KINGSTON HILL ACADEMY

Optimizing the Potential in All Children

Student and Family Handbook

2026/2027

School Year

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Note: This Handbook is published on the KHA website: therefore, future revisions will be initiated electronically. Upon request, printed versions are available at the KHA Office.

I. Introduction

A. Welcome to Kingston Hill Academy! Kingston Hill Academy (KHA) is a public (no tuition) charter public school located in Saunderstown, Rhode Island. The school is operated under a charter granted by the Rhode Island Department of Education (RIDE) Board of Education and follows RIDE regulations, assessment and teaching standards and all other requirements mandated for traditional public schools in Rhode Island. Administrators, teachers, are certified by the State of Rhode Island. Teacher Assistants possess proper credentials.

KHA opened in September of 2001 with just 40 Kindergarten students. Since that time, the school has grown to 260 students in Kindergarten through Fifth Grade.

KHA understands that the level of skill and dedication of our employees contributes to our success. For this reason, we strive to employ individuals who are committed to developing themselves and improving the lives of those they serve. KHA promotes employee development through extensive on-site training. All certified staff at KHA hold Rhode Island Department of Education certification for their position.

B. <u>Our Mission:</u> KHA is dedicated to providing students with the opportunity for an inclusive, individualized, and challenging curriculum that supports them to reach their full potential.

C. <u>Purpose:</u> This handbook will acquaint 1) students with important information about KHA school life and 2) provide parents/guardians with the knowledge to make informed decisions about their child's progress.

D. <u>School Day Duration:</u> KHA commences its school day at <u>8:45 AM</u> and concludes at <u>3:15 PM</u>. Students are recorded as "tardy" if they report to school after 8:45 AM. See the "Arrivals" section of this handbook for more information.

Early Dismissals-will be recorded before 3:15pm daily.

E. <u>Values:</u>

- ✔ **Emphasis on literacy and mathematics skills**
- ✔ **Outcome-oriented and measured academic and social growth for all students**
- ✔ **Family involvement**
- ✔ **Daily techniques promoting stress reduction and relaxation**
- ✔ **Full classroom inclusion of children with special needs**

F. <u>Statement of Diversity:</u> We recognize the diversity of personal beliefs, political opinions, religious affiliations, and cultural identities as a KHA strength. We are mindful of how our

personal attitudes and opinions impact our decisions, conduct and interactions with others. In accordance with KHA's non-discrimination statement/policy (below), we are vigilant to minimize any potentially negative effect these attitudes may have on the welfare of students, colleagues, and families.

G. Affirmative Action, Equal Employment Opportunity, Equal Access to Education and Non-Discrimination Statement

KHA is committed to equal education opportunity for all students and equal employment opportunity for all employees and students. KHA's policy of non-discrimination and equal opportunity extends to all employment and academic considerations and programs.

The Board of Trustees, administration, faculty and staff recognize that to assure equal opportunity for all students and employees, KHA must take affirmative action to provide sufficient role models among the school leaders, employees, and staff who reflect the various racial and cultural backgrounds of our students. The attainment of an all-inclusive, discrimination-free environment within our school is the primary goal of the Affirmative Action Plan.

KHA commits to equal employment opportunity and equal access to education without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, ethnicity, age, disability, veteran, genetic information, or marital status. We commit to making all reasonable efforts to ensure an environment free of discrimination or harassment on account of race, color, national origin, ethnicity, sex, religion, age, sexual orientation, disability, veteran, genetic information, gender identity or marital status and encourage all members of our community to support and foster the acceptance and inclusion of all individuals.

The Board of Trustees further ensures that all personnel activities including recruitment, employment, training, compensation, benefits and all other terms and conditions of employment are administered according to equal opportunity principles and operate to eliminate practices that may result in inequities and/or discrimination.

This Policy applies equally to all KHA students, employees, authorized volunteers, parents, and other members of the school community. This Policy applies to conduct at school, at school events, and away from school in all other instances when KHA is represented.

H. <u>Unique Attributes:</u>

- ✔ **Personalized attention through small groups and smaller class sizes**
- ✔ **Inclusion of children with special needs in general education setting**
- ✔ **Research-based interventions and enrichment period**
- ✔ **Imagery and relaxation techniques such as the Zones of Regulation**
- ✔ **Partnership with the South County YMCA for before and after-school childcare**
- ✔ **A supportive Parent Teacher Organization (PTO)**
- ✔ **A warm and caring community environment for students and families**
- ✔ **Outcome-oriented curriculum that adapts to national/state standards**

- ✔ **After School Enrichment Programs (drama, garden, art, sports etc.)**
- ✔ **Exploratory Learning Programs (ELPs), such as art, gardening, karate, chorus, etc. (Once a week on Fridays)**
- ✔ **School Improvement Team (SIT)**
- ✔ **Local Advisory Committee (LAC)**
- ✔ **Health and Wellness Committee**

I. Board of Trustees: The KHA Board of Trustees, which meets throughout the school year, oversees the school's planning and development. Members include parents, special and general education professionals, administrators, and community partners.

J. KHA Website: For the most current information on KHA, please access our website:

http://kingstonhill.org/

K. KHA Facebook: https://www.facebook.com/KingstonHillAcademy/

Instagram:

II. Performance Standards

A. **School Goals:** **KHA's objectives and goals are aligned with Common Core State Standards (CCSS), a national effort to define the knowledge and skills that students should have within their K-12 education careers so that they will graduate from high school able to succeed in entry-level, credit-bearing academic college courses and in workforce training programs. KHA has utilized the standards as a framework from which to derive measurable and objective outcomes for students across content areas and sub-skills. Thus, the KHA staff is able to report the skills that students can actually perform, and under what circumstances, as opposed to more abstract "understanding" of content area which is typically reported in public schools.**

B. **Measures for Assessing:** **Measurement of curriculum outcomes, in the major content areas, is assessed throughout the year. KHA is constantly working toward the goal of continuous assessment and data collection for all possible curriculum outcomes as opposed to collecting and reporting data only a few times a year.**

- ✔ **Students entering Kindergarten are screened during the summer prior to their enrollment to assess basic skills. A full battery of kindergarten readiness skills are tested so that teachers have valuable information about their incoming students before the first day of school. As the year progresses these skills are reassessed to determine student growth.**
- ✔ **Lexia: Lexia is a technology-based system of differentiated practice, embedded assessment, and targeted instruction. This scalable approach provides educators with norm-referenced measures that predict performance and prescribe instructional intensity to improve reading achievement. Lexia provides explicit, systematic, and structured practice on the essential reading skills of phonemic awareness, phonics, fluency, vocabulary, and comprehension. This program is typically used in the lower grade levels at KHA.**
- ✔ **STAR: STAR is a comprehensive K-12 Math and ELA assessment, allowing educators to screen and group students for targeted instruction, measure student growth, predict performance on summative exams, and monitor achievement on Common Core or state standards.**
- ✔ **Acadience: All KHA students are administered the *Acadience Screeners* by their classroom teacher at least three times per school year. The Acadience Screeners used vary by grade level and measure foundational literacy skills, such as phonemic awareness and phonics at the lower grade levels and oral reading fluency and morphology at the middle and upper grade levels. The screeners are administered and scored by classroom teachers to identify students' identifying students' reading strengths and weaknesses, planning instruction, monitoring reading growth, preparing students to meet classroom, and testing expectations and providing information to stakeholders regarding reading achievement levels.**

In addition to these formal assessments, families are invited and encouraged to attend conferences with teachers throughout the school year (one may be a conference with the child). This is in addition to other events and workshops that discuss the curriculum and family involvement. These events are focused on academics. KHA reports student progress each quarter via a Progress Report (Quarters 1 and 3) and Standards Based Report Card (SBRC) (Quarters 2 and 4).

C. <u>How KHA Standards (outcomes) affect our Curriculum Decisions:</u> KHA is able to evaluate individual student progress within the curriculum and make adaptations and remediation where necessary. KHA is constantly working to refine the curriculum so that student outcomes can be observed concurrently while creating an environment in which children love to learn.

D. <u>State and National Testing Results:</u> KHA participates in all mandated state and federal testing programs, such as RICAS (Rhode Island Comprehensive Assessment System) and the new Rhode Island Next Generation Science Assessment, (NGSA).

E. <u>Parent/Guardian Involvement at KHA:</u> Parent/Guardians have professional, working relationships with the teachers and the administrator (s) of the school. Parent/Guardian representatives actively participate on the KHA Board of Trustees as well as other school committees, such as the School Improvement Team (SIT), Parent/Guardian Teacher Organization (PTO), and the Local Advisory Committee (LAC) for families of special needs students. KHA is continually working to include families in volunteer opportunities.

The importance of maintaining high levels of communication with the parents/guardians of our students cannot be overemphasized. KHA administrators and staff view parents as partners in the education of their children. Teachers make every effort to communicate with parents regarding any academic or behavioral difficulties that their child may be experiencing in the classroom. In summary, it is our belief that an informed parent/guardian is supportive and can be most helpful in bringing about a positive change in a student.

III. Curriculum

Curriculum and Instruction at KHA: The curriculum at Kingston Hill Academy is designed with the following in mind:

A. <u>Guiding Beliefs:</u>

- ✔ **Children need a safe, encouraging, and nurturing environment**
- ✔ **Learning should be engaging and inspire children to be lifelong learners**
- ✔ **Children have different learning needs, and the curriculum and instruction must meet those needs**
- ✔ **Fostering confidence is the key to success**
- ✔ **Data will drive decision making**
- ✔ **Education should integrate the social, physical, and emotional needs of all learners**
- ✔ **High expectations lead to increased student achievement.**

B. <u>School Goals:</u>

- ✔ **Student proficiency rates will improve annually or maintain high levels as indicated by student performance on any state-mandated, standardized test.**
- ✔ **Standards-based practices will be used in each classroom**
- ✔ **Our curriculum and instructional methods will meet the academic, social, physical, and emotional needs of all students.**

C. <u>Overview:</u>

<u>Literacy/English Language Arts:</u> Literacy/English Language Arts at KHA focuses on providing high-quality instruction, identifying potential reading difficulties, and developing literacy skills so that students may become life-long readers. Descriptions of the programs we use are below.

- **<u>Wonders:</u> Wonders is a RIDE-approved and evidence-based K–5 ELA curriculum that empowers students to take an active role in learning and exploration. Students will enjoy unparalleled opportunities to express and assess themselves through reading, writing, and speaking. Students encounter the right content at the right moment in their learning journey to promote strong educational outcomes for all.**

- **<u>UFLI:</u> UFLI is a RIDE-approved, explicit and systematic program that teaches students the foundational skills necessary for proficient reading. It follows a carefully developed scope and sequence designed to ensure that students systematically acquire each skill needed and learn to apply each skill with automaticity and confidence. The program is designed to be used for core instruction in the primary grades or for intervention with struggling students in any grade.**

<u>Mathematics:</u> Every student needs and deserves a rich and rigorous mathematics curriculum that is focused on the development of concepts, the acquisition of basic and advanced skills and the

integration of problem-solving experiences. KHA encourages educators to provide challenging mathematics opportunities to foster the growth of intelligent, thoughtful, and mathematically literate members of society. At KHA we use an integrated approach to mathematics outlined in the program description below.

- **Eureka Math is a RIDE-approved, researched based math curriculum for grades pre-K through 12 that aims to help students develop a solid understanding of math concepts, procedural skills, and fluency. The curriculum was written by teachers and math experts to align with college- and career-ready standards that emphasize critical thinking, conceptual understanding, and deeper learning. Eureka Math is designed to make math more enjoyable to learn and teach by connecting math to the real world.**

Science: A foundation in scientific literacy prepares students to be confident and capable lifelong learners who are equipped with the skills needed to access, understand, evaluate, and apply information in various contexts. The science curriculum aligns with the NGSS, Next Generation Science Standards, and provides students a foundation for life-long problem solving and fact-based decision-making skills. Regardless of their academic standing, all students should have access to a rich and challenging science curriculum that will promote scientific literacy, while inspiring and supporting advanced study and science-related careers. Descriptions of the programs we use are below.

Open SciEd Science Curriculum: Open SciEd is a RIDE-approved and research-based science curriculum that empowers teachers to go beyond traditional teaching methods. Each unit starts with an anchoring event/problem that students investigate and try to explain. The unit then follows a logical sequence driven by student questions, ideas, and emerging evidence. Along the way, Open SciEd units integrate science practices, core ideas, and crosscutting concepts such as design and engineering. The lessons are all built in a way that values all student voices and bridges opportunities gaps in STEM education.

Social Studies: Social Studies at KHA helps students understand the world in which they live and prepares them with the knowledge and skills to become informed, thoughtful, and active citizens in a culturally diverse democratic society and complex world. KHA creates conditions for every student to think critically and collaboratively, and act as a creative, self-motivated, culturally, and globally competent learner. The Rhode Island Social Studies Standards guide the lessons.

Physical Education: The goal of physical education at KHA is to teach students the concepts associated with health and wellness and provide students with the tools to build and maintain a healthy lifestyle. Students learn about various exercise and sports techniques, health issues, cooperation, safe play, and self-care. Emphasis is also placed on teamwork and good sportsmanship. KHA's physical education program complies with all governing state laws and regulations.

Health: The goal of health education at KHA is to teach topics that cover all aspects of physical, mental, social, emotional health, and safety.

- **The Great Body Shop: The Great Body Shop promotes wellness through the integration of ten health content strands including substance abuse and violence prevention, injury and**

personal safety, fitness and nutrition, disease and illness prevention, body systems, growth & development, illness & disease prevention and consumer and environmental health. Social and emotional learning, as well as substance abuse and violence prevention skills and messages are integrated into every unit (if developmentally appropriate).

<u>State Testing:</u> RICAS is administered to all 3rd, 4th, and 5th grade students each spring. This test is an assessment of student aptitude in the areas of Language Arts (Reading and Writing) and Mathematics. The Next Generation Science Assessment (NGSA) is administered to 5th graders each spring. Students are expected to meet proficiency levels in all areas of the test. KHA's overall approach to its curriculum is designed to help students achieve proficient levels on these assessments.

Students will be exposed to these practice tests, so they are familiar with the different kinds of questions being asked and what the expectations are for answering them. Please know that KHA staff believe that the most valuable time we can spend with students is on actual instruction of the standards appropriate for them.

- **<u>Music:</u> Each week students receive music instruction. Music at KHA is intended to teach students about an art form based on creating, performing, and responding. KHA believes that the more students understand the basic elements of music the more they will enjoy the experience and enhance their appreciation. Music class at KHA offers a variety of opportunities to explore methods of artistic expression and enhance personal creativity.**
- **<u>Art</u> - Each week students receive art instruction. Art at the KHA is a vibrant, exploratory journey focused on self-expression, motor skill development, and foundational creativity. It is aligned with the Rhode Island Arts Curriculum Framework. Through hands-on activities, students build fine motor skills while engaging deeply in the four primary artistic processes: Creating, Presenting, Responding, and Connecting.**
- **<u>Methods of Instruction:</u> KHA curriculum encourages use of a variety of pedagogical methods to meet the diverse needs of our students. Teachers regularly evaluate students and make appropriate modifications to their lessons based on individual needs. The wide range of student abilities makes this type of pedagogical responsiveness and differentiation necessary for student success. KHA seeks to motivate students by creating relevant and meaningful learning experiences in which all students can experience success.**

  KHA seeks to impart curriculum in a constructivist frame. That is, the students actively construct their understanding while interacting with the content, the teacher and each other. They are responsible for their learning. The staff is there to guide, to hold high expectations, to organize a series of relevant experiences and to present content and information. The staff models appropriately for students and provides multiple opportunities for students to practice new skills and demonstrate success.

  The curriculum at KHA is a living framework, changing and adapting to student needs and national/state standards as required. KHA believes that a curriculum must address the very real demands of the world we live in, and we are systematically refining and improving the curriculum in purposeful and meaningful ways based on RIDE guidelines and requirements.

IV. Code of Conduct

- **KHA Eagle Code:**

  - ✔ **Be Safe**
  - ✔ **Be Kind**
  - ✔ **Be Respectful**
  - ✔ **Be Responsible**

- **Behavior Guidelines: KHA believes that classroom management and preventative school discipline must be integrated and work together with effective academic instruction in a positive and safe school climate to maximize success for all students. Therefore, KHA strives to support all students and staff by teaching and promoting positive behavior school wide. There are four rules which are enforced in all areas of the school on a daily basis called the Eagle Code of Conduct. The Code expects all students to always be kind, be safe, be respectful, and be responsible. When the school rules are followed, students have an opportunity to receive recognition for their efforts through praise, receiving Eagle Bucks for "above and beyond" behaviors, and whole class rewards. Students can purchase items (bookmarks, for example) or privileges (extra P.E. time, for example). When the school rules are not followed, specific consequences may result and may be adapted according to student needs.**

- **Think Sheets and Office Referrals will be utilized for students and/or communication with home will occur as well. This can be a phone call, email, and/or note home.**
  - **First Offense: Student receives a verbal and/or written warning**
  - **Second Offense: Student receives a verbal and/or written warning**
  - **Third Offense: Student completes a Think Sheet which is sent home to families by the classroom teacher**
  - **After three (3) Think Sheets are given in total (may be accumulated and not just in one day), the student is given a minor red sheet and referred to the Principal or his/her designee. The Principal or his/her designee will contact the student's family and determine any potential consequences.**

*****KHA recognizes that some students may not respond to these behavioral guidelines and/ or classroom behavioral interventions. Individual student behavior plans may be implemented after behavioral data has been analyzed and a student's educational team, which includes family input, determines that one is needed.**

Aggressive Behavior: KHA administration will address physically aggressive behavior including but not limited to, hitting, kicking, spitting, choking, scratching, or biting with the intent of purposely harming

another person (adult or peer) in the following manner (subject to exceptions and depending on the circumstances):

- **First Offense: Student is referred to the Principal or his/her designee. A major red form is completed and a parent phone call is placed to the parent/guardian. Follow up consequences are determined based on seriousness of offense, frequency of office referrals, IEP/BIP considerations, and other possible factors.**
- **Second Offense: Conference with student, parent/guardian, teacher & Principal**
- **Third Offense: Appropriate action will be determined at the time of offense. In extreme cases, suspension will be considered.**

***** All behavioral offenses are reviewed individually with appropriate consequences given if applicable. Think Sheets and Behavioral Forms will be sent home to parents by teachers/staff regarding student behaviors and any office referrals will be documented and communicated appropriately with all KHA families by administration. This may include a letter/form sent home, phone call and/or email correspondence.**

Consequences may include the following but not limited to:

a. Admonitions and warnings

b. Parental/ Guardian notification and meetings

c. Detention

d. In-school suspension

e. Loss of school-provided transportation

f. Loss of the opportunity to participate in extracurricular activities

g. Loss of the opportunity to participate in school social activities

h. Loss of the opportunity to participate in graduation exercises or promotional activities

i. Police contact

j. School suspension: No student shall be suspended from school unless it is deemed to be a necessary consequence of the violation of this Policy.

k. Lunch detention

l. Indoor recess

***Threats, Bullying, and harassment will not be tolerated and may warrant a school suspension and as a result a meeting with parents/guardians and a phone call home. Proper.Consequences will appy to the infraction.**

- **Parent/Guardian Code of Conduct**
  - **<u>Purpose and Scope</u>**

The purpose of the Parent/Guardian Code of Conduct is to achieve a mutual understanding with all parents/guardians about conduct expectations while on Kingston Hill Academy ("KHA")

property, at KHA-related events, and when interacting with KHA employees and/or students. KHA recognizes the importance and value of mutually supportive relationships between the school and parents/guardians. The education of a child is best served when the school and parents/guardians share a commitment to collaboration, open lines of communication and mutual respect, and when roles, responsibilities, and expectations are clearly defined.

- **Guidelines and Expectations**

KHA expects the behavior of each parent/guardian to adhere to the standards of conduct set forth below:

- **When visiting or volunteering at the school, parents/guardians should observe all rules of the school, including checking in at the office and obtaining a visitor pass/badge and "signing out" of the building when leaving school grounds.**
- **Treat members of the KHA faculty and staff in a professional and respectful manner. Exhibit a good example for students in their conduct, language, and behavior while at KHA or at KHA-sponsored activities.**
- **If a parent/guardian has questions relating to the classroom or a class, they should first be addressed directly to the staff member in charge of the classroom or class in question. Parents/guardians are requested to set up a private meeting, at a mutually agreeable time, where their concerns and the actions giving rise to such concern can be discussed.**
- **Seek to clarify a child's version of events with KHA's view in order to avoid misunderstanding and to bring about a successful resolution to any potential dispute.**
- **All communications regarding issues with other parents/guardians or staff at KHA or KHA-related events shall remain respectful and address the issues at hand. Parents/guardians are expected to resolve issues through appropriate dialogue between the parties directly involved while respecting the dignity of others.**
- **Parents/guardians shall use appropriate written and spoken language in all communications with students, staff, and other members of the KHA community.**
- **Follow KHA's Conflict Resolution Policy.**

3. **<u>Prohibited Behaviors</u>**

In order to provide a safe school environment, KHA prohibits and expects parents/guardians to refrain from the following behaviors (please note, this list is not exhaustive):

- **Abusive, threatening, profane or harassing communication, either in person, by email or text, voicemail, phone, social media or other written or verbal communication.**
- **Disruptive behavior that interferes or threatens to interfere with KHA's operations, including the effective operation of a classroom, an employee's office or duty station, or school grounds, including sporting events, parking lots and car-pickup.**
- **Threatening to do bodily harm to a KHA employee, visitor, fellow parent/guardian or student.**
- **Threatening to damage the property of a KHA employee, visitor, fellow parent/guardian or student.**
- **Damaging or destruction of school property.**
- **Excessive unscheduled school visits, e-mails, text/voicemail/phone messages or other written or oral communications.**

- **School staff and administration may not always be immediately available to speak with you. The only way to ensure that you are able to speak with a staff member or administrator is to schedule an appointment. Staff and administrators have a practice of attempting to return all phone calls/emails within 24- 48 hours. Please note, parents/guardians will be called as circumstances permit and informed of any emergency situations.**

- **Defamatory comments regarding KHA or KHA staff made publicly to others.**
  - **This includes use of any form of social media, including but not limited to: websites, blogs, wikis, social networking sites such as Google+, Facebook, Instagram, Snapchat, LinkedIn, or Twitter ect…**

4. Consequences of a Breach of the Parent Code of Conduct

Any parent/guardian, staff, or student may notify The Superintendent/Principal of a possible breach of the Parent/Guardian Code of Conduct. The Chief Administrator/Principal will investigate the complaint and if satisfied that a breach has occurred:

a. Provide a warning that a breach of the Code of Conduct has occurred and that a further breach will not be tolerated; or
b. Determine, communicate and implement the appropriate remedy; or
c. Where the breach concerned unacceptable behavior on a visit to the school, issue a warning to the parent/guardian, which, if the behavior continues, may result in access restrictions, up to and including the pursuit of a "no trespass" order. No restriction, however, will prevent the parent/guardian from working collaboratively with KHA to meet the child's educational needs.

Nothing in this Policy is intended to preclude any person from exercising their private, individual legal rights in any way.

- **Parent/Guardian Conflict Resolution Policy**
  - **Purpose**

The Board of Trustees of Kingston Hill Academy ("KHA"), together with the Administration, strive to resolve concerns and complaints of parents/guardians whenever possible and are committed to working with parents/guardians in the best interests of their children's education. The purpose of the Complaints Procedure contained herein is to provide opportunities for parents/guardians to express their concerns through processes established in Board policies. KHA prioritizes addressing these complaints in an efficient and effective manner.

The Board encourages parents/guardians to discuss their concerns and complaints through informal conferences with the appropriate teacher, principal, or staff member. Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level.

While the Board encourages resolution of complaints through informal means, it recognizes that, at times, a formal process may be necessary for certain types of complaints or if an informal process does not produce mutually satisfactory results. This policy provides a complaint procedure

that may be used as described below. We encourage a "chain of command" for all complaints such as teacher/staff member, Principal and then The Superintendent..

- **Scope**

If Administration determines that a matter should be dealt with according to other established procedures or appeals mechanisms, this Complaints Procedure will be set aside in favor of the applicable procedure, including but not limited to procedures pertaining to matters pertaining to Child Protection, Special Education, Title IX, Admissions, Suspensions and Expulsions, Grievance, Discipline, Bullying or Harassment.

In filing and investigating complaints that cannot be resolved at the classroom, faculty, or staff level, the confidentiality of the parties involved shall be protected, to the extent possible, as required by law. Administration shall maintain a record of all correspondence, conversations, and meetings concerning the Complaint.

These records shall be held confidentially in the school and shall be kept apart from student records. All such records will be destroyed three (3) years after the date of the last correspondence on the issue, unless the subject matter and/or procedural posture of the matter requires records retention beyond three years.

A parent/guardian may withdraw a formal complaint at any time.

- **Complaint Process**
  - **Informal Complaint**

To the extent possible, a complaint should first be raised with the teacher or staff member involved so that they may have an opportunity to address the issue(s). If the complaint remains unresolved, a meeting with Administration should be arranged to discuss the issue(s). Please observe KHA's Parent/Guardian Code of Conduct Policy for arranging and conducting such meetings and follow KHA's policy with respect to access to members of teaching staff.

  - **Formal Complaint**

If the complaint remains unresolved or the complainant is unsatisfied with the results, a formal complaint can be filed using the link on KHA's website. Upon request, a hard copy of the complaint form can be sent to the parent/guardian and returned to the school office.

The complaint should be filed as soon as possible.

Upon receiving and reviewing the complaint, Administration (Principal and/or Superintendent) will schedule and hold a meeting with the parent/guardian and/or student within ten (10) school days after the complaint has been filed.

Administration (Principal and/or The Superintendent) shall conduct any investigation of the facts necessary before rendering a decision. Administration (Principal and/or The Superintendent) shall provide a written response to the complaint within ten (10) school days of the parent/guardian meeting. The response will include Administration's (Principal and/or The Superintendent) decision regarding resolution of the complaint and the basis for the decision. Administration (Principal and/or The Superintendent) may not disclose information about other students or employees that is considered confidential by law.

If the complaint concerns Administration (Principal and/or The Superintendent), and conflicts cannot be avoided, a copy of the complaint will be forwarded to the Board of Trustees. The Board will be responsible for assigning the investigation and response to the complaint to another appropriate designee.

***We encourage a "chain of command" for all complaints such as teacher/staff member, Principal and then The Superintendent.**

- **Appeal Process**

If the parent/guardian is dissatisfied with the Administration's (Principal and/or The Superintendent) decision, they may appeal the decision to the Board of Trustees. The appeal must be submitted in writing to the Board President within five (5) days of receiving the Administration's (Principal and/or The Superintendent) decision. At the next Board meeting following the Board President's receipt of an appeal, the Board may, depending on the circumstances, decline to address the matter further, or it may decide the appeal based on a review of the written documents only, or it may opt to schedule an appeal hearing at its next meeting.

The decision of the Board is final. At the end of the process the Board will inform the parent/guardian, in writing, that the Complaints Procedure has been exhausted and that the matter is considered closed.

If the parent/guardian is dissatisfied with the Board's decision, they may have appeal rights, including appealing the decision to the Rhode Island Commissioner of Elementary and Secondary Education under RIGL § 16-39-2.

- **<u>KHA Suspension Policy and Due Process Afforded to Students and Families</u>**

1. **<u>Purpose and Guidelines</u>**

This policy governs school suspensions for KHA students and establishes the due process rights afforded to students facing suspension. KHA may modify the procedures set forth herein depending on the circumstances and the unique needs of the student(s) involved.

The principal, and/or other authorized school administrator, may suspend a student for:

1) **Violating written school rules, including but not limited to, the Student Handbook, Student Discipline Code, or the Statewide Bullying Policy.**

2) **Conduct that interferes with or threatens the safe or orderly functioning of the school, including, but not limited to classroom, extra-curricular, and athletic activities, and school-funded transportation to and from school, including drop off and pick up locations**

Conduct that interferes with or threatens the safe or orderly function of the school includes, but is not limited to, possession, sale, or distribution of a dangerous weapon; possession, sale, or distribution of a controlled substance or illegal drug[1], and/or assaulting a member of the educational community on school premises or during school-related events, regardless of the location. All such incidents shall be reported to the required state and local entities under the provisions set forth under Rhode Island law.

All documentation related to any suspension, regardless of the duration, shall be maintained with the student's discipline file.

2. **<u>Discipline and Due Process Rights for School Suspensions of Students for 10 Consecutive School Days or Less</u>**

KHA recognizes that students facing temporary suspension have interests qualifying for protection of the Constitution's Due Process Clause, and due process requires, in connection with a suspension of 10 days or less, that the student be given oral or written notice of the charges against him/her and, if he/she denies those charges, an explanation of the evidence that the authorities have and an opportunity to present his or her side of the story.

Accordingly, prior to carrying out a suspension of 10 consecutive school days or less of a student, the school's administration shall:

1) **Conduct an investigation that is appropriate to the circumstances; and**

2) **Inform the student at an informal hearing/conference of the charges against him/her, at which conference the student shall be given the opportunity to respond to the charges. Such hearing/conference should ordinarily precede the student's removal from school, but if prior notice and hearing are not feasible, as where the student's presence interferes with or threatens the safe or orderly functioning of the school, thus justifying immediate removal from school, the necessary hearing/conference shall follow as soon as practicable.**

[1] For the purposes of this Policy, the terms "dangerous weapon," "controlled substance," and "illegal drug" carry the meanings set forth under the applicable Rhode Island laws.

If KHA determines that a suspension is warranted, the principal or other authorized school administrator, within his/her discretion, shall impart the appropriate and reasonable disciplinary action and shall:

1) Without delay, attempt to notify, by phone or other electronic medium that allows for immediate notification, the parent/guardian of the student prior to the first day of the suspension. The notification to the parent or guardian shall include:

- **a. a description of the misconduct.**
- **b. the specific dates on which the student shall be suspended.**
- **c. the requirements that the student shall not be on school grounds during the school day of the suspension or shall not attend or be present at after school activities and/or athletic events; and**
- **d. an explanation of the parent/guardian's right to request an appeal hearing to the Board of Trustees, provided that request is submitted within two (2) school days of the receipt of written notice of suspension.**

2) Communicate in writing to the student's parent or guardian, by electronic mail if available, within two (2) school days of the determination. Notice to the parents(s) or guardian(s) if required, shall be in the parent(s)' or guardians(s)' spoken language, if feasible. Such a communication shall include:

- **a. a description of the misconduct.**
- **b. the specific dates on which the student shall be suspended.**
- **c. the requirements that the student shall not be on school grounds during the school day of the suspension or shall not attend or be present at after school activities and/or athletic events; and**
- **d. the right to request an appeal hearing to first The Superintendent first within two (2) school days of receipt of the written notice.**
- **e. and then The Board of Trustees within two (2) school days thereafter of receipt of the written notice from The Superintendent.**

***We encourage a "chain of command" for all complaints such as teacher/staff member, Principal and then The Superintendent..**

If the student or his/her parent or guardian appeals the suspension to the Board of Trustees, the Board of Trustees shall hear the matter as soon as practicable. The Principal or his/her designee shall present the Board of Trustees with a summary of the conduct giving rise to the suspension, along with any relevant evidence. Likewise, the student and/or the student's parent(s) or guardian(s) shall have the opportunity to present his/her side of the incident as part of the appeal. The Board of Trustees shall render a decision as soon as practicable after the hearing and shall issue a written decision within five (5) business days of the appeal hearing.

Rights Afforded at the Board of Trustees Hearing (if requested)

If a student or his/her parents(s) or guardian(s) elect a hearing before the Board of Trustees, the following due process rights shall be afforded:

1) **The right to representation by counsel of his/her choosing (at his/her own expense).**
2) **The right to present witnesses of his/her own.**
3) **The right to cross-examine witnesses offered by the school.**
4) **The taking and distribution of a complete and accurate written record of the hearing, including all exhibits; and**
    a. **The record shall be preserved for transmission to the Commissioner of Education as soon as possible in the event of a further appeal.**
5) **Parent/Guardian shall be provided with a copy of the record.**
6) **A written decision rendered to the student and/or his parent(s) or guardian(s) within five (5) business days of the appeal hearing, based exclusively on the record detailing the factual basis for the decision.**

3. **<u>Discipline and Due Process Rights for School Suspensions of More than 10 Consecutive School Days</u>**

Certain infractions require more severe discipline, including suspensions of more than ten consecutive school days.

In addition to the due process rights provided for the informal hearing/conference described in Section II, KHA shall afford the following for students facing a suspension of more than 10 consecutive school days:

1) **Written statement of the reason(s) for the student's suspension delivered to the student's parent(s) or guardian(s)**
    a. **Notice to the parents(s) or guardian(s) if required, shall be in the parent(s)' or guardians(s)' spoken language, if feasible.**
2) **Notice of the right to attend the hearing at which the Board of Trustees will consider the recommendation for suspension of more than ten [10] consecutive school days.**
3) **Notice of the right of the student to be represented by counsel at such hearing.**
4) **Notice of the right to cross-examine witnesses at the hearing.**

5) **The taking and distribution of a complete stenographic or electronic record of the hearing, including all exhibits. The record shall be preserved for transmission to the Commissioner of Education as soon as possible in the event of an appeal.**

If attendance at the hearing is requested, prompt notice shall be provided setting the time and place of the hearing, which shall be reasonably scheduled so as to give the student sufficient time for preparation, but without undue delay.

In addition to the above, after the hearing before the Board of Trustees, the student and his/her parent(s) or guardian(s)shall be provided with:

1. **A copy of the record.**
2. **A written decision rendered to the student and/or his parent(s) or guardian(s) within five (5) business days, based exclusively on the record detailing the factual basis for the decision.**
3. **<u>Academic Support for School Suspensions of More than 10 Cumulative School Days for Students Who Are Not Protected Under the Individuals with Disabilities Education Act (IDEA)</u>**

   For general education students who reach ten cumulative days of out of school suspension, beginning on the eleventh day and thereafter, these students, pursuant to R.I. Gen. Laws § 16-21-27, shall be provided with an opportunity to be educated after school hours, as determined by the Principal and the Board of Trustees in an interim alternative educational setting on the day(s) of out of school suspension.

4. **<u>Discipline and Due Process Rights for School Suspensions of More than 10 Cumulative School Days for Students with Individualized Education Programs (IEP)s and 504 Plans.</u>**

   KHA complies with and enforces all applicable federal and state laws and regulations concerning the discipline of students with IEPs and 504 plans.

- **<u>Bullying Policy:</u>**

  Bullying, including cyber-bullying, is prohibited, and will not be tolerated at KHA. The prevention of bullying is part of the school's strategic plan, and for the purposes of this policy, KHA adopts the Rhode Island Statewide Bullying Policy (School Safety Act).

  KHA's Administrator(s), in consultation with the Board of Trustees, shall be responsible for the implementation and oversight of KHA's bullying policy, including training KHA staff, performing outreach to the KHA community, and reporting bullying-related issues to RIDE, as necessary. KHA follows all investigation, reporting, and notification requirements concerning bullying-related issues as set forth in the School Safety Act.

This Statewide Bullying Policy is promulgated pursuant to the authority set forth in §16‑21‑34 of the General Laws of Rhode Island. Known as the Safe School Act, the statute recognizes that the bullying of a student creates a climate of fear and disrespect that can seriously impair the student's health and

negatively affect learning. Bullying undermines the safe learning environment that students need to achieve their full potential. The purpose of the Policy is to ensure a consistent and unified statewide approach to the prohibition of bullying at school.

1. Definitions

BULLYING means the use by one or more students of a written, verbal, or electronic expression or a physical act or gesture or any combination thereof directed at a student that:

- **a. Causes physical or emotional harm to the student or damage to the student's property.**
- **b. Places the student in reasonable fear of harm to himself/herself or of damage to his/her property.**
- **c. Creates an intimidating, threatening, hostile, or abusive educational environment for the student.**
- **d. Infringes on the rights of the student to participate in school activities; or**
- **e. Materially and substantially disrupts the education process or the orderly operation of a school.**

The expression, physical act or gesture may include, but is not limited to, an incident or incidents that may be reasonably perceived as being motivated by characteristics such as: Race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression or mental, physical, or sensory disability, intellectual ability or by any other distinguishing characteristic.

Bullying most often occurs as repeated behavior and often is not a single incident between the bullying/cyber‐bullying offender(s) and the bullying victim(s).

CYBER‐BULLYING means bullying through the use of technology or any electronic communication, which shall include, but not be limited to, any transfer of signs, signals, writing, images, sounds, data, texting or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system, including, but not limited to, electronic mail, Internet communications, instant messages or facsimile communications.

Forms of cyber‐bullying may include but are not limited to:

- **a. The creation of a web page or blog in which the creator assumes the identity of another person.**
- **b. The knowing impersonation of another person as the author of posted content or messages; or**
- **c. The distribution by electronic means of a communication to more than one person or the posting of materials on an electronic medium that may be accessed by one or more persons, if the creation, impersonation, or distribution results in any of the conditions enumerated in clauses (a) to (e) of the definition of bullying.**

AT SCHOOL means:

a. **on school premises,**

b. **at any school-sponsored activity or event whether or not it is held on school premises,**

c. **on a school-transportation vehicle,**

d. **at an official school bus stop,**

e. **using property or equipment provided by the school, or**

f. **acts which create a material and substantial disruption of the education process or the orderly operation of the school.**

SCHOOL CLIMATE

Bullying, cyber-bullying, and retaliation against any person associated with a report of bullying or the investigation thereof is prohibited in all schools that are approved for the purpose of the compulsory attendance statute (§§16-19-1 and 16-19-2). School staff shall take all reasonable measures to prevent bullying at school. Such measures may include professional development and prevention activities, parental workshops, and student assemblies among other strategies. School faculty, administration, and staff, at all times, will model courteous behavior to each other, to students, and to school visitors. Abusive or humiliating language or demeanor will not be accepted. Additionally, students and their families are expected to exhibit courteous behavior to all members of the learning community in school and at school sponsored events.

3. POLICY OVERSIGHT and RESPONSIBILITY

The school administration (Superintendent and/or The Principal) shall be responsible for the implementation and oversight of this bullying policy.

The school administration (Superintendent and/or The Principal) shall provide the superintendent and/or the Board of Directors with a summary report of incidents, responses, and any other bullying-related issues at least twice annually.

For public schools, the prevention of bullying shall be part of the school district strategic plan (§ 16-7.1-2(e)) and school safety plan (§16-21-24).

4. INFORMATION DISSEMINATION

The school administration (Chief Administrator and/or The Principal) shall ensure that students, staff, volunteers, and parents/legal guardians are provided information regarding this Policy. This information shall include methods of discouraging and preventing this type of behavior, the procedure to file a complaint, and the disciplinary action that may be taken against those who commit acts in violation of this policy.

This policy shall be:

a. **Distributed annually to students, staff, volunteers, and parents/legal guardians**

b. **Included in student codes of conduct, disciplinary policies, and student handbooks**

c. **Prominently posted link on the home page of the school website**

5. REPORTING

The school administration shall establish, and prominently publicize to students, staff, volunteers, and parents/guardians, how a report of bullying may be filed (see Bullying Report Form) and how this report will be acted upon. The victim of bullying, anyone who witnesses an incidence of bullying, and anyone who has credible information that an act of bullying has taken place may file a report of bullying. Any student or staff member who believes he/she is being bullied should immediately report such circumstances to an appropriate staff member, teacher, or administrator.

Parents / Guardians of the victim of bullying and parents/ guardians of the alleged perpetrator of the bullying shall be notified within twenty‑four (24) hours of the incident report. When there is a reasonable suspicion that a child is either a bully or a victim of bullying, the parents/ guardians of the child will be notified immediately by the school administration.

Responsibility of Staff: School staff, including volunteers, who observe an act of bullying or who have reasonable grounds to believe that bullying is taking place must report the bullying to school authorities. Failure to do so may result in disciplinary action.

Responsibility of Students: Students who observe an act of bullying or who have reasonable grounds to believe that bullying is taking place must report the bullying to school authorities. Failure to do so may result in disciplinary action. The victim of bullying, however, shall not be subject to discipline for failing to report the bullying. Student reports of bullying or retaliation may be made anonymously, provided, however, that no disciplinary action shall be taken against a student solely on the basis of an anonymous report.

Prohibition against Retaliation: Retaliation or threats of retaliation in any form designed to intimidate the victim of bullying, those who are witnesses to bullying, or those investigating an incident of bullying shall not be tolerated. Retaliation or threat of retaliation will result in the imposition of discipline in accordance with the school behavior code.

False Reporting/Accusations: A school employee, school volunteer or student who knowingly makes a false accusation of bullying or retaliation shall be disciplined in accordance with the school behavior code.

Reports in Good Faith: A school employee, school volunteer, student, parent/ legal guardian, or caregiver who promptly reports, in good faith, an act of bullying to the appropriate school official designated in the school's policy shall be immune from a cause of action for damages arising from reporting bullying.

6. INVESTIGATION/RESPONSE

The school administration (The Superintendent and/or The Principal) shall promptly investigate all allegations of bullying, harassment, or intimidation. If the allegation is found to be credible, appropriate disciplinary actions, subject to applicable due process requirements, will be imposed. The school social worker or other qualified staff may be utilized to mediate bullying situations.

The investigation will include an assessment by the school social worker of what effect the bullying, harassment or intimidation has had on the victim. A student who engages in continuous and/or serious acts of bullying will also be referred to the school social worker.

Police Notification: Immediate notification of the local law enforcement agency will be made when circumstances warrant the pursuit of criminal charges against the perpetrator.

If a student is the victim of serious or persistent bullying:

a. **The school administration (Superintendent and/or The Principal) will intervene immediately to provide the student with a safe educational environment.**
b. **The interventions will be developed, if possible, with input from the student, his or her parent/ guardian, and staff.**
c. **The parents/ guardians of a victim shall also be notified of the action taken to prevent any further acts of bullying or retaliation.**

7. DISCIPLINARY ACTION

The disciplinary actions for violations of the bullying policy shall be determined by the school appropriate authority. Disciplinary actions for violations of the bullying policy shall balance the need for accountability with the need to teach appropriate behavior. The severity of the disciplinary action shall be aligned to the severity of the bullying behavior.

The range of disciplinary actions that may be taken against a perpetrator for bullying, cyberbullying or retaliation shall include, but not be limited to:

a. **Admonitions and warnings**
b. **Parental/ Guardian notification and meetings**
c. **Detention**
d. **In‐school suspension**
e. **Loss of school‐provided transportation**
f. **Loss of the opportunity to participate in extracurricular activities**
g. **Loss of the opportunity to participate in school social activities**

h. Loss of the opportunity to participate in graduation exercises or promotional activities

i. Police contact

j. School suspension: No student shall be suspended from school unless it is deemed to be a necessary consequence of the violation of this Policy.

8. SOCIAL SERVICES/COUNSELING

Referral to appropriate counseling and/or social services currently being offered by schools or communities shall be provided for bullying victims, perpetrators, and appropriate family members of said students.

9. SOCIAL NETWORKING

Students shall be prohibited from accessing social networking sites in school, except for educational or instructional purposes and with the prior approval from school administration. (See also: KHA Chromebook Policy Handbook)

10. OTHER REDRESS

This section does not prevent a victim of bullying, cyber‐bullying, or retaliation from seeking redress under any other available law, either civil or criminal. This section does not create or alter any tort liability.

- **<u>Student Flight Crisis Plan:</u>**

If a student leaves a classroom or school-related event, or the KHA building, without permission, the following procedure will be implemented:

- ✔ **The teacher will use a walkie-talkie to place an all-call to the building and provide 1) his/her name and grade and 2) the last known location of the student**
- ✔ **Members of the Crisis Team will follow the "flight" student keeping staff updated as appropriate**
- ✔ **The person who locates the student will announce on the walkie the "all clear" signal. The student will immediately be brought to the school office.**
- ✔ **Upon arrival at the school office, the administrator/or his/her designee and the special services teacher, if applicable and available, will meet with the student in an effort to prevent recurrences of this behavior**
- ✔ **The student will be seen by the school nurse if needed**
- ✔ **Notification/meeting with parent/guardian will follow**

Any staff member, at any time, may call 911 when they feel a student or staff member is in danger of harming themselves or others, including but not limited to, a student's unauthorized and/or unaccompanied exit from the building into the parking lot or road.

Administration (The Superintendent and/or The Principal) needs to be notified immediately.

If 911 is called for a student, the guardian of that student must also be called immediately and informed of the emergency situation. Administration (Chief Administrator and/or The Principal) needs to be notified immediately.

If a parent/guardian wishes to have a student registered with local emergency agencies, it is his/her responsibility to do so.

- **<u>Weapons:</u>**

No toy or bona fide weapons (guns, knives, etc.) will be allowed on school premises or on a school bus at any time. These items include, but are not limited to:

- ✔ **<u>Toy Weapons</u>: If a student brings a toy weapon to school, it will be confiscated immediately. The school will notify the student's parent/guardian, and the school will impose the appropriate discipline.**

- ✔ **<u>Bona fide Weapons:</u> If a child brings a bona fide weapon to school, the police will be notified immediately. The school will notify the student's parent/guardian and will take all other steps necessary to ensure the safety of the school community, to the extent possible.**

- **<u>Physical Restraint and Crisis Intervention Policy</u>**

KHA's complete Physical Restraint Policy may be found as Exhibit B to this Handbook. KHA complies or endeavors to comply, in all respects, with the Rhode Island Board of Education's Regulations Governing Physical Restraint and Crisis Intervention (200-RICR-20-30-2, hereinafter "Physical Restraint Regulations"). KHA incorporates the Physical Restraint Regulations by reference. To the extent that any of KHA's Physical Restraint Policy conflicts with the Physical Restraint Regulations, the terms outlined in the latter shall govern.

(The Superintendent and/or The Principal) are required to be notified immediately.

<u>to fit in a handbook better as the old sections are word for word from the RI Peanut Policy and the KHA H&W Policy. I figured both those policies can stand alone somewhere else and the handbook is more of a</u> reference.

V. Health Guidelines

Health and Wellness Policies

A. Student Illness Guidelines

Illness	Students may return to school when
Fever over 100°	Fever-free for 24 hours without medication
Diarrhea/vomiting	Free from diarrhea and vomiting for 24 hours
Head lice (pediculosis)	Call the KHA health office for guidance
Strep throat	After 3 doses of antibiotic or 24 hours after starting an antibiotic
Common cold symptoms	Keep students home if they have a fever above 100°, sore throat, excessive cough, and/or a large amount of nasal drainage

B. Student Accident Reports

- ❖ All serious accidents will be reported to the injured student's parent/guardian.
- ❖ If a child requires immediate medical attention, the school nurse may call 9-1-1 before contacting a parent/guardian.

C. Medication

Requirements for All Medication

- **Documentation:** A written doctor's order and a signed parental consent form must be provided to the school nurse before any medication (prescription and over-the-counter) is dispensed.
- **Delivery:** Medication must be delivered to school by the parent/guardian in its original labeled package (for prescriptions, the original pharmacy-labeled container).
- **Storage and dispensing:** All medication is stored in the health office and dispensed only by the school nurse.
- **Contact with physician:** The parent/guardian gives school personnel permission to contact the prescribing physician with any questions about the medication.
- **Information sharing:** The parent/guardian gives the school nurse permission to share information about the medication with appropriate school personnel as she determines necessary for the child's health and safety.
- **Disposal:** Medication not picked up within one week after the order ends, or by the last day of school, will be destroyed.
- **Self-administration:** Students may not self-administer medication at school. Exceptions may occur when approved by the school nurse, the parent, and the prescribing physician, such as in the case of a student with diabetes.

- **Field trips:** Accommodations will be made for safe administration of prescribed medication on school-sponsored field trips if the parent cannot attend and the dose cannot be skipped.

Over-the-Counter Medication

- KHA administers over-the-counter medication only with parent/guardian approval, a written doctor's order, and at the discretion of the school nurse teacher.

Prescription Medication

- KHA administers prescription medication during school hours only as prescribed by a licensed physician.
- Whenever possible, medication should be prescribed to be given at home.

D. Tree Nut / Peanut / Food Allergy Policy

KHA is committed to providing a safe learning environment for students with food allergies, reducing the risk of severe allergic reactions, responding quickly and effectively when one occurs, and protecting the right of food-allergic students to participate in all school activities (R.I. Gen. Laws §§ 16-21-31 and 16-21-32).

- **Notify the school:** Parents/guardians should notify the KHA school nurse about any food allergy as soon as possible, and provide updates whenever a diagnosis changes or, at minimum, before each school year.
- **Health care plans:** The school nurse, the student's health care provider(s), and parents/guardians, develops an Individual Health Care Plan (IHCP) and an Emergency Health Care Plan (EHCP) for each student with a potentially serious allergy. Plans are reviewed at the beginning of each school year.
- **Preventative measures:** Depending on the allergy, these may include posted signs, designated cafeteria tables, restrictions on particular foods in classrooms, the cafeteria, the school, or school activities, allergy education, and cleaning and hand-washing protocols.
- **Signs:** Signs at school entrances and in the cafeteria advise that students and/or staff have peanut/tree nut allergies.
- **Staff training:** Designated staff are trained to recognize anaphylaxis, administer an epinephrine auto-injector, and call 911. At least one trained person other than the school nurse is available during school hours.
- **School buses:** Drivers are trained to recognize and respond to allergic reactions. Eating is not permitted on buses, with exceptions for students with special needs.
- **Epinephrine auto-injectors:** Students at risk for anaphylaxis may carry and self-administer an auto-injector, if appropriate. A copy of the current prescription must be on file with KHA. If carrying is not appropriate, the auto-injector is kept in an accessible area in the Health Office.
- **Emergencies:** In the event of anaphylaxis, staff will call 911 and the student will be transported by ambulance to a hospital for evaluation. Parents/guardians will be notified as soon as possible by phone.
- **Confidentiality:** Allergy information is kept confidential in the student's record, consistent with Section 504, FERPA, HIPAA, and state regulations.

E. Wellness Policy

Healthy children are better prepared to learn. KHA's school nurse and administration, together with the Health and Wellness Committee, implement the Health and Wellness Policy. In compliance with federal and state laws,

KHA promotes regular physical activity, good nutrition, and wellness as part of the learning environment, and expects food at school to support classroom nutrition lessons.

School Store Sales

All foods and beverages sold in school stores before, during, and up to one hour after school must comply with USDA Smart Snacks in School regulations and RI General Law § 16-21-7 (healthier snacks and beverages only).

Fundraiser Sales

- **On school premises:** Foods and beverages sold before, during, and up to one hour after school must meet the same healthier-snack standards. Candy may not be sold during this time.
- **Exceptions:** Items that do not meet the standards may be sold by students off school premises, one hour or more after the end of the school day, or during a school-sponsored student activity after the school day ends.
- **Encouraged:** Non-food fundraisers and fundraisers that promote physical activity are strongly encouraged. Candy sales at after-hours school events are discouraged.

Celebrations

Celebrations, such as birthdays and holidays, are social events that are not part of the curriculum and are not incentive events.

- **No food:** Food may not be served or shared at in-school celebrations, and parents/guardians should not send food in for them.
- **No candy:** Students and staff may not distribute candy during the school day.
- **Encouraged:** Non-food items such as stickers, bookmarks, and pencils.

Curriculum-Based Food Activities

- **Curriculum link:** Any food used in class must be tied directly to the curriculum, favor healthier options, and be pre-approved by KHA administration and the school nurse teacher.
- **Notice and opt-out:** Parents/guardians will receive advance notice of any classroom activity where food is served and may decline their child's participation.
- **Food safety:** Teachers and anyone bringing food into school must follow food safety procedures. Ingredient lists are available upon request.
- **Home-prepared food:** Strongly discouraged and requires school nurse permission. Store-bought packaged food with ingredient labels is preferred.

Incentives, Rewards, and Recognition

- **No food rewards:** Food or candy may not be used as a reward, incentive, or punishment at school. Physical activity is encouraged as a reward instead.
- **Exceptions:** Food may be used when a student's educational program team finds it essential, in which case it should be as nutritious as possible. The restriction also does not apply to large-group recognition events where parents are present, such as graduation, or to coupons or certificates used after school under parent supervision.

Student Illness Guidelines:

The following guidelines will be observed for the respective illnesses:

Illness:	**Student may return to school when:**
❖ Fever over 100 degrees	❖ Fever free for 24 hours without medication
❖ Diarrhea/Vomiting	❖ Free from diarrhea and vomiting for 24 hours
❖ Head Lice (Pediculosis)	❖ After treatment and a call to the health office for guidance
❖ Pink Eye	❖ After start of antibiotic
❖ Strep Throat and Scarlet Fever	❖ after 3 doses or 24 hours after start of antibiotic
❖ Common Cold Symptoms	❖ Keep students home if fever is above 100 degrees, sore throat, excessive cough, and/or large amount of nasal drainage.

***This list can/may be updated as needed by the school nurse.**

B. Student Accident Reports: All serious accidents will be reported to a parent/guardian of an injured student. If a child requires immediate medical attention, the school nurse may first call 9-1-1, before contacting a parent/guardian. If a student is on a field trip when an injury or accident occurs, the responsible accompanying adult will contact the KHA school nurse to discuss next steps.

C. Medication:

1. **Over the Counter Medication**

Kingston Hill Academy will administer over the counter medication only when approved by a child's parent/guardian, under the discretion of the school nurse teacher, and with a written doctor's order. A written doctor's order and a signed parental consent form must be provided to the school nurse before medication will be dispensed. A limited supply of common medications (Tylenol, Ibuprofen, Benadryl) will be available in the Health Office for the treatment of unexpected ailments during the school day to be administered under the discretion of the school nurse teacher and with the parents' verbal permission, as directed by standing orders from the League of Charter Schools doctor. All medication must be stored in the health office and will be dispensed by the school nurse only. All medication must be in the original labeled package and must be delivered to school by the parent/guardian. The parent/guardian gives permission to school personnel to contact the prescribing physician regarding any questions pertaining to the medication. The parent/guardian gives permission to the school nurse to share with appropriate school personnel information relative to the medicine as she determines necessary for the health and safety of the child. Please note all medication will be destroyed if not picked up within one week following termination of the order or by the last day of school.

2. **Prescription Medication**

Kingston Hill Academy will only administer prescription medications during school hours as prescribed by a licensed physician. If possible, all medication will be prescribed to be given at home. A written doctor's order and a signed parental consent form must be provided to the school nurse before medication will be dispensed. Prescription medication must be provided to the school nurse in the original pharmacy labeled container and must be delivered to school by the parent/guardian. All medications must be stored in the health office and will be dispensed by the school nurse, except for students approved for self-administration by the school nurse, the parent and prescribing physician.

For school sponsored field trips, accommodations will be made for safe administration of prescribed medications if the parent is unavailable to attend the school trip, the dose cannot be skipped, and the child is unable to self-administer. The parent/guardian gives permission to school personnel to contact the prescribing physician regarding any questions pertaining to the medication. The parent/guardian gives permission to the school nurse to share, with appropriate school personnel, information relative to the prescribed medicine as she determines necessary for the health and safety of the child. Please note all medication will be destroyed if not picked up within one week following termination of the order or by the last day of school.

D. Guidelines for EMT Outreach:

The following general guidelines will help clarify the situations that may necessitate outreach to emergency services in response to a specific student injury. Please note, these guidelines are not exhaustive and all-encompassing, and circumstances may dictate alternative action. The following conditions/injuries are examples of occasions necessitating the need to contact emergency services:

- ✔ **Head injury**
- ✔ **Seizure**
- ✔ **Allergic reaction requiring use of Epi-pen**
- ✔ **Inability or difficulty breathing**
- ✔ **Chest pains**
- ✔ **Excessive bleeding**
- ✔ **Excessive and prolonged pain**
- ✔ **Loss of consciousness**
- ✔ **Broken bones**
- ✔ **Deep cuts**

E. Wellness Policy/Rationale: KHA's school nurse and its administration are responsible, together with the Health and Wellness Committee, for implementing KHA's Health and Wellness Policy. Research proves that healthy children are better prepared to learn in school. KHA, in compliance with federal and state laws, promotes regular physical activity, good nutrition and wellness, as part of the total learning environment. KHA supports a healthy environment where children learn and participate in positive dietary and lifestyle practices. Schools contribute to the basic health status of children by facilitating learning through the support and promotion of good nutrition and physical activity. Food within the school environment should support classroom nutrition lessons. Improved health optimizes student and staff potential for academic performance.

F.Tree Nut / Peanut/Food Allergy Policy

KHA is committed to the safety and health of all students and employees. In accordance with this and pursuant to Rhode Island General Laws §§16-21-31 and 16-21-32, the purpose of this policy is to:

- ✔ **Provide a safe and healthy learning environment for students with food allergies.**
- ✔ **Reduce the likelihood of a severe or potentially life-threatening allergic reaction.**
- ✔ **Ensure a rapid and effective response in the case of a severe or potentially life-threatening allergic reaction; and**
- ✔ **Protect the rights of food allergic students to participate in all school activities**

Definitions and Background Information Related to the Tree Nut/Peanut Allergy Policy

Individual Health Care Plans and Emergency Health Care Plans

At KHA, an IHCP and an EHCP shall be developed for each student and staff member identified with any allergy with potentially serious health consequences. KHA's school nurse, in consultation with the principal and the students' health care provider(s), and parents/guardians shall draft the appropriate IHCP and EHCP. This shall be done prior to entry into school or immediately thereafter for students previously diagnosed with an allergy. Likewise, IHCP's and EHCP's shall be drafted immediately after the diagnosis for students already enrolled who are newly diagnosed with an allergy and KHA is notified of such diagnosis. These plans should include both preventative measures to help avoid accidental exposure to allergens and emergency measures in case of exposure. These plans shall be reviewed and updated at the end of each school year for returning students to ensure that the subsequent year's plan is up to date and/or necessary

Depending on the nature and extent of the student's or staff member's allergy, the measures listed in the IHCP may include, but are not limited to:

- ✔ **Posting signs in conspicuous locations.**
- ✔ **Prohibiting sale of particular food items in the school.**
- ✔ **Designating special tables in the cafeteria.**
- ✔ **Prohibiting particular food items from certain classrooms, cafeteria, and/or staff common areas.**
- ✔ **Prohibiting particular food items from the school or school grounds or school-related activities**
- ✔ **Educating school personnel, students, and families about food allergies and/or**
- ✔ **Implementing particular protocols concerning cleaning surfaces that were touched by food products, washing of hands after eating, etc.**

School Protocol

KHA's administration (Chief Administrator and/or The Principal), in consultation with KHA's nurse, shall implement a protocol, consistent with this policy and with the IHCPs and EHCPs, providing food allergic students with protections while they are attending school, participating in and/or attending school-sponsored activities. The protocols shall be reviewed and updated annually, as well as after any serious allergic reaction has occurred at school or at a school-sponsored activity.

Posting of Signs

Signs shall be posted in a conspicuous place at every point of entry and within the cafeteria facility advising that there are students and/or staff with allergies to peanuts/tree-nuts. Signs shall never include the name or identifying characteristics of any student or staff member who has a food allergy.

Staff Training

The administration (Chief Administrator and/or The Principal) shall identify school personnel who might be involved in managing an emergency in a school, including anaphylaxis. Training shall be provided for these personnel on the signs and symptoms of anaphylactic shock, proper epinephrine auto-injector administration, adverse reactions, accessing the "911" emergency medical system, and preparation for movement and transport of the student. At all times during normal school hours at on-site school-sponsored activities, at least one person other than the certified school nurse must be trained and responsible for the administration of the epinephrine auto-injector. These personnel shall review emergency protocols on an annual basis.

Communication

The school administrator(s) (The Superintendent and/or The Principal) shall ensure that all school employees, contractors, volunteers, and agents of KHA, who may be involved in the care of a student diagnosed with a peanut/tree-nut/food allergy shall be informed of the IHCP and the EHCP, as appropriate. These individuals should understand and consistently follow plans and protocols, be able to recognize symptoms of an allergic reaction, know what to do in an emergency, and work with other school staff to eliminate the use of food allergens in the allergic student's snacks and meals, educational tools, arts and crafts projects, or incentives.

KHA requests that all parents/guardians of students with peanut/tree nut allergies (or any food allergy) notify KHA's Administration or nurse as soon as possible. Diagnosis information will be maintained confidentially with the student's record. Parents/guardians of students with peanut/tree nut allergies and/or food allergies will be informed by KHA about any revisions to the IHCPs and EHCPs. KHA requests that parents/guardians provide KHA with updates concerning their child's food allergies as soon as there is a change in diagnosis, or in the alternative, at least prior to the beginning of each school year.

The administration shall work with the bus company's Branch Manager to ensure that school buses are equipped with required communication devices and that drivers are properly trained to recognize symptoms of allergic reactions and react and implement protocols in case of an emergency. A no eating policy shall be implemented, with appropriate exceptions made to accommodate students with special needs.

Student Self-Management

A medically identified student may self- administer his/her epinephrine auto-injector, if appropriate. Accordingly, each student at risk for anaphylaxis shall be permitted to carry an epinephrine auto-injector with him/her at all times, if appropriate. Students who have been prescribed auto-injectors must provide KHA with a copy of a current prescription for use of such devices. If KHA does not have the student's prescription on record, any auto-injector found by school employees shall be confiscated. If self-administration or the student's carrying of the auto-injector on his/her person is not appropriate (at the parents' discretion as reported to KHA), the epinephrine auto-injector shall be kept in a conspicuous place in the classroom, cafeteria, physical education facility, health room and/or other areas where it is most likely to be used, with reasonable safeguards in place to ensure its safekeeping and confidentiality.

Emergency Protocols and Standing Orders

KHA's nurse, in consultation with the League of Charter Schools doctor, shall prepare and update, as appropriate, but at least on an annual basis, written emergency protocols and standing orders in the event of injuries and acute illnesses, including anaphylaxis. KHA's nurse and Principal shall also review at least annually the procedures for addressing incidents of anaphylaxis and the use of the epinephrine auto-injector. Such procedures must include accessing the community's emergency medical system (i.e., "911") and prompt transportation by a licensed ambulance/rescue service to an acute care hospital for medical evaluation and follow-up. Such procedures must also stipulate that the epinephrine auto-injector be used only upon the student for whom it was prescribed.

KHA's Nurse and the League of Charter Schools doctor shall also issue a standing order for the administration of an epinephrine auto-injector by the school nurse, for a student who has not been previously medically identified for the prevention or treatment of anaphylaxis.

In the event of an episode of anaphylaxis, the principal/school administrator(s) shall verbally notify the student's parents/guardians as soon as possible or delegate someone to notify them. If the student's parents/guardians cannot be notified orally, the administration will also send an email notification, presuming such information is on record with KHA. Following the episode, the Nurse shall complete a written report and file it in the student health record.

Confidentiality

Pursuant to Section 504 of the Rehabilitation Act of 1973 (Section 504), the Family Educational Rights and Privacy Act (FERPA), the Health Insurance Portability and Accountability Act of 1996 (HIPAA), the *Rules and Regulations for School Health Programs* (R16-21-SCHO), and other statutes and regulations, the

confidentiality of students with food allergies shall be maintained, to the extent appropriate and as requested by the student's parents/caregivers.

F. School Store Sales

All foods and beverages sold in school stores before, during and up to one hour after school must comply with USDA Smart Snacks in Schools regulations and RI General Law (16.21.7) for the sale of only healthier snacks and beverages.

H. Fundraiser Sales

Any foods and beverages sold on school premises before, during and up to one hour after school must comply with USDA Smart Snacks in School regulations and RI General Law (16-21-7) for the sale of only healthier snacks and beverages

- **Non-food based fundraisers are strongly encouraged.**
- **Fundraisers that promote physical activity are strongly encouraged.**
- **Schools may permit the sale of foods and beverages that do not comply with USDA Smart Snacks in Schools regulations and RI General Law (16.21.7) for the sale of only healthier snacks and beverages as part of school fundraising in any of the following circumstances:**
  - **The items are sold by pupils of the school and the sale of those items takes place off and away from the premises of the school.**
  - **The items are sold by pupils of the school and the sale of those items takes place one hour or more after the end of the school day.**
  - **The items are sold during a school-sponsored pupil activity after the end of the school day.**
- **While the sale of candy is prohibited on school premises before, during, and up to one hour after the school day by RI state law and USDA regulation, the sale of candy at school events after hours is discouraged.**
- **Other Food and Beverages Served at least 1 hour after school.**

I. Celebrations

Celebrations are social events that do not substantively advance the school's curriculum. Neither are they incentive events. Birthday or holiday events are examples of celebrations.

- **Due to the importance of providing a supportive environment where students practice healthy behaviors, the following will apply for all in-school celebrations:**
  - **No food items will be permitted to be served or shared as in-school celebrations.**
  - **The distribution of candy by students and/or staff is prohibited during the school day.**
  - **Parents/Guardians will not send in any food items for in-school celebrations.**
  - **Non-food items such as stickers, bookmarks, pencils, or other small items are encouraged.**

J. Curriculum Based Food Activities

Food used in curriculum-based activities should be framed so as to discourage the consumption of unhealthy food items and should encourage food and beverage items that comply with USDA Smart Snacks in Schools regulations and RI General Law (16.21.7) for the Sale of Only Healthier Snacks and Beverages.

- **Food used in conjunction with the classroom curriculum will comply with the following:**

    - **All food and the activity in which the food is used must be specifically linked to the curriculum.**
    - **All food items used in conjunction with the classroom curriculum must be pre-approved by the KHA administration and the school nurse teacher.**
    - **Parents/guardians must be given advance notice of any classroom activity where food will be served.**
    - **Parents/guardians shall have the right to refuse their children's participation in food-based activities.**
    - **The teacher leading the activity shall assure the safe distribution of food and the review of all food safety procedures**
    - **All individuals who bring food into school shall review and follow food safety procedures.**
    - **Due to food safety and allergy issues, ingredient lists for all food/beverages will be available upon request**
    - **Home prepared foods are strongly discouraged and school nurse permission is required. Store bought packaged food is preferred with ingredient labels.**

K. Incentives, Rewards, and Recognition:

School-based incentives, rewards and recognition must support the efforts of KHA's nutrition policies.

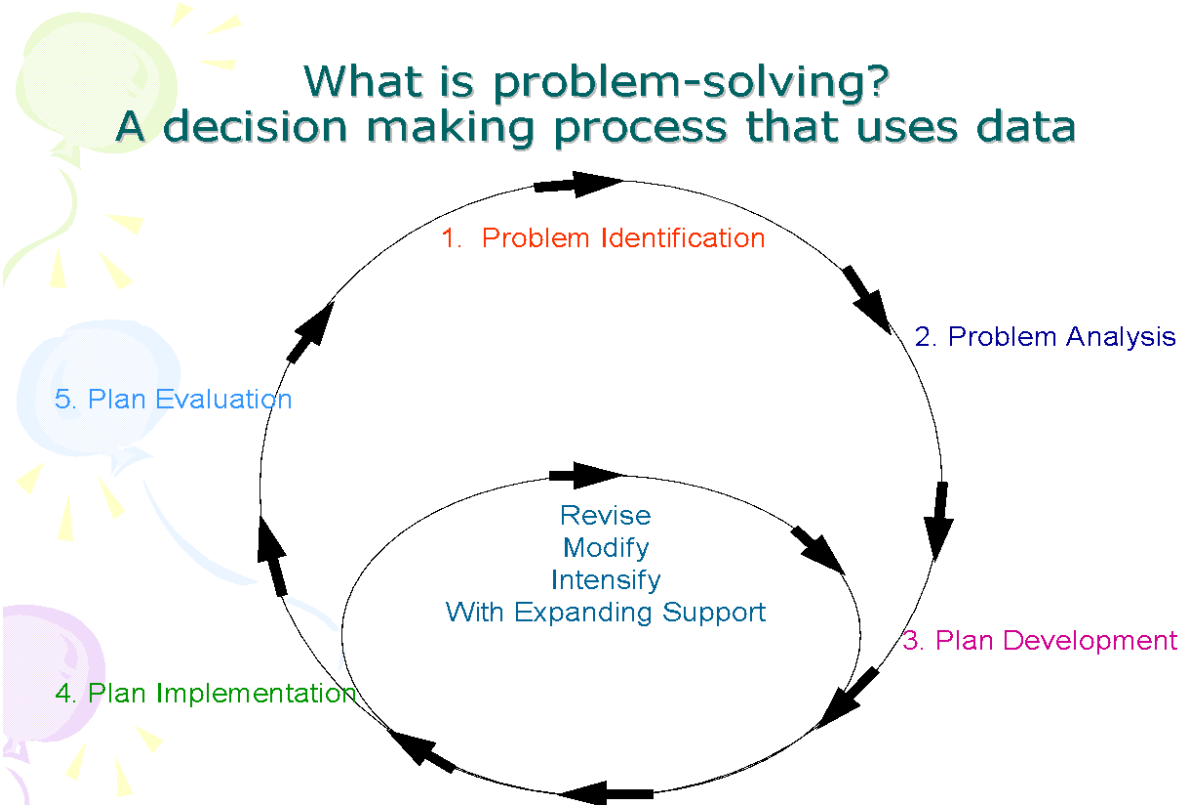
- **The use of food or candy as a reward, incentive or punishment in the classroom or school environment is prohibited.**
- **Opportunity for physical activities is encouraged for positive reinforcement, recognition, and/or reward.**
- **Food may be used when found to be essential by a student's educational program team. In such cases, every effort should be made to make the incentive as nutritionally sound as possible.**
- **This restriction does not apply to large group recognition events where parents are present, such as graduation; however, such events shall strive to utilize balanced, nutritious, and healthy foods.**
- **This restriction does not apply to activities where incentives are provided as coupons or certificates where after school utilization by students is under parent supervision.**

VI. Student Services

Multi-Tied System of Support (MTSS) and Response to Intervention (RtI) Overview

Response to Intervention ("RTI") is a process of determining appropriate support and interventions to supplement the core curriculum to meet the needs of all learners. This framework for instruction bases decisions on benchmark and progress monitoring data to improve achievement. Research on RTI has its roots in Deno's data-based program modification model (1985) and Bergan's behavioral consultation model (1977). The RTI approach is included in NCLB and IDEA and is part of Rhode Island Personal Literacy Plan guidance (2005) and Learning Disability Guidance (2005). Hauerwas (2006) in her work with the Rhode Island schools identified five components of a Response to Intervention approach:

1. Problem-solving Philosophy



The practice of making important educational decisions about students using a problem-solving philosophy involves a strategic decision-making process based on data about student achievement and rate of learning.

2. Shared Responsibility

A new direction in providing support and services is a comprehensive consultation model whereby individuals collaborate in various ways as part of a problem-solving process. This model ensures that student needs are identified early, appropriate instruction/interventions are implemented, and student progress is monitored for program efficacy and decision making. One mechanism for this process is the Personal Literacy Plan.

3. Intervention System

Interventions are targeted instruction based on student needs. They are designed to be coordinated with and enhance the comprehensive curriculum that is provided in general education. There is an intervention block of time incorporated into four out of five days a week at each grade level for interventions to be implemented.

4. A Way to Monitor Progress

Progress monitoring assessments are quick probes that provide teachers with on-going information about students' response to intervention. The goal of these assessments is to provide teachers with data to answer two questions:

1. **Is s/he making progress towards a grade-level expectation or long-term goal?**
2. **Is s/he making progress towards mastery of a targeted skill?**

5. In Some Cases Part of the Special Education Process

For some students the strategic decision-making process of Response to Intervention continues and is used as part of the process that identifies a student with a learning disability. Although RTI data, if available, may be considered as part of an evaluation team's eligibility determination, RTI is not a prerequisite for such evaluation.

Special Services:

1. **Referral and Intake: KHA will collect data from all available sources to determine a student's individual needs, including type(s) and level of care, resources, and settings for delivery of services. This information will be used in determining (a) if additional resources will need to be obtained to appropriately serve the child and/or (b) if referrals to additional providers need to be made to ensure comprehensiveness of care.**

KHA will designate an individual who will be responsible for coordinating its referrals, including responding to inquiries, gathering, and summarizing referral data, scheduling screening activities, coordinating the decision-making process, and communicating with families and referral agencies. Program clinicians will be responsible for reviewing student referral data, participating in screening activities, assessing student and family treatment and level of care needs, and contributing to the decision-making process. The principal or her/his designee will be responsible for overseeing and effectuating services under this section. KHA complies with any and all applicable provisions of the Individuals with Disabilities Education Act (IDEA) and the Rhode Island Regulations Governing the Education of Children with Disabilities (Regulations). To the extent any provision of these policies conflict with applicable provisions of the Act or the Regulations, the Act and the Regulations shall control.

2. **Referral Process: When information is provided about a potential referral, the basic demographic information about the student will be recorded, including the reason for the inquiry, the services being requested, and action taken to proceed with the referral and obtain records. KHA will obtain authorization(s) from a parent/guardian, when applicable, regarding the release of information to the school. All identified records will be obtained prior to proceeding with the process to ensure that the necessary information is available from which to assess student needs. If a referral is determined ineligible at this point, according to the criteria, the reasons will be communicated in writing, and/or in person, to the family.**

3. **Screening Process: For referrals who meet the eligibility criteria, a screening will be scheduled with the child at a site defined by the program. The screening will include an interview of the**

parent/guardian and assessment of the student in pertinent areas related to the program's services. The student assessment may include such activities as informal testing, observation, and/or interviews of other providers. During the screening process, the family will be provided with written information about program services that are available. The screening information will be summarized by the screening team and reviewed by a designated committee/team.

4. **<u>Prior Written Notice:</u> In accordance with the requirements of the IDEA, KHA provides prior written notice to the parents of a KHA student with a disability a reasonable time before any proposal or refusal to initiate or change the identification, evaluation, or educational placement of the child or the provision of FAPE to the child. The notice shall include**

- **A description of the action proposed or refused by the KHA.**
- **An explanation of why the KHA proposes or refuses to take the action.**
- **A description of each evaluation procedure, assessment, record, or report the KHA used as a basis for the proposed or refused action.**
- **A statement that the parents of a child with a disability have protection under the procedural safeguards of this part and, if this notice is not an initial referral for evaluation, the means by which a copy of a description of the procedural safeguards can be obtained.**
- **Sources for parents to contact to obtain assistance in understanding the provisions of this part.**
- **A description of other options that the IEP Team considered and the reasons why those options were rejected; and**
- **A description of other factors that are relevant to the KHA's proposal or refusal.**

Prior written notice will be written in language understandable to the general public; and provided in the native language of the parent or other mode of communication used by the parent, unless it is clearly not feasible to do so.

5. **<u>Planning the Individualized Education Program (IEP):</u> KHA complies with any and all applicable provisions of the Individuals with Disabilities Education Act (IDEA) and the Rhode Island Regulations Governing the Education of Children with Disabilities (Regulations). To the extent any provision of these policies conflict with applicable provisions of the Act or the Regulations, the Act and the Regulations shall control. Prior to the IEP meeting day, the Treatment Team, specialists, family, and students, if appropriate, may meet to discuss programming priorities. This process is critical because it (a) involves the family and student in the beginning stages of the planning, (b) ensures a team approach to determining priorities, (c) coordinates Area Plans and avoids duplication and (d) establishes amounts of program time for the priorities.**

6. **<u>504 Plan:</u> Section 504 of the Rehabilitation Act of 1973 is a federal law designed to protect the rights of individuals with disabilities in programs and activities that receive Federal financial assistance from the U.S. Department of Education. Section 504 requires KHA to provide to students with disabilities appropriate educational services designed to meet the individual needs of such students to the same extent as the needs of students without disabilities are met. KHA will provide such services, if required, pursuant to a plan developed by a student's 504 team.**

<u>Anticipated Sequence of Responsibilities (Please note: this sequence may change depending on the individual needs of a student):</u>

Task	Individual	Timeline
1.MTSS/ RTI (may or may not precede or overlap with any of the following tasks, or may be implemented independently)	**Classroom Teacher** **MTSS/RTI Team**	**90 days**
2. A meeting will be scheduled with the parents and students to plan the IEP. A letter confirming this meeting (IEP Planning Confirmation) and its location will be initiated.	**Special Education Coordinator**	
3. Assessment instruments administered to determine strengths and deficits.	**Appropriate special education staff**	**60 days**
4. The IEP Planning Meeting will be held. It is preferable that the meeting include the parent, treatment team, and specialists. Information to have available at the meeting(s) includes: ● **Progress Report** ● **Student Evaluation Recommendations (any evaluations conducted during the year should be reviewed at the planning meeting.)** ● **Parent Information** ● **Any other assessment material**	**Principal** **Classroom teacher** **Special Education Provider(s)** **Parent/Guardian(s)**	
5. The IEP Planning Guide is used to draft the IEP during the Planning discussion. **The first page of the IEP Planning Guide is completed at the meeting, designating staff responsible for preparing area plans in designated curriculum areas and the time allotted to each area. Each person will need this information *prior* to being able to prepare area plans.**	**Special Education Coordinator**	**During meeting**
6. Staff will be designated to write the individual area plans. Progress reports will be completed, noting objectives met and those off-target.	**Special Education**	**During planning meeting**
7. Progress reports will be completed & forwarded to families.	**Special Education Coordinator**	**Each quarter**

VII. Attendance

Attendance: Rhode Island Law requires parents/guardians to ensure that their children attend school on a regular basis. Daily attendance is a key factor in student success; thus, any absence from school is an educational loss for the student. Therefore, please make every attempt to refrain from picking up students early as there is valuable classroom time through the end of the school day. However, if a parent/guardian requests that a student be released early, families will issue such a request to the school, in writing, at least twenty-four (24) hours in advance, or as soon as practicable. Please refer to the "Dismissals" section of this handbook for additional information. Add RIDE Attendance Policy

- ✔ **Absences: When a student is ill, his/her parent/guardian shall notify the school by 8:45 AM. Notification may be made by calling the school or the school health office. After 10:00 AM, the school nurse will contact any parents/guardians whose child is absent without notification. Family vacations are not excused absences, as vacations should be planned in accordance with school breaks.**
- ✔ **Please email or call at khaofficenotes@kingstonhill.org**

- ✔ **Tardiness: Students who arrive at school after 8:45 AM are considered tardy and must report to the school office accompanied by a parent/guardian, who will sign the student into school. KHA excuses student tardiness related to medical emergencies and doctor's appointments. Please remember that tardy students lose valuable learning time and interrupt the classroom. Accordingly, every effort should be made to schedule various appointments after school hours.**

- ✔ **Repetitive Absences/Tardiness: Repetitive absences and tardiness impact educational progress. Where there is a pattern of excused absences or tardies to a degree that threatens educational progress, there is reason to intervene. Therefore, biweekly an Attendance Nudge Tool from RIDE will be sent to all families whose students are identified as chronically absent through text and/or letter. In addition the school nurse and an administrator will review instances where students have exceeded the monthly standard (defined as >2 absences or >3 tardies). During the monthly review, cases may be identified for further investigation based on the following criteria:**

  - ❖ **A repeated pattern of absenteeism**
  - ❖ **Chronic illness lacking documentation**
  - ❖ **Absenteeism linked to poor or declining school performance**
  - ❖ **Other issues raising concern for student welfare or school performance**
  - ❖ **Instances where further investigation during the monthly review warrants action, the following steps may be taken:**
    - **A letter alerting the family to the situation, warning of the consequences of absenteeism and offering to meet with parents/guardians**
    - **A request for documentation around the absenteeism**
    - **A conference and, dependent on educational progress, additional support, investigation, and referral opportunity**
    - **A referral to the Truancy Officer and/or the Family Court**

VIII. Arrivals & Dismissals

A. <u>Arrivals:</u> We encourage all eligible students to arrive at school on their assigned bus. If parents choose to drop off a student at school, the parent/guardian may do so between 8:28 AM and 8:45 AM at the side of the school. Staff members will be positioned in this area to ensure the safety of the students.

Students reporting to school after 8:45 AM will report to the school office with a parent/guardian, who will sign the student into school. The student will be issued a late slip, which will ultimately be presented to the respective teacher by the student or a KHA staff member, where applicable.

- **<u>Dismissals:</u> Buses will pick up students at 3:14 pm. Parents/guardians who are picking up students should arrive at 3:20 pm. Cars will be directed to the back of the school. Cars need to have a laminated KHA Pick Up sign clearly visible in their front window. Under no circumstances will a student be released to anyone other than a parent, guardian, or a person authorized by a parent or guardian to pick up the student. No child will be released to an individual who does not have proper identification.**

If an alternate is picking up a student an email must be received by the KHA office on the morning of the change indicating the parent/guardian's authorization to allow the alternate to pick up the student. Please email the office at <u>khaofficenotes@kingstonhill.org</u>

- **<u>Changes to Dismissal Routines:</u> In the event that a typical dismissal routine requires a change, parents/guardians must notify the school office no later than 2 pm that day. Please email the office at <u>khaofficenotes@kingstonhill.org</u>. After 2pm call the office 401-783-8282.**

- **<u>Bus Transportation to KHA is provided by Ocean State Transit:</u> The bus routes consist of mostly group stops in safe and central locations for families. Families may sign up to have their child(ren) ride a bus to and from one of the KHA stops by contacting the front office at 401-783-8282. It is required that an adult be present for pick up and drop off at the bus stop locations.**

  - **While on school buses, KHA student behavior is strictly enforced. Students are expected to abide by rules and behave as if they were on school premises. Rules that must be followed include:**

    1. **Be on time**
    2. **Be prepared and ready to enter and exit bus**
    3. **Follow the directions of bus driver and bus monitor**
    4. **Remain in your assigned seat**
    5. **Use appropriate words and quiet voices**

6. **Keep the bus clean**
7. **Keep hands and feet to yourself**
8. **Keep aisle clear at all times**

Note: If inappropriate behavior occurs while riding the bus, a bus conduct form will be completed by the driver and reviewed by the administrator/designee. The administrator/designee will contact parent/guardian regarding the incident and a copy of the conduct form will be given to the parent and placed in the student's file. Appropriate disciplinary action may result.

IX. Meals (Lunch/Breakfast/Milk)

A. KHA provides free and reduced-price meals in accordance with the USDA School Meal Program. Therefore, it is the school's goal to provide nutritious meals to all students, regardless of the household's ability to pay.

B. As part of its participation in the School Meal Program, KHA is required to collect racial and ethnic data of all Program applicants and participants. The school's standard practice is to collect this data as part of the meal benefit application, on which your family may voluntarily provide the racial and ethnic information. While KHA is required to maintain this data for 4 years from the date of collection, the data is kept confidential and not disseminated to any other entity or person. The information is requested solely for the purpose of determining Rhode Island's compliance with Federal civil rights laws, and the response of your family will not affect consideration of your application and may be protected under applicable privacy acts. By providing this information, your family will assist KHA in assuring that this Program is administered in a non-discriminatory manner.

C. KHA contracts with approved vendors to provide meals on a daily basis. Confirmation of meal orders must be received by the school office on a monthly basis. This becomes very important, as KHA does not have kitchen facilities and will experience difficulty providing lunch to a student who hasn't confirmed his/her lunch order.

D. Breakfast and lunch are available on a pre-pay/pre-order basis (for electronic payments, please refer to the section below entitled Nutrikids). To order meals on a monthly basis, the KHA Office will forward electronically a menu and order form to parents/guardians. Teachers and students are made aware of daily meal orders on the day that lunch is served.

E. KHA Policy regarding Free and Reduced-Price Meals:

- ✔ **Program Administrator: The KHA Office Manager and the Administrator will assess free or reduced-price meal eligibility. Eligibility will be determined using current guidelines published by**

the State of Rhode Island. KHA shall provide equal access to all applicants and qualified participants in all aspects of the operation and implementation of the Meal Program.

- ✔ **Applications will be forwarded to all incoming student families each August. Applications received by the KHA Office will be reviewed and eligibility determined within three (3) business days of receipt. Notice of eligibility will be forwarded to the parent/guardian completing the application.**
- ✔ **Status of students who are directly certified will be updated immediately upon receipt of related documentation from the State of RI.**
- ✔ **KHA will abide by all applicable procedures established by any federal or state agency for hearings and nondiscrimination practices related to free and reduced-price meals.**
- ✔ **A copy of the application form and letter to households will be available in the literature rack (adjacent to the KHA main entrance) daily.**
- ✔ **The status of returning students (who have previously qualified for free or reduced meals) will be extended for the first 30 school days of the school year. If documentation confirming the extension of the student's status is not received within this timeframe, the status will return to full pay until such time as the appropriate documentation is submitted.**
- ✔ **Meal prices for the 2026-2027 school year are:**
  - **Breakfast:**
    - **$3.00 per serving for full-price students**
    - **$0.00 per serving for students who qualify for reduced meals**
  - **Lunch:**
    - **$4.50 per serving for full-price students**
    - **$0.00 per serving for students who qualify for reduced meals**

- ✔ ***Please note: Milk is provided with breakfast and lunch at no additional cost.***

F. **Accommodations:**

KHA will make all reasonable accommodations for students with disabilities and ELL students with respect to their participation in the Program. At the beginning of each school year and at the time of a student's enrollment after the beginning of a school year, we will work with all families and students who request accommodations in order to ensure equal access to the Program. We will also publish all notices, applications, menus, forms, and other communications related to the Program in appropriate languages other than English as needed.

G. **USDA Non-Discrimination Statement:**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, sexual orientation, gender identity or gender expression, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at:

http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) mail: U.S. Department of Agriculture

Office of the Assistant Secretary for Civil Rights

1400 Independence Avenue, SW

Washington, D.C. 20250-9410.

(2) fax: (202) 690-7442; or

(3) email: program.intake@usda.gov."

KHA is an equal opportunity provider.

H. **Filing a Civil Rights Complaint Related to the Program:**

Although KHA seeks to resolve concerns and complaints arising from the delivery of meal services to our students without involving outside parties, your family is entitled to lodge a formal civil rights complaint related to discrimination in the operation of the Program as follows (you may also file a complaint with the USDA as detailed in the preceding section or with RIDE):

1. **Submit a complaint using the Civil Rights Complaint Form with KHA's Civil Rights Coordinator. You may also submit a verbal complaint, if necessary. All complaints may be submitted anonymously. All complaints will be logged, kept separate from students' education records, and kept confidential to the fullest extent possible.**

2. **KHA is required to submit the Complaint Form to the USDA within three (3) business days and to a RIDE nutrition program specialist within five (5) business days**

3. **However, pending any action by the USDA or RIDE, the Civil Rights Coordinator will meet with the family in an effort to resolve the dispute. If a resolution is reached, KHA will notify the USDA and RIDE, in writing.**

4. **If the Food Services Director and the family are not able to resolve the dispute, the family is entitled to request to be heard by the Board of Trustees, who will attempt to resolve the dispute.**

Any civil rights complaint concerning discrimination in the operation of KHA's meals program must be filed within 180 days of the alleged discriminatory action.

I. **Nutrikids: KHA families purchasing meals may initiate electronic payments (via PayPal, debit, or credit card) at www.Myschoolbucks.com. When first accessing the system, users must enter the school zip code (02874) and the student's identification number. The student identification number can be found either on the student's monthly statement or, if unavailable, obtained at the KHA Office.**

The charge for usage of www.Myschoolbucks.com is 2% per transaction. Functionality includes the ability to set up low balance fee reminders and provides parents/guardians with the ability to review transactions and balances at any time. (See Civil Rights Program/Meal Program Discrimination Complaint Form, Appendix F).

X. Student/Family Events

The following are typical events held not only for the enjoyment of students, families, and staff, but also to promote collegiality across the KHA community. Typically, student/family events are sponsored by the KHA PTO. Examples of possible events are listed below:
Certain Events require Parent/Guardian attendance may be required for certain events.

Arts Night: In late winter or early spring, KHA celebrates the artistic creations and musical talents of our student body. Parents/guardians are heartily welcomed to attend this event.

Book Fair: KHA's book fair is typically held each year in late March or early April. The PTO sponsors and staffs this event that allows students the ability to purchase school-approved books & related items.

Field Day: Field Day is generally held at the conclusion of the school year. During this event, students and staff participate in various fun-filled activities.

Holiday Sale: The Holiday sale is traditionally held during the month of December. Myriad gifts for friends and family are available for students to purchase. Gift purchases for families experiencing financial challenges may be funded via the PTO.

Fundraisers: Throughout the school year, KHA students will have the opportunity to participate in various functions to benefit non-profit organizations/causes.

Spirit Week: Spirit Week is generally held in late winter or early spring. During this week, students and staff express their creativity and individuality based on a number of themes, for example, crazy hair day, decade day, favorite sports team day, island day, etc.

Note: Although the PTO funds, or partially funds, many of the above events, in many cases, KHA families are required to remit payment. If payment is made in the form of a check and the check is subsequently returned for insufficient (NSF) funds, the maker of the check is responsible to submit funds in cash for both the event/product and the NSF fee of $25.00. Additionally, upon receipt of a NSF check, future purchases must be paid in cash.

XI. General Guidelines

A. **<u>After School Enrichment Programs:</u> After School Enrichment programs are offered to KHA students throughout the school year. These programs are generally 4-6 weeks in duration. Programs may include sports, drama and art clubs. Program notification will be communicated to parents/guardians approximately 10 days prior to the program's start date. These programs will be assessed a fee commensurate with length of program and required materials.**

B. **<u>Asbestos Awareness Notification:</u> A copy of the KHA's AHERA (Asbestos Hazard Emergency Response Act) Inspection and Management Plans are kept on file in the KHA Principal's office.**

C. **<u>Cancellation of School:</u> The decision to cancel school due to severe weather conditions, or other emergencies, is at the discretion of the KHA /designee /Chief Administrator. In most cases, KHA's school cancellation policy will mirror that of the South Kingstown School District. KHA will post school cancellations on websites of RI-based television stations and through Black Board Connect. Families can access cancellations at http://www.ribroadcasters.com/**

D. **<u>Cell Phones:</u> Students who have cell phones must keep the phones in their backpack and in the "off" mode while in school. SmartWatches need to be turned off as well and/or on "School Mode" and placed in backpacks until the end of the school day. Please refer to KHA's Cell Phone Policy.**

E. **<u>Classroom Maintenance:</u> The maintenance of classroom areas is a responsibility shared by all who utilize them. Teachers, teacher assistants, as well as students, are expected to do their share to ensure the appropriate cleanliness and appearance of each instructional area. At the conclusion of each school day, the following tasks should be completed:**

- ✔ **White boards wiped down**
- ✔ **Papers picked up from the floor**
- ✔ **All tables and desks realigned**
- ✔ **Chairs placed on desks for ease of cleaning**
- ✔ **Counters cleaned and clutter-free**

F. **<u>Confidentiality of Student Information:</u> Student information is confidential and will be shared only to authorized individuals and entities. Teachers understand that a breach of professional ethics occurs when confidential information is communicated or shared either inside or outside of school to any unauthorized individuals or entities. KHA complies with the Family Educational Rights and Privacy Act (FERPA).**

FERPA requires that KHA, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, as per the school's "Directory Information Policy" (see Appendix D), KHA may disclose appropriately designated "directory information" without written consent, unless you have advised the KHA to the contrary in accordance with KHA's procedures. The primary purpose of directory information is to allow the KHA to include information from your child's education records in certain school publications. Examples include:

1. **A playbill, showing your student's role in a drama production.**
2. **The annual yearbook.**
3. **Honor roll or other recognition lists; and**
4. **Graduation programs.**
5. **Sending districts seeking directory information of students living in that town**

If you do not want KHA to disclose any or all of the types of information designated below as directory information from your child's education records without your prior written consent, you must notify the KHA in writing by [insert date] (see "opt out" form in Appendix D).

To the extent that any provisions of this policy conflict with and provisions of FERPA, the FERPA provisions shall control.

G. **Correspondence on School Matters: All matters of health and safety of students and staff should be conveyed in writing to The Principal/designee, when practicable and then The Superintendent.**

H. **Dress Code: For safety reasons, it is recommended that students wear sneakers or closed-toe shoes to school. Sandals and other open-toe shoes are more likely to allow for injury. Sneakers are required for PE class. No crocs and slippers are allowed to be worn at school. Proper attire for school is required.**

- ✔ **Hats/hoods cannot be worn in the school building but may be worn outside.**
- ✔ **Attire that is vulgar, obscene, or otherwise disrupts the school environment is not permitted.**
- ✔ **Violation of KHA's dress code policy may subject a student to discipline.**

I. **Field Trips: Field trips complement classroom curriculum and provide opportunities for real-world learning as well as participation in the community. Students and their families will be notified of field trips approximately two weeks in advance. The notice will inform parents of the location, time, and duration of the event as well as the need for a student to buy/bring a lunch/snack. Although the school will make every effort to keep costs minimal, families are asked to pay for the cost of the field trip. We encourage the participation of all students in field trips and invite families to speak with the principal/designee when financial constraints prevent participation. In most cases, teachers will request chaperones to accompany the class on their field trip. Please refer to the section of this handbook entitled "Volunteers/Chaperones" for more information regarding this worthwhile**

endeavor. Parents accompanying students on field trips must be pre-authorized to attend such events. We request that siblings do not attend field trips with parent chaperones. Bus transportation is typically provided for all field trips. It is, therefore, expected that all children will depart from, and return to, KHA on the bus provided. Exceptions to this policy will be reviewed by the principal/designee.

***Note*: Parents/guardians are not able to attend field trips without proper/previous authorization from KHA administration (Superintendent and/or The Principal) .**

K. Homework Guidelines: Children should have homework that extends proficiency in effective study habits and skills; increases the use of knowledge; develops insight and stimulates creativity. Homework is given at each grade level and varies in time/frequency. All Grade level teachers will communicate with families at the start of the year their expectations and requirements.

L. Lockers:

- ✔ **Assignments: Locker assignments will initially be made by the school office. However, any issues regarding locker assignments will be resolved by homeroom teachers. If circumstances require a change to an assigned locker, teachers will initiate the change, providing the information around the change to the school office.**

- ✔ **General: School locker cleanouts are conducted immediately prior to school vacation periods in December, February, April, and June.**

M. Lost and Found: All clothing and lunch boxes must be labeled with the student's name. Items found on the playground and other common areas will be brought to the school office. Clothing and shoes will be placed on the clothes rack in the "Lost & Found" area adjacent to the Kindergarten Room. Smaller items, such as jewelry or eyeglasses, and any other valuables, will be retained in the school office. Parents are encouraged to inspect the lost & found clothing rack often during the school year. Twice a year all undistributed items will be donated to local charities.

N. Lottery/Enrollment: KHA is committed to ensuring an open and fair opportunity for all students who wish to gain enrollment in KHA and who reside in Rhode Island at the time of the enrollment lottery. KHA adheres to the state statute and regulations governing enrollment, lottery, and waitlist procedures.

The following procedures will be followed:

Enrollment Applications: Recruitment activities will occur between September 1st and the end of February. One open house will be held at the school to generate interest and to explain the school's mission, philosophy, and approaches.

Applications, in English and Spanish for enrollment, will be available starting no later than September 1st. KHA can make applications in other languages available, if requested. Applications will be made available at the school, during the open house, for downloading from the school's website, and as requested by families. KHA will use the state approved application and the application will not seek to capture information regarding a student's past academic performance or special needs requirements.

If KHA receives an invalid or incomplete enrollment application, KHA will attempt to contact those families and allow them to correct any errors prior to the lottery application deadline date. However, if applications are not corrected by the application deadline, those applications will not be considered during the lottery (if necessary).

- **Please visit Enroll RI on RIDE's website.**

<u>Enrollment Procedures and The Lottery (If Applicable):</u> If fewer students apply than are seats available, all student applicants will be offered enrollment into the school.

If more students apply than are seats available, KHA will conduct a blind lottery to determine enrollment. All students in the lottery pool at the time of the lottery shall be drawn from the lottery. With the exception of Lottery Exemptions discussed in this Policy, to be entered into the lottery pool, families/guardians must submit their child(ren)'s application(s) by the submission deadline. Late applications will not be considered for the lottery.

KHA holds its lottery on March 1 of each year in accordance with governing laws and regulations. The lottery is open to all members of the public. If April 1 falls on a weekend, the lottery is held on the Monday immediately following April 1.

Families will be notified in writing as to whether or not their child (ren) was/were selected from the lottery for enrollment within 2 weeks of the lottery date. Within 15 days after receipt of their notification of offer of enrollment, families must notify KHA, in writing, as to whether their child (ren) will enroll at KHA.

If families fail to respond to the notification of enrollment within 15 days, it will be decided that the family declines enrollment. KHA will make reasonable attempts to contact the family during this 15-day period.

When a family accepts and confirms enrollment, KHA will ask the family to provide specific information regarding their child(ren), as set forth in the Enrollment Materials section of this Policy. The family will be invited to visit the school and meet with appropriate staff to gain an understanding of the school. The right remains with the family to decide whether to enroll the student.

If a student has accepted enrollment and has a pre-existing Individualized Education Program (IEP), the IEP will be shared with the special education director or a designated special education teacher. An IEP meeting will be held to discuss the IEP.

<u>Wait List:</u> Where KHA holds an enrollment lottery, after all available seats have been filled, the remaining participants in the pool will be placed on a waiting list and ranked in the order that they were drawn. Those students on this waiting list comprise the official wait list for a given academic year. When filling its vacancies that occur during a school year, KHA shall offer enrollment to the student ranked in the first position for the grade for which there is a vacancy on the official wait list. KHA shall afford families a reasonable amount of time, at its discretion and based on the needs of the school, to respond to the offer to enroll in this manner. KHA shall confirm in writing its offer of enrollment and a family's response thereto within a reasonable time following the same.

KHA accepts enrollment applications throughout the school year. However, enrollment applications received after the application deadline or after the lottery itself, shall not be considered part of the official wait list. Families who submit enrollment applications after the lottery deadline or after the lottery "Post Lottery" are date stamped as to when the lottery forms were received at Enroll RI. These students shall be considered for enrollment only after the official wait list has been exhausted. Forms are processed on line at Enroll RI.

KHA will maintain the current year's waiting list through the end of the last regular day of the school year. Waiting lists do not roll over after the close of the last school year.

<u>Lottery Exemptions:</u> KHA exempts the following applicants from its lottery. These students must submit a timely enrollment application for consideration. However, presuming there is available space, these students will be enrolled in the school before the lottery is held.

> **<u>Children of Founders,Teachers and Staff:</u> Children of school founders, as well as currently employed teachers, are exempt from the lottery, as long as these students constitute no more than 10% of the school's total enrollment.**
>
> **<u>Siblings:</u> Siblings of enrolled students are also exempted from the lottery. For the purposes of this exemption, "siblings" is defined as one of two or more individuals having one common parent. Two children who share a common guardian are also considered "siblings." "Siblings" do not include a student's extended family, such as cousins, step siblings, and others who may have become part of the family unit and/or live in the same household.**

<u>Enrollment Materials:</u>

- ✔ **KHA Enrollment Form**
- ✔ **Proof of Residency as follows:**
  - **a. Documentation of**
    - a. **Current Lease.**

b. **Current Mortgage Statement**

c. **Current Section 8 Housing Agreement or other government housing agreement**

d. **Current Gas Bill.**

e. **Current Electric Bill.**

f. **Current Cable Bill; or**

g. **Other Current Utility Bill.**

b. Notarized Affidavit of Residency (if unable to provide one of the documents listed in Section a) (see Appendix E of this Handbook)

All residency documentation must include the name of the parent/guardian and the current address as of the time of acceptance of enrollment.

- ✔ **Prior Academic Records**
- ✔ **Special Education Records**
- ✔ **Health Forms**
- ✔ **Medical Health Forms**
- ✔ **Home Language Information**
- ✔ **Copy of Birth Certificate**
- ✔ **Release of Records Form**

O. <u>Lunch Schedule:</u> There are two lunch periods daily; one for Grades K-2 and one for Grades 3-5. For more information around your child's specific lunch period, please contact the school office. <u>Please note that microwaves are not available for student use.</u>

P. <u>Parent Teacher Organization (PTO):</u> KHA's Parent Teacher Organization (PTO) has proven itself a most valuable player in our overall effort to deliver quality education. Members actively participate in KHA's community and are instrumental in helping KHA achieve its overall goals. Additionally, PTO members manage many fundraising events that significantly benefit the KHA community. During the school year, the PTO meets monthly regarding a variety of topics. KHA strongly recommends parent participation.

- ❖ **<u>PTO Board members</u> can be located on the KHA webpage under the PTO tab.**

Q. <u>Personal Items/Electronic Devices:</u>

- ✔ **All personal items should be clearly labeled with the student's full name.**
- ✔ **It is strongly recommended that all students store a change of clothes in their lockers. This is especially helpful when students have an accident or in periods of hot or cold weather.**
- ✔ **Basketballs, soccer balls and kick balls may not be brought to school.**

- ✔ **The following items are not permitted at school:**
  - ❖ **Cameras, cellular phones, or other personal devices used to listen to music, view photos, exchange messages, search the internet etc. Please note: With prior approval of administration, a student may bring a cellular phone to school, so long as the phone is stored in the student's book bag and remains in the "off" setting throughout the school day. Administration may make exceptions to this rule in appropriate circumstances. See also: KHA Chromebook Policy Handbook.**
  - ❖ **KHA is not responsible or liable for the loss of or damage to any items that a student brings from home that are not related to school activities.**
  - ❖ **<u>Cell Phone Letter/Permission</u>**

R. **<u>Pesticides:</u> All applications of "green" pesticides will be performed by an individual that is licensed, by the appropriate authority, as a commercial supervisor or commercial operator under the direct supervision of a certified supervisor. The only exception is an emergency application needed to eliminate an immediate threat to human health. Additionally, no application of the related pesticides can be made in any building or on the grounds of any school during regular business hours or during planned activities. The only exception is that applications of sanitizers, disinfectants, antimicrobial agents, and pesticide bait formulations including baits used to control cockroaches, ants and rodents may be used during those periods. If "green" pesticides are ineffective and a threat to human health exists, KHA families will be notified one week prior to the use of a replacement (non-green) pesticide.**

S. **<u>Placement:</u> The Placement Team which includes a variety of staff (The Administration - Teh Superintendent and/or The Principal) , lead teacher and classroom teacher) make classroom placement decisions. Parental requests will be taken into consideration but may not be honored. In August, KHA will inform parents/guardians of classroom placements. The selection process for each classroom is based on an individual student profile. If/when a student has an IEP, the student's IEP team will determine their appropriate placement.**

T. **<u>Prayer in Public School:</u> The First Amendment forbids religious activity that is sponsored by the government but protects religious activity that is initiated by private individuals such as students. Therefore, "among other things, students may read their Bibles or other scriptures, say grace before meals, and pray or study religious materials with fellow students during recess, the lunch hour, or other non-instructional time to the same extent that they may engage in nonreligious activities." KHA respects the religious rights of their students and their families. KHA will not "compel students to participate in prayer or other religious activities." Nor may teachers, school administrators and other school employees, when acting in their official capacities, encourage or discourage prayer or participate in such activities with students. KHA complies with the First Amendment. To the extent that KHA's policy conflicts with any law, regulation, or applicable, controlling interpretation in this regard, the latter shall control.**

U. **<u>Promotion/Retention Policy:</u> Student promotion is based on an individual student's ability to adequately meet Common Core State Standards during a given school year. Any student not on target to achieve CCSS by the end of the school year will receive classroom-level intervention. If a parent/guardian or teacher has a concern about a particular student's promotion or retention, s/he**

should request a meeting to discuss the options that are designed to meet the interests of the student. Parent/Guardian consent for retention is required.

V. Religious Holidays: KHA intends to adhere to any and all applicable federal and state laws, regulations, or policies related to the observance of religious holidays.

W. Report Card Issuance: Standards-based report cards are issued two times each year (Quarters 2 and 4). Report cards indicate your child's progress toward meeting CCSS by the end of the school year. Progress reports are also issued two times each year (Quarters 1 and 3).

X. School Pictures: Each fall, school pictures are taken and are available for purchase. If your child is not in school on "picture" day, an alternate date is typically scheduled.

Y. School Visitations: All KHA visitors/vendors will access KHA through its main office, signing in and out, as appropriate and obtaining a visitor/badge sticker. Classroom visitors should have teacher permission prior to the visit. Parents/guardians dropping off items after the start of school are asked to leave the items in the school office for delivery to the classrooms. Visitors/vendors may not enter the building through doors adjacent to the playground area and should never join in recess or PE exercises without first gaining approval of KHA administration. Additionally, all deliveries must be made via the front entrance.

Z. Smoking Policy: Smoking is prohibited on school grounds, in school facilities, and by any KHA representative, including volunteers, during any KHA-sponsored event.

AA. Transfer of Student Records: KHA complies with the Family Educational Rights and Privacy Act (FERPA), and will transfer records, if at all, only in circumstances permitted under FERPA. After receiving a written authorization from a parent/guardian on an appropriate form, the administrative assistant or Administartion/designee will be authorized to transfer student records.

AB. Transportation of KHA Students by Staff: Staff are not permitted to transport KHA students unless legal permission has been obtained. Please contact the administration for information. If a parent/guardian has completed a waiver authorizing a staff member to transport his/her child, such authorization shall be maintained on record in the student's file and the staff member's personnel file.

AC. Volunteers/Chaperones: A volunteer is any person who interacts with and participates in the "care, custody and control" of students or is serving in an auxiliary capacity assisting with the direction of the principal/designee in a school or during a school-sponsored function. Volunteers must receive permission by the principal/designee in advance to volunteer. Volunteers must adhere to all KHA school policies and regulations. A volunteer orientation is required prior to volunteering in the classroom or attending a field trip.

Volunteers are also required to complete a background criminal investigation (BCI). Failure to produce this documentation may result in the inability of a volunteer to participate in a school-sponsored event. Volunteers must be at least 18 years of age. Copies of both the KHA Volunteer Policy and a sample BCI are available at the KHA Office. BCIs must be completed annually.

AD. <u>Yearbook:</u> Each year, KHA produces a yearbook filled with pictures of individual students, classes, and various events. Typically, students and staff personalize the yearbook with special memories and notes.

AE. <u>Acceptable Use of KHA-Provided Electronic Media Resources</u>

KHA recognizes the educational and professional value of electronics-based information technology in promoting the development of essential skills that students need. Technology and equipment provided by KHA enhance the school's educational opportunities and facilitate the services that KHA can provide to the entire KHA community. However, KHA does not tolerate disruptive, inappropriate, or illegal use of KHA's electronic media and technology resources and, therefore, sets for this an acceptable use policy. For additional details specific to school-issued Chromebooks, please refer to the Chromebook Policy Handbook that families sign each year (Exhibit A).

1. **Student Users**

No student will receive access to KHA's technology resources until the student's parent(s)/ guardian(s) sign the user agreement provided prior to each school year. Parent(s)/guardian(s) are required to execute a new user agreement at the beginning of each school year. For additional information and rules pertaining to the use of KHA-issued Chromebooks, please refer to the KHA Chromebook Policy Handbook (Exhibit A).

2. **General Rules and Responsibilities**

- ✔ **Student use of KHA-provided electronic media and technology resources is limited to educational purposes related to school assignments, activities, and/or projects.**
- ✔ **Students are required to obey all laws, including but not limited to, criminal, copyright, privacy, defamation, anti-bullying, and/or obscenity laws**
- ✔ **Student accessing, viewing, and/or disseminating products or services that are not permitted to be shared with or viewed by minors is prohibited.**
- ✔ **Students are not permitted to install any software or programs on any KHA-provided electronic media or technology resources.**
- ✔ **Students are not permitted to remove any KHA-provided electronic media or technology resources from KHA's premises.**
- ✔ **All KHA-provided electronic media and technology resources are considered KHA property, over which KHA has ultimate control and authority with respect to access and use.**

3. **Privacy**

Users have no expectation of privacy when using KHA-provided electronic media or technology resources.

KHA will monitor the online activities of students and operate filtering/blocking devices on all KHA computers or devices with Internet access. Nevertheless, these filtering/blocking devices may not, in all circumstances, operate effectively, and KHA cannot guarantee that such devices will restrict students from accessing unauthorized content while using KHA-provided electronic media and technology resources.

4. **Violations of the Acceptable Use Policy**

   Use of KHA-provided electronic media and technology resources is a privilege, not a right. KHA reserves the right to suspend a student's use of KHA-provided electronic media and technology resources. Any violations or attempted violations of this policy may result in discipline.

AF. Student Social Media Policy

This policy fosters thoughtful and responsible use of social media and related technological communication tools for school and education-related purposes. With this policy, KHA intends to minimize the risk associated with students' use of social media while allowing students to explore new realms of learning through the use of social media.

Students are permitted to use KHA-provided social media resources solely for educational or school-related purposes.

For the purposes of this policy, social media is any form of online publication or site that allows interactive communication, including but not limited to, social networks, blogs, photo and video sharing platforms, Internet forums (e.g., Facebook, YouTube, Instagram, Twitter, Edmodo, Schoology, etc.).

1. **Guidelines**

   - ✔ **Students shall not have an expectation of privacy when accessing social media from KHA-provided resources.**
   - ✔ **KHA will monitor student use of social media on KHA-provided electronic media and technology resources.**
   - ✔ **Students shall adhere to instructions regarding the sharing of information using social media programs on KHA-provided electronic media devices and technology resources**
   - ✔ **Students should be thoughtful about all information that they share online because online actions leave a permanent footprint that is not only traceable to the student, but also to KHA**
   - ✔ **Students should always be respectful when accessing social media**
   - ✔ **Students should never provide personal identification information on social media sites**
   - ✔ **All information posted by students via social media must adhere to KHA policies and procedures, including, but not limited to, KHA's anti-bullying and anti-discrimination policies.**

2. **Training**

KHA administration and teachers will provide students with instruction on how to access social media sites properly and safely prior to each school year. Training will also include discussions concerning the relationship between cyberbullying and social media use.

3. Violations of This Policy

Any student attempting to violate or in violation of this policy may be subject to discipline.

XII. Emergency Drill Procedures

A. <u>RIDE requires the following annual drills:</u>

- ✔ **15 drills must be conducted during the school months**
- ✔ **Two of the drills must be lockdowns and one must be an evacuation.**
- ✔ **The total number of drills to be held each school year is 15.**
- ✔ **Upon completion of the 15 drills, the principal will collect drill reports, review for compliance with KHA, federal, state, and local compliance and will submit the reports to RIDE and The Superintendent,**

B. <u>Rhode Island Emergency Drill Code:</u>

- ✔ **Every fire, lockdown and evacuation drill are to be regarded as real.**
- ✔ **The only person to have advance notice of a fire drill is the person who sounds the alarm. For lockdown and evacuation drills, the local authorities should have advance notice.**
- ✔ **Drills shall take place at any time, whether the students are in classes, in assemblies, in passing corridors or in cafeterias.**
- ✔ **The signaling device must be heard in all parts of the building and shall be used for emergencies.**
- ✔ **All occupants must be evacuated from the building in a fire and evacuation drill.**
- ✔ **A teacher or responsible adult shall be assigned to assist the handicapped who require assistance during an evacuation.**
- ✔ **During a fire or evacuation drill only, Administration (or designee) must check restrooms, cloakrooms, and all other rooms and areas where children congregate, to ensure that all of the students have vacated the building. *<u>Note</u>*: During a lockdown drill, it is not recommended that these areas be checked.**
- ✔ **Students must not be permitted to go to lockers for personal items during a fire or evacuation drill. *<u>Note</u>*: In the case of an evacuation for a bomb threat, students should take any type of tote bag they have with them at the time of the drill.**
- ✔ **With the exception of a lockdown drill, teachers must leave the building with their classes.**
- ✔ **For all drills, the teacher must have with him/her, the class roster, and the absentee list to ensure accurate accounting of student whereabouts.**
- ✔ **In the case of a fire or evacuation drill, it is the responsibility of the teacher to ensure that all students have left their room and that the door of the room is closed. *<u>Note</u>*: During a lockdown drill, teachers must ensure that the classroom door is closed and locked and that the children are moved to a safe area within the classroom.**
- ✔ **There should be no talking during emergency drills.**
- ✔ **Students must not run during a drill but must move quickly and orderly.**

- ✔ **Members of the custodial staff must report to pre-designated locations and assist in drill procedures.**
- ✔ **In the case of a fire or evacuation drill, students must be led to a predetermined and safe area far enough away from the building and out of the path of emergency vehicles and equipment.**
- ✔ **There shall be a written evacuation plan for each school. The plan shall include specific provisions for evacuating the handicapped. The plan shall be reviewed and approved annually by the local fire Marshall, as part of the annual fire inspection of the school.**
- ✔ **There is a written procedure for lockdowns. The plan includes specific provisions for protecting all students, including the handicapped. The plan will be reviewed and approved annually by local authorities.**
- ✔ **Each occupied area shall have a predetermined evacuation route. This route should lead to the nearest available exit. At least one alternative route shall be established for each occupied area. These routes and other related instructions shall be clearly posted near the exit door of each room so that an occupant of the room may know the correct plan of evacuation.**
- ✔ **All staff and students shall be informed of the school's evacuation plan and lockdown procedures.**

C. <u>Protocols for Six Universal Emergency Procedures:</u>

✔ **Evacuation (for use when conditions outside are safer than inside):**

When announcement is made, or alarm sounded:

1. **Take the closest and safest way out as posted (use a secondary route if the primary route is blocked or hazardous).**
2. **Take roll book for student accounting**
3. **Assist those needing special assistance**
4. **Do not stop for student/staff belongings**
5. **Go to designated assembly area**
6. **Check for injuries**
7. **Take attendance, report according to established procedures**
8. **Wait for further instructions**

✔ **Reverse Evacuation (for use when conditions inside are safer than outside):**

When announcement is made:

1. **Move students and staff inside as quickly as possible**
2. **Assist those needing special assistance**
3. **Report to classroom**
4. **Check for injuries**
5. **Take attendance, report according to established procedures**

✔ **Severe Weather Safe Area (for use in severe weather emergencies):**

When announcement is made, or alarm sounded:

1. **Take the closest, safest route to shelter in designated safe areas (use secondary route if primary route is blocked or dangerous)**
2. **Take roll book for student accounting**
3. **Take attendance, report according to established procedures**
4. **Assist those needing special assistance**
5. **Do not stop for student/staff belongings**
6. **Close all doors**
7. **Remain in safe area until the "all clear" is given**
8. **Wait for further instructions**

✔ **Shelter in Place (for use when evacuation is not possible):**

When the announcement is made:

1. **Students are to be cleared from the halls immediately and to report to the nearest available classroom or other designated location**
2. **Assist those needing special assistance**
3. **Close and tape all windows and doors and seal the gap between bottom of the door and the floor (external gas/chemical release)**
4. **Take attendance, report according to established procedures**
5. **Do not allow anyone to leave the classroom**
6. **Stay away from all doors and windows**
7. **Wait for further instructions**

✔ **Lockdown (for use to protect building occupants from potential dangers in the building):**

When the announcement is made:

1. **Students are to be cleared from the halls immediately and to report to the nearest available classroom**
2. **Assist those needing special assistance**
3. **Close and lock all windows and doors and do not leave for any reason**
4. **Cover all room and door windows**
5. **Stay away from all doors and windows and move students to interior walls and drop to the floor**
6. **Shut off lights**
7. **BE QUIET!**
8. **Wait for further instructions**

✔ **Drop, Cover and Hold (for use in earthquake or other imminent danger to building or immediate surroundings):**

When the command "Drop" is made:

1. **DROP to the floor, take cover under a nearby desk or table and face away from the windows**
2. **COVER your eyes by leaning your face against your arms**
3. **HOLD on to the table or desk legs and maintain present location/position**
4. **Assist those needing special assistance**
5. **Wait for further instructions**

Appendix A

Kingston Hill Academy

Chromebook Policy Handbook

The mission of the Chromebook program at Kingston Hill Academy is to bring technology into the classroom to provide a 21st century learning environment. Chromebooks are increasingly being incorporated into schools because they boost students' capabilities of learning anytime and anywhere. Online access in classrooms significantly broadens the scope of any learning exercise, triggering information pursuit, creative thinking, communication, and collaboration. Classroom environments can be tailored for subject matter interest, skill level, skill reinforcement, or remediation efforts on a personal basis. This environment will enable and support students and teachers to implement transformative uses of technology while enhancing students' engagement with content and promoting the development of self-directed, responsible lifelong learners and users. Students will transition from consumers of information to creative producers and owners of knowledge. However, Kingston Hill Academy does not tolerate disruptive, inappropriate, or illegal use of electronic media, including but not limited to Chromebooks, and therefore set forth the following policies.

Device Purpose

Kingston Hill Academy is supplying students with a Chromebook device as determined by administration. All Chromebooks are the property of Kingston Hill Academy. Chromebooks will provide each student access to required educational materials needed for each student to be successful. The Chromebook allows student access to Google Apps for Education, educational web-based tools, as well as many other useful sites. The supplied device is an educational tool not intended for gaming, social media, social networking, or high-end computing.

The policies, procedures, and information within this document apply to all Chromebooks used at Kingston Hill Academy by students or guests including any other device considered by the Administration to fall under this policy such as iPads or laptops provided by Kingston Hill Academy.

Teachers may set additional requirements for Chromebook use in their classroom.

<u>Insurance:</u>

Kingston Hill Academy has insurance on all of the Chromebooks, but students are still expected to take care of their Chromebook. (See Taking Care of Your Chromebook section) Students must promptly report any problems with their Chromebook to homeroom teachers and to KHA's Family Chromebook help desk. Repairs, if necessary, may take time.

Return:

Student Chromebooks will be collected at the end of each school year for maintenance over summer vacation.

Any student who transfers out of KHA will be required to return their Chromebook in a timely manner. If a Chromebook and accessories are not returned, the parent/guardian will be held responsible for payment in full.

Taking Care of Your Chromebook:

Students are responsible for the general care of the Chromebook which they have been issued by the school. Chromebooks that are broken or fail to work should be reported immediately to their homeroom teacher and to KHA's Family Chromebook help desk. If a loaner Chromebook is available, one may be issued to the student to use in class until their Chromebook can be repaired or replaced.

General Precautions:

- **No food or drink is allowed next to your Chromebook.**
- **Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.**
- **Students should never carry their Chromebook while the screen is open.**
- **Chromebooks should be shut down when not in use to conserve battery life.**
- **Do not expose your Chromebook to extreme temperature or direct sunlight for extended periods of time. Extreme heat or cold may cause damage.**
- **Students should not open any attachments sent from unfamiliar email addresses, and they should report all such e-mails to the system administrator as soon as feasible**

Screen Care:

The Chromebook screen can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- **Do not lean on top of the Chromebook.**
- **Do not place anything near the Chromebook that could put pressure on the screen.**
- **Do not place anything in the carrying case that will press against the cover.**
- **Do not poke the screen.**
- **Do not place anything on the keyboard before closing the lid (e.g., pens, pencils, notebooks, paperclips).**
- **Clean the screen with a soft, dry anti-static, or micro-fiber cloth. Do not use window cleaner or any type of liquid or water on the Chromebook.**

Using Your Chromebook

General:

The student to whom the Chromebook is loaned shall be the exclusive user of this device and shall not grant access to any other individual. All use of the Chromebooks, including but not limited to communicating among KHA, students, employees, and parents/guardians, using search engines, and viewing or accessing databases or websites, must be for KHA-related purposes only. Use of the Chromebooks for personal matters (e.g., accessing personal email accounts, using Facebook, Twitter, Instagram, or any other social media sites, browsing the Internet for personal reasons, etc.) is strictly prohibited. Similarly, accessing or downloading obscene or threatening material and illegally downloading or streaming copyrighted material from the Internet, such as music or movies, onto a KHA-provided Chromebook is strictly prohibited.

Sound:

It is recommended that students bring personal headsets or 'earbuds' for any audio projects they work on.

Printing:

Printing functionality will be available on a limited basis and subject to classroom requirements. Teaching strategies will facilitate digital copies of work.

Managing Your Files and Saving Your Work:

Students will save documents to their Google Drive, or within their Google Classroom. Saving to Google Drive will make the file accessible from any computer with internet access. Students using Google Drive to work on their documents will not need to save their work, as Drive will save each keystroke as the work is being completed. Students will be trained on proper file management procedures as appropriate.

Personalizing the Chromebook:

Chromebooks must remain free of any writing, drawing, or stickers except for those provided by Kingston Hill Academy. Students are welcome to customize their personal Chromebook case as long as it is school appropriate. Student Chromebooks and chargers are labeled with their teacher's name and student number. Chromebook cases should be labeled at home.

Software on Chromebooks:

Originally Installed Software:

Chromebook software is delivered via the Chrome Web Store. These are web-based applications that do not require installation space on a hard drive. Some applications, such as Google Drive, are available for offline use. The software originally installed on the Chromebook must remain on the Chromebook in usable condition and easily accessible at all times.

All Chromebooks are supplied with the latest build of Google Chrome Operating System (OS), and many other applications useful in an educational environment. The Chrome OS will automatically install updates when the computer is shut down and restarted.

Students must comply with all applicable software license agreements. Only software authorized by KHA may be used on the Chromebooks. Students may not attempt to install or run any operating system on the Chromebook other than the Chrome OS operating system supported by KHA.

From time to time the school may add software applications for use in a particular course. This process will be automatic with virtually no impact on students. Applications that are no longer needed will automatically be removed by the school as well.

Virus Protection:

Virus protection is unnecessary on the Chromebook due to the unique nature of its design.

Additional Software:

Students are prohibited from installing additional software on their Chromebook other than what has been approved by Kingston Hill Academy.

Inspection:

Students may be selected at random to provide their Chromebook for inspection. The purpose for inspection will be to check for proper care and maintenance.

Privacy:

School authorities may monitor all activity done on any KHA-owned computer, network, or electronic communication device. Student Chromebooks are monitored closely. Please note that these Chromebooks are school property and nothing private should be kept on them.

At all times the safety and privacy of our students, their families and our teachers will be our highest priority. Online safety and privacy are shared concerns and shared responsibilities, and KHA complies with applicable privacy laws and regulations to protect students' privacy. As technology evolves, KHA's administration and board will revisit this policy to update it as necessary.

Kingston Hill Academy

Acceptable Use & Digital Citizenship Policy

Digital Citizenship

1. Current filtering methods

Kingston Hill Academy complies with all federal regulations regarding filtering as specified under the Children's Internet Protection Act (CIPA). This law specifies that each school:

- **"certify that they have an Internet safety policy and technology protection measures in place. An Internet safety policy must include technology protection measures to block or filter Internet access to pictures that: (a) are obscene, (b) are child pornography, or (c) are harmful to minors, for computers that are accessed by minors"**
- **"adopt and enforce a policy to monitor online activities of minors"**
- **"adopt and implement a policy addressing: (a) access by minors to inappropriate matter on the Internet; (b) the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications; (c) unauthorized access, including so-called "hacking," and other unlawful activities by minors online; (d) unauthorized disclosure, use, and dissemination of personal information regarding minors; and (e) restricting minors' access to materials harmful to them."**

Kingston Hill Academy employs the following methods to enforce each of these requirements:

- **Kingston Hill Academy uses an in-house Firewall to block sexual content, gambling, unauthorized games, as well as many sites specifically identified by teachers and staff. Students are blocked from using Google email and Google Hangouts with their school account other than to interact with registered KHA accounts.**
- **The Information Technology Coordinator reviews the student and staff internet access logs on a regular basis to find attempts to circumvent blocked content. These logs are also backed up for the purpose of holding an archived record for investigations for discipline reasons or illegal activity.**
- **Kingston Hill Academy has a Chromebook Expectations form addressing inappropriate acts which must be signed by all students and parents. When students violate these guidelines, they are addressed by the principal, in cooperation with information provided by the Information Technology Coordinator. These offenses will be addressed on a case-by-case basis and disciplinary action will be appropriate to the offense as outlined in the student/family handbook.**

2. Acceptable Use Policy (AUP): Technology Code of Conduct

It is the intent of Kingston Hill Academy to advance and promote education by assisting in the collaboration and exchange of information. Successful operation of the internet and other related

technological services requires that all users regard the system as a shared resource. Users must cooperate to form a community of diverse interests with the common purpose of advancing education. It is, therefore, imperative that all users conduct themselves in a responsible, ethical, and polite manner.

General Network Use

The network is provided for students to conduct research, complete assignments, publish their work, and communicate with others within the greater school community. Access to network services is given to students who agree to act in a considerate and responsible manner. Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Access is a privilege - not a right. As such, general school rules for behavior and communications apply, and users must comply with Kingston Hill Academy standards and honor the agreements they have signed.

Network storage areas are similar to school lockers. Network administrators may review files and communications to maintain system integrity and ensure that the system is used responsibly. Users should not expect that files stored on their Chromebooks to be private.

Internet / World Wide Web/ Email

Access to the Internet will enable students to use thousands of educational resources. Within reason, freedom of speech and access to information will be honored. Families should be warned that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. Filtering software is in use, but no filtering system is capable of blocking 100% of the inappropriate material available on the Internet. Kingston Hill Academy believes that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed the disadvantages. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources at home.

Each KHA student is assigned a KHA email address. Students' use of KHA email accounts is, by design, limited to sending and receiving emails to and from other KHA email addresses for educational purposes. In keeping with our overall internet policy, our intent in providing KHA email addresses that are limited to internal use only is to facilitate communication among students and teachers while minimizing the risk of exposure to non-educational and potentially inappropriate communications and content from outside sources. As noted above, no system is impenetrable, and if a student receives an email from any source other than a "@kingstonhill.org" email address, the recipient must delete that email immediately and report it to the network administrator.

Publishing to the World Wide Web

Student work may be considered for publication on the World Wide Web, specifically on the school's

Website or a classroom website. Parents may choose to opt out of having their child's "directory" information published per KHA's policy as indicated on KHA's enrollment form or can email or use another written format to notify the school principal with that request. Kington Hill follows the Family Educational Rights and Privacy Act (FERPA) when considering the disclosure of student "directory" information (e.g. student name, grade, etc.).

Kingston Hill Academy

Student Chromebook Expectations

Device Purpose

Chromebooks are provided to each student to enhance their educational experience and prepare them for the modern world. The Chromebook allows student access to G Suites for Education, educational web-based tools, as well as many other useful sites. The supplied device is an educational tool not intended for gaming or social networking.

Using Your Chromebook at School:

The Chromebook is intended for daily use at school. Students are responsible for bringing their Chromebook to classes, unless specifically advised not to do so by their teacher.

Using Your Chromebook at Home:

Chromebooks are not to be taken home unless there is written documentation of a need detailed in a student's 504 or IEP plan. In that instance, all Chromebook expectations remain the same.

Internet Safety:

Students may only go on school approved websites. No personal information (including full name, home address, etc.) is allowed to be posted online. Students are not allowed to communicate with others outside of the school community online.

Privacy:

Student Chromebooks are monitored closely. Please note that these Chromebooks are school property and nothing private should be kept on them.

Software:

Students should use the software provided by Kingston Hill Academy. Students should not try to install additional software on their Chromebook.

Taking Care of Your Chromebook:

- **No food or drink is allowed next to your Chromebook.**
- **Cords, cables, and removable storage devices must be inserted carefully into the Chromebook. (Be careful with headphones)**
- **Students should never carry their Chromebook while the screen is open unless directed to do so by a teacher.**
- **Chromebooks should be shut down when not in use to conserve battery life.**
- **Do not expose your Chromebook to extreme temperature or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the laptop.**

Screen Care:

The Chromebook screen can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- **Do not lean on top of the Chromebook.**
- **Do not place anything near the Chromebook that could put pressure on the screen.**
- **Do not place anything in the carrying case that will press against the cover.**
- **Do not poke the screen.**
- **Do not place anything on the keyboard before closing the lid (e.g., pens, pencils, notebooks).**
- **Clean the screen with a soft, dry anti-static, or micro-fiber cloth. Do not use window cleaner or any type of liquid or water on the Chromebook.**

Other:

Teachers may set additional requirements for Chromebook use in their classroom.

Appendix B

Physical Restraint Policy

KHA complies or endeavors to comply, in all respects, with the Rhode Island Board of Education's Regulations Governing Physical Restraint and Crisis Intervention (200-RICR-20-30-2, hereinafter "Physical Restraint Regulations"). KHA incorporates the Physical Restraint Regulations by reference. To the extent that any of KHA's Physical Restraint Policy conflicts with the Physical Restraint Regulations, the terms outlined in the latter shall govern.

At KHA, corporal punishment is prohibited. Therefore, these procedures ensure that every KHA student is free from unreasonable and unnecessary physical restraint and that physical restraint is used only as a last resort in emergency situations to prevent harm or injury after nonrestrictive interventions have failed or would not be effective. KHA has established the procedures described in this policy for the purposes of:

a. promoting student safety and preventing student violence, self-injurious behavior, and suicide, including de-escalation of potentially dangerous behavior that may occur with an individual student or among groups of students.

b. establishing effective crisis intervention practices and, when necessary, ensuring safety, and appropriate physical intervention procedures to maximize safety and minimize harm.

c. keeping the entire KHA community informed regarding these procedures as well as preventive interventions, de-escalation, types of restraints and related safety considerations, administering physical restraint in accordance with behavioral intervention plans and/or known medical or psychological limitations.

d. identifying staff who are authorized to serve as a school-wide based resource to assist other staff in ensuring proper administration of these practices, and the school's training requirements to provide these staff with advanced training beyond the basic training provided to all staff.

e. reporting crisis intervention/physical restraint incidents to parents, the KHA administration and RIDE.

f. **establishing reporting requirements, review and follow-up procedures, and a procedure for receiving and investigating complaints regarding restraint practices.**

Emergency Situations

KHA is committed to maintaining a safe school environment. While the procedures contained herein govern the use of physical restraint, they do not prohibit any KHA teacher, employee, duly authorized volunteer, or agent from using reasonable force to protect students, other persons, or themselves during emergency situations.

For the purposes of this policy, an emergency is defined as a situation reasonably anticipated to bring imminent, serious physical harm.

Annual Professional Development / Required Training for All Staff

The administration (Chief Administrator and/or The Principal) shall review the procedures described in this policy prior to the start of each school year. Accordingly, the Principal will revise this policy, as necessary, each year and will notify members of the KHA community as to the revisions. As with all sections of the KHA Student Handbook, revisions to this policy are accessible on KHA's website.

On an annual basis of each school year, all KHA administration (Chief Administrator and/or The Principal) , teachers, and staff will receive renewed training regarding the school's physical restraint/crisis intervention policy. Employees who are hired after that year's training shall receive training as soon as practicable

of their employment. Training shall include the following:

1. **The program's restraint policy.**
2. **Interventions that may preclude the need for restraint, including de-escalation of problematic behaviors.**
3. **Types of restraints and related safety considerations, including information regarding the increased risk of injury to a student when an extended restraint is used.**
4. **Administering physical restraint in accordance with known medical or psychological limitations and/or behavioral intervention plans applicable to an individual student; and**
5. **Identification of program staff who have received advanced training pursuant in the use of physical restraint/crisis intervention.**

Advanced Staff Training on the Use of Physical Restraint/Crisis Intervention

At the start of each school year, every public education program shall identify staff that are authorized to serve as a school-wide based resource to assist other staff in ensuring proper administration of physical restraint and crisis interventions. These staff members shall participate in advanced training in the use of physical restraint/crisis intervention beyond the basic training offered to all staff and the public education program shall document the extent of such training. The advanced training in the proper administration of physical restraint/crisis intervention shall include, but not be limited to:

1. **Appropriate procedures for preventing the need for physical restraint/crisis intervention, including the de-escalation of problematic behavior, relationship building and the use of alternatives to such restraints.**
2. **A description and identification of dangerous behaviors on the part of students that may indicate the need for physical restraint/ crisis intervention and methods for evaluating the risk of harm in individual situations in order to determine whether the use of physical restraint and crisis interventions are warranted.**
3. **The simulated experience of administering and receiving physical restraint/crisis intervention, instruction regarding the effect(s) on the person restrained, including instruction on monitoring physical signs of distress, and obtaining medical assistance.**
4. **Instruction regarding documentation and reporting requirements and investigation of injuries and complaints; and**
5. **Demonstration by participants of proficiency in administering physical restraint/crisis intervention.**

Physical Restraint

Physical restraint shall be used <u>only</u> in the following circumstances:

- ☑ **Non-restrictive interventions were not or would not be effective; <u>and</u>**

☑ **The student's behavior poses a threat of imminent, serious physical harm to self and/or others; <u>and</u>, where applicable,**

- ☑ **If a behavioral intervention plan has been developed for the student, those various positive reinforcement techniques have been implemented appropriately and the child has failed to respond to those reinforcement techniques.**

KHA limits the use of such force to only the amount and duration necessary, reasonable, and proportionate to protect a student or another member of the school community from physical injury or harm.

<u>In the event that physical restraint becomes necessary:</u>

1. **Only authorized KHA personnel who have completed the advanced training will be allowed to respond to and restrain the person in crisis.**

0. **Every attempt should be made to alert additional school personnel for observation and/or assistance.**

0. **Physical restraint methods are to be reasonable, proportionate to the risk, least restrictive, and only as a last resort. The person administering a physical restraint/crisis intervention shall use only the amount of force necessary to protect the student or others from physical injury or harm and shall discontinue the physical restraint/crisis intervention as soon as possible**

0. **Every effort should be made to isolate the restraint situation, to avoid prolonging or escalating the situation.**

- **If the duration of a physical restraint is prolonged (defined as more than 20 minutes in duration), or if the restrained student becomes deliberately and dangerously assaultive, the principal shall notify the restrained student's parents/guardians and require them to remove the restrained student from school or a school-related event as soon as possible to avoid further danger.**

- **If the student exhibits suicidal or homicidal indicators, the principal shall notify the local law enforcement department, after attempting to notify the restrained students' parents/guardians as soon as practicable.**

- **The student should be released immediately upon a determination by the staff member administering the restraint that the student is no longer at risk of causing imminent physical harm to him or herself or others.**

0. **Any injury occurring during a restraint must be treated immediately by the school nurse. Injuries, including photographs of the injuries if available, will be recorded in the Physical Restraint Report.**

0. In all instances where physical restraint is used, the principal shall, as soon as practicable, attempt to notify the parents/guardians of the physically restrained student to inform them of the situation.

- **As soon as possible following the incident, but no later than the next school day, the staff member(s) who administered the restraint will document the incident in a Physical Restraint Report and provide a copy of the report to the principal.**

Physical Restraint Prohibitions

Physical restraint is prohibited as follows:

- **As a means of punishment.**
- **As an intervention designed to, or likely to cause physical pain.**
- **As in any intervention which denies adequate sleep, food, water, shelter, bedding or access to bathroom facilities.**
- **As in any intervention which is designed to subject, used to subject, or likely to subject the individual to verbal abuse, ridicule or humiliation, physical pain, or which can be expected to cause excessive emotional trauma.**
- **As in a restrictive intervention which employs a device or material or objects that simultaneously immobilize all four extremities, including the procedure known as prone containment, except that prone containment may be used by trained personnel as a limited emergency intervention when a documented part of a previously agreed upon written behavioral intervention plan.**
- **As in seclusion, unless under constant surveillance and observation when documented as part of a previously agreed upon written behavioral intervention plan.**
- **As in any intervention that precludes adequate supervision of the child.**
- **Any intervention which deprives the individual of one or more of his or her senses**

Restraint Safety Procedures

1. No restraint shall be administered in such a way that the student is prevented from breathing or speaking. During the administration of a restraint, a staff member shall continuously monitor the physical status of the student, including skin color and respiration. A restraint shall be released immediately upon a determination by the staff member administering the restraint that the student is no longer at risk of causing imminent physical harm to him or herself or others.

0. Restraint shall be administered in such a way so as to prevent or minimize physical harm. Prone restraint shall not be used. If, at any time during a physical restraint/crisis intervention, the student demonstrates significant physical distress, the student shall be released from the restraint immediately, and school staff shall take steps to seek medical assistance.

- **Program staff shall review and consider any known medical or psychological limitations and/or behavioral intervention plans regarding the use of physical restraint/crisis intervention on an individual student.**

- **Following the release of a student from a restraint, the following procedures are implemented:**

  ☑ **Appropriate staff will debrief the incident with the student, as appropriate, to address the behavior that precipitated the restraint.**

  ☑ **The Superintendent and/or The Principal or his/her designee will debrief the incident with the staff person(s) who administered the restraint to discuss whether proper restraint procedures were followed.**

  ☑ **The Superintendent and/or The Principal or his/her designee will consider whether any follow-up is appropriate with the students who witnessed the incident.**

  ☑ **The Superintendent and/or The Principal or his/her designee where appropriate will discuss with the parent/guardian of the restrained student (or meet in person at the parent/guardian's request) to determine whether the student requires a behavioral intervention plan as part of his or her education program, or, if one already exists, whether that plan needs to be modified..**

Authorized Staff

Only trained personnel who have received advanced training in physical restraint/crisis intervention skills and authorized by KHA may administer physical restraint with students. Whenever possible, the administration of a physical restraint/crisis intervention shall be witnessed by at least one adult who does not participate in the restraint. This training requirement does not preclude any teacher, employee, duly authorized volunteer, or agent of KHA from using reasonable force necessary to protect students, other persons, or themselves from imminent, serious physical harm.

The following staff have received advanced training in the use of crisis intervention/physical restraint and are authorized either to administer restraint or to also serve as a school-wide resource to assist staff in ensuring proper administration of crisis interventions and physical restraint:

Reporting Instances of the Use of Physical Restraint/Crisis Intervention

As soon as possible, but no later than the next school day, the staff member who administers a physical restraint/crisis intervention shall submit a written report to the principal/(Chief Administrator and/or The Principal) , using the reporting format contained at the end of this policy. The principal shall provide a copy of each written report to the Chief Administrator.

The Office of the Principal/Chief Administrator maintains an ongoing written record of all reported instances of physical restraint.

As soon as practicable after the restraining incident, but no later than 2 days after each incident, the principal will attempt to notify the parents/guardians of the restrained student. The principal shall first attempt to notify the parents/guardians by phone, using all telephone numbers in the school's records. If the Principal is unable to communicate with the parents/guardians by phone, the principal shall send an e-mail notification and a standard letter to the parents/ guardians. Written documentation of this notification shall be maintained by the Office of the Principal/Chief Administrator.

All written reports shall contain the information contained in the Report Template at the end of this policy.

At the end of every school year, KHA shall submit a report regarding all incidents of the use of physical restraint/crisis intervention to RIDE.

Procedures for Investigating Complaints

All investigations will be conducted by the principal, and/or his/her agents, in accordance with KHA's due process, grievance, and complaint policies and procedures.

Appendix C

Tree Nut/Peanut/Food Allergy Policy

- ✔ **Anaphylaxis: an acute allergic reaction that affects more than one system of the body. It is a life-threatening event. If someone exhibits difficulty breathing, a drop in blood pressure, or symptoms in more than one body system (cutaneous, respiratory, gastrointestinal, or cardiovascular) after possible**

exposure to an allergen, it should be considered anaphylaxis. Medical attention and treatment should be sought immediately.

- ✔ **Emergency Health Care Plan (EHCP): means a set of procedural guidelines that provides specific directions about what to do in a particular emergency situation.**

- ✔ **Epinephrine (also known as adrenaline): the treatment of choice to prevent or treat anaphylaxis. It can help reverse the symptoms and prevent progression to other symptoms. It should be given immediately. A delay in treatment with epinephrine can be fatal.**

- ✔ **Epinephrine auto-injector (sometimes called EpiPen): device that is used for the automatic injection of epinephrine into the human body.**

- ✔ **Food Allergy: abnormal, adverse reaction to a food that is triggered by the body's immune system. The immune system responds to an otherwise harmless food, resulting in the release of various chemicals, including histamines. The most common food allergies are to peanuts, tree nuts, milk, soy, eggs, fish, crustaceans, shellfish, and wheat.**

- ✔ **Food Allergy Symptoms: manifestations of the allergic reaction in various parts of the body. Symptoms may affect many systems of the body and can begin immediately or up to two hours after exposure to an allergen. Some individuals exhibit initial symptoms followed by a second phase of symptoms two to four hours later. If more than one system is affected, it is considered anaphylaxis.**

- ✔ **Individual Health Care Plan (IHCP): comprehensive plan for the care of children with special health care needs, including food allergies. IHCPs may include both preventive measures and treatment plans.**

Appendix D

FERPA Directory Information Policy, Notice of Directory Information & Opt Out Form

The *Family Educational Rights and Privacy Act* (FERPA), a federal law, requires that Kingston Hill Academy ("KHA"), with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, KHA may disclose appropriately designated "directory information" without written consent, unless you have advised the KHA to the contrary in accordance with KHA's procedures. The primary purpose of directory

information is to allow the KHA to include information from your child's education records in certain school publications. Examples include:

6. **A playbill, showing your student's role in a drama production.**
7. **The annual yearbook.**
8. **Honor roll or other recognition lists; and**
9. **Graduation programs.**

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 (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965, as amended (ESEA) to provide military recruiters, upon request, with the following information – 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 KHA to disclose any or all of the types of information designated below as directory information from your child's education records without your prior written consent, you must notify the KHA in writing by October 1st of each school year (see attached "opt out" form). KHA has designated the following information as directory information:

- **Student's name**
- **Address**
- **Telephone listing**
- **Electronic mail address**
- **Photograph**
- **Date and place of birth**
- **Major field of study**
- **Dates of attendance**
- **Grade level**
- **Participation in officially recognized activities and sports**
- **Weight and height of members of athletic teams**
- **Degrees, honors, and awards received**
- **The most recent educational agency or institution attended**
- **Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user**
- **A student ID number or other unique personal identifier that is displayed on a student ID badge, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user.**

FERPA Directory Information Opt-out Form

I request that KHA ("the school") withhold the following personally identifiable information identified as Directory Information under FERPA, pertaining to:

Student Name: _____

I understand that upon submission of this form:

1. **The information checked pertaining to the above-named student shall not be released to third parties without my written consent unless the school is required by law or permitted under FERPA to release such information without my prior written consent.**
2. **The checked directory information will not otherwise be released from the time the school receives my Form until my opt-out request is rescinded.**

3. **I may not opt out of using my student's ID number because it is necessary identifying information for the school.**
4. **If directory information is released prior to the school receiving my opt-out request, the school may not be able to stop the disclosure of my child's directory information.**
5. **I may request and challenge how my directory information is used by contacting the school.**

____ **CHECK HERE TO OPT OUT OF ALL DIRECTORY INFORMATION IDENTIFIED BELOW or.**

CHECK THE INDIVIDUAL BOXES BELOW TO SELECTIVELY OPT OUT OF INFORMATION SHARING:

____ **Name**

____ **Telephone listing (s)**

____ **Photograph**

____ **Date of birth**

____ **Place of birth**

____ **Permanent or home address**

____ **Email address**

____ **Dates of attendance**

____ **Most recent institution attended**

____ **Weight / height**

____ **Enrollment status (e.g., full-time, part-time)**

____ **Class standing (e.g., sophomore)**

____ **Most recent educational agency or institution attended**

____ **Participation in officially recognized activities and sports**

____ **Degree(s) received**

____ **Awards and honors received**

_____ _____

Signature of Parent/Guardian (or Student if student is 18 or older) **Date**

Appendix E

KINGSTON HILL ACADEMY

850 Stony Fort Road
Saunderstown, RI 02874

Affidavit of Parent/Legal Guardian and Legal Residency

Instructions: Read this statement carefully before signing. This document requires you to provide information which, if not true, could affect your child's ability to attend Kingston Hill Academy.

I hereby certify that _____

(Student Name(s))

is my _____moreover, that he/she resides with

_____

(Name of Person and Relationship to student)

who is the student's _____, and resides at

_____

(Street #, Address, City, State)

_____

(Telephone #)

Check one: **____ I own this property.**
____ I rent this property.
____ Other (Please explain: _____)

I further certify that this is intended to be a bona fide permanent address at which the student will be living for _____ days and _____nights per week and that I am not providing payment for having him/her reside with anyone.

As the parent/legal guardian of the student named on this form, and as a resident of the City/Town of _____, I attest to the accuracy of the information contained in this form. I am also providing proof of residency in the form of a

_____Current Lease
_____Current Mortgage Statement
_____Current Section 8 Housing Agreement or other government housing agreement
_____Current Municipal or State Tax Bill
_____Current Gas Bill
_____Current Electric Bill
_____Other current utility
_____I cannot provide any of the above documents and therefore I have had this affidavit of residency notarized

I understand that legal residents of _____, who are otherwise eligible, are entitled to be educated by Kingston Hill Academy. If any of the information above ceases to be true, I shall immediately notify Kingston Hill Academy in writing.

I understand that a perjured or fraudulent statement may lead to my prosecution under the criminal statutes of the State of Rhode Island. I also understand that this document may be used in a court of law as evidence against me.

Date: _____

Signature: _____

Print Name: _____

***Please note that the current address and parent/guardian name must be listed on the document being provided.**

State of Rhode Island

County of _____

In _____on the _____day of _____, 20____, before me personally

Appeared _____, known to me (or satisfactorily proven) to be the person(s) whose name(s) (is or are) subscribed to the within instrument and acknowledged that (he, she, or they) executed the same for the purpose therein contained. In witness whereof I hereunto set my hand.

Notary Public _____

Print Name _____

Date Commission Expires: _____

Appendix F

Civil Rights Program / Meal Program Discrimination Complaint Form

First Name: _____ Middle Initial: ____ Last Name: _____

Mailing Address: _____

City: _____ State: _____ Zip code: _____

E-mail address (if you have one): _____

Telephone Number starting with area code: _____

Alternate Telephone Number starting with area code: _____

Best Time of the Day to Reach You: _____

Best Way to Reach You, (circle one): Mail Phone Email Other:

Do you have a representative (lawyer or other advocate) for this complaint? Yes No

If yes, please provide the following information about your representative:

First Name: _____ Last Name: _____
Address: _____ City: _____ State: ____ Zip Code: _____
Telephone: _____ E-mail: _____

1. **Who do you believe discriminated against you? Use additional pages, if necessary. Name(s) of person(s) involved in the alleged discrimination (if known):**

2. **Please name the program you applied for (if known/if applicable):**

3. **Please place a check next to the USDA Agency below that conducts the program or provides Federal financial assistance for the program (if known):**

Farm Service Agency Food and Nutrition Service

Rural Development Natural Resource Conservation Service

Forest Service

Other:

4. **What happened to you? Use additional pages, if necessary, and please include any supporting documents that would help show what happened.**

5. **When did the discrimination occur?**

Date (MM/DD/YYYY):

6. **If the discrimination occurred more than once, please provide all of the other dates:**

7. **Where did the discrimination occur? Address of location where incident occurred:**

8. **It is a violation of the law to discriminate against you based on the following: race, color, national origin, religion, sex, gender identity or gender expression, disability, age, marital status, sexual orientation, family/parental status, income derived from a public assistance program, and political beliefs. (Not all bases apply to all programs) Reprisal is prohibited based on prior civil rights activity.**

I believe I was discriminated against based on my:

9. **Remedies: How would you like to see this complaint resolved?**

10. **Have you filed a complaint about the incident(s) with another federal, state, or local agency or with a court?**
Yes: _____ No: _____

If yes, with what agency or court did you file? _____

When did you file (MM/DD/YYYY)? _____

Signature: _____ Date: _____

(Complainant)

Send Completed Form by one of these 3 methods:

Mail to:

USDA

Office of the Assistant Secretary for Civil Rights

1400 Independence Ave, SW, Stop 9410 Washington, D.C. 20250-9410

Telephone Numbers:

Local area: (202) 260-1026

Toll-free: (866) 632-9992

Local or Federal relay: (800) 877-8339

Spanish relay: (800) 845-6136

Or

E-mail to this address: program.intake@usda.gov

USDA Non-Discrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in

or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, sexual orientation, gender identity or gender expression, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by the USDA.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: , and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) mail: U.S. Department of Agriculture

Office of the Assistant Secretary for Civil Rights

1400 Independence Avenue, SW

Washington, D.C. 20250-9410.

(2) fax: (202) 690-7442; or

(3) email: program.intake@usda.gov."

KHA is an equal opportunity provider.

Appendix G

Kingston Hill Academy

Transgender and Gender Identity Policy

Adopted 4/24/2024

INTRODUCTION

Consistent with federal, state, and local laws, it is the policy of KHA to provide an equal opportunity and safe environment for all students and employees, regardless of race, color, creed,

national or ethnic origin, gender, genetic information, gender identification or expression, religion, disability, age, sexual orientation, marital status, citizenship status, or veteran status.

LEARNING ENVIRONMENT

KHA is committed to ensuring a safe and supportive learning environment for all students. It is committed to ensuring that all educational professionals and other school staff are supportive role models and strong advocates for the safety and well-being of students. All students need a safe and supportive school environment to progress academically and developmentally. The most specific purpose of this policy is to ensure that students who are transgender or gender non-conforming are provided with and ensured a safe school environment in which to continue to grow and develop, while fostering social integration and minimizing stigmatization. Therefore, this policy shall endeavor to:

- **Foster an educational environment that is safe and free from discrimination for all students, regardless of sex, sexual orientation, gender identity or gender expression;**

- **Ensure compliance with state and federal law concerning bullying, harassment, and discrimination;**

- **Reduce the stigmatization of and improve educational integration of transgender and gender nonconforming students, maintain the privacy of all students, and foster cultural competence and professional development for school staff; and**

- **Support healthy communication between educators and parent(s)/guardian(s) to further the successful educational development and well-being of every student.**

DEFINITIONS

The following definitions are not for the express purpose of labeling a student, but rather to provide common terminology and to assist in understanding this policy:

- **"*Gender Identity*" describes a person's deeply held sense or psychological knowledge of one's own gender. One's gender identity can be the same or different from the gender assigned at birth. All people have gender identity. Gender identity is an innate, largely**

inflexible characteristic of each individual's personality that is generally established at a very early age, although the age at which individuals come to understand and express their gender identity may vary.

· **"*Gender Expression*" describes the manner in which a person represents or expresses one's gender to others, often through behavior, clothing, hairstyles, activities, voice or mannerisms.**

· **"*Gender Non-conforming*" describes people whose gender expression differs from stereotypical expectations, such as "feminine" boys, "masculine" girls, and those who are perceived as androgynous. This includes people who identify outside traditional gender categories or identify as both/neither gender.**

· **"*Sexual Orientation*" describes a person's romantic or sexual attraction to people of the same or opposite gender or multiple genders. Some common sexual orientations are straight, gay, lesbian, bisexual, pansexual, queer, etc. A transgender or gender nonconforming person can have a sexual orientation.**

· **"*Transgender*" describes a person whose gender identity or expression is different from that traditionally associated with an assigned sex at birth. Transgender is an umbrella term. A transgender male is someone who identifies as male but was assigned the sex of female at birth. A transgender female is someone who identifies as female but was assigned the sex of male at birth.**

· **"*Transition*" describes a process in which a person goes from living, identifying, and expressing oneself as one gender to living, identifying, and expressing oneself as another. Transition is a process that is different for everyone, and it may or may not involve social, legal or physical changes. There is no one step or set of steps that an individual must undergo in order to have their gender identity affirmed and respected. Transgender individuals may undergo transition at any stage of their lives, and gender transition can happen swiftly or over a long duration of time.**

STAFF TRAINING

In order to foster a safe and supportive school environment for all students, KHA shall strive to incorporate training about transgender and gender non-conforming students into its staff training, and professional development whenever possible. This may include, but is not limited to:

- **Terms, concepts, and current developmental understandings of gender identity, gender expression, and gender diversity in children and adolescents;**

- **Developmentally appropriate strategies for communication about issues related to gender identity and gender expression that protect student privacy;**

- **Reinforcements of developmentally appropriate strategies for preventing and intervening in bullying incidents, including cyber bullying;**

- **Access to resources regarding transgender students and gender identity.**

ACCEPTANCE

When an intent to transition is expressed, KHA may devise an appropriate plan with parental/guardian support and awareness to ensure that KHA provides a supportive and safe environment. Each situation should be individually assessed by KHA and its leadership to ensure the healthy development of the student. Similarly, if a gender identity issue is presenting itself, KHA should make every effort to put in place measures for creating a sensitive, supportive environment at KHA. The intentional or persistent refusal to respect a student's gender identity is a violation of this policy and may result in disciplinary action.

PRIVACY AND CONFIDENTIALITY

All students have the right to keep one's transgender status or gender non-conforming expression at school. Information about a student, including assigned birth sex, name change for gender identity purposes, gender transition, medical or mental health treatment related to gender identity, or any other information of a similar nature, shall be maintained in confidence by KHA. Only KHA personnel with a legitimate educational or medical need should have access to a student's records or other information contained in those records.

KHA personnel shall not disclose information that may reveal an individual's gender identity, transgender status, and/or gender non-conforming presentation to persons other than that particular student or that student's parents or guardians, unless legally required to do so or unless explicitly authorized.

OFFICIAL RECORDS

KHA is required to maintain a mandatory permanent pupil record that includes a student's legal name and legal gender. However, KHA is not required to use a student's legal name and gender on other school records or documents. KHA will change a student's official record to reflect a change in legal name and/or legal gender only upon receipt of documentation that such change has through legal means. The documentation required for a legal change of name and/or gender is a court order or federally issued document demonstrating the student's new name.

KHA shall collect or maintain information about students' gender only when necessary. In situations where school staff or administrators are required by law to use or to report a student's legal name or gender, such as for purposes of standardized testing, school staff and administrators shall adopt practices to avoid the inadvertent disclosure of such confidential information.

NAMES AND PRONOUNS

A student may be addressed by a preferred name and pronoun that corresponds to the student's gender identity with parental/guardian engagement. For KHA to recognize and use a student's preferred name and/or pronouns for unofficial purposes (e.g., in the classroom, in the hallways, at school-related events, etc.), a court-ordered name or gender change is not required.

PARTICIPATION AND ACTIVITIES

Students shall be permitted to participate in any such activities or conform to any such rule, policy, or practice consistent with their gender identity. As a general matter, KHA should evaluate all gender-based activities, rules, policies, and practices and maintain only those that have a clear and sound pedagogical purpose.

DRESS

KHA may enforce a dress code pursuant to KHA's policy. Students shall have the right to dress in accordance with their gender identity, within the parameters of the dress code adopted by KHA. KHA staff shall not enforce a dress code more strictly against transgender or gender non-conforming students than other students. Dress codes shall be general statements that ensure the proper dress for all students.

RESTROOMS

All students are entitled to have access to restrooms that are sanitary, safe, and adequate, so they can fully engage in their school program and activities. It is essential that KHA leadership work collaboratively with the student to address the student's access to the restrooms. Each situation needs to be reviewed and addressed based on the particular circumstances of the student and the school facilities.

In all cases, KHA leadership should be clear that a student may access the restroom that corresponds to the student's gender identity. Students who refuse to use a gender-segregated restroom are to be provided with a safe and adequate alternative, such as a gender-neutral restroom or the nurse's restroom. KHA administrators and counseling staff are encouraged to work to foster understanding of diversity, including gender identity, to create a school culture that respects and values all individuals.

PHYSICAL EDUCATION AND ATHLETICS

All students shall be permitted to participate in physical education classes and intramural sports in a manner consistent with their gender identity.

POLICY AND PROCEDURE ADOPTION

School administration shall develop and adopt practices and procedures in support of this policy by December 31st, 2024. This policy shall be reviewed as necessary.

INSTRUCTIVE RESOURCES AND LAWS

As necessary and/or helpful, KHA should look to the following resources and laws for guidance when interpreting and implementing this policy:

- **The Rhode Island Department of Education's Guidance for Rhode Island Schools on Transgender and Gender Nonconforming students, as set forth in its June 2016 Guidance;**

- **The United States Department of Education Guidance on Transgender Students, as set forth in its May 13, 2016 Dear Colleague Letter pertaining to transgender students;**

- **The Family Educational Rights and Privacy Act (FERPA) of 1974, 20 U.S.C. § 1232g (1974), as it pertains to transgender, gender nonconforming and transitioning students; and**

- **Title IX of the Education Amendments of 1972, 20 U.S.C. § 1681 et seq., as each pertains to transgender, gender nonconforming and transitioning students.**