

PARENT/STUDENT HANDBOOK 2019-2020



KENT CENTER SCHOOL

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MISSION STATEMENT OF KENT CENTER SCHOOL

Kent Center School is dedicated to promoting student learning through independence of thought and spirit in a framework of cooperation, responsibility, and respect.

PREFACE

The material covered within this student 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 Board 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 Material contained herein may therefore be superseded by such Board policy, administrative regulation or negotiated agreement.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,” “child,” 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 Kent Center School Student Code of Conduct which is intended to promote school safety and 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. Additional information on policies is available in the school office.

***While we have tried to address all issues, there may be instances where questions may arise.
Please call the school for clarification.**

INTRODUCTION TO KENT CENTER SCHOOL

Kent Center School was established on its present site in 1929 as a consolidation of several rural one-room schoolhouses which had served different areas of the town for over a hundred years. The original school building has since undergone major renovation and expansion projects to meet the growing needs of the community, its children and American society in general. Projects were undertaken in 1956-57, 1969-70, 2002-04, and our newest roof replacement in the summer of 2015. During 2012-2013, new security measures were installed (electronic keyless door entry, security alarm system, security film on windows and all entry doors). School maintenance and improvement is always a work in progress.

Kent Center is one of six elementary schools which, together with Housatonic Valley Regional High School in Falls Village, comprise Connecticut’s Regional School District #1. Other Preschool through 8th Grade schools are in the towns of Cornwall, Falls Village, North Canaan, Salisbury and Sharon. Governance of the schools is shared by semi-autonomous Boards of Education in each town, with a Regional Board which presides over the high school. Administrative offices for the district, headed by the Superintendent of Schools, are located in the Region One Central Office at HVRHS. The Regional School Services Center, located at the high school, coordinates Special Education services for pupils throughout the district.

Enrollment at Kent Center in September of the 2018-2019 school year was **208** students. The school year ended in June with **234** students. Overall, Connecticut public schools rank among the best school systems across the nation, with students achieving average or above average levels in categories ranging from standardized test scores to percentages of students completing both high school and college.

Region One schools, including Kent Center, have exceptionally well-qualified and dedicated teachers and administrators, many of whom live in the district and serve their communities in varied capacities well beyond the school building. Some KCS teachers themselves graduated from the school where they now teach; others have in their classroom the children of students they taught a generation ago. All take pride in the educational program the school offers to children and look forward to the challenges and opportunities each new school year presents.

EQUAL OPPORTUNITY

The district will provide every student with equal educational opportunities regardless of race, color, creed, sex, sexual orientation, national origin, religion, age, economic status, marital status, or disability. No student will be excluded on such basis from participating in or having access to any course offerings, student athletics, counseling services, employment assistance, extracurricular activities or other school resources.

Carl Gross, Director of Pupil Services, is the designated district compliance officer, who will coordinate compliance with the nondiscrimination requirements of Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973. You may contact the Director of Pupil Services at 860-824-5639 if you have any questions or grievances regarding Title IX.

ADMISSION/PLACEMENT

A student seeking enrollment in the Kent Center 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 school office. A student who is transferring from non-public schools or schools outside the district will be placed at his/her 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. Non-residents may request that their child attends school on a tuition basis, provided space is available. A student who has attained the age of sixteen 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. 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 identified for school improvement pursuant to federal law may transfer to another public school within the district that has not been identified for school improvement. The transfer will be allowed in accordance with law. Transportation will be provided by the district.

ADVERTISING

The public schools maintain careful controls on the way in which students are exposed to materials and announcements, other than those directly related to school sponsored programs and activities. Caution is exercised to prevent exploitation of the system and its students. District-prescribed standards shall be met.

ASBESTOS

Legislation requires all school buildings to be reevaluated to determine if asbestos is present and if it poses a significant health hazard to the building's occupants. The Kent Center School has on file plans showing the location of asbestos in the building and measures undertaken to comply with regulations to maintain a safe school environment. Requests to review these plans may be made in the school office.

ASSEMBLIES

There are times when classes, grades, teams or the entire school may gather for assembly programs. These programs are arranged to bring information, student recognition or entertainment to the student community. A student's conduct in assemblies must meet the same standards as in the classroom.

ATTENDANCE

Connecticut state law requires parents to make sure that their children between the ages of 5 to 18 attend school regularly. Daily attendance is a key factor in student success, thus any absence from school is an educational loss to the student. **Make-up work is not provided ahead of time.** Missed school work must be made up when the child returns to school.

The parent or person having control of a child shall have the option of waiting to send the child to school until the child is six or seven years of age, upon signing an option form at the school district offices.

A student must remain in school until age 18, unless he/she graduates or gets written consent from a parent/guardian on a district provided form to leave school at age 16 or 17.

ABSENCES

Every attempt should be made to confine necessary appointments to after school, weekends and vacation periods. When a parent determines that an absence is necessary, parents are requested to contact the school between 7:00 A.M. and 9:00 A.M. on the day of the absence by telephoning the school nurse.

If it is not possible to telephone the school on the day of absence, the parent is requested to send a written excuse to the school on the date of the student's return. The student should submit the excuse directly to the office.

Any student who has not reported to school by 12 noon will not be permitted to participate in after school activities. Exceptions to this rule will only be considered if the student's parent explains the unusual circumstances to the principal or designee.

Excused Absence

The student's first **nine** absences are considered excused when the parent/guardian approves such absences and notifies the school of the absence.

The **tenth** absence and all absences thereafter will be considered excused when the school receives appropriate and timely documentation for one of the following reasons:

1. Student illness (verified by an appropriately licensed medication professional);
2. Religious holidays;

3. Mandated court appearances (documentation required);
4. Funeral or death in the family, or other event beyond the control of the student's family;
5. Extraordinary educational opportunities pre-approved by the school administrators and/or principal and in accordance with the Connecticut State Department of Education guidelines;
6. Lack of transportation that is normally provided by a district other than the one the student attends.

The responsibility for makeup of work lies with the student, not the teacher. Unless a student has an extended illness, all makeup privileges must be completed within the equal amount of days absent after the student returns to school. Kent Center believes that recess is a critical time in a student's day, but in rare circumstances, a portion of the time may be used for purposes such as re-teaching, due to a student's absence.

Unexcused Absence

Unexcused absences are those which do not fall under any of the excused absences. Such absences may also be reflected in the student's final grade. If a student has excessive absences, there is no guarantee that the student will be able to make up all missed work. Teachers are not required to provide work ahead of time.

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 and compare them to report cards which will be issued three times a year. Parents are also encouraged to contact the teachers or the school nurse to get help in verifying attendance and attendance records at any time during the year. Parents may check attendance records for their child/children on the Parent Portal of PowerSchool.

Leaving School Grounds/Release of Students from School

Under no circumstances may a student to leave the school or school grounds during school hours without permission from his/her parents or guardians and school administration. In the event it is necessary for a student to be dismissed early, a parent or guardian should send a written request to the office and sign their child out of school. Telephone requests for early dismissal of a student shall be honored only if the caller can be positively identified as the student's parent or guardian. 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.

Tardiness and Early Dismissals

Students who are not in their homeroom by 8:30 a.m. are considered tardy and must report directly to the office. A student discovered on school grounds who has not signed in at the office will also be considered tardy. A student who is repeatedly tardy may be considered truant. After three unexcused tardies, the parent will receive a notification from the principal. Five unexcused tardies will result in a written letter home and/or parent conference and more than five will result in a written warning to be placed in a student's file. Students may be subject to disciplinary action, including detention, if the principal determines that tardiness is excessive. The same protocol will be followed for students who are picked up earlier than 3:10 P.M. without a valid reason provided by the parent or guardian in writing.

Truancy

A student age five to eighteen inclusive with 4 (four) unexcused absences in one month or 10 (ten) unexcused absences in a school year will be considered truant, and a parent conference will be scheduled with the principal. Disciplinary action may include after school detention for class/study period(s) missed. Tests and academic work missed in class will be recorded as an NYP.

Parents have the responsibility to assist school officials in remedying and preventing truancy. School officials will file a written complaint with youth service agencies if the parent fails to cooperate with the school in trying to solve the student's truancy problem.

You may access the Truancy Policy at www.kentcenterschool.org – under the Health Office.

BOARD OF EDUCATION

Board members are unpaid elected public officials with the responsibility for governance of the school district.

The members of the Kent Board of Education are:

Chairperson:	Martin Lindenmayer	860-671-9746
Vice-Chairperson:	Gonzalo Garcia-Pedroso	860-927-3539
Secretary:	Dana Slaughter	860-927-0081
Member:	Melissa Cherniske	860-927-3032
Member:	Jenn Duncan	860-927-4360
Member:	Scott Trabucco	203-837-6499

In order to perform its duties in an open and public manner and in accordance with state law, the Kent Board of Education holds regular business meetings on the first Wednesday of each month at 5:00 PM in the Kent Center School library. Parents, students and other community members are encouraged to attend.

Meetings of the Board follow a planned and posted agenda. At a certain time in the agenda the Board chairperson will recognize individuals to speak for a brief period of time in order to make a statement or to express a viewpoint. In addition, if they give advance notice to the Superintendent, individuals with relevant issues for discussion may have such issues placed on a future Board agenda for a more thorough discussion of the topic.

BULLYING

Bullying by a student is prohibited. Such behavior is defined as any overt acts by a student or groups of students, **which acts are committed more than once against any student during the school year**, with the intent to ridicule, humiliate or intimidate another student while on school grounds or at a school-sponsored activity or on a school bus. Such behavior will result in disciplinary action. Examples of bullying include, but are not limited to:

1. Physical violence and attacks;
2. Verbal taunts, name-calling and put-downs including ethnically-based or gender-based put-downs;
3. Threats and intimidation;
4. Extortion or stealing of money and/or possessions;
5. Exclusion from peer groups within the school.

*Parents may reference the State School Climate Plan #5131.92 and the Bullying Prevention Policy #5131.911 at www.kentcenterschool.org – under the Principal's Page.

CAFETERIA

Lunch is 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.

Kent Center School participates in the National School Lunch Program and offers students nutritionally balanced lunches daily. Students sign up for lunch in their classroom at the beginning of the school day. Free and reduced price lunches are available based on financial need. Information on this program can be obtained from the office.

Breakfast

Breakfast is served daily. It is set up as a grab and go and students may pick it up in the morning to bring to their classrooms. Students can sign up for breakfast the Friday before the following week. Free and reduced breakfast prices are available based on financial need. A breakfast menu will be printed and sent at the beginning of each month.

Prices: \$2.00; Reduced \$0.30

Lunch Prices

Hot Lunch \$3.00; Side Dish \$1.00

Salad Bar \$3.00

Main Entrée or Turkey Sandwich \$1.75

Fruit \$1.00

Milk \$0.35

Ice Cream \$0.75 (Fridays)

Food Allergies

Some students have severe allergies to peanuts, nuts and other foods. In order to safeguard their health, the school will not serve peanut butter or other nut products. Children may bring peanut/nut products from home for their lunch, but precautions will be taken to protect those students who are at risk. The school nurse is available to address any further questions or concerns about allergies.

Snacks (including birthday and holiday treats)

Due to an increased number of students with severe food allergies, parents who plan to send cupcakes/food items to school for parties are **required** to notify the school nurse at least 24 hours in advance. Foods containing nuts, peanuts, and peanut butter must be avoided when preparing foods for these special events. A complete list of all ingredients, including icing, must be sent in with each food item. For recipes using boxed mixes, please cut out the ingredient label and attach to the food items brought in. Please include any ingredients added to the mix as well, including any toppings for cupcakes and frosting.

CELL PHONES

Cell phones are not to be used until students are dismissed from the school building at the end of the school day. To ensure this policy is followed, students in grades 5-8 who bring a cell phone to school will be required to drop their cell phones off in their homeroom class each morning. Homeroom classes will have a

designated storage area for student cell phones. Cell phones must be in “airplane” mode or turned off during school hours. Cell phones will also be collected during extracurricular after school activities, and distributed when appropriate to contact parents or guardians for pick-up. Disciplinary action in regards to cell phones will be as follows:

1st offense: Cell phone will be kept in the office and given to the student at the end of the day.

2nd offense: Cell phone will be kept in the office until a parent/guardian can pick it up.

3rd offense: Student is prohibited from bringing a cell phone to school

Electronic Devices

Students are not permitted to use such items as iPods, radios, CD players, tape recorders, camcorders, DVD players, cameras, or electronic devices or games at school, unless prior permission has been obtained from the principal. Without such permission, the items will be collected by teachers and given to the principal. The principal will determine whether to return the item at the end of the day to be taken home by the student or whether the parent will be contacted to pick up the item. Any disciplinary action will be in accordance with the Student Code of Conduct.

CHEATING

All forms of cheating and plagiarism are not acceptable. The misrepresenting by students of homework, class work, tests, reports, or other assignments as if they were entirely their own work shall be considered forms of cheating and/or plagiarism. Consequences of cheating and/or plagiarism shall be academic in nature unless repeated incidents require disciplinary action. Consequences for cheating will take into account the grade level of the student and the severity of the misrepresentation.

CHILD ABUSE

Teachers, the principal, coaches of intramural or interscholastic athletics, paraprofessionals and other professional school staff, including guidance counselors, social workers, psychologists, and licensed nurses, are obligated by law (C.G.S. 17a-101) to report suspected child abuse, neglect, or if a child is placed in imminent danger of serious harm to the Connecticut State Department of Children and Families Services. Specific procedures governing the reporting of abuse and neglect are in effect, and staff receive yearly training in their use.

Reporting of child abuse and neglect is a responsibility which 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 treatment, such as malnutrition, sexual molestation, deprivation of necessities, emotional abuse, cruel punishment or neglect, is also considered child abuse.

CLASS PLACEMENT

Every effort will be made to place students with teachers where a positive student-teacher relationship will be established. The final decision for placement rests with the principal or his/her designee.

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 email 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 his/her designee.

CODE OF CONDUCT

Students are expected to conduct themselves properly in a responsible manner appropriate to their age and level of maturity. The school 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 toward others
5. Behaving in a responsible manner
6. Paying required fees and fines
7. Obeying all school rules, including safety rules, and rules pertaining to Internet safety
8. Seeking change in school policies and regulations in an orderly and responsible manner, through appropriate channels
9. Cooperating with staff investigations of disciplinary cases and volunteering information related to a serious offense

Students at school or school-related activities are prohibited from:

1. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination and wrongfully obtaining test copies or scores.
2. Throwing objects that can cause bodily injury or damage property.
3. Leaving school grounds or school-sponsored events without permission.

4. Being disrespectful by directing profanity, vulgar language, or obscene gestures toward other students or staff.
5. Disobeying directives from school personnel or school policies, rules, and regulations.
6. Playing with matches, fire, or committing arson.
7. Committing robbery or theft.
8. Damaging or vandalizing property owned by the school, other students, or school employees.
9. Fighting, committing physical abuse, or threatening physical abuse.
10. Committing extortion, coercion, or blackmail; that is, forcing an individual to act through the use of force or threat of force.
11. Name-calling, making ethnic or racial slurs or derogatory statements that may substantially disrupt the school program or incite violence.
12. Engaging in inappropriate physical or sexual contact disruptive to the school environment or disturbing to other students.
13. Assaulting a teacher, staff member or other individual.
14. Selling, giving, delivering, possessing, using, or being under the influence of drugs such as: marijuana; a controlled substance or drug; or an alcoholic beverage.
15. Possessing a weapon or dangerous instrument.
16. Giving or sharing prescription drugs or other medications which are given to persons other than who the drug is prescribed.
17. Smoking or using tobacco products.
18. Bullying/Hazing.
19. Behaving in any way that disrupts the school environment or educational process including but not limited to:
 - a. Inappropriately activating a fire alarm
 - b. Bomb threat
20. No student is allowed to operate a cellular telephone, two-way radio, and/or other telecommunication devices, nor shall they take videos or photos during school events without approval of school personnel.
21. Violating the district's Internet Safety contract.
22. Using or possessing a laser pointer unless under a staff member's supervision and in the context of instruction.
23. Selling personal items on school grounds.

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

Dangerous Weapons and Instruments

No guns, knives or any other objects, including martial arts weapons, capable of threatening or causing injury or death may be brought onto school grounds. Any object used to cause injury will be considered a weapon. Violators may be subject to arrest, as well as appropriate disciplinary action.

Any student found to possess a weapon on school grounds or during a school-activity may be suspended or expelled from school. An expelled student may apply for early readmission to school. Such readmission is at the discretion of the Board of Education (unless the Board has delegated authority for readmission decisions to the

Superintendent.) The Board or Superintendent, as appropriate, may condition such readmission on specified criteria.

Dress Code

Student dress may be regulated and students are encouraged to dress in clothing appropriate to the school situation. Restrictions on freedom of expression may be applied whenever the mode of dress is unsafe, disruptive or contrary to law.

Any school dress which impairs safety or increases the risk of injury to self or others, causes discomfort to others (e.g., uncleanliness, malodorousness, inappropriate graphics or language), causes distraction or disruption of the learning environment, advertises or advocates the use of alcohol or drugs, pornography, or is libelous or inherently contains potential to upset and hurt others is prohibited. This includes clothing that is revealing (e.g., undergarments should not be seen; very short shorts or pants worn too low).

The dress code was implemented to keep the focus on learning and mirror future workplace expectations. It requires that children come to school well-groomed and dressed appropriately for school activities. This is a joint responsibility of parents and students. Clothing should not distract from or interfere with the educational process. Students wearing questionable apparel may be identified by a faculty/staff member and referred to the principal or school nurse for a final decision regarding the appropriateness of dress based on the guidelines outlined below. Consequences may include a verbal warning to a student, a call to the parents to request that a change of clothing be brought to the school, or students will change into dress code complaint clothing provided by KCS.

All clothing must be clean, neat, and appropriate for school as outlined below. The following guidelines on brief and revealing clothing are examples and **do not** cover all situations.

Shirts/Tops

- a. Sleeveless blouses and shirts must cover most of the shoulders. No spaghetti straps are permitted.
- b. Sleeveless shirt underarm openings will be no lower than approximately 3” below the armpit.
- c. Blouses and shirts should not allow exposure of the chest, midriff, or waist.
- d. Necklines of all tops must be modest (front and back), low necklines are prohibited.

Skirts/Shorts/Pants

- a. The hemline length of **shorts** must be of appropriate length; undergarments must not be visible. Shorts should have a finished hem, and should not be spandex material or boxer-type.
- b. The hemline length of **skirts** must be of mid-thigh; undergarments must not be visible.
- c. No tight or form fitting pants, stretch pants, or leggings may be worn unless under a skirt, dress/long shirt, that complies with the dress code.
- d. Students shall not bottoms that, when fastened, sag or sit below the waist. All bottoms must fit around the waist and be properly fastened. Undergarments must not be visible.

Dresses

1. Grades PK-3
 - a. Appropriate summer apparel, i.e., sundresses, will be permitted for students in grades PK through grade 3.

2. Grades 4-8
 - a. Tops/upper portion of any dress worn must abide by the requirements outlined in the Shirts/Tops category.

Hats

Students shall not wear hats in the school building except for a medical reason, religious purposes, or on designated hat days.

Rude or Offensive Clothing

Students shall not wear clothing items that contain messages that are vulgar, offensive, obscene, or libelous; that denigrate others on the basis of race, color, religion, creed, national origin, gender, sexual orientation, or disability; that promote alcohol or drug use or violence; or that are otherwise contrary to the school's educational mission.

Other

Pajamas must not be worn unless on a designated school or classroom spirit day. Outdoor apparel must not be worn once inside the school. Footwear must be appropriate and safe.

The physical education teacher will work with students and their families to ensure the students' physical education attire is safe and appropriate for physical education class.

Smoking

Smoking is prohibited at any school-related or school-sanctioned activity, on or off school property, as mandated by state and federal law.

Substance Abuse

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. Violators may be subject to disciplinary or legal action.

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. A staff member who is contacted by a student regarding a drug or alcohol problem may elect to keep that information confidential and not disclose it to any other person in accordance with state law. However, the student will be encouraged at the earliest appropriate time to seek help from parents or guardians.

In such cases, the decision to involve the parents/guardians will be arrived at jointly by the student and educator unless, in the judgment of the educator, the mental or physical health of the student is immediately and dangerously threatened by drug/alcohol use. If such danger is imminent, the parents/guardians and health officials will be notified so that appropriate action can be taken.

DISCIPLINE

A student who violates Kent Center School code of conduct shall be subject to disciplinary action. A student may be removed from a class(es) when the student causes a serious disruption to the teaching and learning process within the classroom. Disciplinary actions may include using one or more discipline management techniques, such as detention, removal to an alternative education program, in 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 and 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.

Suspension

The administration may impose an in-school suspension for infraction of school rules. Suspension is defined as an exclusion from school privileges, including school-sponsored after-school activities.

However, no student shall receive an in-school suspension without an informal hearing before the building principal or his/her designee at which time the student and parent shall be informed of the reasons for disciplinary action. The student will be 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. An in-school consultation(s) with appropriate school personnel (school psychologist, social worker, etc.) will be provided.

Expulsion

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 extra-curricular and social privileges during the period of expulsion.

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 records. The reason for the expulsion will be removed from the record 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.

DISTRIBUTION OF MATERIALS

Printed materials may be distributed to parents by students as a means of communications. All requests from groups or individuals to have students distribute materials to the community, with the exception of

school-connected organizations, may be referred to the principal or his/her designee to determine whether the request complies with school policy. The material must meet the following requirements:

1. The material is related to the school, community, local recreational or civic activity.
2. The material does not relate to any religious belief or activity, or promote private gain.
3. The material does not promote any outside governmental political party, candidate or position.
4. Does not promote profit making organizations.
5. Does not advocate a position regarding a referendum question.

Publications prepared by or for the school may be posted or distributed, with prior approval by the principal, sponsor or teacher. Such items include school posters, brochures, school newspaper and yearbook.

EMERGENCY SCHOOL CLOSING INFORMATION

In the event school is closed because of bad weather or another emergency, announcements will be made through the automated School Messenger system. Announcements will also be made on radio stations WTIC 1080 AM, WINE 95.1 FM; WQQQ 103.3 AM; and WKZE 1020 AM or 98.1 FM. Emergency closings will also be posted on the school website. Announcements may be listed as Kent Center School or as Regional School District #1. If Kent Center School has a delayed opening, it will be a TWO HOUR DELAY (school opens at 10:15 a.m. and classes begin at 10:30 a.m.) and preschool will be cancelled. If school closes early, dismissal will be at 1:00 p.m. In these circumstances, every effort is made to contact families, and child safety is the primary concern.

EMERGENCY EVACUATION PROCEDURES

In the event of an emergency and it becomes necessary to evacuate the school building (fire, flooding, power outage, gas leak, or threat of security) the following steps will be taken:

1. Evacuate the building. In most cases, staff will direct children to assemble outside near Meadow Street and emergency personnel will be called.
2. If necessary, children will be escorted to Kent School's Center for Pre- Engineering and Applied Sciences at 23 North Main Street to wait until the situation is resolved or families arrive to pick up their child(ren).
3. Parents will be notified of the situation and given information and instructions.

EXEMPTION FROM INSTRUCTION

A student will be exempted from instruction on Acquired Immune Deficiency Syndrome (AIDS), Bilingual Education, or Family Life and Sex Education upon receipt of a written request for such exemption from his/her parent or guardian.

EXTRACURRICULAR ACTIVITIES

Kent Center School provides numerous extracurricular activities in order to enrich our students' educational experiences. As education is at the core of Kent Center's mission, participation in such activities is a privilege not a right. To be eligible for participation, students must be in good academic standing and comply with behavior standards.

At any evaluation point, determined by the school, a student athlete must not have an “NYP” academic achievement grade. In addition each student athlete must be in good standing regarding his or her school’s Code of Conduct. Any student athlete found to not be in conformance with either of these standards shall be suspended from competing in interscholastic competition until such time as the school’s principal determines that the matter has been properly addressed. At the discretion of the school’s principal the athlete may continue to practice with the team. Individual contracts for performance improvement are available to all ineligible students.

Parents and students should check on the PowerSchool Portal so they are aware of the student’s academic standing.

Any student who has not reported to school by 12 noon will not be permitted to participate in after school activities. Exceptions to this rule will only be considered if the student's parent explains the unusual circumstances to the principal or designee.'

Athletics

Athletics are considered an integral part of the school’s educational program. Whether participation is on the intramural, interscholastic, or class level, students have an opportunity to acquire qualities of fitness, self-discipline, and cooperation.

An athlete or coach ejected from a competition will automatically be suspended from the next competition. Any athlete ejected from two competitions will be removed from the team.

Student interscholastic activities shall be governed by the Connecticut Interscholastic Athletic Conference (CIAC) regulations. Eligibility for participation is governed by state law as well as the regulation of the CIAC.

Any student athlete who has not reported to school by noon will not be permitted to practice or play that afternoon or evening. Exceptions to this rule will be considered only if the player’s parent explains the unusual circumstances to the principal or designee.

A display of inappropriate conduct by fans which interrupts an athletic contest prior to, during, or immediately following the game is subject to consequences by the school administrator or appropriate authorities.

More details regarding the athletics program can be found in the Middle School Athletics Handbook.

Clubs and Performing Groups

Student clubs, performing groups, athletic teams and other extracurricular activities may establish rules of conduct for participants that may be stricter than those of students in general.

Please note: Sponsors of student clubs and performing groups may establish standards of behavior, including consequences for misbehavior, that are stricter than those for students in general.

Dances and Social Events

Kent Center School participates in chaperoned regional dances for 7th and 8th graders. Information regarding date, location, time, admission charge, behavior and dress code will be sent home with a parental permission slip for each dance. Only legally enrolled students of this school may attend dances unless other arrangements have been made and approved by the administration. All school rules are in effect during such activities.

School Plays and Performances and Art Show

Students in grades 1 & 2 participate in a play performed in late spring. The 3rd & 4th grade play is held in the fall. The middle school play – grades 5-8 - is held in the early spring.

Chorus is offered to students in grades 5-8. The chorus performs during the winter concert and on other special occasions.

Instrumental Music begins in grade 3 with the recorders. Band is offered for grades 4-8. There are two instrumental music concerts each year, a performance in the fall and one in the spring.

Our school-wide annual Art Show is held in May each year.

FACILITIES

Certain areas of the school will be accessible to students before and after school for specific purposes. Students are expected to remain in the area in which their activity is scheduled to take place.

After dismissal, students are expected to leave the school immediately, unless they are involved in a teacher/staff supervised activity. In the case that a student needs to retrieve items from the classroom or his locker after school hours, he should be accompanied by an adult.

FEES

Materials that are part of the basic educational program are provided without charge to students. A student is expected, however, to provide his or her own supplies of pencils, erasers, and notebooks. The student may be required to pay certain other fees or deposits, including:

1. The materials for a class project that the student will keep
2. Personal physical education and athletic equipment and apparel
3. Student accident insurance
4. Insurance on school-owned instruments, instrument rental
5. Fees for damaged library books and school-owned equipment

FIELD TRIPS

Field trips may be scheduled for educational, cultural, or extracurricular purposes. Any student whose behavior is considered detrimental to the well-being of other students may be barred from participation by the principal. While on a trip, all students are considered to be "in" school. This means that conduct and dress standards will be appropriate for the field trip activity. Parental permission is required for each child to participate, and parents may also be enlisted to help chaperone students on a field trip.

FINANCIAL ASSISTANCE

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

FIRE DRILLS AND EMERGENCY PREPAREDNESS

Fire drills are held ten times a year as required by state law. Students must follow the exit directions posted in each classroom. A crisis response drill may be substituted for one of the required monthly school fire drills.

Students are expected to follow the direction of teachers or others in charge quickly, quietly and in an orderly manner.

The signal for a fire drill is a constant blast on a special horn. When the alarm sounds, students are to proceed along the posted exit routes in a quick, quiet and calm manner. Students should not return to the building until the return signal is given.

FIRST AMENDMENT RIGHTS

The Kent Center School recognizes that students have a right to bring into our schools, in a judicious manner governed by regulations, items for posting that are not considered obscene, libelous, disruptive, vulgar, and are deemed by the Administration to be consistent with community standards.

FUND-RAISING

Student clubs or classes, outside organizations, and/or parent groups occasionally may be permitted to conduct fund-raising drives for approved school purposes.

GRADING SYSTEM

All teachers are responsible for grading students based on criteria they establish for their classes. Standards for performance and effort are explained to students and parents at the beginning of the school year by all classroom and special teachers. Parents who have questions about their child's grades are urged to speak with the teacher involved at any time during the school year. Parents are encouraged to periodically check the Parent Portal on Power School so they are aware of their child's grades.

Report Cards

Kindergarten report cards are issued two times a year. Grades 1-8 are graded on a trimester calendar.

Honor Roll Requirements

The Kent Center School honor roll is designed to recognize and reward academic achievement by students in Grades 5-8. Please see your Grading Practices Parent handout for honor roll requirements.

It is the responsibility of students and parents to stay abreast of their current academic standing in regards to eligibility for extracurricular activities. The PowerSchool student and parent portals provide access to students' academic standing.

GUIDANCE AND COUNSELING

Social services and counseling are rendered by professionally qualified members of the school staff. The responsibilities of the social worker and school psychologist include helping the student function more successfully within the school environment.

Counseling is an opportunity to talk with someone about things that are important to students. These opportunities to talk may be personal, social, educational or vocational. Counselors will listen and be open and honest with students.

Referral for psychological and/or psychiatric assistance by other social services agencies within or outside the school may also be recommended. Please note: The school will not conduct a psychological examination, test, or treatment without first obtaining the parents/guardian's written consent.

HEALTH SERVICES

The school health office is designed to provide care to students who become ill or are injured while in school.

A cumulative health file is maintained for each student. This file includes notations of past illnesses, results of physical examinations, and other pertinent health information. The school performs annual hearing and vision screening and height and weight measurements. Students in grades 5 through 8 are screened annually for scoliosis (curvature of the spine), if not screened by a private physician.

Parents are notified of any deviation from the normal pattern of health and suggestions are given for follow-up. It is likewise important that parents notify the (school nurse) in case of a student's illness. If a student is to be excused or limited for an extended period from participation in school activities, he/she is required to bring a statement signed by a physician. The (school nurse) is available to parents and students for conferences regarding health issues.

All students excluded from physical education for more than one (1) class period must have a written note from a physician.

Administration of Medication

Parents of students requiring medication during school must contact the school nurse. Special forms are required to permit the administration of medicine in school. This includes all over the counter medication such as allergy and cough medicines. These forms must be signed by both the parent and the physician. Tylenol (Acetaminophen) and Ibuprofen can be administered with only a parent signature. These forms are available in the health office. All medication must be in original container with proper labels.

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 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 diabetic student may test his/her own blood glucose level per the written order of a physician or advanced practice nurse stating the need and the capacity of the student to conduct self-testing. Such self-testing shall be done in accordance with the guidelines issued by the Commissioner of Education.

Communicable/Infectious Diseases

Students with any medical condition which within the school setting may expose others to disease or contagious and infectious conditions may be excluded from school and referred for medical diagnosis and treatment. Additional information concerning this may be obtained from the school nurse. Children who have a fever over 100 degrees or have experienced vomiting or repeated diarrhea in a 24-hour period must not attend school.

Before a child may return to school after an absence due to such a condition, the child must be fever-free (temperature under 100 degrees) without the use of fever-reducing medications, and symptom free for 24 hours. Parents may be required to submit medical documentation that their child has recovered sufficiently to prevent exposing others.

Disabilities

The school district will not discriminate on the basis of disability as required under ADA, IDEA and Section 504 and C.G.S. 10-76a and any similar law or provision.

Emergency Medical Treatment

Parents are asked each year to complete a new emergency information form for each individual child for use by the school in the event of a medical emergency.

Homebound Instruction

Home instruction is available to students who are unable to attend school for medical and/or mental health reasons for a period of two weeks or longer as diagnosed by a physician, psychiatrist or the Planning and Placement Team. Home instruction may also be provided for those students who have been excluded from regular school attendance for disciplinary reasons. For more information, contact Carl Gross, Director of Pupil Services.

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. The local liaison for homeless children is Carl Gross, Director of Pupil Services.

Immunizations

All students must be immunized against certain diseases and must present a certificate from a physical or local health agency. If the student should not be immunized due to medical or religious reasons, a statement from a physician and/or the parent as appropriate must be provided. The required immunizations are: Diphtheria, Tetanus, Polio, Pertussis, Measles, Mumps, Hepatitis A, Hepatitis B, Meningococcal, Pneumococcal, Varicella (Chicken Pox), Rubella and Haemophilus Influenzae Type B. Influenza vaccine is required for PreK students. Parents or guardians of any children unable to have the mandated immunizations prior to initial school entry and the boosters as required in the later grades may have the immunizations, on the recommendation of the Board of Education, be paid by the town.

In addition to the required immunizations for initial entry into school for kindergarten, regular and special education preschool programs, additional immunizations are required for entry into seventh grade and for entry into eighth grade. The school must enroll any homeless student even if the student is unable to produce the required medical and immunization records.

For further information regarding immunizations contact Betsey Levesque, School Nurse.

Physical Examinations

All students must present evidence of a physical examination upon enrollment to Kent Center School (C.G.S. 10-206). Health assessments are required for all students in kindergarten and grade 6. If a homeless student, as defined by federal statute, lacks immunization/medical records, the school will enroll the child and refer the parent/guardian to the district's homeless liaison.

Sports Physicals

All students participating in school sports (practices and games) are required to have a physical on file in the health office. For students participating on a school sports team, a physical exam is required every twelve months.

INTERNET

Guidelines have been established for the use of the Internet. Student violations of the guidelines can result in the termination of access privileges and in disciplinary actions. It is the policy of the Board of Education that all students must sign an acceptable use policy which indicates that a student agrees to use the Internet exclusively for educational purposes. Each contract must also include a signature from the student's parent/guardian.

LIMITED ENGLISH PROFICIENT (LEP) STUDENTS

Parents of Limited English Proficient (LEP) Students participating in a language instructional program will be notified within 30 days of their child's placement in the program. The notification will include an explanation of why the child has been placed in the program, a description of the program, and the parents' rights to remove their child from the LEP program. In addition, the notification will explain how the program will help the child to develop academically, learn English and achieve the standards necessary for promotion.

Students not meeting the English mastery standard or demonstrating limited progress will be provided with additional language support services which may include, but are not limited to, English as a Second Language program, sheltered English programs, English Immersion programs, summer school, after-school assistance, homework assistance and tutoring. Students will not be offered additional bilingual education after 30 months in a bilingual program.

LOST AND FOUND

Any articles which are found in the school or on school grounds should be turned in at the main office. Unclaimed articles will be disposed of at the end of the school year. Lost or suspected theft of personal or school property should be reported to the main office. Articles of clothing, sports equipment, and other personal items which are misplaced and unclaimed are collected in the Lost and Found cabinet located in the cafeteria.

LIBRARY/MEDIA CENTER

Students are invited to use the books, magazines, newspapers and other materials located in the library. Students are responsible for any material they sign out. Materials must be returned to the librarian or the assistant at the circulation desk. Students must pay for any materials they lose or damage. A student's grades, transcript or report card may be withheld until a student's obligation is met.

MAKE-UP WORK

A student will be permitted to make-up tests and to turn in projects due in any class missed because of an excused absence.

For any class missed, students may be assigned make-up work based on the instructional objectives of the subject or course and the needs of the student. The student is responsible for obtaining and completing make-up

work within the time specified by the teacher, typically one day to make up work for every day missed during an excused absence.

MIGRANT STUDENTS

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

NATIONAL ASSESSMENT OF EDUCATION 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.

PARENT CONFERENCES

Parents are encouraged to become partners in their child's educational success. Conferences with teachers will be held in **October** this year and Student Led Conferences will be held in April. Parents and students, as well as teachers, counselors or administrators may initiate a conference at any other time during the year.

A parent or student may arrange a conference with an individual member of the school staff or a group conference with school staff members. Conferences are held during school hours, but every effort will be made to accommodate parent schedules.

PARENT INVOLVEMENT/COMMUNICATIONS

Education succeeds best when there is a strong partnership between home and school based on communications and interactions. Parents/guardians are urged to encourage their children to put a high priority on education and to make the most of available educational opportunities. Parents/guardians should become familiar with all of the child's school activities and with Kent Center School's academic programs, including special programs. Attendance at parent-teacher conferences, participation in parent organizations, attendance at Board of Education meetings and being a school volunteer are strongly encouraged.

Parents have access to the PowerSchool Portal at all times. Access to PowerSchool is available on the KCS website. Parents should periodically check their child's progress so they will be well informed.

PARENT-TEACHER ASSOCIATIONS AND ORGANIZATIONS

The Kent Center School PTO is a vital link between the school, community and the parents it serves. Thus, parents are urged to join and take an active part in the PTO.

Annual membership is open to any parent/guardian. You may contact the PTO president at kcspto@gmail.com.

PESTICIDE APPLICATION

Only certified pesticide applicators shall be used in schools for any non-emergency pesticide use in school buildings or on school grounds. Areas to receive pesticide application will be posted, and a written record of all pesticide applications will be maintained for five years. Parents/guardians and staff who want to receive advance notice of all pesticide use will be listed on a registry, and such notice will be provided as required by law. Parents/guardians who want to be notified prior to pesticide applications inside their child(ren)'s school assignment area may contact Michelle Mott, Principal.

POSTERS

Signs and posters that students wish to display must be approved by the Principal. Posters displayed without authorization will be removed. Any student who posts such material without authorization shall be subject to disciplinary action.

PROMOTION, RETENTION AND PLACEMENT

A student shall be promoted from one grade to the next on the basis of academic performance and/or readiness to meet the demands of the subsequent grade level. A student in grades 5-8 who is not promoted shall be retained in the same grade or placed in an alternative education program. No student shall be retained more than once in grades 5-8 unless a committee of the student's teacher(s) and two administrators approve and the parent(s) agree because of special circumstances.

PROPERTY, LOCKERS, AND EQUIPMENT

It is the policy of the Board to hold students responsible for any loss of or damage to the property of the school under the jurisdiction of the Board when the loss or damage occurs through fault of the student.

Any student damaging or defacing school property will be financially liable for restoring the property regardless of the condition of the property at the time of the destructive act, in addition to any other discipline up to and including arrest or civil prosecution as deemed appropriate.

In addition, anyone who witnesses such an act and fails to report it to the proper authorities will be considered as having contributed to that action. Such charges for damaged property will be exactly those which the school must incur to repair the damage.

Each student may be assigned a desk, hall or classroom locker and/or other equipment. These items are the property of the school, loaned to students for their convenience during the school year, should be kept in good order and not abused.

Searches of desks or lockers may be conducted at any time there is reasonable cause to believe that they contain articles or materials prohibited by district policy. Parents will be notified if any prohibited items are found in the student's desk or locker.

Students should not attempt to repair school equipment but should notify the Main Office immediately if it isn't functioning properly. Any damage done will be the responsibility of the person to whom it was loaned for the current year. Students may not bring in locks from home and attach to assigned lockers. Students are warned not to bring large sums of money or valuables to school. Liability for these items remains with the student.

PSYCHOTROPIC DRUG USE

School personnel is 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.

PUBLIC COMPLAINTS

The right of community members to register individual or group concerns about district instruction, programs, materials, operations and/or staff members is recognized. Complaints and grievances will be handled and resolved as close to their origin as possible. Complaints will be referred back through the proper administrative channels before investigation or action by the Board unless the complaint concerns Board actions or operations only. A procedure also exists for the placing and response to criticism or approval of instructional materials.

Specialized complaint procedures exist regarding identification, evaluation or educational placement of a student with a disability; loss of credit due to absences; discrimination on the basis of sex; harassment; sexual abuse or harassment; and instructional materials.

RESPONSE TO INTERVENTION

The Response to Intervention (RTI) process is a multi-step approach to providing services and interventions to all students as needed. Each stage of the intervention is closely monitored, and results of the monitoring are used to make decisions about the need for further research-based instruction and/or intervention in general education, special education, or both. The RTI process is generally defined as a three-tier model of school supports that use academic and/or behavior interventions, the first of which includes universal screening and group interventions, the second focuses on targeted interventions, and the third on intensive interventions and a possible formal evaluation. This framework has the potential to limit the amount of academic struggle that any student may experience. For more information, contact Michelle Mott, Principal.

SAFETY/ACCIDENT PREVENTION

Student safety on campus and at school related events is a high priority. Although the Kent Center School has implemented safety procedures, including indoor/outdoor surveillance cameras, the cooperation of students is essential to ensure school safety. A student should:

1. Avoid conduct that is likely to put the student or other students at risk
2. Follow the school's code of discipline
3. Remain alert to and promptly report safety hazards, such as intruders on campus
4. Know emergency evacuation routes and signals

Students should immediately follow the instructions of staff who are overseeing their welfare.

UNDER NO CIRCUMSTANCES SHOULD A STUDENT OR ADULT ADMIT ANYONE INTO THE BUILDING. Even if a person is recognized, students and adults are encouraged not to open the door. All visitors should be buzzed in by the office staff. These visitors must register in the office.

SCHOOL CEREMONIES AND OBSERVANCES

The Kent Center School recognizes the value of certain ceremonies and observances in promoting patriotism and good citizenship among the students. Therefore, activities in schools commemorating national holidays such as Memorial Day, Thanksgiving and President's Day are encouraged. Kent Center School reminds students, faculty and administration of the variety of religious beliefs, and all are urged to be conscious of and respect the sensitivities of others.

Activities related to a religious holiday or theme will be planned to ensure that the activity is not devotional, and that students of all faiths can join without feeling that they are betraying their own beliefs. Therefore,

1. school and class plays shall not be overly religious, and church-like scenery will be avoided;
2. religious music shall not entirely dominate the selection of music; and
3. program notes and illustrations shall not be religious or sectarian.

Students shall be given the option to be excused from participating in those parts of a program or curriculum involving a religious theme which conflicts with their own religious beliefs. If a parent or student has any questions regarding the use of religious music, artwork and/or symbols in a particular course/activity, the Principal should be contacted.

An opportunity will be provided, at the beginning of each school day, for students to observe an appropriate period of silent meditation and to recite the Pledge of Allegiance. Participation in these activities is voluntary. Non-participants are expected to maintain order and decorum appropriate to the school environment.

SCHOOL DISTRICT RECORDS

Interested persons may inspect "public district records" which are maintained at the office of the Superintendent of Schools, during normal hours of business. Copies of records, permitted by law to be disclosed, may also be attained.

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.

SEXUAL HARASSMENT

The district wants all students to learn in an environment free from all forms of sexual harassment. Sexual harassment is against state and federal laws. It is unwelcome sexual attention from peers, teachers, staff or anyone with whom the victim may interact. Any student who believes that he or she has been subjected to sexual harassment should report the alleged misconduct immediately to his/her teacher, social worker, guidance counselor, administrator, school nurse or any responsible individual with whom the student feels comfortable, either informally or through the filing of a formal complaint.

The district will notify the parents of all students involved in sexual harassment by student(s) when the allegations are not minor and will notify parents of any incident of sexual harassment or sexual abuse by an employee.

A complaint alleging sexual harassment by a student or staff member may be presented by a student and/or parent in a conference with the principal or designee or with the Title IX Coordinator, Carl Gross, Director of Pupil Services.

SPECIAL PROGRAMS

The district provides special programs for those with disabilities which affect a student's success at school. A student or parent with questions about these programs should contact Carl Gross, Director of Pupil Services to answer questions about eligibility requirements, programs and services offered in the district or by other organizations.

For students in need of Special Education programs, a Planning and Placement team is designed to provide communication and decision-making at the school level concerning the effective use of available resources. The team is also responsible for follow-up and periodic review of all students presently in Special Education and special services programs.

Any child identified as possibly needing special education and/or related services must be referred to a special education Planning & Placement Team for evaluation (PPT). The PPT will determine whether special education services are required. Parents must give their consent before any evaluation can be done or any services can begin. An Individualized Education Plan, based upon the diagnostic findings of the evaluation study will be developed by the PPT, with parental involvement.

STUDENT COMPLAINTS/GRIEVANCES: DUE PROCESS

A student or parent who has a complaint should first bring the matter to the appropriate teacher. If the outcome is not satisfactory, a conference with the Principal should be requested within five 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 10 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.

A student and/or parent with a complaint regarding possible discrimination on the basis of race, gender, ethnicity, etc., should contact Michelle Mott, Principal.

A complaint or concern regarding the placement of a student with disabilities concerning special education or programs and services should be discussed with Carl Gross, Director of Pupil Services.

STUDENT RECORDS

A student's school records are confidential and are protected by federal and state law from unauthorized inspection or use. A cumulative record is maintained for each student from the time the student enters the district until the student withdraws or graduates. This record moves with the student from school to school.

By law, both parents, whether married, separated, or divorced, have access to the records of a student who is under 18 or a dependent for tax purposes. A parent whose rights have been legally terminated will be denied access to the records if the school is given a copy of the court order terminating these rights.

The principal is custodian of all records for currently enrolled students at the assigned school. The Superintendent of Schools is the custodian of all records for students who have withdrawn or graduated. Records may be reviewed during regular school hours upon completion of the written request form. The record's custodian or designee will respond to reasonable requests for explanation and interpretation of the records.

Parents of a minor or of a student who is a dependent for tax purposes, the student (if 18 or older), and school officials with legitimate educational interests are the only persons who have general access to a student's records. "School officials with legitimate educational interests" include any employee, agents, or facilities with which the district contracts for the placement of students with disabilities, as well as their attorneys and consultants, who are:

1. Working with the student;
2. Considering disciplinary or academic actions, the student's case, an Individual Education Plan (IEP) for a student with disabilities under IDEA or an individually designed program for a student with disabilities under Section 504;
3. Compiling statistical data; or
4. Investigating or evaluating programs

Certain other officials from various governmental agencies may have limited access to the records. Parental consent is required to release the records to anyone else. When the student reaches 18 years of age, only the student has the right to consent to release of records.

The parent's or student's right of access to, and copies of, student records does not extend to all records. Materials that are not considered educational records, such as teachers' personal notes on a student that are shared only with a substitute teacher and records pertaining to former students after they are no longer students in the district, do not have to be made available to the parents or student.

A student over 18 and parents of minor students may inspect the student's records and request a correction if the records are inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. If the district refuses the request to amend the records, the requestor has the right to a hearing. If the records are not amended as a result of the hearing, the requestor has 30 school days to exercise the right to place a statement commenting on the information in the student's record. Although improperly recorded grades may be challenged, parents and the student are not allowed to contest a student's grade in a course through this process. Parents or the student have the right to file a complaint with the U.S. Department of Education if they believe the district is not in compliance with the law regarding student records. The district's policy regarding student records is available from the principal's or superintendent's office.

Copies of student records are available. A charge may be imposed. Parents may be denied copies of a student's records (1) after the student reaches age 18 and is no longer a dependent for tax purposes; (2) when the

student is attending an institution of post-secondary education; (3) if the parent fails to follow proper procedures and pay the copying charge; or (4) when the district is given a copy of a court order terminating the parental rights. If the student qualifies for free or reduced-price meals and the parents are unable to view the records during regular school hours, upon written request of the parent, one copy of the record will be provided at no charge.

When a student moves to a new school system or charter school, Kent Center School will send the student's records to the new district or charter school within ten business days of receiving written notice of the move from the new district. Unless the parents/guardians of the student authorize the record transfer in writing, the sending District is required to send a notice when the records are sent to the new district.

SURVEYS/STUDENT PRIVACY

Your child will not be required to participate without parental consent in any survey, analysis, or evaluation that concerns:

1. political affiliations or beliefs of the student or the student's parent
2. mental or psychological problems of the student or the student's family
3. sexual attitudes or behaviors
4. illegal, anti-social, self-incriminating and demeaning behavior
5. critical appraisals of other individuals with whom respondents have close family relationships
6. legally recognized privileged or analogous relationships, such as those of lawyers, physicians and ministers
7. income
8. religious practices, affiliations, or beliefs of the student or the student's parents

In addition, parents have the right to inspect, upon request, a survey that is to be administered by a school to a student, prior to its use. Parents will be notified at least two weeks in advance of any survey that will be given to their children.

Parents will be notified of any non-emergency, invasive physical examination that is required as a condition of attendance, administered by the school and which is not necessary to protect the immediate health and safety of students.

TEACHER AND PARAPROFESSIONAL QUALIFICATIONS

Parents have the right to request information about the professional qualifications of their child's teacher(s). The response will indicate whether the teacher is certified for the subject matter and grade taught; the teacher's undergraduate major and any graduate degrees or certifications a teacher may have. Parents will also be advised, if requested as to whether the child is provided services by paraprofessionals and their qualifications.

TESTING

All students in grades 3 through 8 will be tested as mandated by the State of Connecticut.

SCHOOL PROPERTY CARE AND OBLIGATIONS

Students are responsible for the care of books and supplies entrusted to their use. In addition, students in grades 7 & 8 are responsible for the care of their chromebook, chromebook case, and power cord. Students will be assessed damage to their chromebook, textbooks, equipment or materials. 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.

TITLE I COMPARABILITY OF SERVICES

All district schools, regardless of whether they receive Federal Title I funds, provide services that, taken as a whole, are substantially comparable. Staff, curriculum materials and instructional supplies are provided in a manner to ensure equivalency among district schools. If you have any questions, you may contact Lee Sohl.

TRANSFERS AND WITHDRAWALS

Students withdrawing or transferring from school must notify the Main Office one week in advance of their last day.

TRANSPORTATION

Bus transportation is provided for all kindergarten students. Students in grades 1 through 8 are eligible for bus transportation services if they live a mile or more away from the building. Requests for exceptions to this policy can be made in writing to the Board of Education.

School transportation privileges are extended to students conditioned upon their satisfactory behavior on the bus. Unsatisfactory student behavior on the bus may result in suspension of transportation services or such other disciplinary action that is appropriate for misconduct.

The following rules shall apply to student conduct on school transportation:

1. Passengers shall follow the driver's directions at all times.
2. Passengers shall board and leave the bus in an orderly manner at the designated bus stop nearest their home.
3. Passengers shall not stand while the bus is in motion.
4. Passengers shall keep books, instrument cases, feet, and other objects out of the aisle of the bus.
5. Passengers shall not deface the bus and/or its equipment.
6. Passengers shall not extend head, hands, arms, or legs out of the window nor hold any object out of the window or throw objects within or out of the bus.
7. Passengers shall not smoke or use any form of tobacco.
8. Passengers shall not eat on the bus.
9. Usual classroom conduct shall be observed. Unruly conduct, including the use of obscene language, will subject the passenger to disciplinary action.
10. Upon leaving the bus, the passenger will wait for the driver's signal before crossing in front of the bus.
11. Students must ride the bus to which they are assigned.

The following procedures shall be followed when a discipline concern arises on a bus serving a regular route or an extracurricular activity:

1. A conference involving the principal, the student passenger, the driver, and the parent(s) may be required.
2. The principal may suspend the student's bus-riding privileges or take other actions. If such a suspension occurs, the parents will be notified prior to the time the suspension takes effect.
3. In the case of serious misconduct that endangers the safety of other passengers or the driver, the driver shall have the authority to remove the student and call for law enforcement assistance. The principal and

parents shall be notified of the situation as soon as possible. The student shall not be provided bus service again until a conference involving all persons listed above has been held.

Disciplinary sanctions and changes in transportation for a student with a disability shall be made in accordance with the provisions of the student's Individual Education Plan (IEP).

All vehicles coming into or leaving the school grounds are subject to the regulations of the school.

TRANSPORTATION SAFETY COMPLAINTS/PROCEDURES

All complaints concerning school transportation safety are to be made to Michelle Mott, Principal. A written record of all complaints will be maintained, and an investigation of the allegations will take place.

VISITORS

Parents and other visitors are welcome to visit. For security purposes, all visitors must be "buzzed" into the building. Visitors must report to the Main Office to sign in and get a Visitor's Pass, which must be displayed during the visit. Visitors must return to the office and sign out and return the pass. Visits to individual classrooms during instructional time shall be permitted only with the principal's approval, and such visits shall not be permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment.

Unauthorized persons shall not be permitted in school buildings or on school grounds. The School Principal is authorized to take appropriate action to prevent such persons from entering the building or from loitering on the grounds. Such persons will be prosecuted to the full extent of the law.

All visitors are expected to demonstrate the highest standards of courtesy and conduct. Disruptive behavior will not be permitted.

WEB SITES

School web pages must contain material that reflects on educational purposes. School web pages are not to be used for personal, commercial or political purposes; and are considered a publication of the Board of Education. The Principal or his/her designee will approve all material posted on the school's web page. Students maintaining personal web pages may be subject to disciplinary action for the content of such sites under certain conditions. You may visit our website at www.kentcenterschool.org.

The Bullying Policy, Safe School Climate Plan, and the Truancy Policy can be accessed on the website under the **Principal's Page**.

KENT PUBLIC SCHOOLS
KENT, CONNECTICUT

SAMPLE NOTIFICATION OF RIGHTS UNDER FERPA
(Federal Family Educational Rights and Privacy Act of 1974)

A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility.

Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. (Note: FERPA requires a school district to make a reasonable attempt to notify the student of the records request unless it states in its annual notification that it intends to forward records on request.)

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

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

NOTE: In addition, a school may want to include its directory notice as required by FERPA regulations with its annual notification of rights under FERPA.

KENT PUBLIC SCHOOLS
Kent, Connecticut

NOTIFICATION OF RELEASE OF STUDENT RECORDS
PURSUANT TO COURT ORDER OR SUBPOENA

TO: _____
Parent - Student

Address

The purpose of this notice is to notify you that on _____ (date), the

(school district) released the following documents:

from your child's (your own) student records to:

pursuant to a court order or subpoena, a copy of which is attached hereto.

DATED: _____

KENT PUBLIC SCHOOLS
Kent, Connecticut

APPLICATION TO REVIEW STUDENT'S RECORDS
AND CONSENT THERETO BY PARENT OR STUDENT

I _____

hereby request access to _____

records for the following reasons:

Said records will not be made available to any other person or persons without the specific written consent of (parent / student)

DATED: _____

CONSENT: I hereby consent that _____

have access to my child's (to my) records with the understanding that such records will not be released by him/her to other persons without my further consent.

DATED _____

KENT PUBLIC SCHOOLS
Kent, Connecticut

APPLICATION TO REVIEW STUDENT'S RECORDS BY
PARTIES ENTITLED THERETO WITHOUT
CONSENT BY PARENT OR STUDENT

I, _____

have hereby requested access to _____

records for the following reasons:

Said records will not be made available to any other person or persons without the specific written consent of:

Parent / Student _____

DATED: _____