 – 1:10</b>	<b>100 minutes</b>
<i>1<sup>st</sup> Lunch</i>	<i>2<sup>nd</sup> Lunch</i>	<i>3<sup>rd</sup> Lunch</i>
<i>Lunch 11:30 – 12:00</i> <i>Class 12:05-1:10</i>	<i>Class 11:30-12:00</i> <i>Lunch 12:05 – 12:35</i> <i>Class 12:40-1:10</i>	<i>Class 11:30-12:35</i> <i>Lunch 12:40 – 1:10</i>
<b>Advisory/Pep Rally</b>	<b>1:15 – 2:20</b>	<b>65 minutes</b>

**ACADEMIC REQUIREMENTS**

<b>Subject</b>	<b>Credits Required</b>
English	4
Social Studies (including U. S. History & American Citizenship)	3
Science (including Biology)	3
Mathematics	3
Career, Technical Education and the Arts	2
Health (required in Grades 9 or 10)	5
Physical Education	1.5
Electives (including .5 credit in a computer course)	7
<b>Total Credits Needed to Graduate</b>	<b>24</b>

## **Performance Graduation Requirements (PGR's)**

**All Killingly High School students are required to complete PGR's in eight areas:**

1. Education/Career Portfolio
2. Use of Computer Technology
3. Persuasive Argument
4. Numeric Problem Solving
5. Oral Communication
6. Reading for Information
7. Response to Literature
8. Community Service (forty hours)

Students must meet both the required credits and achieve mastery in PGRs 1-8. Refer to the program of studies on line for a complete list of classes and the appropriate PGR. Visit [www.killinglyschools.org](http://www.killinglyschools.org) and click on Killingly High School. The Program of Studies is listed on the homepage.

## **Promotion and Placement**

Student promotion is dependent on each student's master and acquisition of basic learning objectives. Normally, students will progress annually from grade to grade when increments of five credits are earned (see Grade Level Matriculation on next page). Students who master objectives at an exceptional range may be considered for acceleration to another grade or class. Acceleration decisions are the responsibility of the teaching staff and Principal, after prior notification and discussion with parents. The final decision rests with the school Principal.

### Grade Level Matriculation

- For promotion to the sophomore class, a student must have earned five credits.
- For promotion to the junior class, a student must have earned twelve credits.
- For promotion to the senior class, a student must have earned eighteen credits.

# **Killingly High School Grading Procedures**

## **Student/Parent Handbook**

The goal for all Killingly High School students is to achieve at a high level.

### **Primary Purpose of Assessments and Grading:**

The primary purpose of assessment is the improvement of student learning, while the primary purpose of grading and reporting is to communicate information about student achievement and performance related to course outcomes.

We believe that when a student does not succeed on an assessment, there is value in having them participate in additional instruction, which we call “the intervention process,” because it can further develop their learning if they strive for mastery of course outcomes. In many instances at the conclusion of the intervention process, students will be given an opportunity to complete a second assessment, which we call a “retake assessment,” to determine if they increased their understanding of the content. In such instances, if they show growth, they may be able to improve their recorded grade on the assessment. See the protocol for that process below.

### **Student Responsibilities and Expectations**

It is the responsibility of the student to take ownership of their own learning and focus on improvement rather than just compliance and completion of tasks. The students at Killingly High School are expected to fully participate in the learning process.

It is our expectation that students will:

- Consistently submit original work that meets the expectation of the assignment. Individual effort and engagement in daily work is critical to the learning process and should not be looked at as insignificant in developing understanding and skills.
- Complete assignments, including homework, on time.
- Promptly make up any work missed during an absence or field trip.
- Prepare for assessments. Students who do not put in effort prior to the original assessment, as determined by the teacher, may not be eligible to participate in a retake assessment.
- Participate in an intervention process when necessary to improve their learning.

### **Grading within a Course**


Teachers will provide students with a written description of the specific grading practices that will be used within each course. This will include information such as the variety and weight of the assignments that will be given as well as if the course allows students to retake assessments.


### Grading Codes- Assignments within a Marking Period

While each teacher may use PowerSchool slightly differently, the following grade entries are universal to all courses.

-- = The assignment may not be due yet (check the date) OR  
The assignment has not been submitted due to an excused circumstance such as an absence; if the student submits the assignment within the timeframe indicated by the teacher, they will earn a grade without penalty.

0 = The assignment has not been submitted by the due date; at the discretion of the teacher, the student may be able to submit the assignment, but the grade will be reduced as a penalty for submitting late work. A zero may also indicate that the assignment was graded and failed to meet the expected standard.

 = The assignment has been submitted, but it has not yet been graded. This does not indicate the quality of the work, therefore the student's earned grade on this assignment may be anything ranging from passing to failing.

 = The assignment is not included in final grade.

### **Intervention Process & Retake Assessment Protocol**

## Intervention Process

The intervention process will commence after a student does not meet the minimum standard of 65% on an assessment. (The original earned grade will be recorded and will be updated, if necessary, after the intervention process and a retake assessment have been completed).

The intervention process will consist of teacher prescribed activities selected to enhance student learning. A schedule and plan for completion of these activities will be determined by the teacher; under ordinary circumstances, the intervention will be within 5 school days after the student receives notice of failure and the intervention process may occur before school, after school and/or at home depending upon the situation. Participation in the intervention process takes precedence over all other student activities, including before and after school activities and discretionary activities during the school day.

The highest priority of our students is to attain academic success therefore participation in the intervention process is NOT optional.

If a student fails to adhere to the timeframe noted above and/or fails to actively participate in available interventions, they shall forfeit the opportunity for a retake. In such situations, the original earned grade on the assessment shall stand.

## Retake Assessment Protocol

### Eligibility

For courses which allow students to retake assessments, it is mandatory for students who have earned less than 65% on the original assessment, to complete the entire intervention process as assigned by their teacher, prior to retaking an assessment.

In some courses, students who earned higher than a 65% and want to improve mastery of the concepts or skills may also be eligible to retake an assessment at the discretion of the teacher. In such courses, an intervention process may or may not be mandatory (this information will be provided by the teacher at the beginning of the course as part of their grading practices). If an intervention process is mandatory, see above for a description of that process.

## Deadline for Completion

After the completion of the intervention process, a retake assessment will take place within 10 school days upon notice of a failing assessment grade.

### Assessment Scores

The following guidelines should be used to determine the student's grade for the assessment:

- The final grade for the assessment will be determined by averaging the student's scores on the assessments; not to exceed a final grade of 85%.

(Ex: #1, #2 & #3)

- If the retake grade is passing but the average is below 65%, then the minimum passing score of 65% will be recorded as the grade. (Ex: #4 & #5)

- If the average of the scores is below 65% and none of the individual scores are above 65% then the highest individual score will be recorded as the grade. (Ex: #6 & #7)

Example	Original Score	1 <sup>st</sup> Retake Score	2 <sup>nd</sup> Retake Score*	Average Score	Recorded Grade
#1	50	100		75	75
#2	50	60	100	70	70
#3	80	100		90	85
#4	50	70		60	65
#5	50	50	70	57	65
#6	50	55	57	54	57
#7	65	85		75	75

\*Typically students will be given only one retake assessment, however on occasion there may be an instance where a second retake is allowed. Examples are provided to increase clarity in those situations.

### **End of Grading Period/End of Course**

Grades posted at the end of the quarter/marking period are considered final.

Unless the posted grade is an “I,” which is temporary and indicates one of two situations:

1. The student had extenuating circumstances (such as an illness, a family emergency or an absence related to a family emergency) that required additional time beyond the quarter to complete assignments. The “I” indicates that the student has an opportunity to complete work from the grading period, which must be submitted no later than 10 school days from the posting of the quarter grades, at which point the student’s earned grade will replace the “I.”
2. The student was participating in the intervention process for a specific assessment when the quarter ended prior to completion of either the intervention activities or the retake assessment. The student has an opportunity to complete that work, but it must be submitted no later than 10 school days from the original assessment grade, at which point the student’s earned grade will replace the “I.”

### **Grading Codes- End of Marking Period**

A+	97-100 (an A+ carries the same weight as an A for GPA calculations)
A	93-96
A-	90-92
B+	87-89
B	83-86
B-	80-82
C+	77-79
C	73-76

C-	70-72	
D	65-69	
F	<65	Failure to meet standards
I	Incomplete in meeting standards; either due to extenuating circumstances or the student is actively participating in the intervention process	

### **Online Courses**

Killingly High School offers students the opportunity to fulfill credit requirements through online courses. Students taking online courses should be able to work independently and complete all necessary assignments in a timely fashion. The Board of Education allocates funds specifically to pay for online courses and these funds are available on a first come, first served basis. When funds are exhausted, students can still take online courses but will be obligated to pay.

Killingly High School will pay for online courses (subject to budgetary restrictions) for students with a minimum GPA of 2.5. If scheduling conflicts prohibit the student from taking courses required for graduation. However, should the student fail the course, he/she will be obligated to reimburse the cost of the course to Killingly High School.

The student is obligated to pay for online courses when:

- The student has a GPA of less than 2.5
- The online course is being attempted as a form of credit recovery
- The course is being taken as a form of academic enrichment

Students must comply with a timeline for completing assignments as outlined by the school. Failure to keep to the timeline may result in the student being removed from the online course.

### **National Honor Society (NHS)**



Each fall, grade 11 and 12 students with a weighted GPA of at least 3.70 become candidates for acceptance in the National Honor Society. Selection is based on guidelines established by the National Office of the National Honor Society of the National Association of Secondary School Principals located in Reston, Virginia. Candidates must each complete an application that includes activities as well as personal essay. Faculty members voluntarily rate each student on their exhibited leadership, service, and character. After reviewing the applications, essays, and recommendations, a five-member Faculty Council chooses the members. Initial membership is an earned privilege, not a right. Students should consult the National Honor Society advisor for more information before junior year.

## HOME/SCHOOL COMMUNICATION

**Main Office: (860)779-6620**

**Website: [www.killinglyschools.org](http://www.killinglyschools.org)**

**Staff via email:** [www.killinglyschools.org](http://www.killinglyschools.org) and look for the faculty/staff directory. Or if you know the name of the teacher, use the first initial of the first name, followed by the full last name @killinglyschools.org. **For example**, John Smith could be reached at: [jsmith@killinglyschools.org](mailto:jsmith@killinglyschools.org)

### PARENT-TEACHER CONFERENCES/OPEN HOUSE

Open House is scheduled for **August 28, 2018 from 6PM – 7PM** with Freshmen Family Dinner to precede from **5PM – 6PM**. Parent teacher conferences are scheduled for **October 15, 2018 from 1PM – 3PM and 5PM – 7PM, as well as October 16, 2018 from 5PM-7PM**. There will also be parent conferences for all students on **March 7, 2019 from 5PM-7PM**. More information will be distributed through letters in the progress reports and report cards.

### ACADEMIC SHOWCASE

The annual **KHS Academic Showcase and AP Night** will be held on **March 7, 2019** in the Commons from **7PM-8PM**. The date will be published on our web site.

### PROGRESS REPORTS

Parents/Guardians receive progress reports on-line halfway through each marking period. Families who wish multiple reports should contact the Guidance Office, 860-779-6640.

### REPORT CARDS

Killingly High School has a two-semester system with two quarterly reporting periods each semester. The final grade (quarter, semester or full-year) is the only grade that appears on a student's transcript (permanent record).

### 2018 – 2019 GRADE REPORTING DATES

	Progress Reports	Report Cards
1 <sup>st</sup> Quarter	October 3, 2018	November 2, 2018
2 <sup>nd</sup> Quarter	December 14, 2018	January 23, 2019

3 <sup>rd</sup> Quarter	March 1, 2019	April 4, 2019
4 <sup>th</sup> Quarter	May 13, 2019	Last Day of School

## 2018 – 2019 STANDARDIZED TESTING DATES

### SAT's @ Killingly High School

Test Dates	Registration Deadline
October 6, 2018	September 7, 2018
November 3, 2018	October 5, 2018
December 1, 2018	November 2, 2018
March 9, 2019	February 8, 2019
May 4, 2019	April 5, 2019
June 1, 2019	May 3, 2019

Register online at [www.collegeboard.com/mysat](http://www.collegeboard.com/mysat) and use the KHS school code 070135.

## PSAT DATE – OCTOBER 10, 2018

## CONNECTICUT SAT SCHOOL DAY: MARCH 27, 2019

## 2018 – 2019 ADVANCED PLACEMENT (AP) TESTING

Subject Test	Dates
Chemistry	Thursday, May 9, 2019
Environmental Science	Monday May 6, 2019
Music Theory	Friday May 17, 2019
Calculus AB & BC	Tuesday, May 14, 2019
English Lit and Composition	Wednesday, May 8, 2019
US History	Friday, May 10, 2019
Biology	Monday, May 13, 2019
English Language & Composition	Wednesday, May 15, 2019

## 2018 – 2019 ACT TESTING

Test Dates	Registration Deadline
September 8, 2018	August 3, 2018
October 27, 2018 (At KHS)	September 21, 2018
December 8, 2018	November 2, 2018
February 9, 2019	January 4, 2019
April 13, 2019 (At KHS)	March 8, 2019

June 8, 2019	May 3, 2019
July 13, 2019	June 14, 2019

## **Alternative Education Center**

### **PURPOSE**

The purpose of Alternative Education is to accommodate social-emotional, academic and behavioral needs of children and adolescents which cannot be adequately addressed in a traditional school environment. In addition, Alternative Education Center provides direct social, emotional, and behavior management instruction to students. The goal is for the student to progress through the expected graduation requirements in order to successfully complete the requirements to graduate.

### **MISSION**

The mission of the Alternative Education Center is to promote academic success, modify behavior, and facilitate employability and functional skills attainment, as well as to support career and character education development in an environment that differs from the traditional school setting and offers a more conducive setting for learning.

**DEFINITION:** Students enrolled in alternative education benefit from the same academic standards for all students in Killingly Public Schools, within a different or unique setting, which addresses barriers found in traditional settings. The Alternative Education Center will support student graduation by building positive relationships, focusing on students' individual strengths, talents, social/emotional/behavioral needs and providing academic rigor and cultural relevancy of instruction. Alternative education settings may be responsive to student needs by providing unique programming, flexible hours, or hybrid experiences for students. Students enrolled may include those whose academic, social/emotional and/or behavioral needs are not being met by the traditional academic track. It is designed to provide educational and social development for students whose behavior places them at risk of not succeeding in the traditional school structure and/or in adult life without positive interventions. The alternative school program is defined through written board approved policies and procedures that define and provide appropriate educational opportunities for the categories of students to be served. An alternative education program involves temporary authorized departure from the traditional school setting. It is designed to provide educational and social development for students

whose behavior places them at risk of not succeeding in the traditional school structure and/or in adult life without positive interventions.

### **DESCRIPTION OF THE MODEL:**

The school within the school model provides students with a more insulated opportunity to meet the criteria necessary for graduation from high school, through daily supports. The Alternative Education Center is located on the first floor of the public high school in classrooms that are located near each other in order to promote a highly supportive environment. As appropriate, students will be able to participate in elective courses and other events such as; speakers, clubs, and school wide activities when it is determined to be necessary. Each student participating in the AEC will be required to maintain a “check in and check out” support model with a staff member or counselor daily. This support model intended to teach students self-regulating strategies that will improve their ability to manage stress, organize their daily tasks and address failing grades as needed. The AEC is intended to support students who struggle with various emotional regulation or stress related responses in order identify strategies that can be used for their lifetime in order to be successful. Students will be *encouraged* to maintain a full course load each year to ensure their ability to graduate on time.

### **Criteria for Consideration**

1. The student has been struggling with keeping up with classes (failing but motivated to keep them up)
2. The student has suffered a recent tragedy or on – going trauma in their lives
3. The student has lost credit due to emotional availability to learn and complete daily tasks
4. The student has a diagnosed mental health or mental illness
5. The student did not qualify for special education
6. The student was not successful on a 504 plan
7. Attendance is an issue but **not** the only reason for the referral (attendance must be improved in order to be considered for the Alternative Education Center)
8. A score of 0-51 has been obtained on the Light Retention Scale (screening tool)

### **Procedures for Student Referral to the Alternative Education Center**

- 1) The school principal, assistant principal, and/or a counselor compiles files, disciplinary records, attendance records, a copy of insert sheet, completed referral forms, interventions, etc., to substantiate the referral.
- 2) The building screening committee reviews data and makes a decision: 1) try another intervention; 2) remaining in regular school setting; or, 3) refer to Alternative Education Center. **The building screening committee will be comprised of administrator, school counselor, AEC staff member, teachers and nurse (as needed); any other staff member invited by the administrator running the committee.**
- 3) If the committee decides to refer, a parent conference is scheduled to explain the recommendation and rules of the Alternative Education Center.
- 4) Referral folder is given to assigned personnel; who will complete the referral packet checklist to assure all information required is submitted.

5) The principal or his/her designee will review information and approve/disapprove referral. Information will then be sent to the Alternative Education Center.

6) Upon acceptance, and receipt of approval by the principal, the building principal will send a letter to the parents requesting a conference for placement and transfer to the Alternative Education Center. A parental permission slip will need to be signed and a conference with the Alternative Education Center principal scheduled before entrance into the program.

8) Student will not be referred to the Alternative Education Center setting because of excessive absences alone.

## **ORIENTATION/ENROLLMENT PROCEDURES**

Before any student can be enrolled at the Alternative Education Center, he/she (accompanied by parent/guardian) must attend the orientation and enrollment session.

Orientation sessions will be scheduled by the principal. Students and parents/guardians should be prepared to stay at least 30 minutes to 1 hour. During this session information will be provided on the Alternative Education Center and enrollment forms completed. A course of study plan will be established to meet the individual needs of each student. This plan will be developed with input from the principal and counselor of the referring school, at least one representative from the Alternative Education Center will be present.

### **AEC Exit Criteria:**

1. The student is passing all of their classes with a “C” or better
2. The student is *completing a minimum* of all elective classes in the general education setting
3. The student, parents, or the staff have requested the student begin to transition back to the general high school setting (provided the data is demonstrating the need)
4. Attendance is within the normal limits and expectations
5. The team has met at least twice to review the transition plan and then to confirm the plan has successfully met the student’s needs.

### **FORMS:**

#### **Screening tool: Light’s Retention Scale**

*To be used by the school counselor after the screening committee has directed them to do so.*

#### **Referral Form: AEC Referral Form**

*To be used by the AEC committee including additional information and submitted to the principal for approval.*

## **AEC Committee Minute Form**

*To be used by the counselor during the meeting to document the discussion regarding the student needs and outcomes.*

## **AEC Acceptance Letter**

*Letter sent to the parent from the principal and also included in the student cumulative folder*

## **AEC Parental Consent Form**

*Will be enclosed with the letter or signed by the parent during the parent*

# **KILLINGLY AGRICULTURAL EDUCATION PROGRAM**

## **Retention Policy**

In an effort for every student to reach their maximum potential and remain on track for graduation, the Agricultural Education Program has developed a retention policy for both academics and behavior. In keeping with our tradition of high expectations allowing for continued success in the program, grades will be reviewed at the end of each marking period and behavior review will be on going. In applying to the Agricultural Education Program at Killingly, an agreement was reached between yourself, your child and the Ag Ed Program related to student performance and the privilege of attending the Program. This includes: maintaining overall a 70 or above average in the Ag Ed Program; following the rules and regulation of Killingly High School; engaging in an approved Supervised Agricultural Experience program (SAE); participating in FFA activities and staying on track for graduation. We believe these expectations are critical for student success in our program. We also want to be fair to sending towns that must pay tuition and transportation costs to Killingly. The student and parents/guardians will sign this Retention Policy at the beginning of each school year.

## **Academic Requirements**

All students will be reviewed at the end of each marking period for their compliance with the Killingly Agricultural Education Retention Policy Academic Requirement.

The Overall Student Grade will be calculated based on the following formula:

Upperclassmen: 75% Class and 25% SAE

Freshmen – Quarter 1-100% Class; Remainder of year – 75% Class Grade and 25% SAE

**The student's grade must be a 70 or higher in Agricultural Education and the student must be on track for graduation.** Failure to meet these expectations will move the student onto the steps of our Retention Policy. The following steps will be taken to ensure the success of both the student and the Agricultural Education Program:

**STEP 1** – The first time a student falls below this expectation, a certified letter with the return receipt will be sent home placing he or she on academic probation. During this probationary period, the student is expected to raise their grade(s) prior to the close of the next marking period. If the student is successful in satisfying the requirement of a 70 average or better in Ag Education and/or is passing a minimum of six academic courses during this probationary time, a certified letter will be sent home including the following stipulation: It is the expectation of this Program that the student will continue to successfully satisfy the requirement of a “C-“ average or above in Ag Education and earn passing grades in a minimum of six academic courses for the school year. Should the student fall below this expectation again at the end of any quarter during the remainder of the school year, they will be placed on a contract for the remainder of the school year as outlined in STEP 2 of the academic requirements of the Retention Policy.

**STEP 2** – If the student does not show satisfactory improvement (i.e. An average of 70 or higher in Ag Education for the year to date and/or passing at least 6 academic courses for the year to date) at the end of the probation period, a mandatory conference will be scheduled which will include parents/guardians, Assistant Principal, guidance counselor, Ag Ed instructor(s), and the student. At this time, the guidance department will be requested to provide progress reports for all courses, as well as attendance. Upon meeting, a contract will be drawn between student, parent/guardian and the Agricultural Education Program, which will outline the expectation to raise grades and meet all expectations for the remainder of the school year. The contract shall state that the student will be immediately released from the Program if they have not fulfilled the expectations of the contract.

**STEP 3** – If the student does not have an Ag Education grade of 70 or better and/or is not passing at least 6 academic courses by the end of the year, the student will be dis-enrolled from the Program, with a letter sent home by certified mail with return receipt. There is a two-step appeal process. If the student does not choose to appeal, this will result in the student being returned to their sending district, no longer remaining at Killingly High School. In-District students will be scheduled for other course options.

## **Behavioral Requirements**

In order to maintain the highest level of safety and respect for all students, the following behavioral policy has been established. Should a student demonstrate a pattern of inappropriate behavior or not uphold the behavioral and safety expectations of either the Agricultural Education Program or Killingly High School, they will be placed on behavioral probation, with the following steps being enforced:

**STEP 1** – The first time a student is suspended, either in school or out-of-school, a mandatory conference will be scheduled between parents/guardians, Assistant Principal, guidance counselor, Ag Ed instructor(s), and the student. At this time, a review of overall performance at Killingly High School will be included. Parents/Guardians will be contacted by phone and/or certified letter with return receipt, regarding the scheduling of the meeting. If the parent/guardian refuses to attend, the meeting will proceed as scheduled. Upon meeting, a contract will be drawn between student, parent/guardian and the Agricultural Education Program which will state the behavioral expectations which will include but not be limited to: complying with all behavioral expectations as outlined in the Killingly High School Student Handbook, as well as the expectations of the Agricultural Education Program and the National FFA Organization's Code of Ethics (as outlined in the official FFA manual), complying with all school policies, respect for others and property, following all safety rules and considering the safety of others at all times.

**STEP 2** – Should a second suspension, either in-school or out of school, arise during the remainder of the school year, the student will be released from the program, as stated in the signed contract. A disenrollment letter will be sent home by certified mail. There is a two-step appeal process. If you plan to utilize the appeal process, the student should enroll in their home district until the process is complete. In-District students will be scheduled for other course options. If the student does not choose to appeal, this will result in the student being returned to their sending district, no longer remaining at Killingly High School. In-District students will be scheduled for other course options. The administration of Killingly School has helped to develop this policy and is supportive of upholding it to ensure a positive experience for all students in the Agricultural Education Program. This policy has been developed to ensure that students take advantage of the outstanding agricultural and leadership opportunities available in the Agricultural Education Program at the Killingly High School.

I, the undersigned, have read and understand the terms of the retention policy for the Agricultural Education Program at Killingly High School.



## **KHS ATTENDANCE POLICY**

**Every student is expected to be in school every day on time. Students that are late to school must report to the main office.**

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

A student is considered to be "in attendance" if present at their assigned school, or an activity sponsored by the school (e.g., field trip), at least the first half of the regular school day which is 7:35am – 10:45am. A student who is serving an out-of-school or expulsion should always be considered absent. A student not meeting the definition of "in attendance" shall be considered absent. In addition, students who have a medical or legal reason for their absence should present a note from that professional office to avoid the excused absence counting towards the parent's nine excused absences. It should be understood that administration reserves the right to make decisions on a case-by-case basis.

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

### **Procedure**

When a student is absent from class for illness, religious observance, or unforeseen emergency, the parent must inform the school through the attendance secretary, Tami Lupien, at **860-779-6669** on the day of the absence and in writing within one school day of the absence **or by sending an email to [khsabsence@killinglyschools.org](mailto:khsabsence@killinglyschools.org)**. Failure to notify the school will result in a recorded unexcused absence. Students who are 18 or older who do not live at home and who have filed with the office a verification of their legal and financial emancipation may provide their own written excuses.

## **Excuses**

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

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

**A. For absences one through nine**, a student's absences from school are considered "excused" when the student's parent/guardian approves such absence and submits appropriate documentation to school officials.

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

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

1. Student illness (must be verified by a licensed medical professional to be deemed excused, regardless of the length of the absence);
2. Student's observance of a religious holiday;
3. Death in the student's family or other emergency beyond the control of the student's family;
4. Mandated court appearances (documentation required);
5. The lack of transportation that is normally provided by a district other than the one the student attends (no parental documentation required);
6. Excused Absences for Children of Service Members

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

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

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

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

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

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

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

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

(cf. 5142 - Student Safety)

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

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

**Policy adopted: January 14, 2015**

KILLINGLY PUBLIC SCHOOLS

KILLINGLY, CT 06239

**5113**

**Students**

**Attendance, Excused Absences, And Truancy**

**Absences Generally**

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

## **I. Definitions**

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

1. **"Student"** - is any child officially enrolled within the Killingly Public Schools, grades K-12, inclusive.
2. **"Absence"** - is when a student in grades K-12, inclusive, is absent from an entire regularly scheduled school day with or without authorized permission.
3. **"Truant"** - is any student who has four (4) unexcused absences from school in any one month or ten (10) unexcused absences from school in any school year.
4. **"Unexcused Absence"** - is an absence from any entire regularly scheduled school day for which the absence is not excused as defined in #5 below. Although the school will maintain records and keep parents informed within the limit of its capability, parents and students are expected to keep accurate attendance records. Parents can track student attendance in the Power School Parent Portal.
5. **"Excused Absence"** - includes those absences defined as follows.
  - a. Reasons of health, including illness, incapacity or doctor's visit(s). The district reserves the right to require a physician's or other appropriate certification for absences in excess of three (3) consecutive days or a total of fifteen (15) in any school year.
  - b. Religious holiday or obligation.
  - c. Legitimate court appearance.
  - d. Death in the immediate family or attendance at a funeral.
  - e. Special school activities as approved by school administration.
  - f. Suspension or expulsion.
  - g. An emergency.
  - h. An enrolled student, age five to eighteen, inclusive, whose parent or legal guardian is an active duty member of the armed forces, as defined in section 27-103, and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat support posting, shall be granted ten days of excused absences in any school year and, at the discretion of the Board of Education, additional excused absences to visit such child's parent or legal guardian with respect to such leave or deployment of the parent or legal guardian. In the case of such excused absences such child and parent or legal guardian shall be responsible for obtaining assignments from the student's teacher prior to any period of excused absence, and for ensuring that such

assignments are completed by such child prior to his or her return to school from such period of excused absence.

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

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

## **II. Administrative Regulations (Grades K- 12)**

### **1. Procedure - Generally**

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

### **2. Notification and Monitoring**

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

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

c. Each school shall maintain a system of monitoring individual unexcused absences. Whenever a student fails to report to school on a regularly scheduled school day and no indication has been received by school personnel that the student's parent or legal guardian is aware of the student's absence, a reasonable effort to notify, by telephone, the parent or legal guardian shall be made by school personnel. Persons who, in good faith, gives or fails to give notice pursuant to law shall be immune from any liability, civil or criminal,

which might otherwise be incurred or imposed and shall have the same immunity with respect to any judicial proceeding which results from such notice or failure to give such notice.

### **3. School Based intervention**

a. Upon a student being identified as a truant, the Principal, or Assistant Principal or designee(s) shall schedule a meeting with the parent or legal guardian to review and evaluate the reasons for the truancy. The meeting shall be held within ten (10) school days after the student is identified as a truant. Should such parent or other person decline to attend the meeting that fact shall be documented and the meeting shall be held.

b. As part of the overall intervention process the Principal or Assistant Principal or designee(s) shall coordinate services with and referrals of truant students to community agencies providing child and family services.

c. Upon a student being identified as a truant and prior to considering a referral to the planning and placement team (PPT), intervention efforts should assure that all resources available within the context of regular education (mainstream) have been comprehensively explored and utilized as appropriate to address the truancy behavior.

d. Provided that the provisions of section c above have been satisfied, any truant student who has fifteen (15) unexcused absences in any school year may be referred to a Planning and Placement Team (PPT) in order that the PPT may determine whether or not a handicapping condition is the primary cause of the truancy behavior. In the absence of current school based educational evaluations, and upon recommendation of the PPT school based educational evaluations shall be conducted to assess the appropriateness of the student's educational program. For the purposes of this section such evaluations shall be considered current if completed within the preceding year prior to the date of the court referral.

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

a. The Superintendent of Schools may file a written complaint with the Superior Court for Juvenile Matters for each student alleged to be a truant. (NOTE: Juveniles under the age of eleven (11) are generally not considered to be of sufficient maturity to make reasoned and independent judgments concerning school attendance. Generally, it is reasonable to presume that the truancy can be attributed to the actions of a parent. Therefore, referrals concerning students under the age of eleven (11) should be given special consideration. Representatives of the school district, Department of Children and

Families (DCF), and the Juvenile Court should jointly review such cases to determine appropriate action.)

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

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

Legal Reference: Connecticut General Statutes

[10-184](#) Duties of Parents

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

[10-199](#) through [10-202](#) Attendance, Truancy in General

[10-202e-f](#) Policy on Dropout Prevention and Grant Program

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

[46b-149](#) Family with Service Needs

**Regulation Revised: January 14, 2015**

KILLINGLY PUBLIC SCHOOLS

KILLINGLY, CT 06239

**Early Dismissal**



Every effort should be made to schedule appointments outside of the school day. From time to time, students may need to leave school to attend appointments. Parents must send a note to the school with the contact information for the parent. The note must include the student's name, the type of dismissal and the time to be dismissed. **The school will contact the parent by telephone to verify the dismissal. If parental contact cannot be made the student will not be dismissed.**

The student will be marked absent from all classes missed and is responsible for all work missed. If the student is dismissed before 10:45am and does not return to school it will count as a day of absence unless the appointment is documented by a doctor's, dentist's or lawyer's note.

Parents are expected to pick up students that are granted early dismissal. If the parent is not picking up the student, arrangements should be made with the administration. If someone other than a parent/guardian picks up the student, the person appearing in the school office should bring a note of identification from the parent or guardian and present proper ID.

### **Leaving School Grounds or the School Building**

Any student leaving school grounds or the building without a verified note and/or administrative permission is subject to administrative discipline that may result in suspension from school.

### **Tardiness**

Students who are not in their first period class by 7:30a.m. are considered tardy and between the hours of 7:30 and 9:00, must report directly to the tardy table by the main office. After 9:00am, tardy students must report to the main office for a pass to class. Any student arriving after 10:45 will be considered absent. Students will receive an extended day detention for their 4<sup>th</sup> unexcused tardy and every subsequent tardy.

### **Tardiness-D dismissal-Absence and Co-Curricular Activities**

Students who are absent from school or have not completed at least a legal half day of school for any reason may not participate in any co-curricular activities on the day of the absence. This includes such activities as dances, proms, drama, athletics and band/music events.

### **Truancy**

A student missing a class without permission or missing a school day without permission is considered “truant”. Parents have the responsibility to assist school officials in remedying and preventing truancy. The Superintendent of Schools will file a written complaint with Superior Court Juvenile Matters if the parent fails to cooperate with the school in trying to solve the student’s truancy problem. A student discovered on school grounds, who has not signed in at the office, will also be truant.

Connecticut state law requires student to attend school until age eighteen. Students under eighteen who have four unexcused absences from school in any month or ten unexcused absences from school in any year are considered truant. The school Truancy Intervention Program officer will review the student’s absences and file a Family with Service Needs petition with the courts.

**Information about truancy will also be posted in the annual strategic school profile reports.**

## STUDENT CODE OF CONDUCT

Students are responsible for conducting themselves properly in a responsible manner appropriate to their age and level of maturity. The district has authority over students during the regular school day and while going to and from school on district transportation. This jurisdiction includes any school-related activity, regardless of time or location, and any off campus, school-related misconduct, regardless of time or location. Student responsibilities for achieving a positive learning environment in school or school related activities include:

1. Attending all classes, regularly and on time
2. Being prepared for each class with appropriate materials and assignments
3. Being dressed appropriately\*
4. Showing respect towards others
5. Behaving in a responsible manner
6. Paying required fees and fines
7. Abiding by the code of conduct
8. Obeying all school rules, including safety rules, and rules pertaining to internet safety
9. Seeking change in school policies and regulations in an orderly and responsible manner, through appropriate channels
10. Cooperating with staff investigations of disciplinary cases and volunteering information relating to a serious offense

Students who violate these rules will be subject to disciplinary action and shall be referred when appropriate to legal authorities for violation of the law.

Students are subject to disciplinary action, including suspension and expulsion, for misconduct which is seriously disruptive to the educational process and is a violation of publicized Board of Education policy, even if such conduct occurs off-school property and during non-school time. In determining whether conduct is “seriously disruptive of the education process” for purposes of suspension and expulsion, the administration in cases of suspension, and the Board of Education or impartial hearing board, in matters of expulsion may consider, but consideration is not limited to (1) whether the incident occurred within close proximity of a school, (2) whether other students were involved, or whether there was gang involvement, (3) whether the conduct involved violence, threats of violence, or the unlawful use of a weapon and whether any injuries occurred, and (4) whether the conduct involved the use of alcohol or drugs.

During school dances, students may not leave the building until the completion of the event unless written permission is received from parents indicating that the parents will pick up the student prior to the event’s completion. At the completion of the event, the school building and school grounds will be secured and adult supervision will end. Students without such written permission will not be allowed to leave and reenter the dance activity. Smoking is not allowed at any school functions. All school rules are in effect during such activities.

## KHS STUDENT CONDUCT POLICIES

The following matrix is meant as a quick guide to student conduct, expectations and interventions. More comprehensive explanations and definitions follow the matrix.

### DISCIPLINE GUIDELINES

**ISS**=In School Suspension served at KHS

**KASP**=Killingly Community Service Program: This is an alternative to out of school suspension that is served at the Killingly Schools Central Office

**OSS**=Out of School Suspension served at home.

<u>INFRACTION</u>	<u>MINIMUM CONSEQUENCES</u>
Alcohol – possession, under influence	Up to 10 day KASP
Arson	10 day OSS; Recommendation for expulsion
Assault/Physical Fighting	Up to 10 day KASP; possible arrest
Assault (physical contact/threat or verbal threat to KHS faculty or staff member or their possessions)	Up to 10 day KASP; possible arrest
Bullying	Conference with parent; 5 day KASP
Bus Violation	Warning
Class Cut	Warning
Computer/Technology Violations (See Computer policy)	Extended day detention, notify parent, possible loss of computer access or privileges.
Cutting Extended Day Detention	Extended day or 1 day in school suspension (EDD may be rescheduled once if notification is given to the office before 1:00pm on day of EDD)
Cutting Teacher Detention	Extended day detention
Cyber Bullying	Extended day detention and possible loss of computer privileges. Possible communication of threat or a hate crime will be reported to the police

Discharging Malodorous Odor (Stink bomb, etc.)	Extended Day Detention
Disruptive Behavior	Conference/Warning
Disruption while in in school suspension	Additional ISS
Dress Code Violations	1 <sup>st</sup> Offense: Warning  2 <sup>nd</sup> and subsequent offenses: Extended day detention
Drugs: Possession/Under the Influence/Paraphernalia	Automatic 5 day OSS; 3 day in school suspension upon return; possible police notification for influence; required police notification for possession of drugs or paraphernalia; recommendation for expulsion
Drugs: Sale/Distribution	Automatic 10 day OSS; Police notified; recommendation for expulsion
Electronic Devices: Unauthorized use of	Possible confiscation  1 <sup>st</sup> Offense: Warning  2 <sup>nd</sup> Offense: Extended day detention  3 <sup>rd</sup> Offense: Extended day detention; return to parent/guardian
Electronic Devices: Taking, receiving, requesting or sharing unauthorized photos/videos as well as the posting of hurtful or offensive language and/or symbols.	Extended day detention (Pictures or video of a pornographic or inciting nature may result in a suspension)
Extortion	1 day in school suspension
False Fire Alarm Pull/Communicating a false bomb scare or other threat	Up to 10 day KASP; authorities notified; possible arrest/expulsion
Forgery	1 day in school suspension
Gambling	Extended day detention
Harassment: (Including sexual/intimidation/hazing)	Up to 3 day KASP; possible arrest

Inciting/Instigating Disruptive Behavior	Up to 3 day KASP
Insubordination	Extended Day Detention
Intimidation	Extended day detention
Leaving class/lunch	Extended day detention
Littering in halls, cafeteria, halls etc.	Extended day detention
Motor Vehicle Offenses	Warning (Possible Loss of Parking Privileges)
Off Campus/Leaving School Building	1 day in school suspension
Plagiarism; Cheating	Student receives an "I" and must redo the assignment for no more than a 65%; notification of parent/guardian .
Sexual Harassment	Up to 5 day KASP; possible arrest
Scuffle: Grabbing, pushing, resulting in no injury	Extended Day Detention
Slurs: discriminatory or sexual in nature, written or verbal	1 day in school suspension
Swearing	Extended day detention
Tardy unexcused to class	1 <sup>st</sup> Offense: Teacher warning 2 <sup>nd</sup> Offense: Teacher detention; teacher call parent 3 <sup>rd</sup> Offense: Teacher detention; teacher call parent 4th Offense: Office Referral; teacher call parent; admin call parent, extended day detention Extended day detention
Tardy Unexcused to school	Extended day detention on the fourth and every subsequent unexcused tardy
Theft	Up to 5 day KASP; possible arrest
Threatening	Extended day detention
Throwing Objects	Warning
Tobacco or Vape- Possession of product and/or paraphernalia	1 day in school suspension; Notify Parent

Tobacco or Vape Product- Use of	2 day in school suspension; Notify Parent
Trespassing/ On school grounds during OSS	Extended OSS/ Possible arrest
Truancy	1 day ISS; parent notified  *Note: See attendance policy for procedures concerning excessive unexcused absences
Unauthorized Area	Extended day detention
Unauthorized Animal on Campus	Extended day detention
Vandalism/Graffiti	1 day in school suspension; Restitution
Verbal Fight/Obscene Gestures	Extended day detention
Weapons- Dangerous instruments or objects which may be used to cause injury to others but not legally defined as dangerous or deadly weapons by Connecticut General Statutes, including but not limited to small knives, chemical sprays, etc.	Up to 10 day OSS; possible arrest and risk assessment
Weapons- Dangerous/deadly weapons as defined in state and/or federal statutes, including but not limited to firearms, martial weapons, etc.	Automatic expulsion proceedings required by CGS. Possible arrest and risk assessment

## **Bullying/Harassment**

Every student has the right to feel comfortable in school. Students are expected to treat each other with respect. If a student feels they are being bullied or harassed they should tell a teacher or an administrator. The administration will investigate all reports of bullying/harassment. See the policy in **Appendix B** for more information.

### **CYBER BULLYING**

The District's computer network and the Internet, whether accessed on campus or off campus, during or after school hours, may not be used for the purpose of harassment. All forms of harassment over the Internet, commonly known as cyber bullying, are unacceptable, a violation of District policy and of the District's acceptable computer use policy and procedures.

Cyber bullying includes, but is not limited to, such misuses of technology as harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful e-mail messages, instant messages, text message, digital pictures or images, or website postings, including blogs. It is also recognized that the author (poster or sender) of the inappropriate material may be disguised or logged on as someone else.

Students and community members who believe they have been the victims of such misuses of technology as described, should not erase the offending material from the system. A copy of the material should be printed and brought to the attention of the Principal or Director of Technology. All reports of cyber bullying will be investigated by the administration.

In situations in which the cyber bullying originated from a non-school computer, but brought to the attention of school officials, any disciplinary action shall be based upon whether the conduct is determined to be severely disruptive of the educational process so that it markedly interrupts or severely impedes the day-to-day operation of school. Also, such conduct must violate a publicized school policy. Such conduct includes, but is not limited to, threats, or making a threat off school grounds, to kill or hurt a teacher or student.

Disciplinary action may include loss of computer privileges, detention, suspension or expulsion. A communicated threat or a hate crime will be reported to the police.

Students will be provided instruction about appropriate online behavior.



## COMPUTER ACCESS AND INTERNET

District resources have been invested in computer technology to broaden instruction and to prepare students for an increasingly computerized society. Use of these resources is restricted to students working under a teacher's supervision and for approved purposes only. Students and parents will be asked to sign a user agreement regarding appropriate use of these resources. Violations of this agreement may result in withdrawal of privileges and other disciplinary action. Students and parents should be aware that e-mail communications using district computers are not private and may be monitored by staff.

Federal law requires the district to place filtering devices on school computers to block entry to visual depictions that are obscene, pornographic, harmful or inappropriate for students as defined in the Children's Internet Protection Act and as determined by the Superintendent or their designee.

Students who intentionally commit acts that jeopardize the viability of the school's computer network may be subject to the full limit of disciplinary consequences, up to and including expulsion from school. Parents/students may be assessed compensatory charges for intentional acts of damage as well.

**NOTE: All Internet and computer usage offenses are cumulative over four years of high school**

### *Appropriate Technology Use*

In order for a student to use the internet independently, a parent or guardian must co-sign the contract. It is the policy of the Board of Education that all students must sign an acceptable use contract which indicates that a student agrees to use the internet and email exclusively for educational purposes.

Each student with permission will have a personal password and entry code to the school system's network computer system. These codes will allow students to access their own "computer desktop" from anywhere in the building. It is imperative that students protect these passwords and not give them out to other students under any circumstances.

### *Guidelines for Use*

There is a considerable amount of information that is not suitable use. If a user finds inappropriate material on the internet while using a Killingly Public School account, he or she must immediately leave the site and report it to a teacher. The transmission of some material is illegal and is subject to discipline and or legal action.

### *Intentional Misuse, Hacking, and/or Destruction*

Students who jeopardize the school's computer network are subject to disciplinary action up to and including expulsion from school. Parents/students may be assessed compensatory charges for intentional acts of damage to the computer network and/or its security.

### *Printing and Downloading*

Downloading may only be used for educational reasons under teacher supervision. Students should not print large, lengthy documents because downloads can be very large and overtax the computer storage abilities.

## **CELL PHONES AND PERSONAL ELECTRONIC DEVICES**

Electronic devices have become an integral part of the educational process. Electronic devices enhance the learning experience providing access and tools for all students. Most students possess such devices and parents support their appropriate use in a school setting. The personal use of electronic devices must not endanger persons or property, disrupt the educational process, or violate a publicized policy of the Board.

### *USE IN THE SCHOOL*

Appropriate use of electronic devices and systems enrich the teaching and learning process by permitting access to external references and learning tools including on line texts, interpretations and other resources, thereby connecting the classroom to the world. Use of electronic devices is not appropriate where safety is a concern. If electronic devices are utilized by the instructor as part of a planned instructional design, cooperative grouping ensures that all students have access to the electronic device.

### *USE IN NON-INSTRUCTIONAL AREAS*

Use of a cell phone or other electronic device is permissible in the food court, before and after school, and in hallways between classes.

### *INAPPROPRIATE USE*

Cell phones and electronic devices may not be used:

- In the classroom, unless specific permission has been given by the teacher;
- In the auditorium
- During a lock down
- During assemblies

Inappropriate use by the student is behavior defined by the Discipline Policy and is subject to disciplinary consequences and confiscation of the cell phone or electronic device. If a cell phone or electronic device is used in violation of this policy, it may be confiscated by school personnel. If confiscated, electronic devices can be retained for a defined period of time.

Electronic devices may be seized and contents searched if there is reasonable suspicion that there has been a criminal or policy violation.

KHS IS NOT RESPONSIBLE IN THE EVENT OF LOSS, THEFT OR DAMAGE OF ANY PERSONAL ELECTRONIC DEVICES.

## **CHEATING/ACADEMIC INTEGRITY**

***Cheating includes, but is not limited to, the following:***

- Obtaining test or quiz materials prior to assessment without the instructor's knowledge.
- Use of technology that can store or transmit information during assessments.
- "Sharing" student work that should be individually/independently produced.
- Using crib notes during test situations.
- Substituting another source such as Cliff Notes or Monarch Notes study guides in place of completing an assignment.
- Discussing information about a quiz or test with students who have not completed the assessment.
- Plagiarism – presenting others work as your own.

### ***Academic Integrity Policy: Plagiarism***

Plagiarism is cheating. It is academically dishonest and ethically offensive, and is not acceptable at Killingly High School.

The mission of Killingly High School calls for all members of the school community to act with responsibility, excellence and dedication. The act of plagiarism violates our expectation that students exhibit ethical behavior as expressed in their academic work. Plagiarism means to commit literary theft; to steal and pass off someone else's words, ideas or thoughts as one's own ideas, words or thoughts. When you use someone else's words, you must put quotation marks around them and give the writer or speaker credit by citing the source. Even if you revise or paraphrase the words of someone else, if you use those ideas, you must give the author credit. Some internet users believe that anything available online is public domain. This is false. Ideas belong to those who create and articulate them. To use someone else's words or ideas without giving credit to the originator is stealing.

If a student has any concerns or questions about how to cite material for a particular assignment, the student has a responsibility to consult their teacher.

A student who is caught plagiarizing or cheating will receive an “I” for that assignment or assessment. The student must redo the assignment/assessment on their own time and will forfeit the ability to earn a grade higher than 65% on the alternative assessment or assignment. Incidents of plagiarism or cheating will be referred to grade level administrators for appropriate disciplinary action. Disciplinary consequences for plagiarizing and cheating will be addressed on a case-by-case basis and may include the assignment of Extended Day Detention or Suspension. A student who wishes to challenge the accusation of cheating may appeal to the Principal.

### **SUBSTANCE ABUSE/DRUGS**

As stated in the CONDUCT section of this handbook, the school prohibits the manufacture, distribution, dispensing, possession or use of alcohol or controlled substances on school grounds or during school activities. Any student in violation of this will be subject to the following disciplinary actions: \*

In addition to the prohibition pertaining to alcohol, drugs, tobacco and inhalants, the Board of Education prohibits the use of performance-enhancing drugs, including anabolic steroids and food supplements, including Creatine, by students involved in school-related athletics or any co-curricular or extracurricular school activity or program, other than use for a valid medical purpose as documented by a physician.

Substance abuse or distribution of drugs and/or drug paraphernalia including alcohol may indicate serious, underlying problems. Every effort will be made to offer student assistance, including early identification, referral for treatment to private or community agencies and aftercare support.

Disciplinary procedures will be administered with the best interests of the student, school population and community in mind and with due consideration of the rights of students. However, consideration must be given to the fact that substance abuse is illegal and subject to criminal prosecution. Unauthorized possession, distribution, sale or consumption of dangerous drugs, narcotics or alcoholic beverages are considered grounds for expulsion.

Students are encouraged to consult with teachers, administrators and other professional staff on substance abuse problems. Staff members should inform administration who will inform parents/guardians in the best interest of the child.

## DRESS CODE AND PERSONAL APPEARANCE

Killingly High School students are expected to exercise good judgment regarding their attire and grooming to establish a healthy and respectful school climate and so as not to disrupt the educational environment. Clothing must be neat and clean and worn in such a manner as to exercise good taste. Students' attire must be appropriate for the school setting and in keeping with the established policy as designated in the KHS dress code. Beyond maintaining a professional environment conducive to learning, the purpose of a dress code is to prepare students to present themselves in a manner that will empower them to be conscious, successful participants in whatever college and/or career path they choose. We strongly encourage each parent/guardian to read the information below and have a discussion with his or her son or daughter regarding appropriate dress for school.

**Disallowed items of clothing or apparel:** Head coverings of any kind (except for religious or cultural purposes), including but not limited to “doo-rags”, hair nets, masks, kerchiefs, hats, caps, sweatshirt hoods, combs, or pick curlers, hair covering the face or rakes worn in the hair. Such items worn in school during school hours will be confiscated, kept by administration and returned at the end of the day.

- Any chains either worn or carried; spiked or studded bracelets, oversized or multi-fingered rings, belts with large belt buckles, or any other article of attire with unsafe protrusions attached.
- No pajamas.
- No strapless tops, spaghetti straps or dresses that expose the midriff area, or “see through” apparel, bare midriff clothing of any kind, extremely short skirts/shorts (see below for guidance), short skirts with slits or long skirts with slits past the mid-thigh.
- Pants, skirts or shorts worn below intended waistline or inside out. Underwear showing including any other type of clothing that resembles underwear. No extremely oversized pants or shorts that reveal underwear. Pants and shorts must be worn above the hips, no sagging.
- Apparel with suggestive writing. The following are considered inappropriate: racist or sexually suggestive comments, violence, aggression or vulgar language, gang affiliation colors/items, and items promoting drug, alcohol or tobacco use.
- Shower shoes, track shoes, bedroom slippers, or footwear that marks/damages floors. No bare feet. Footwear must be worn at all times.
- Any other type of clothing that the administration considers inappropriate for the school setting.

So as to clarify the dress code and make sure expectations are well understood, this next section is provided to take away any misunderstanding:

No bare skin showing the body's midriff may be seen at any time

No visible underwear of any kind

Shorts, skirts, and dresses must reach below the end of the fingers when student's arms are extended at the student's side

It must be understood that a student will be considered in violation of the dress code if their appearance or dress disrupts the educational environment. Students who violate the dress code may be referred to administration.

### **SCHOOL DANCES AND SCHOOL-SPONSORED ACTIVITIES**

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

#### ***School-sponsored activities include***

- Co-curricular activities and sporting events.
- Field trips (day, overnight, or weekend).
- Dances and other social events.
- Students will not be admitted after a certain time.
- Students who leave dances will not be readmitted.
- Students may not go to their cars during the activity unless accompanied by a chaperone.
- Guests must be pre-approved by administration.
- Appropriate dress is required.
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#### ***STUDENT DANCES***

School dances are open to all Killingly High School students. Dances will usually be held on Friday evenings from 7:00PM - 10:00PM; Dances are chaperoned by members of the KHS faculty or staff. Building usage forms must be completed by the organization sponsoring the dance. **KHS students may bring a guest who is not a KHS student if they meet the following criteria:**

- Is a high school student with an ID from their school.
- Must fill out a guest registration form prior to the day of the dance.
- Only one guest will be permitted per KHS student.
- Middle School students and any individual 21 years of age or older are not permitted to attend KHS dances.

### **STUDENT BUS EXPECTATIONS**

Students must behave in a responsible manner and abide by all school rules. Administration may suspend bus privileges for any student whose conduct to and from school is inappropriate (CGS – S. 10-233c (a)). For questions regarding transportation call (860) 779-6790.

- All school rules apply.
- Cross in front of the bus never in the rear.

- Remain in the seat while the bus is in motion.
- Keep hands, arms, and all objects inside the bus.
- Emergency doors are only for an emergency.
- Aisles, emergency exits, and normal entrances must be clear of backpacks and materials.
- No pets are allowed on the bus.
- Only students listed on a certain bus route are allowed on that bus. Other student riders must have a pass signed by an administrator to ride a bus for which they are not assigned or listed.
- Students must get on and off at their assigned stop and not at other locations.
- No unauthorized adults are allowed on the bus.

### ***MISCONDUCT LEADING TO BUS SUSPENSION***

- Defacing and destroying property.
- Harming another student - physically or emotionally through taunting, threatening, bullying, or assaulting.
- Possessing illegal or potentially dangerous substances or weapons.
- Disrespectful behavior in language and/or actions toward any driver.
- Refusal to follow the driver's directions.
- Any other behavior deemed unsafe or inappropriate by the school administration.

### **THEFT**

Stealing of any kind is unacceptable at Killingly High School. Any student who steals may be subject to a search, appropriate disciplinary action, and referral to law enforcement authorities.

### **Assumption of Risk of Student Personal Property and Lockers**

Lockers are the property of Killingly High School and are provided to students for personal storage of valuables in both the hallways and the PE locker rooms. Students are responsible for the safe storage of valuables in these lockers. Failures to secure valuables resulting in their subsequent loss are not the liability of Killingly High School.

The Killingly School District, its officers, agents or employees shall not be responsible in any manner for the loss, theft, damage, or destruction of **any personal property** brought on to district premises by students for any reason whatsoever including, but not limited to, during school and after school activities and functions. Students who bring personal property on to school premises **assume all risk** of loss, theft, damage or destruction of the personal property that may occur.

Upon notification of a loss, theft, damage, or destruction, administration will take statements and conduct a cursory investigation providing information to parents in a timely manner.

Parents are responsible for pursuing any additional investigations with the police. Killingly High School reserves the right to inspect student lockers.

## **KHS STUDENT CONDUCT STANDARDS**

### **AFTER SCHOOL EXPECTATIONS**

Students should have a school-related purpose for staying on campus after school and must sign up for bussing. If staying after school with a teacher, for detention or for an activity, students should be with a teacher or staff member at all times. Students who are waiting for a sport to begin may wait in the food court. Upon dismissal from an after school activity, students need to leave campus or wait for the late bus in the back room of the library. Students should not be in any other areas during after school time and should not be after school for any non-school related purpose. Regardless, all students should be out of the school building by 4:30 unless they are with a staff member.

### **ALCOHOL/DRUGS**

Any student found using, in possession of, or suspected to be under the influence of alcohol or any drug or is caught in possession of any type of drug paraphernalia when attending any officially sanctioned school activity on or off school property will be suspended for a minimum of five (5) days and is subject to police arrest. The use, possession and/or sale of alcoholic beverages and/or drugs are forbidden on all school property. This prohibition applies to all students participating in all officially sanctioned school activities wherever they are conducted. This prohibition includes transportation to and from such activities on school buses and/or other officially sanctioned transportation facilities. Discipline up to and including expulsion may be applied for violation of the above at the discretion of the Board of Education. The sale of illegal drugs requires the Board of Education to expel a student from school for one calendar year.

### **ASSAULT AND/OR VIOLENT CONDUCT**

Any student who engages in fighting or any violent conduct will receive up to 10 days suspension and may be subject to arrest. Upon return, parents will meet with administration to determine the appropriate educational program. Aggravated assault may lead to expulsion.

The Killingly High School administration reserves the right to define assault and/or violent conduct. Assault and/or violent conduct by a student towards a staff member is considered a particularly egregious violation of the code.



## **CLASSROOM EXPECTATIONS**

Classrooms are for learning. Students who detract from the learning environment in any classroom run the risk of disciplinary action. Teachers inform students about classroom expectations and handle situations as they pertain to their classes. The Principal or Assistant Principal will address chronic or severe disciplinary matters.

### **CLASS DISRUPTION – OFFICE REFERRAL**

Students who are referred to the office for a class disruption will remain in the main office or assigned area for the remainder of the period and will be subject to a teacher detention, extended day detention or suspension depending on the seriousness of the infraction.

### **COMPUTER LABS AND LIBRARY**

Computer labs and the library are places of learning. No food or drink is allowed. Students must sign in and remain throughout the period. Careless or deliberate misuse of equipment will lead to removal of computer, and/or library privileges and/or disciplinary actions.

### **CUTTING CLASS**

All students are expected to attend all of their classes for the entire meeting time. Students who do not go to class, leave class early without permission, do not return to class when expected to, or do not arrive at the destination they have been given permission to go to will be subject to consequences defined in the handbook.

### **DEFACING PROPERTY**

Any student caught defacing property will receive disciplinary action and will be responsible for the cost of repair and may be subject to arrest.

### **DISRESPECTFUL BEHAVIOR**

Disrespectful behavior towards fellow students, staff members and faculty does not promote our mission of learning and is not acceptable.

## FIELD TRIPS

We expect students to behave appropriately and to follow all school rules. We have had great success and positive comments from organizations that host visits from Killingly High School classes or groups because students follow these guidelines:

### *Field Trip Expectations:*

- Students must use the transportation provided ***to and from the destination.***
- Any student who leaves a field trip without approval will be suspended.
- Failure to represent Killingly High School in the best manner possible may result in one or more of the following:
  - Removal from the event or trip with a parent called to take the student home.
  - Loss of privilege of attending future trips or events for a duration of time.
  - All school rules are in force

Suspension or arrest in extreme cases, such as theft, violence and/or drug/alcohol use.

## FIRE DRILLS AND EVACUATIONS

Fire drills are held at regular intervals as required by state law. During fire drills and evacuations, students accompanied by teachers should leave the school building **SILENTLY** and according to the directions posted in each classroom. Students are to remain with their class and teacher until attendance is taken and the “all clear” bell sounds. After a fire drill, students are to return to the building in an orderly manner.

## HAZING

Students are prohibited from participating in any hazing activities. Hazing is any activity that recklessly or intentionally endangers the mental or physical health or safety of a student for the purposes of initiation or admission into or affiliation with any student organization.

Hazing, bullying or abuse of students or staff will not be tolerated. Any student who engages in an act that injures, degrades or disgraces another student or staff member, disrupts the educational process, or interferes with a student’s opportunity to obtain an education shall be subject to appropriate disciplinary action.

## INSUBORDINATION

Insubordination is defined as the failure to follow the directions of an adult staff member (for example, refusal to give name when requested; failure to respond when questioned by a staff member; responding in a rude and/or disrespectful manner).

## **PASSES**

Students must carry a pass with them when outside of the classroom for any reason during school hours. Unauthorized areas include all areas of the school or school grounds that are unsupervised i.e., hallways during lunch, parking lots, outside the building, auditorium, etc.

## **PUBLIC DISPLAY OF AFFECTION – PDA**

Unreasonable displays of affection that make others uncomfortable (students, teachers, and/or staff) detract from the learning process and may result in disciplinary action.

## **STUDY HALL EXPECTATIONS**

Study hall is a time for students to make meaningful progress on their schoolwork. With this in mind students are expected to have work out at all times, have all electronic devices put away except school issued technology that is being utilized to do school work and to maintain a quiet, studious demeanor unless given specific permission by the teacher to collaborate with other students for academic purposes.

## **SMOKING**

### ***KILLINGLY PUBLIC SCHOOLS AND GROUNDS ARE SMOKE FREE AT ALL TIMES.***

The possession of, the use of and/or the smoking of tobacco or tobacco products shall not be allowed within school buildings, buildings owned or used by the Board of Education, school grounds or grounds owned or used by the Board of Education and in vehicles owned or used by the Board of Education. This prohibition applies to everyone attending and/or participating in all officially sanctioned school activities on or off school property.

## **THREATS OF VIOLENCE**

Threats of any kind that convey personal harm and imminent danger, may be subject to a school suspension up to ten days as well as police arrest. Threats made to teachers and/or staff will result in police investigation and possible arrest.

## **WEAPONS AND OTHER DANGEROUS INSTRUMENTS**

Student possession and/or use of firearms, facsimiles of firearms, deadly or dangerous weapons, and other dangerous instruments in any school building, on school grounds, in any school vehicle, or at any school-related or school-sponsored activity is prohibited. Firearms and weapons shall include those defined by law. School administration reserves the right to define “dangerous instrument.” Students possessing weapons and/or dangerous instruments will be suspended for ten days and be referred to the

Board of Education for expulsion. Students will also be reported to the police for possible arrest and incarceration.

## **Behavioral Interventions**

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A student who violates the district's code of conduct shall be subject to disciplinary action. The school's disciplinary actions may include using one or more discipline management techniques, such as detention, removal from class, removal to an alternative education program, in school suspension, out of school suspension, and expulsion. Disciplinary measures will be appropriate for the offense. In addition, when a student violates the law that student may be referred to legal authorities for prosecution. Students are subject to discipline, up to an including suspension and expulsion for misconduct, which is seriously disruptive of the educational process and violates publicized board of education policy even if such conduct occurs off-school property and during non-school time.

### **DEFINITIONS**

**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 minutes.

**Suspension** is the temporary exclusion of a student from school privileges for disciplinary reasons. Administrators have the authority to suspend.

**In-School suspension** is the exclusion of a student from their classrooms for disciplinary reasons for the entire school day. Students will report to the in-school suspension room where they will be provided with their academic assignments to be completed in that location.

**Out-of-school suspension** is the exclusion from school and from transportation services for disciplinary reasons for not more than ten consecutive school days, provided such exclusion shall not extend beyond the end of the school year in which such suspension is imposed. In cases where a student may be suspended, they will be given "due process" rights which include: A statement of the charges against them; the opportunity to give their side of the story; if suspended, the opportunity to make up missed work.

### **Expulsion**

Prior to an expulsion hearing, information concerning legal services that are provided free of charge or at a reduced rate that are available locally and how to access such services shall be provided to the student and their parent or guardian.

The Board of Education may expel a student from school privileges if, after a full hearing, the Board finds that the student's conduct endangers person(s), property or the educational process

or is in violation of a publicized Board policy. Students who have been expelled may be eligible for an alternative educational program.

Expulsion from school will result in the loss of all extracurricular and social privileges during the period of expulsion.

For any student expelled for the first time and who has never been suspended, the Board of Education may shorten the length of or waive the expulsion period if the student successfully completes a Board specified program and meets any other conditions required by the Board. Such a Board specified program does not require the student or the parent/guardian of the student to pay for participation in the program.

Student possession and/or use of weapons, including martial arts weapons, or other dangerous instruments in any school building, on school grounds, in any school vehicle, or at any school sponsored activity is cause for expulsion for a calendar year. A student who offers illegal drugs for sale or distribution on or off school grounds is also cause for expulsion for a calendar year. The Board may modify the expulsion period on a case-by-case basis.

Whenever a student is expelled, notice of the expulsion and the conduct for which the student was expelled will be included on the student's cumulative education record. The record will be expunged if the student graduates from high school and the expulsion was not for weapon possession and/or for the sale or distribution of illegal drugs.

If students expulsion is shortened or the expulsion period waived based upon the fact that the student was expelled for the first time, has never been suspended and successfully completed a Board specified program and/or met other conditions required by the Board, the notice of expulsion will be expunged from the cumulative educational record if the student graduates from high school or, if the Board so chooses, at the time the student completes the Board specified program and meets other Board required conditions.

A district student who has committed an expellable offense who seeks to return to a District school after having been in a juvenile detention center, the Connecticut Juvenile Training School or any other residential placement for one year or more, in lieu expulsion from the District, shall be permitted to return to the appropriate school setting within the District. Further, the District will not expel the student from any additional time for the offense(s).

## **Suspension**

A teacher may remove a student from a class when the student deliberately causes serious disruption of the teaching and learning process within the classroom. School administrators will determine, using state guidelines, whether the suspension will be in-school or out-of-school.

The administration may suspend a student for infraction of school rules. Suspension is defined as an exclusion from school privileges for not more than ten (10) consecutive days, provided such exclusion shall not extend beyond the end of the school year in which suspension was imposed.

However, no student shall be suspended without an informal hearing before the building principal or their designee at which time the student shall be informed of the reasons for the disciplinary action and given an opportunity to explain the situation, unless circumstances surrounding the incident require immediate removal. In such instance the informal hearing will be held during the suspension.

Suspension from school will result in loss of extracurricular and social privileges during the period of suspension.

For any student suspended for the first time and who has never been expelled, the administration may shorten the length of or waive the suspension period if the student successfully completes an administration-specified program and meets any other administration-required conditions, which shall not incur an expense to the student or their parents.

## **In School Suspension (ISS)**

While it is always the focus of faculty and administration to positively reinforce the good choices our students make, it is sometimes necessary, in the interests of maintaining good order and a safe, respectful environment, for students to receive more severe discipline for certain decisions they make. Some of these instances that may require an in school suspension are: insubordinate or disrespectful behavior towards a faculty or staff member, possession or use of tobacco products, theft or not attending a previously assigned consequence. The following are rules and expectations for students who serve an in school suspension:

- 1) Students will serve in school suspension in room 1403 and must arrive by 7:35 each day of their in school suspension.
- 2) Students will be provided work that has been collected from their teachers and they will be expected to complete that work while in in school suspension.

- 3) If that work has been completed, students may be provided further work to complete that may or may not be directly relevant and connected to their offense.
- 4) Students will be expected to complete this work to be in full compliance with their consequence.
- 5) Students will be expected to remain silent throughout their time in the in school suspension room.
- 6) Students will not be allowed to sleep.
- 7) The use of electronic devices will not be allowed except with the specific permission of the in school proctor and ONLY for academic purposes.
- 8) Students will be required to turn in all electronic devices to the main office at the beginning of the day.
- 9) Students who do not comply with the expectations or exhibit inappropriate behavior in in school suspension may be given out of school suspension for the remainder of the day, be picked up by a parent or guardian, and assigned additional consequences.

### **Out of School Suspension (OSS)**

In some, more serious circumstances, it may be necessary to assign students the consequence of out of school suspension. Some offenses that may necessitate an out of school suspension are: physical violence (fighting), sexual harassment, inciting, weapon possession or drug and alcohol offenses. The following may apply to students who have received an out of school suspension:

- 1) All students who have received out of school suspension will not be allowed on campus or at any school sponsored event. Students who are serving out of school suspension and are found on campus or at a school sponsored event during the duration of their suspension may face future consequences as well as referral to law enforcement for trespassing.
- 2) Work will be collected for students serving an out of school suspension and may be picked up in the main office at KHS by someone other than the suspended student. Students who are out of school suspended may be referred to the Killingly Community Service (KASP) alternative to suspension program at the Killingly Central Office (See Below Explanation). This program may be attended with the recommendation of administration and with the permission of the parent or guardian. **At times, the transportation to and from this program will be the responsibility of the suspended student and/or their family.**

### **Persistently Dangerous Schools/Victim of Violent Crime**

Students enrolled in a school identified as “persistently dangerous” by the State Department of Education or a student who is the victim of a violent criminal offense, as defined by the State Department of Education, are entitled to transfer to a safe school elsewhere in the district with free transportation.

**Emergency** is defined as a situation in which the continued presence of the student in the school poses such a danger to persons or property or such a disruption to the educational process that immediate exclusion is, in the judgment of an administrator, warranted provided that a due-process hearing will be held as soon as is reasonable.

**Out-of-school misconduct** - Students are subject to discipline, up to and including suspension and expulsion for misconduct which is seriously disruptive to the educational process or is a violation of a publicized policy of the Board of Education (#5114 a-f), even if such misconduct occurs off school property and during non-school time. Moreover, such discipline may result whether the incident was initiated in the school or on school grounds, or if the incident occurred or was initiated off school property, either during school time or non-school time, and after the occurrence there was a reasonable likelihood that return of the student would contribute to a disruptive effect on the school education or its process.

Examples of the type of misconduct that may include, but are not limited to:

- Use, sale, possession or distribution of a firearm, deadly weapon, dangerous instrument, or dangerous weapon (CGS Section 53a-3, 53-206, 39-35).
- Use, sale, possession or distribution of illegal drugs/substances.
- Violent and/or dangerous conduct.
- Threatening behavior and/or intimidation.
- Destruction of property and/or school equipment.

For example, if it is determined that a student’s use, sale, possession or distribution of an illegal drug or substance in the community has a likelihood of endangering the safety and well-being of students or employees, or if violent conduct in the community presents a likelihood of repeating itself in the school, or if any similar type of misconduct in the community has a likelihood of being repeated in school, or if bringing retaliation or revenge into the school for such out-of-school/off school grounds misconduct, the Board of Education may impose discipline up to and including suspension and/or expulsion.

Note: Federal and state law regarding students with disabilities require special consideration for long-term suspensions and expulsions.



**Detentions** - Students must report on the assigned day. Detention takes precedence over other student activities such as athletics and jobs. Students will be given twenty-four hour notice and must make any necessary arrangements to meet this obligation.

**\*NOTE:** Federal and state law regarding students with disabilities require special procedures and consideration for long-term suspensions and expulsions.

**Teacher detentions** are consequences for, but not limited to, tardies and inappropriate behavior. Failure to serve teacher detention will result in parental contact, reschedule of teacher detention, and assignment of a second teacher detention by the teacher. If this consequence is not served, a referral for one extended day detention will be made by the teacher and assigned by the administrator. The student must serve the extended day detention or will be issued an in school suspension. It is the student's responsibility to make good decisions, display appropriate behavior at all times, and work cooperatively with faculty, staff and administration to avoid and exit this consequence cycle.

**Extended day detention** allows students to remain within the high school without being suspended from school. This penalty may be assigned for significantly inappropriate behavior and is clearly intended to be an option to avoid student absence from school because of disciplinary action. Extended day detention may be assigned by an administrator or the discipline administrative assistant. Extended day detentions are held Monday - Thursday afternoons. Any rescheduling of extended day detention will be considered when requests are made prior to the scheduled detention.

*The following rules apply to extended day detention:*

- Students must report to the designated room by 2:25PM and will not be admitted after the bell.
- Students must remain in detention until 4:30PM., or earlier as determined by administration.
- Students must bring books, magazines, or study materials to detention. Electronic devices are not allowed.
- Students should go to their lockers prior to the start of detention. No trips to lockers will be permitted once detention is started.
- All school rules are in effect.
- Failure to serve extended day detention will result in the schedule of an in school suspension.

**Search and Seizure** - The right to inspect desks, lockers and other equipment assigned to students may be exercised by school officials to safeguard students, their property and school property. An authorized school administrator may search a student's locker or desk under the following conditions:

1. There is reason to believe that the student's desk or locker contains contraband material.
2. The probable presence of contraband material presents a serious threat to the maintenance of discipline, order, safety and health in school.

This document serves as advance notice that school board policy allows desks and lockers to be inspected if the administration has reason to believe that materials injurious to the best interests of students and the school are contained therein.

Under special circumstances, school officials may search students, particularly if there is reasonable suspicion that a student possesses illegal matter, such as a dangerous weapon or illegal drugs. Students must be aware that such items are forbidden both on school property and at school-related activities.

Killingly High School and law enforcement agencies will work cooperatively re: K-9 search of school property. Student vehicles parked on school grounds will be searched if there is reasonable suspicion of illegal items or violation of School rules. Killingly High School assures that no individual rights will be violated in conjunction with searches. Students who, in the opinion of the Assistant Superintendent/Principal, Administrator, or school nurse, may be in possession of, or under the influence of any controlled substance or may be in possession of any materials dangerous to the student or other students, may be asked to empty their pockets and/or possessions and may be subject to a search. Examples of items subject to this regulation include, but are not limited to: drugs, alcohol, weapons, pornography, stolen goods, fireworks, explosives, and/or tobacco products. It is not the intent of the School District to violate individual liberties; however, the obligation of the school is to provide a **safe environment conducive to learning** for all students.

Student vehicles parked on school grounds may be searched if there is reasonable cause to search. The district may use trained dogs to alert school officials to the presence of prohibited or illegal items, including drugs and alcohol. At any time, trained dogs may be used on lockers and vehicles parked on school property. Searches of classrooms, common areas or student belongings may also be conducted by trained dogs when students are not present. A locker, a vehicle, or an item in the classroom to which a trained dog alerts may be searched by school officials.

Searches of one's person, property, car and/or locker are permitted by Connecticut State Law and Board of Education policy if there is reasonable suspicion of conduct which 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.

## **KILLINGLY ALTERNATIVE TO SUSPENSION PROGRAM**

Killingly Community Service Program (KASP) is one of the many behavioral modification tools available for administrators at KHS. KASP is the alternative to traditional out of school suspension. When a student commits an offense and it is deemed appropriate by administration, the student will be required to participate in the alternative suspension program. This is a school-based program - attendance and school rules apply.

The objectives of the program are to:

1. Provide a safe, structured, meaningful alternative to unsupervised out-of-school time.
2. Assist students academically so that during the time away from the classroom the student does not fall behind academically.
3. Provide increased rate of success for the suspended student returning to the educational mainstream.
4. Influence a positive attitudinal change in students.

When a student is suspended from school and administration has requested and the parent or guardian has approved attendance in the program, a phone call will be placed home to the parent and a handout given to the student informing of the suspension and the details regarding participation in the program:

1. Three hours of community service
2. Lunch
3. Two hours of academic tutoring

The primary site for the Killingly Community Service program is **79 Westfield Avenue, Killingly, CT** (we may be working at other locations). Students must be dressed to work and prepared for the weather! If a student is ill, the parent must call the school and report the student as absent. The student must bring a note upon return. If students do not attend the program and the absence is not excused, KHS has the option of marking the student as truant and processing them for a court referral for truancy.

## SEXUAL HARASSMENT

SEXUAL HARASSMENT IS ILLEGAL AND IT IS PROHIBITED BY THE CONNECTICUT DISCRIMINATORY EMPLOYMENT PRACTICES ACT (SECTION 46A-60(A)(8) OF THE CONNECTICUT GENERAL STATUTES) TITLE VII OF THE CIVIL RIGHTS ACT OF 1964 (42 UNITED STATES CODE SECTION 2000E ET SEQ.) INDIVIDUALS WHO ENGAGE IN ACTS OF SEXUAL HARASSMENT MAY ALSO BE SUBJECT TO CIVIL AND CRIMINAL PENALTIES.

Sexual Harassment means any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education.
- Submission to or rejection of such conduct by an individual issued as the basis for employment or academic decisions affecting such individual.
- Such conduct has the purpose or effect of substantially interfering with an individual's work or academic performance or creating an intimidating, hostile or offensive working or learning environment.

***Examples of Harassment include but are not limited to:***

- Unwelcome sexual advances
- Suggestive or lewd remarks
- Unwanted hugs, touches, kisses
- Requests for sexual favors
- Derogatory or pornographic posters, cartoons or drawings
- Retaliation for complaining about sexual harassment

***Remedies for Sexual Harassment may include:***

- Cease and desist orders
- Detention, suspension or other disciplinary measures, including referral to police

The Killingly Board of Education policy forbids sexual harassment in the schools. Sexual harassment will result in disciplinary action up to and including dismissal or exclusion from school privileges. Any proven sexual harassment will result in the student being suspended for a minimum of five school days. A parental meeting with the student and administration is also required for the student to re-enter school. Students who submit complaints of sexual harassment shall not be subject to retaliation. Contact Kim Gillespie-Burnham, 779-6795, 79 Westfield Avenue, Killingly, CT 06239 if you have questions or concerns or believe that you or others are being sexually harassed.

If you feel that you are the victim of sexual harassment you may also file a complaint with the Connecticut Commission on Human Rights and Opportunities, 25 Sigourney Street, Hartford, CT 06106, (860) 541-3400, (800)477-5737, (fax)860-541-3459. Eastern Region Office, 100 Broadway, Norwich, CT 06360, 860-886-5703, (fax) 860-886-2550, TDD 860-886-5707. Connecticut law requires that a formal written complaint be filed with the commission within 180 days of the date when the alleged harassment occurred. Furthermore, you may also file a complaint with the US Department of Education, Office for Civil Rights, 8<sup>th</sup> Floor, 5 Post Office Square, Boston, MA 02110-1491, (617)289-0111, 617-289-0150 or email [OCR.Boston@ed.gov](mailto:OCR.Boston@ed.gov).

## **GENERAL INFORMATION**

### **AGE OF MAJORITY**

In view of Public Act 127 enacted in 1972 by the Legislature which established eighteen years of age as the majority, the following practice will be in effect at Killingly High School: Eighteen-year-old students may request direct communication from the school and parents will be notified of this request. The school will issue appropriate information to the parents of all students who reside at home and/or continue to receive support from their parents. Students eighteen years of

age who want direct responsibility for school matters must inform the Principal in writing with a copy to his or her parents. Assumption of direct responsibility means all school rules still apply to the eighteen year old student, except that they must provide verification of parents for all school matters. Students eighteen years of age listed as dependents by the Internal Revenue Service will have all records mailed to their parent's home. Any eighteen year old not living with parents must provide proof of residency to the Principal.

### **ASBESTOS REMOVAL**

The school district will implement and maintain procedures necessary to comply with the Asbestos Hazard Emergency Response Act of 1986 (AHERA) by adhering to the following guidelines:

- Use a specifically accredited/certified person to conduct inspections as required on all school buildings for asbestos-contaminating material.
- Take appropriate action to control the release of asbestos fibers, upon completing of inspection.
- Describe corrective steps and long-range maintenance in a management plan.  
Post warning on all areas containing asbestos.

### **BOOKS, SUPPLIES AND EQUIPMENT**

All textbooks, supplies, and/or equipment that have been issued to students have been numbered. Bills for outstanding obligations will be issued for any textbook, supply and/or equipment not returned or damaged. Students are accountable for these 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. In accordance with state law, the school reserves the right to withhold grades, transcripts, or report cards until the student pays for or returns the textbooks, library book or other educational materials. Assessments for lost textbooks will be mailed to the student's home address. Payment is expected in a timely manner.

### **CHILD ABUSE**

Connecticut General Status Section 17a-101, as periodically amended, requires certain educational personnel (school teachers, school principals, school guidance counselors, and school paraprofessionals) as well as licensed nurses, psychologists and social workers 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. [See BOE Policy 5141.4(a)]

Reporting of child abuse and neglect is a responsibility that is taken seriously. If there is any doubt about reporting suspected abuse or neglect a report will be made. The school will work with the parents and appropriate social agencies in all cases.

Child abuse is defined as any physical injury inflicted by other than accidental means or injuries which are not in keeping with the explanation given for their cause. Improper treatments such as malnutrition, sexual molestation, and deprivation of necessities, emotional abuse, cruel punishment or neglect are also considered child abuse.

### **DUES AND FEES**

Dues support class activities and other class expenses. The school reserves the right to withhold transcripts, report cards, and student schedules until debt is cleared for class dues, cap and gown fee, non-returned textbooks, uniforms, library fees or other items of school property. Prior to issuing of cap and gown for graduation, every senior must be debt free.

### **ELEVATOR**

The school elevator is for students or staff members who cannot climb the stairs because of an illness or injury. The school nurse may issue keys upon request. The key and student ID must be worn at all times. The key must be returned at the conclusion of the designated time period. (There will be a \$25 fee for key replacement )

### **EXEMPTION FROM INSTRUCTION**

Parents have the right to have their child excluded from instruction that contradicts their personal belief(s). Topics may include family life and sex education, Acquired Immune Deficiency Syndrome (AIDS) Education and dissection of animals. Students may be exempt from physical education classes (with a medical note) and a parent may exempt their child from bilingual education. Requests must be presented to the Principal in writing for approval (Policy 6114.1a).

### **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. Following are several of the regulations that will help teachers and parents make appropriate choices:

- a. 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.
- b. 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.

- c. At any school sponsored function outside of school hours (parties, celebrations, field days, etc.) healthy food options must be available.
- d. Soda (diet or regular) will not be available to students during the instructional day.
- e. Unhealthy food items shall not be utilized as part of any teacher-to-student incentive.
- f. To ensure appropriate nutritional value, teachers are encouraged to inform parents of wellness regulations when soliciting items for classroom parties/celebrations or contact the school food service department **(860-779-6645)** for food-related party ideas or food-related fundraising.

## CAFETERIA

**Breakfast and lunch must be eaten in the cafeteria.** Rules of cleanliness are to be observed at all times. Misconduct in the cafeteria may be cause for receiving an assigned seat or forfeiting the right to eat in that location or such other disciplinary action deemed appropriate for the misconduct.

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

We want every student to eat lunch. For those whose family incomes are in a certain range, lunch is available at either no cost or at a reduced rate. Applications will be distributed at the beginning of each school year. The Free/Reduced lunch forms must be completed each year your student is in school. These forms are also available in the main office, cafeteria, and central office any time throughout the year. Students are entitled to only one lunch on a free or reduced lunch pass. Food and beverages offered for sale to students, whether in the cafeteria, school store, or vending machines will meet federal and state standards and guidelines. All sodas and sports drinks will not be available for sale.

In conformity with applicable law, necessary accommodations will be provided, where required, for students with food allergies, including emergency procedures to treat allergic reactions which may occur.

Charging is not encouraged by the District but on those occasions that a student does not have money, they will be offered an alternate meal.

## **FUNDRAISING PROCEDURES AND RESTRICTIONS**

Fundraising activities are subject to prior approval of administration whether it is led by students, faculty, parents or booster groups. The administration shall have the responsibility to see that all fundraising activities are orderly and that all money collected is accounted for properly. The State of Connecticut and Federal Government also have mandates regarding the types of **food** allowed to be sold in schools - these laws also pertain to fundraiser items in schools.

## **ENGLISH LEARNERS**

In accordance with 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 can attain the academic standards adopted by the Board and achieve academic success. Students who are English learners (EL) will be identified, assessed and provided appropriate services.

## **LOCKERS**

Each student will have their own locker. Students should not share lockers or their combinations. Students should keep lockers locked. Money or other valuables such as jewelry should be secured in the office, or with a coach or teacher, as the school cannot be held liable for losses due to theft from student lockers.

Students must remove all personal items at the end of the school year. Any items left behind that are not retrieved within two weeks will be donated to local charities.

School lockers and school desks are the property of the school system and the administration has the right to search them. School staff or administration may inspect or search lockers when sufficient cause exists and may call law enforcement officials to assist in the inspection or search.

## **LOST AND FOUND**

All articles lost or found should be reported or brought to the office. We make many attempts to return items to their proper owner. Unclaimed items are donated to social welfare organizations in the community.

## **McKINNEY VENTO ACT – HOMELESS STUDENTS**

Homeless students, as defined by federal and state legislation, will have all programs, services, and transportation that other students enjoy and may continue to attend the school of origin. If a student is homeless or living with someone other than their guardian, they may be eligible for benefits under



the McKinney Vento Act. Please contact our Homeless Liaison, Emily Alvord, for more confidential information at (860) 779-6773.

## **MEDITATION**

Consistent with Section 10-16G of the Connecticut General Statutes, there is a moment of silence for the purpose of meditation each day.

## **MIGRANT STUDENTS**

Special programs will be implemented to address the needs of migrant children in the district. Migrant students will have their social, health and educational needs met through Title I programs, special education services, language programs and counseling opportunities. Migrant students must take the Connecticut Academic Performance Test or appropriate statewide assessments.

## **MILITARY RECRUITMENT**

As part of the No Child Left Behind (NCLB) legislation, the school must provide, upon request, names, addresses, and telephone numbers of secondary students to the military. **Please complete the military information request section found on the student demographic sheet.**

## **NATIONAL ASSESSMENT OF EDUCATIONAL PROGRESS (NAEP)**

The federal No Child Left Behind Act requires schools selected to participate in this national testing program to notify parents of children who will be taking the test of their right to exclude their child. Parents also have the right to inspect all NAEP data, questions and assessment instruments. Staff from NAEP will select a sample of 12<sup>th</sup> graders to take this assessment. KHS will **not** be administering this test this year.

## **PESTICIDE APPLICATION**

The school district will provide notice of planned pesticide application, post the schedule for pesticide application, maintain appropriate records, allow students to leave school prior to the application if a medical request is made to the administration, and inform staff and parents annually of the district's pest application management policy.

## **PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance occurs each day. Students who do not wish to recite the Pledge because of personal beliefs and religious affiliation are requested to stand quietly and respectfully during this time.

## **PSYCHOTROPIC DRUG USE**

School personnel are prohibited from recommending the use of psychotropic drugs for any student enrolled within the school system. School nurses, nurse practitioners, district medical advisor, school psychologists, school social workers and school counselors, may recommend that a student be evaluated by an appropriate medical practitioner. Further, the District is prohibited from requiring a child to get a prescription before they may attend school, be evaluated to determine eligibility for special education or receive special education.

## **SCHOOL FACILITIES USE**

No student or group of students may use the school facilities without the expressed consent of a faculty member. Any student or group wishing to meet must request the permission of the advisor and building administrator and complete a school facilities use form (available from the Student Activities Director, Main Office or online).

## **SCHOOL PUBLICATIONS**

Faculty advisors advise on matters of style, grammar, format and suitability of materials. Publications reflect the policy and judgment of student editors in consultation with adult advisors. It is expected that student journalists will examine important issues of the day and may bring up issues that may be deemed controversial. The KHS administration will not prevent student journalists from their rights to expression and articulate expression of opinion. There are only a few cases when the KHS administration would prohibit student expression. Examples include:

- Endangering the health or safety of students.
- Threatening any person or group within the school.
- Advocating racial or religious discrimination.
- Inciting disorder.
- Obscenities.
- The source of material is not indicated.

Final decisions on the suitability of materials shall rest with the Principal after consultation with the student editor(s) and faculty advisor(s).

## **SENIOR PRIVILEGES**

The records of students who are of senior status will be reviewed to determine senior privilege eligibility. For a senior to be considered for senior privileges, they must meet the following criteria: All course grades "A+ - C-" (No D's or F's); All PGR's for grades 9-11 Completed, including 30 hours of community service; No more than 2 unexcused tardies in a quarter and no more than 2 unexcused or 4 total absences in a quarter; Credit Progression for graduation; Satisfactory behavior (no suspensions or expulsions in the current year); All obligations have been fulfilled; Have a scheduled common study period during the first period of the day or the last period of the day; and Permission of Parent/Guardian Senior privileges will consist of students being allowed to sign in late to school or sign out early IF they have a study in the relevant first or last class on the day they sign in or out. Senior privileges will be revoked if the student fails to continue to meet the academic criteria or if administration deems it necessary as a disciplinary consequence.

## **SPECIAL EDUCATION REFERRAL**

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 (PPT) 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.

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.

## **STUDENT APPEALS AND DUE PROCESS**

All students at Killingly High School are entitled to due process to address a formal complaint. It is hoped that issues can be addressed quickly and satisfactorily. If this is not possible, a due process system is in place.

A student or parent who has a complaint should first bring the matter to the appropriate staff member. If the outcome is not satisfactory, a conference with the Principal should be requested within three calendar days of the event or events causing the complaint.

If the outcome of the conference with the Principal is not satisfactory, a conference with the Superintendent or designee can be requested within five calendar days following the conference with the Principal. If the outcome of this conference is not satisfactory, the student or parent may appear before the Board of Education, in accordance with Board policy.

### **STUDENT IDENTIFICATION BADGES**

Early in the school year, all students will receive a student identification card. A fee will be imposed to replace the card if the student loses their card. Students should carry their ID cards with them on a daily basis and be prepared to show them at school events. ID cards are necessary for library privileges, school dances, sporting events, etc. Students will not be admitted to dances without their ID cards. Students who leave Killingly High School will be asked to turn-in their ID card to the Guidance Office.

### **STUDENT MESSAGES**

Only messages of the utmost family importance will be delivered to the student. Students will not be called to the phone except when an administrator has specifically approved it. Urgent messages will be delivered to the student between class periods. Students may use an office phone before 7:30AM and after 2:15PM.

### **SUICIDE PREVENTION AND INTERVENTION**

Any school employee who may have knowledge of a suicide threat or intent must report this information to the administration that will convene a crisis intervention team meeting. The student's family will be notified and an appropriate referral will be made. At no time during this process will the student be left alone (Policy 5141.5). The student will remain in the company of a counselor, nurse, administrator or appropriate personnel until released from the school to a parent or social services.

### **SURVEYS**

Surveys are used on occasion 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 6162.51).

### **TESTING**

All students Grade ten will participate in the CAPT Science assessment. Special Education students participate in the CAPT assessments except in the rare case when participation in an alternate assessment is detrimental to the student's PPT. Students attending a district school identified under the No Child Left Behind Act for improvement, corrective action or restructuring

may, as required by law, transfer to another district school and/or receive supplementary educational services at district expense in compliance with federal legislation. In accordance with Governor Malloy's announcement, all grade 11 students will be required to participate in SAT testing

Developed voluntarily and cooperatively by 48 states, two territories, and the District of Columbia, the Common Core State Standards offer schools, teachers, students, and parents clear, understandable, and consistent standards in English and Math. The CCSS defines the knowledge and skills students should take away from their K-12 schooling to be successfully prepared for postsecondary and career opportunities. More than 43 states have adopted the Common Core State Standards.

Teachers and parents need information about whether students are meeting the expectations set by the CCSS. Educators also have access to a Digital Library of formative assessment resources and tools that they can use in the classroom to address the individual needs of their students.

#### **TRANSPORTATION SAFETY COMPLIANCE PROCEDURES**

All complaints concerning school transportation safety are to be made to the Transportation Coordinator/District Business Manager. A written record of all complaints will be maintained and an investigation of the allegations will take place.

#### **VIDEO SURVEILLANCE EQUIPMENT**

Video monitoring equipment has been installed in areas where issues of safety, theft or vandalism have been a problem such as school busses and school hallways. These units are placed to protect the students and to safeguard personal possessions. These units will be monitored on a regular basis and will be reviewed by administration or technical personnel when necessary (School Policy 5131.111).

#### **VISITORS**

Visitors must identify themselves and the purpose of their visit prior to entering the building and then must report to the Main Office upon arrival, and be prepared to temporarily exchange driver's license for building ID during the extent of the visit.

# **ONE-TO-ONE IPAD PROGRAM**

## **COMPUTER RESOURCES**

District resources have been invested in computer technology to broaden instruction and to prepare students for an increasingly computerized society. Use of these resources is restricted to students working under a teacher's supervision and for approved purposes only. Students and parents will be asked to sign a user agreement regarding appropriate use of these resources. Violations of this agreement may result in withdrawal of privileges and other disciplinary action.

Students and parents should be aware that e-mail communications, using district computers, are not private and may be monitored by staff. Students may not access social media sites using District equipment, while on District property, or at a District sponsored activity unless the posting is approved by a teacher. The District will not be liable for information posted by students on social media websites, such as Facebook, YouTube, etc., when the student is not engaged in District activities and not using District equipment.

The District reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the School District and no user shall have any expectation of privacy regarding such material.

Federal law requires the district to place filtering devices on school computers to block entry to visual depictions that are obscene, pornographic, harmful or inappropriate for students as defined in the Children's Internet Protection Act and as determined by the Superintendent or their designee.

The goal of the One-to-One program is to provide each student with equal access to technology twenty-four hours a day, seven days a week during the academic school year. At the beginning of the school year, all students will be issued an iPad.

## **FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)**

### *Notification of Rights under FERPA for Elementary and Secondary Institutions*

The Family Educational Rights and Privacy Act (FERPA), a Federal law, affords parents and students over nineteen years of age (“eligible students”) certain rights with respect to the student’s education records. They are:

1. The right to inspect and review the student’s education records within forty-five days of the day the District receives a request for access. Parents or eligible students should submit to the school Principal a written request that identifies the record(s) they wish to inspect. The Principal will make arrangements for access and notify the parent of 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 is inaccurate or misleading. Parents or eligible students may ask the School District to amend a record that they believe is inaccurate or misleading. They should write the school Principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of 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 consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has legitimate educational interest if the official needs to review and education record in order to fulfill his or her professional responsibility.
4. 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, 600 Independence Avenue, SW, Washington, D.C., 20202-4605.*

FERPA requires that the Killingly Public School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the Killingly Public School District may disclose appropriately designated "directory information" without written consent, unless you have advised the district to the contrary in accordance with district procedures. The primary purpose of directory information is to allow the Killingly Public School District to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production
- The annual yearbook
- Honor roll or other recognition lists
- Graduation programs
- Sports activity sheets, such as for wrestling, showing weight and height of team members

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEA's) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want the Killingly Public School District to disclose directory information from your child's education records without your prior written consent, you must notify the district in writing by October. The Killingly Public School District has designated the following information as directory information: (Note: An LEA may, but does not have to, include all the information listed below.

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- The most recent educational agency or institution attended
- Degrees, honors, and awards received



These laws are: Section 9528 of the ESEA (20 U.S.C.7908), as amended by the No Child Left Behind Act of 2001 (P.L. 107-110); the Education Bill; and 10 U.S.C. 503, as amended by Section 544, the National Defense Authorization Act for Fiscal Year 2002 (P.L. 10-107).

## **PROGRAMS AND SERVICES**

**Athletic Director:** Kevin Marcoux

**Athletic Trainer:** Ann Millovitsch

### **ATHLETIC DEPARTMENT STAFF**

#### Head Coaches

Football	Chad Neal
Boys Soccer	Roland Frechette
Girls Soccer	Jim Lackner
Field Hockey	Souki Syharat
Girls Volleyball	Dan Vogt
Boys & Girls Cross Country	TBA
Boys Basketball	James Crabtree
Girls Basketball	Gina Derosier
Wrestling	Richard Bowen
Boys & Girls Indoor Track	Josh Fortin
Gymnastics	Kasey Tocchio
Baseball	Todd Meadows
Softball	Lance Leduc
Boys Track	Josh Fortin
Girls Track	Samantha Randall
Boys Tennis	Cindy Morse
Girls Tennis	Jim Lackner
Golf	Kevin Marcoux
Unified Sports	Cindy Morse
Cheerleading	Audrey Jones

\* All athletes must have a physical completed and turned in to the school nurse by the first day of practice to be able to participate. Physical forms may be obtained from the coach, main office or Athletic Director.

Schedules and directions to all athletic contests can be viewed at the CAS-CIAC website:  
[www.casciac.org](http://www.casciac.org)

## GENERAL ELIGIBILITY

The Connecticut Interscholastic Athletics Conference (CIAC) in accordance with Article IX-CIAC By-Laws, effective July 1, 2005, establishes minimum rules of eligibility and does not prohibit Killingly High School from establishing more rigid eligibility standards which are:

- Be enrolled in a minimum of three credits per semester.
- Have received credit toward graduation at the close of the school year in at least four Carnegie Units or its equivalent of work for which they have not previously received credit. The final academic grade average determines fall eligibility. Year-end and semester failures may be made up through successful completion of CEA approved summer school work in courses failed.
- To be eligible for continuous participation in our fall, winter, and spring sports programs, marking period grades, not semester grades are used to determine scholastic eligibility.  
**An athlete cannot have more than one failing grade in a marking period to be academically eligible.**

Scholastic failures cannot be made up for eligibility purposes in any manner until the next marking period, except those credits earned during the summer by an approved Board of Education procedure. Scholastic Incompletes must be made up within ten days following the end of the marking period. Incomplete grades are not to be considered as passing grades.

## INELIGIBILITY

- If you are nineteen years of age before July 1.
- If you have played the same sport for more than three seasons in Grades 10, 11, and 12.
- If you play or practice with an outside team in the same sport while a member of the school team after the first scheduled game in any season.

The exceptions shall be:

- Participation in parent-child tournament and caddy tournaments.
- Swimming, tennis, and gymnastics – a pupil may practice, but not compete with a non-CIAC team during the season – not to exceed three hours per week.
- If you play under an assumed name on an outside team.
- If you receive personal economic gain for participation in any CIAC sport.

## SPORTSMANSHIP

### ***Participant Code of Conduct***

1. To always play hard, but according to the rules. A game won unfairly would be tarnished forever.
2. To abide by officials' decisions. It's easy to be a good sport when winning, but the truest test of an athlete's character is to overcome adversity by trying even harder.
3. To respect the adversary as a worthy opponent. To realize that he or she is simply another teenager who happens to live in another town and has the same goals as you.
4. To bring pride to one's teammates, family, school, community, and self. If not for all of them, there would be no game.
5. To display the principles of good sportsmanship: *Courtesy, Humility, and Self-Esteem*. True champions earn more than just a trophy.
6. To remember that the primary purpose of playing high school athletics is for the enjoyment of the players. If the participants' enjoyment of the game is eliminated, the contest also loses its importance.

### ***Spectator Code of Conduct***

1. To cheer for one's team, not against the opponent. Demeaning others only lowers you.
2. To be ever mindful that high school athletics are played for the enjoyment of the players. Spectators are allowed to view contests only in a supportive role.
3. To respect the decisions of game officials, realizing that their job is extremely difficult. This teaches young people to accept the hardships that will recur countless times throughout their lives. It also teaches them the only way to overcome adversity is to increase one's efforts.
4. To withhold caustic criticism and insults of players, coaches and officials that would later be embarrassing to both you and the person being criticized.
5. To be the kind of fan who instills opposing crowds with the feeling of envy for the enthusiasm and class that KHS embodies.
6. To appreciate the efforts of the men and women who have worked many hours prior to the actual contest. Recognizing their involvement in the activity is important to fully appreciate these opportunities.

## **CAREER CENTER, ROOM 1623**

The Career Center was developed in the fall of 1995 and provides awareness of employment and training programs for all Killingly students.

The Career Center web page offers many links to career-related activities. The Naviance Program is designed to help high school students with educational planning, career exploration, and choosing their future occupations and/or post-secondary education. The Job Shadowing program serves all students and, since inception, has facilitated over 2,000 job shadowing experiences.

**GOAL:** “Develop positive student outcomes for future career opportunities.”

The goal(s) of the Career Center is to assist the student body to craft an individual student education and occupational plan that involves a process of Career Exploration, Self-Awareness, Career Choice, Identification of a Career Pathway and a variety of opportunities for Post-Secondary education. It is the hope that all students will learn more about their options through extensive counseling, utilization of the Career Center is to meet their Performance Graduation Requirements.

### **OTHER SERVICES PROVIDED**

- Employment Placement
- Apprenticeship Training Placement
- Internship Programs
- Job Fairs
- Career Fairs
- Career Counseling
- Company Tours

### **CAREER PATHWAYS**

The Career Pathway program is intended to enhance relevance in the lives of high school students and help them focus on specific career opportunities that meet their interests. All students should choose a Career Pathway and develop a related post-secondary career plan with the help of their school counselor during their freshmen year. Students who complete four credits in any designated Pathway will receive Career Pathway recognition upon graduation. Credits earned toward a Pathway may be a combination of “required” and “additional” courses. The KHS Program of Studies lists all current Career Pathways as well as required and additional course selections for each Pathway. More information about Career Pathways can be obtained through school counselors or any Pathway teacher.

## 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 High 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 using appropriate programs and lessons delivered systematically by professional school counselors.

### **School Counselors** (assigned by last name alphabetically)

Lindsey Colligan -Department Co-Lead

Kevin Marcoux-Department Co-Lead

Mark Hurd

Nicole Magnano

Jennifer Malerba

Barbara Placido

Erika Ponciano

Kirk Walker

### **Social Worker**

Janet Woronick

### **REGISTERING FOR SCHOOL**

For students registering at KHS 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
- State of CT Health Assessment Record (Physical required for Grade 10 or less than a year old for out-of-state transfer)
- Proof of Birth Date
- Proof of Residency
- Verification of Residence Affidavit
- If not a U.S. Citizen, Green Card or Student Visa

## **STUDENT TRANSFER**

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 and submitted:

- Release of Records Form
- Tuition Form signed and on file for any student outside of the Killingly School District
- Special Education, IEP or 504 Form

## **ADDING/DROPPING A CLASS**

If, after the initial two week add/drop period, a student wishes to drop a class, they must adhere to the following responsibilities and procedures:

- Receive the “Request to Drop a Course” form from the teacher.
- Meet privately with the teacher outside of class time to discuss their concerns.
- Arrange times outside of class to come for extra help/intervention.
- Have the teacher initial the specific date of the meeting to discuss the concerns as well as the dates of extra help/intervention.
- Complete the “To be completed by the Student” section of the “Request to Drop a Course” form.
- Submit the form to the teacher for review.
- Please note that the student is responsible for collecting and submitting the form to all parties in every step of the process.

## **WITHDRAWAL FROM SCHOOL**

The Board of Education is authorized to deny readmission to any student age seventeen or older who has voluntarily withdrawn from school for up to ninety school days from the date of withdrawal.

## **LIBRARY**

The library is open from 7:00AM to 3:00PM. Students may use the library freely before and after school and may come in during their lunches to return or check out items. The library has computers available for student use. One of these can “read” printed materials to students who may have visual or reading difficulties. <http://www.killinglyschools.org/domain/142>

## **NURSE (860) 779-6635**

## **ACCIDENTS AND INSURANCE**

Faculty, staff and students must report any accident to an administrator and to the school nurse. School insurance is available to all students and information will be distributed during the first week of school.

### **ILLNESS**

Students who become ill should obtain a pass to see the school nurse. If, in the opinion of the nurse, the student is too ill to remain in school, the parents will be notified and asked to provide transportation. If a student is too ill and must leave class or does not feel well enough to attend class, their **MUST** report to the nurse, and is not to self-dismiss and/or leave.

### **MEDICATION**

Students who need medication during the day must have parents bring the medication to the Nurse's Office. Students may not carry prescription drugs to school. 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**
- Secured in the nurse's office in its original pharmacy container and dispensed by the nurse only
- This includes over-the-counter medication (Advil, Tylenol, etc.)

In cases in which a student is able to self-administer medication, the parents or guardians must submit a signed statement that the medication must be taken during the school day and the student is capable of administering the medication. The statement must be accompanied by a physician's, dentist's or advanced practice registered nurse's statement indicating the necessity and naming the medication, the strength, and the prescribed dosage. It must specify the schedule on which it is to be taken and the details of administration. Such statements must be renewed at the beginning of each school year.

A student with asthma or an allergic condition may carry an inhaler or an epipen or similar device in school at all times if they are under the care of a physician, physician assistant or advanced practical nurse and such practitioner certifies in writing that the child needs to keep an asthmatic inhaler or epipen at all times to ensure prompt treatment of the child's asthma or allergic condition and to protect the child against serious harm or death. A written authorization of the parent/guardian is required.

### **PHYSICAL EXAMINATION**

The Connecticut State Law requires that all school children have a health examination once in three years. Each student must have a physical examination prior to entering Grade 10 and

provide proof of immunization. Families who need medical assistance may apply for the HUSKY program.

## CLUBS AND ACTIVITIES

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### STUDENT ACTIVITIES DIRECTOR – COLLEEN GUARI

#### CLASS ADVISORS

Class of 2019.....	Amanda Milliken and Jennifer Malerba
Class of 2020.....	Megan Sirimongkhoun and David Rollinson
Class of 2021.....	Amanda Loomis and Melynda West
Class of 2022.....	TBD

### CLUBS, ORGANIZATIONS & SOCIETIES

#### Amnesty International Student Chapter

Purpose: To raise awareness of civil rights violations around the world and understanding how to protect the rights of the people all over the world.

Advisor: Joseph Lewerk, [lewerk@killinglyschools.org](mailto:lewerk@killinglyschools.org)

#### Art Club

Purpose: To complete co-curricular and extended artistic projects.

Advisors: Jamie Carver, [jcarver@killinglyschools.org](mailto:jcarver@killinglyschools.org)  
Beth Tippet, [btippet@killinglyschools.org](mailto:btippet@killinglyschools.org)

#### Bible Club

Purpose: To come together and discover how the Bible relates to how we live life today. All are welcome.

Advisor: Cathy Julian, [cjulian@killinglyschools.org](mailto:cjulian@killinglyschools.org)

#### Book Club

Purpose: Reading and discussion of interesting books of students’ choice.

Advisor: Annice Rockwell, [arockwell@killinglyschools.org](mailto:arockwell@killinglyschools.org)



## **Chemistry Club**

Purpose: Perform chemistry demonstrations and experiments for learning and amusement.

Advisor: John Listorti, [jlistorti@killinglyschools.org](mailto:jlistorti@killinglyschools.org)

## **Drama Club**

Purpose: Rehearsal and performance of major community theatrical events.

Advisors: Ashley Baxter, [abaxter@killinglyschools.org](mailto:abaxter@killinglyschools.org)

Shelbie Greene, [sgreene@killinglyschools.org](mailto:sgreene@killinglyschools.org)

## **FBLA**

Purpose: The FBLA provides opportunities for students to develop business and leadership skills through school and community service projects while building lasting friendships at the same time. The group also hopes to compete at the state level in various business areas. *Any student who has enrolled in or taken a business or computer science course may join – this includes Success 101).*

Advisor: Donna Guillot, [dguillot@killinglyschools.org](mailto:dguillot@killinglyschools.org)

## **French Club**

Purpose: Promotes an understanding of the francophone people of the world and their cultures – includes activities outside of the classroom.

Advisor: TBA

## **FFA**

Purpose: Student Leadership organization for students who are enrolled in the Agricultural Education Program.

Advisors: Courtney Cardinal, [ccardinal@killinglyschools.org](mailto:ccardinal@killinglyschools.org); Bonnie Kegler, [bkegler@killinglyschools.org](mailto:bkegler@killinglyschools.org); Ken Couture, [kcouture@killinglyschools.org](mailto:kcouture@killinglyschools.org); Beth Knowlton, [bknowlton@killinglyschools.org](mailto:bknowlton@killinglyschools.org)

## **GSA(Gay Straight Alliance)**

Purpose: Provide support, a safe space, and raise awareness of GLBTQQA students.

Advisor: Nicola Able, [nable@killinglyschools.org](mailto:nable@killinglyschools.org)

### **LINK Crew**

Purpose: Students develop leadership skills and are given opportunities to practice leadership through the advisory period and freshmen transition program.

Advisor: Kevin Marcoux, [kmarcoux@killinglyschools.org](mailto:kmarcoux@killinglyschools.org)

### **National Honor Society**

Purpose: Students are considered for membership based on having first had a GPA of 3.7 or higher. Then they submit a student profile, essay and are rated by the Faculty prior to selection review by the Faculty Council on the four criteria you have listed. Selections made by committee based on scholarship, leadership, service and character. Students become involved in a variety of volunteer and community service activities.

Advisor: Al Messier, [almessier@killinglyschools.org](mailto:almessier@killinglyschools.org)

### **Red Line (Student Newspaper)**

Purpose: Produce an award winning student newspaper. The Redline is part of a classroom experience.

Advisor: Richard Martin, [rmartin@killinglyschools.org](mailto:rmartin@killinglyschools.org)

### **Robotics Club**

Purpose: Design and build robots for competitions and fun.

Advisors: James Hutson and Tyler Richards, [jhutson@killinglyschools.org](mailto:jhutson@killinglyschools.org)

### **Scientific Inquiry Club**

Purpose: Conduct inquiry based experiments on a variety of topics as chosen by the members.

Advisor: John Listorti, [jlistorti@killinglyschools.org](mailto:jlistorti@killinglyschools.org)

### **Ski Club**

Purpose: Skiing and snowboarding trips to Wachusett Mountain.

Advisor: Joseph Lewerk, [jlewerk@killinglyschools.org](mailto:jlewerk@killinglyschools.org)

## **Student Government**

Purpose: Student Council members tackle the issues within the school by working with their peers and the administration. Student Council members are role models and leaders of the school. Students exemplify school spirit, plan activities and events for the student body and community.

Advisor: TBA

## **Technology Student Association**

Purpose: TSA provides leadership opportunities in technology innovation, design and engineering.

Advisor: James Hutson and Tyler Richards, [jhutson@killinglyschools.org](mailto:jhutson@killinglyschools.org)

## **The Tribe**

Purpose: The Tribe is to support the school's athletic programs in an enthusiastic way and display school spirit and pride. The members of the Tribe will be positive role models and leaders for Killingly High School, the school district and community. Members of the Tribe will attend athletic events as the cheer section of the audience to cheer on our teams and players.

Advisors: TBA

## **The Voice Club**

Purpose: The Voice Actors Club was established in 2013 by students who shared a common interest. Students who were interested in drama, trying out different voices, film, the technical aspect of taking a piece of media.

Advisor: TBA

## **Writer's Club**

Purpose: To encourage the exploration of different genres of writing, promote curiosity, develop a passion for writing in all members, and provide a forum for creative collaboration.

Advisor: Annice Rockwell, [arockwell@killinglyschools.org](mailto:arockwell@killinglyschools.org)

<b>APPENDIX A - KILLINGLY HIGH SCHOOL PGR MILESTONES -These PGRs must be completed by June 1st Freshman year.</b>	<b>PGR</b>	<b>Completion Grade Level</b>
<b>1.1 4 Year Academic and Career Plan</b>	<b>PGR 1</b>	<b>9</b>
<b>1.5 Application for Employment</b>	<b>PGR 1</b>	<b>9</b>
<b>Community Service - 10 hours</b>	<b>PGR 8</b>	<b>9</b>
<b>These PGRs must be completed during Freshmen or Sophomore year.</b>	<b>PGR</b>	<b>Completion Grade Level</b>
<b>1.2 Interest Inventory</b>	<b>PGR 1</b>	<b>9</b>
<b>1.3 Career Investigation</b>	<b>PGR 1</b>	<b>9</b>
<b>1.5 Application for Employment</b>	<b>PGR 1</b>	<b>10</b>
<b>1.6 Cover Letter, Resume, Reference</b>	<b>PGR 1</b>	<b>10</b>
<b>2. Use of Technology</b>	<b>PGR 2</b>	<b>10</b>
<b>3. Persuasive Argument</b>	<b>PGR 3</b>	<b>10</b>
<b>6. Reading for Information</b>	<b>PGR 6</b>	<b>10</b>
<b>7. Response to Literature</b>	<b>PGR 7</b>	<b>10</b>
<b>Community Service - 10 hours</b>	<b>PGR 8</b>	<b>10</b>
<b>These PGRs must be completed in June 1st Junior year.</b>	<b>PGR</b>	<b>Completion Grade Level</b>
<b>4. Numeric Problem Solving</b>	<b>PGR 4</b>	<b>11</b>
<b>1.4 College/School Investigation</b>	<b>PGR 1</b>	<b>11</b>
<b>1.8 Job Shadow</b>	<b>PGR 1</b>	<b>11</b>
<b>Community Service - 10 hours</b>	<b>PGR 8</b>	<b>11</b>
<b>These PGRs must be completed June 1st of Senior year.</b>	<b>PGR</b>	<b>Completion Grade Level</b>
<b>1.7 Updated Resume and Reference Sheet</b>	<b>PGR 1</b>	<b>12</b>
<b>5. Oral Communication</b>	<b>PGR 5</b>	<b>12</b>
<b>Community Service - 10 hours</b>	<b>PGR 8</b>	<b>12</b>
<b>Community Service - 40 hr Requirement Complete</b>	<b>PGR 8</b>	<b>12</b>
<b>*Attainable by passing CAPT</b>		
<b>Failure to complete PGRs at designated grade level will result in restrictions to grade level activities</b>		

## ACCEPTABLE PROGRESS: PERFORMANCE GRADUATION REQUIREMENTS

Students will be required to make acceptable progress on their PGRs in order to attend school sponsored events such as the homecoming dance and prom. Specifically, this means that students will be required to have completed the following PGRs to attend these events:

Sophomores: Must have 10 hours of community service completed and all freshmen PGRs to attend the homecoming dance. They must have 20 hours of community service completed and all freshmen and sophomore PGRs completed to attend prom.

Juniors: Must have 20 hours of community service completed and all freshmen and sophomore PGRs to attend the homecoming dance. They must have 30 hours of community service completed and all freshmen, sophomore and junior PGRs completed to attend prom.

Seniors: Must have 30 hours of community service completed and all freshmen, sophomore and junior PGRs to attend the homecoming dance. They must have all 40 hours of community service completed and all PGRs completed to attend prom.

\* Special circumstances for new and transfer students will be taken into consideration.

## APPENDIX B BULLYING POLICY

### **BULLYING PREVENTION AND INTERVENTION POLICY**

The Killingly Board of Education is committed to creating and maintaining an educational environment that is physically, emotionally and intellectually safe and thus free from bullying, harassment and discrimination. In accordance with state law and the Board's Safe School Climate Plan, the Board expressly prohibits any form of bullying behavior on school grounds; at a school-sponsored or school-related activity, function or program, whether on or off school grounds; at a school bus stop; on a school bus or other vehicle owned, leased or used by a local or regional board of education; or through the use of an electronic device or an electronic mobile device owned, leased or used by Board of Education.

The Board also prohibits any form of bullying behavior outside of the school setting if such bullying (i) creates a hostile environment at school for the student against whom such bullying was directed, (ii) infringes on the rights of the student against whom such bullying was directed at school, or (iii) substantially disrupts the education process or the orderly operation of a school. Discrimination and/or retaliation against an individual who reports or assists in the investigation of an act of bullying is likewise prohibited. Students who engage in bullying behavior shall be subject to school discipline, up to and including expulsion, in accordance with the Board's policies on student discipline, suspension and expulsion, and consistent with state and federal law.

For purposes of this policy, “**Bullying**” means the repeated use by one or more students of a written, verbal or electronic communication, such as cyberbullying, directed at or referring to another student attending school in the same school district, or a physical act or gesture by one or more students repeatedly directed at another student attending school in the same school district, that:

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

Bullying shall include, but not be limited to, a written, verbal or electronic communication or physical act or gesture based on any actual or perceived differentiating characteristics, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and 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.

## Procedures for Reporting and Investigating Complaints of Bullying

A. Students and parents (or guardians of students) may file written reports of bullying. Written reports of bullying shall be reasonably specific as to the basis for the report, including the time and place of the alleged conduct, the number of incidents, the target of the suspected bullying, and the names of potential witnesses. Such reports may be filed with any building administrator and/or the Safe School Climate Specialist (i.e. building principal), and all reports shall be forwarded to the Safe School Climate Specialist for review and actions consistent with this Plan.

B. Students may make anonymous reports of bullying to any school employee. Students may also request anonymity when making a report, even if the student's identity is known to the school employee. In cases where a student requests anonymity, the Safe School Climate Specialist or their designee shall meet with the student (if the student's identity is known) to review the request for anonymity and discuss the impact that maintaining the anonymity of the complainant may have on the investigation and on any possible remedial action. All anonymous reports shall be reviewed and reasonable action will be taken to address the situation, to the extent such action may be taken that does not disclose the source of the report, and is consistent with the due process rights of the student(s) alleged to have committed acts of bullying. No disciplinary action shall be taken solely on the basis of an anonymous report.

C. School employees who witness acts of bullying or receive reports of bullying shall orally notify the Safe School Climate Specialist or another school administrator if the Safe School Climate Specialist is unavailable, **not later than one (1) school day** after such school employee witnesses or receives a report of bullying. The school employee shall then file a **written report not later than two (2) school days** after making such oral report.

D. The Safe School Specialist shall be responsible for reviewing any anonymous reports of bullying and shall investigate or supervise the investigation of all reports of bullying and ensure that such investigation is completed promptly after receipt of any written reports. In order to allow the district to adequately investigate complaints filed by a student or parent/guardian, the parent of the student suspected of being bullied should be asked to provide consent to permit the release of that student's name in connection with the investigation process, unless the student and/or parent has requested anonymity.

E. In investigating reports of bullying, the Safe School Climate Specialist or designee will consider all available information known, including the nature of the allegations and the ages of the students involved. The Safe School Climate Specialist will interview witnesses, as necessary, reminding the alleged perpetrator and other parties that retaliation is strictly prohibited and will result in disciplinary action.

**Policy 5131.911 Adopted 10-08-2014**

**KILLINGLY PUBLIC SCHOOLS**

**PROPER LEGAL NOTICE of COMPLIANCE OFFICERS  
2018–2019 ~ EMPLOYEES and STUDENTS**

**AFFIRMATIVE ACTION**

**[ issues related to staffing and hiring practices ]**

**Kim Burnham**

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

**OFFICE of CIVIL RIGHTS**

**[ issues concerning civil rights ]**

**Francis Lagace**

Central Administration Office ~ Pupil Services  
79 Westfield Avenue, PO Box 210, Killingly, CT 06239  
Confidential Phone Line: 860-779-6742 ~ [flagace@killinglyschools.org](mailto:flagace@killinglyschools.org)

**SECTION 504**

**[ issues concerning handicap access & accommodations ]**

**Francis Lagace**

Central Administration Office ~ Pupil Services  
79 Westfield Avenue, PO Box 210, Killingly, CT 06239  
Confidential Phone Line: 860-779-6742 ~ [flagace@killinglyschools.org](mailto:flagace@killinglyschools.org)

**TITLE VI**

**[ issues related to discrimination based on age ]**

**Kim Burnham**

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

**TITLE VII**

**[ issues related to staff ]**

**Kim Burnham**

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79 Westfield Avenue, PO Box 210, Killingly, CT 06239  
Confidential Phone Line: 860-779-6795 ~ [kburnham@killinglyschools.org](mailto:kburnham@killinglyschools.org)

**TITLE IX**

**[ issues related to gender discrimination ]**

**Kim Burnham**

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

**SAFE SCHOOL CLIMATE COORDINATOR**

**[ issues related to bullying & school climate ]**

**Peter Gerardi**

Killingly High School  
226 Putnam Pike, Killingly, CT 06241  
Confidential Phone Line: 860-779-6615 ~ [pvgerardi@killinglyschools.org](mailto:pvgerardi@killinglyschools.org)



# KILLINGLY HIGH SCHOOL

## STUDENT/PARENT/GUARDIAN HANDBOOK

The Killingly High School Student/Parent/Guardian Handbook for the school year **2018-2019** is available online at our school's website: <http://www.killinglyschools.org/khs/site/default.asp>. A hard copy of the Student/Parent Handbook is available on request.

It is essential that all KHS students and parents/guardians know and understand the policies and procedures at KHS required for a successful year. We appreciate the fact that you took the time to read the policies and procedures and the Killingly Board of Education policies and discussed appropriate content with your child.

***I have read the Killingly High School Student/Parent Handbook and understand that I can access it at any time at the website above.***

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STUDENT NAME (Printed)

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STUDENT SIGNATURE

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DATE

---

PARENT/GUARDIAN SIGNATURE

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DATE