

# Killingly Central School

## Parent-Student Handbook 2017-2018



Office Hours: 8:00 A.M. - 4:00 P.M.

School Hours for Students:

Grade: Pre K	8:00 AM - 2:45 PM
Grades: K & 1	8:10 AM - 3:10 PM

School Office: 860-779-6750

**24-Hour Absentee Line: 860-779-6769**

Nurse: 860-779-6755

Fax: 860-774-3299

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

Principal – Emily Caviggia

## *Learning Lasts a Lifetime*

### **Mission Statement**

The Killingly Public Schools is committed to the excellence of our community. Our mission is to educate all learners to become the most productive and self-fulfilled citizens possible. In an ever-changing world, it is our responsibility – together with the community – to engage students so that they have the requisite skills, abilities and attitudes to acquire new knowledge and the foundation necessary to be contributing members of society.



## **KILLINGLY CENTRAL SCHOOL**

### **Mission Statement**

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

### **KCS School-wide Expectations**

*"Be Safe"*

*"Be Kind"*

### **School Vision**

**Every student, every day!**

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

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# Killingly Central School

60 Soap Street, Killingly, CT 06241 - (860) 779-6750 - FAX (860) 774-3299

PRINCIPAL – Emily Caviggia

Greetings, KCS Families, Parents and Friends.

As principal of Killingly Central School, it is my pleasure to welcome each of you to the start of the 2017/2018 school year. I am excited about seeing the students in a few short weeks and I know that the rest of the staff, who have been working diligently in preparation for our students' arrival, are also anxiously awaiting the students' first day on August 30<sup>th</sup>.

Over the last several months, many exciting changes and projects have occurred within the building. Classroom carpeting was replaced with laminate flooring, new bathroom flooring was installed, and a new roof is currently being constructed. A Scheduling Committee also worked tirelessly to create a new schedule that consists of one daily special for our Kindergarteners and First Graders. As a result of technology education happening within the classroom, we have created a 4-day rotating schedule for Physical Education, Art, Music, and Library. Your child's teacher will let you know what day (Day 1, Day 2, Day 3, Day 4) your child has a specific special so that you can plan accordingly. You will be notified of each month's schedule through the Friday Folder.

This summer has also brought some wonderful staff additions to our KCS family. Mr. Tim Jonasch will be joining me two days a week as KCS's Assistant Principal. Mr. Jonasch is beginning his fifteenth year working within the district, and has been an Assistant Principal at KMS for three of those years. I am thrilled to be able to collaborate with him this year to help foster a positive, supportive, and safe learning environment. Mrs. Kaitlyn Mielniczuk is joining the KCS first grade team and brings 10 years of teaching experience with her. Her kind demeanor, enthusiasm for teaching, and love of children makes her a perfect fit for our school. Finally, Ms. Ellen Huie has been hired as our new Art Teacher. She joins KCS with a strong background as an artist and educator.

Finally, it is my desire to keep you informed of all that is taking place at school. Up-to-date information will be sent to you through the weekly "Friday Folder" which will include our school's newsletter, K.C.'s Corner. Information can also be found on our web page at [killinglyschools.org](http://killinglyschools.org).

In the event that questions or concerns arise, please do not ever hesitate to contact me. I always welcome a phone call or an in-person conversation. I look forward to having a rewarding relationship with you and your family this school year.

Fondly,



Emily Caviggia  
KCS Principal



Attend Today Achieve Tomorrow – Killingly Public Schools

General Information

**Principal:** Ms. Emily Caviggia  
**Administrative Assistant:** Mrs. Jo-Ann Gallo  
**Administrative Assistant:** Mrs. Judy Daigneault  
**Nursing staff:** Mrs. Linda Taylor  
Mrs. Deb Dumouchel

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

**Telephone Numbers:**

**Absentee Line** **860-779-6769**  
**Office:** 860-779-6750  
**School Nurse:** 860-779-6755  
**FAX number:** 860-774-3299

**Student Hours:**

Grade: Pre K 8:00 am - 2:45 pm  
Grades: K & 1 8:10 am - 3:10 pm

**Early Release Days:**

Grade: Pre K 8:00 am - 12:45 pm  
Grades: K & 1 8:10 am - 1:10 pm

**Office Hours:** 8:00 a.m. – 4:00 p.m.

**Cafeteria Prices:** Lunches: \$2.50 Reduced: \$.40  
Milk: .50  
Breakfast: 1.50 Reduced: \$.30  
**(All prices are subject to change)**

<b><u>Student Drop-Off Time:</u></b>	<b>Pre K - 8:00 am</b>	<b>Grades K &amp; 1 - 8:10 am</b>
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- **For safety reasons, students will not be allowed in the building until 8:10 A.M.**
- **Breakfast begins at 8:15 A.M.**
- **(In the event of a 2-hour weather-related delayed opening, breakfast will NOT be available to students.**

# SCHOOL CALENDAR - SPECIAL DATES

## Open House

Pre-K	Monday, August 28, 2017	2:30-3:00 PM
Kindergarten	Monday, August 28, 2017	2:30-3:00 PM
Grade One	Wednesday, September 6, 2017	5:30-7:00 PM

## Parent Teacher Conferences:

### **Thursday (Half-day of school)**

November 16, 2017      2:00 – 4:00 PM  
and  
5:45 – 7:45 PM

### **Monday**

November 20, 2017      5:45 – 7:45 PM

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### **Tuesday (Half –day of school)**

March 27, 2018      2:00 – 4:00 PM  
and  
5:45 – 7:45 PM

### **Thursday**

March 29, 2018      5:45 – 7:45 PM

## Marking Period Ends:

November 9, 2017  
March 9, 2018  
Last Day of School

## Report Cards Issued:

November 16 & 20, 2017  
March 27 & 29, 2017  
Last Day of School

## Progress Reports Issued:

October 13, 2017,  
January 26, 2018  
and  
May 11, 2018

# **PERSONNEL**

## **Office Staff**

Ms. Emily Caviggia	Principal	<a href="mailto:ecaviggia@killinglyschools.org">ecaviggia@killinglyschools.org</a>
Mrs. Jo-Ann Gallo	Administrative Assistant	<a href="mailto:jgallo@killinglyschools.org">jgallo@killinglyschools.org</a>
Mrs. Judy Daigneault	Administrative Assistant	<a href="mailto:jdaigneault@killinglyschools.org">jdaigneault@killinglyschools.org</a>
Mrs. Linda Taylor	School Nurse	<a href="mailto:litaylor@killinglyschools.org">litaylor@killinglyschools.org</a>
Mrs. Deb Dumouchel	School Nurse	<a href="mailto:ddumouchel@killinglyschools.org">ddumouchel@killinglyschools.org</a>

## **Kindergarten**

## **Room Number**

Ms. Kerri Angelo	<a href="mailto:kangelo@killinglyschools.org">kangelo@killinglyschools.org</a>	120
Mrs. Christa Charron	<a href="mailto:ccharron@killinglyschools.org">ccharron@killinglyschools.org</a>	122
Ms. Diane Hanson	<a href="mailto:dhanson@killinglyschools.org">dhanson@killinglyschools.org</a>	119
Miss Katie Leboeuf	<a href="mailto:kleboeuf@killinglyschools.org">kleboeuf@killinglyschools.org</a>	126
Ms. Susan Lombardi	<a href="mailto:slombardi@killinglyschools.org">slombardi@killinglyschools.org</a>	121
Mrs. Melissa Page	<a href="mailto:mpage@killinglyschools.org">mpage@killinglyschools.org</a>	124
Ms. Ashley Taylor	<a href="mailto:ataylor@killinglyschools.org">ataylor@killinglyschools.org</a>	123
Mrs. Sara Sumner	<a href="mailto:ssumner@killinglyschools.org">ssumner@killinglyschools.org</a>	125
Mrs. Meg Walker	<a href="mailto:mwalker@killinglyschools.org">mwalker@killinglyschools.org</a>	127

## **Grade 1**

Mrs. Carrie Blackmar	<a href="mailto:cblackmar@killinglyschools.org">cblackmar@killinglyschools.org</a>	100
Mrs. Kathleen Roy	<a href="mailto:karoy@killinglyschools.org">karoy@killinglyschools.org</a>	101
Ms. Jenna Brown	<a href="mailto:jbrown@killinglyschools.org">jbrown@killinglyschools.org</a>	106
Mrs. Kaitlyn Mielniczuk	<a href="mailto:kmielniczuk@killinglyschools.org">kmielniczuk@killinglyschools.org</a>	107
Mrs. Joelle Guillot	<a href="mailto:jguillot@killinglyschools.org">jguillot@killinglyschools.org</a>	109
Mrs. Barbara Porter	<a href="mailto:bporter@killinglyschools.org">bporter@killinglyschools.org</a>	105
Mrs. Deb Smith	<a href="mailto:dsmith@killinglyschools.org">dsmith@killinglyschools.org</a>	104
Ms. Cassandra Spakowski	<a href="mailto:cspakowski@killinglyschools.org">cspakowski@killinglyschools.org</a>	102
Miss Alexandria Vachon	<a href="mailto:avachon@killinglyschools.org">avachon@killinglyschools.org</a>	103

## **Pupil Personnel Services**

Miss Cathleen Coddington/Social Worker	<a href="mailto:ccoddington@killinglyschools.org">ccoddington@killinglyschools.org</a>	10
Mr. Richard Harrington /Psychologist	<a href="mailto:rharrington@killinglyschools.org">rharrington@killinglyschools.org</a>	11
Mrs. Marla Pokorny/Sp. Ed. Resource	<a href="mailto:mpokorny@killinglyschools.org">mpokorny@killinglyschools.org</a>	108
Mrs. Erica Caouette/Sp. Ed. Resource	<a href="mailto:ecaouette@killinglyschools.org">ecaouette@killinglyschools.org</a>	108
Mrs. Kristine Kamara/Sp. Ed. Resource	<a href="mailto:kkamara@killinglyschools.org">kkamara@killinglyschools.org</a>	108
_____		108
Mrs. Arminda Hudon/Speech	<a href="mailto:ahudon@killinglyschools.org">ahudon@killinglyschools.org</a>	113

## PERSONNEL (cont.)

### Resource

Mrs. Holly Bunning/Resource Reading	<a href="mailto:hbunning@killinglyschools.org">hbunning@killinglyschools.org</a>	110
Mrs. Meghan Therrien/Resource Reading	<a href="mailto:mtherrien@killinglyschools.org">mtherrien@killinglyschools.org</a>	110
Mrs. Kelly Davidson/Resource Math	<a href="mailto:kdavidson@killinglyschools.org">kdavidson@killinglyschools.org</a>	115
Mrs. Deb DesChamps/Resource Math	<a href="mailto:ddechamps@killinglyschools.org">ddechamps@killinglyschools.org</a>	115

### PIXI      TBD

### Visual and Performing Arts, Library, and Physical Education

Mrs. Carol Records/Librarian	<a href="mailto:crecords@killinglyschools.org">crecords@killinglyschools.org</a>	Library
_____ /Physical Education		Gym
Mrs. Kim Wainacht/Music/Vocal	<a href="mailto:kwainacht@killinglyschools.org">kwainacht@killinglyschools.org</a>	Music Room
Mrs. Ellen Huie/Art	<a href="mailto:ehuie@killinglyschools.org">ehuie@killinglyschools.org</a>	Art Room

### Custodial Staff

Mr. Charles Tucker (Head Custodian)	<a href="mailto:ctucker@killinglyschools.org">ctucker@killinglyschools.org</a>
Mr. Wayne Blackmer	<a href="mailto:wblackmer@killinglyschools.org">wblackmer@killinglyschools.org</a>
Mr. Richard Audet	<a href="mailto:raudet@killinglyschools.org">raudet@killinglyschools.org</a>

### Cafeteria Staff

Tracy Caffrey (Head)	<a href="mailto:tcaffrey@killinglyschools.org">tcaffrey@killinglyschools.org</a>
Shirley Frink	
Tina Pigeon	



# **Absenteeism, Tardiness, Truancy**

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

## **ATTENDANCE**

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

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

A student is considered to be "in attendance" if present at his/her assigned school, or an activity sponsored by the school (e.g., field trip), at least the first half of the regular school day which is **8:35-11:35**. A student who is serving an out-of-school suspension or expulsion should always be considered absent. A student not meeting the definition of "in attendance" shall be considered absent.

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

**Procedure**When a student is absent from class for illness, religious observance, or unforeseen emergency, the parent must inform the school by phone at **860-779-6769** on the day of the absence and in writing within one school day of the absence or by completing the absentee form on the KCS website. Failure to notify the school will result in a recorded unexcused absence.

### **Excuses**

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

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

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

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

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

- 1. Student illness (must be verified by a licensed medical professional to be deemed excused, regardless of the length of the absence);**

## **Absenteeism, Tardiness, Truancy (continued)**

2. Student's observance of a religious holiday;
3. Death in the student's family or other emergency beyond the control of the student's family;
4. Mandated court appearances (documentation required);
5. The lack of transportation that is normally provided by a district other than the one the student attends (no parental documentation required);
6. Extraordinary educational opportunities pre-approved by District administration and to be in accordance with Connecticut State Department of Education guidance.
7. Excused Absences for Children of Service Members

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

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

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

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

The required mailed notice shall include a warning that two unexcused absences from school in one month or five unexcused absences in a school year may result in a complaint filed with the Superior Court alleging the belief that the acts or omissions of the child are such that the child's family is a family with service needs.

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

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

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

## **Absenteeism, Tardiness, Truancy (continued)**

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

(cf. 5142 - Student Safety)

(cf. 5113.2 - Truancy)

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

Legal Reference: Connecticut General Statutes

[10](#)-184 Duties of parents (as amended by PA 98-243 and PA 00-157)

[10](#)-185 Penalty

[10](#)-198a Policies and procedures concerning truants (as amended by P.A.11-136, An Act Concerning Minor Revisions to the Education Statutes and PA 14-198

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

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

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

### **Policy adopted: January 14, 2015**

KILLINGLY PUBLIC SCHOOLS

KILLINGLY, CT 06239

## **5113**

### **Students**

### **Attendance, Excused Absences, And Truancy**

#### **Absences Generally**

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

**I. Definitions** The following is a list of definitions applicable to this regulation:

1. "**Student**" - is any child officially enrolled within the Killingly Public Schools, grades K-12, inclusive.
2. "**Absence**" - is when a student in grades K-12, inclusive, is absent from an entire regularly scheduled school day with or without authorized permission.

## **Absenteeism, Tardiness, Truancy (continued)**

3. **"Truant"** - is any student who has four (4) unexcused absences from school in any one month or ten (10) unexcused absences from school in any school year.
4. **"Unexcused Absence"** - is an absence from any entire regularly scheduled school day for which the absence is not excused as defined in #5 below. Although the school will maintain records and keep parents informed within the limit of its capability, parents and students are expected to keep accurate attendance records. Parents can track student attendance in the Power School Parent Portal.
5. **"Excused Absence"** - includes those absences defined as follows.
  - a. Reasons of health, including illness, incapacity or doctor's visit(s). The district reserves the right to require a physician's or other appropriate certification for absences in excess of three (3) consecutive days or a total of fifteen (15) in any school year.
  - b. Religious holiday or obligation.
  - c. Legitimate court appearance.
  - d. Death in the immediate family or attendance at a funeral.
  - e. Special school activities as approved by school administration.
  - f. Suspension or expulsion.
  - g. An emergency.
  - h. An enrolled student, age five to eighteen, inclusive, whose parent or legal guardian is an active duty member of the armed forces, as defined in section 27-103, and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat support posting, shall be granted ten days of excused absences in any school year and, at the discretion of the Board of Education, additional excused absences to visit such child's parent or legal guardian with respect to such leave or deployment of the parent or legal guardian. In the case of such excused absences such child and parent or legal guardian shall be responsible for obtaining assignments from the student's teacher prior to any period of excused absence, and for ensuring that such assignments are completed by such child prior to his or her return to school from such period of excused absence.
  - i. Such other limited absences which have prior written approval of the Principal. Parents or legal guardians shall submit a written request for approval to the Principal. Such written request shall be submitted during a reasonable period of time prior to the date(s) of absence. The determination of whether an absence is excused will be made by the Principal.
  - j. Such other reasonable exceptional circumstances as approved by the Principal.

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

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

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

## **Absenteeism, Tardiness, Truancy (continued)**

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

- a. Annually, at the beginning of the school year and upon any enrollment during the school year, obtain from the parent or other person having control of each student, a telephone number or other means of contacting the parent or such other person during the school day.
- b. Annually, in writing, at the beginning of the school year and upon any enrollment during the school year, notify the parent or other person having control of each student, of their obligations to assure regular school attendance pursuant to Section [10-184](#) of the Connecticut General Statutes.
- c. Each school shall maintain a system of monitoring individual unexcused absences. Whenever a student fails to report to school on a regularly scheduled school day and no indication has been received by school personnel that the student's parent or legal guardian is aware of the student's absence, a reasonable effort to notify, by telephone, the parent or legal guardian shall be made by school personnel. Persons who, in good faith, gives or fails to give notice pursuant to law shall be immune from any liability, civil or criminal, which might otherwise be incurred or imposed and shall have the same immunity with respect to any judicial proceeding which results from such notice or failure to give such notice.

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

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

## **Absenteeism, Tardiness, Truancy (continued)**

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

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

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

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

Legal Reference: Connecticut General Statutes

[10-184](#) Duties of Parents

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

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

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

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

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

**Regulation Revised: January 14, 2015**

KILLINGLY PUBLIC SCHOOLS

KILLINGLY, CT 06239

## **Appropriate Dress**

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

**Shoes** or other acceptable footwear **must** be worn.

### **All students must wear sneakers on their assigned gym days.**

**Flip-flops or thong-style sandals, high heels, slides, mules, etc.** may cause injuries and **are not allowed**.

For safety reasons, please remember that **shoe skates (heelies) and/or in-line skates are not allowed in the school building or out at recess.**

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

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

## **Arrival Procedure**

Students who arrive at school on the bus will remain on the bus until 8:10 am. Parents may drop off their children in the morning. We ask that all parents remain in their vehicles as students are dropped off. Parent that walk their children to school are asked to escort their children to the front door. Staff members will be on duty to escort students into the building. \*Children being dropped off by parents may enter the Cafeteria for breakfast at 8:15 am.

## **BASP (Before and After School Program)**

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

<b>Mon. - Fri.</b>	<b>AM Session</b>	<b>6:30 am – beginning of day - Held at KMS</b>
<b>Mon. - Fri.</b>	<b>PM Session</b>	<b>3:10 – 6:00 pm - Held at KCS</b>
<b>Mon. - Fri.</b>	<b>Summer vacation</b>	<b>6:30 am – 6:00 pm - Held at KMS</b>

# **Behavior Expectations**

**Positive Behavior Intervention Support** is an on-going educational process that leads a child toward greater self-control and personal decision-making. It is the process whereby a teacher helps a child to better understand themselves and the rights of others in the child's environment.

Our **Positive Behavior Intervention Support Plan** is a school-wide attempt to organize and structure the expectations of students from grade to grade. We believe this plan will add the year-to-year consistency necessary for a safe and happy learning environment for each child.

Each individual classroom has its own behavior plan that outlines these expectations along with rewards and consequences. Please be sure to review these school and classroom expectations with your child.

## **Consequences:**

The consequences selected by the administration shall be directly related to the severity of the misbehavior.

- Notice of Disciplinary Action Notifying Parent/Guardian of Office Referral.
- After-School detention (parent responsible for transportation home).
- In-School Suspension: Number of days left to the discretion of the administration.
- Out-of-school Suspension: Number of days left to the discretion of the administration.
- Individual Discipline Plan: Child referred to Crisis Intervention Team.

## **After-School Detention:**

Students will remain after-school until 4:00 p.m. with the assigned detention teacher. Students should reflect on ways to improve their behavior, make better decisions, and avoid detention in the future. Students may be required to work on assignments that relate to their behavior or to complete homework assignments.

- **Consent:** Parental notification prior to a student remaining after school for detention.
- **Parent Pick Up:** Parents must provide transportation for their child at 4:00 p.m.

## **In-School Suspension:**

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

## **Out-of-School Suspension:**

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

- On the day the student returns from an out-of-school suspension, an in-take meeting will be held between the student and administration. Parents are invited to take part in this in-take meeting.
- Federal and state law regarding students with disabilities requires special procedures and consideration for long-term suspension and expulsions.



**Severe Misconduct:**

According to Board of Education policy, the following are actions that may lead to suspension, expulsion, detention, probation or referral to legal authorities (See policies in the back of the handbook).

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

2017 – 2018

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

# **Breakfast and Lunch Programs**

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

## **A) Purchasing breakfast, lunch and ice cream**

Cafeteria Prices:	Lunch	\$2.50	Milk:	\$.50	Reduced Lunch:	\$.40
	Breakfast	\$1.50	Milk	\$.50	Reduced Breakfast:	\$.30

**\*Attention\* All families must fill out an application for free or reduced lunch. Prices for these meals are based on the income of the child's family. Applications will be distributed in the beginning of the year. If you should need an additional form, they will be made available in the school offices.** The forms are family based so that you only have to complete one form in the district for all your children. Please let us know if you have filled a form at another school in town. Please review lunch menus often they are posted on the school's website and sent home weekly via the "K.C.'s Corner" newsletter.

- **Parents** may choose to purchase meals on a weekly or monthly basis. Checks should be made payable to: **Killingly School Lunch Fund**. To pay online and monitor your child's account, please go to <https://www.mynutrikids.com/>
- **STUDENTS ARE NOT ALLOWED TO CHARGE LUNCHES.**
- **Students without lunch money will receive a cheese sandwich and milk.** If this becomes a continuous problem, parents will be contacted.
- **Parents and visitors** may choose to enjoy sharing lunch with their child during the regular lunch schedule. To insure our cafeteria has sufficient prior notice, all adults must notify teacher/office at least (1) day in advance of their visit. Adults will be charged \$3.95 for a school lunch.
- Any outstanding balance incurred by a student needs to be paid by parents/guardians **before** final report cards are issued.

## **B) Delayed Opening**

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

## **C) Questions and Concerns**

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

# **Bullying**

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

# **BUS SAFETY EXPECTATIONS**

- Cross in front of the bus (NEVER behind the bus).
- Remain in the seat with feet on the floor, facing forward.
- Keep hands, feet and objects to yourself.
- Backpacks should be placed on the lap while on the bus.
- No name-calling, teasing, swearing, or loud, disruptive noises.
- Keep hands, arms and all other objects inside the bus.
- Emergency doors are only to be used in the case of emergency.
- No pets of any kind are allowed on the bus.
- All aisles, emergency exits and normal entrances are to be kept clear at all times.
- No food or beverages are to be consumed on the bus.
- No candy, food or gum chewing allowed on the bus.
- Only assigned students are allowed on the bus unless an official Bus Pass is presented to the driver.
- Students must get on and off at their designated bus stop. Drivers will not allow students to get off the bus at alternate locations.
- Unauthorized adults are not allowed on the bus.

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

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

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



## Bus Pass

In order to provide you and your child with the most efficient and safe transportation possible, Bus Passes are issued to those students who need to ride an alternate bus. An example is shown below:

<p style="text-align: center;"><b>Killingly Public Schools</b> <b>Bus Pass</b> KCS</p> <p style="text-align: center;"></p> <p>Student: _____ Homeroom: _____ Alternate Bus # _____ On: ____/____/____ Name: _____ Address: _____ Approved by: _____</p>
--

### **For reasons of safety, we cannot authorize a bus change by phone.**

A note written by a parent or guardian must be sent to school with your child. This note may include one or more dates. The following information **MUST** be on the written parental request for a bus change:

- Student's name
- Bus number (This may be obtained by calling:  
**The Transportation Department at: 860-779-6790**)
- Date(s) for the bus change
- Destination name **and** address

### **Bus Policies**

1. If a child misses their bus after school, parents or adults on the student information card will be called to arrange transportation.
2. It is the expectation of the Killingly Public Schools that an adult be present, and visible to the driver, for all Kindergarten and Grade 1 students. If an adult is not at home or present, the child will be returned to school and you will be called to pick up your child.
3. Once a student boards a KPS bus, he/she will not be released or dropped off at any other site than that which has been designated as the assigned bus stop by the KPS Transportation Department or at the designated address. If a destination is to change, the Parent/Guardian must send a note to the school office and a Bus Pass will be issued.
4. The school bus driver and/or the school administration may assign seats at any time. All students are held responsible for following all bus safety rules at all times.

# Conferences with Parent/Teacher

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

## Procedure:

- Our teachers will schedule the conference times for pre-determined conference days
- If the parent cannot make that initial time, parents are requested to call the office and reschedule the time during the conference days.
- If parents cannot reschedule during the conference days, the teacher will phone the parent and set up a conference at a mutually convenient time.
- If the teacher is unable to contact the parents by phone, a letter will be sent home requesting that the parent contact the teacher at school.
- No report card will be sent home without a parent/teacher conference in November and March.
- Report cards are issued - **November 16<sup>th</sup> & 20<sup>th</sup>, March 27<sup>th</sup> & 29<sup>th</sup> and the last day of school.**
  
- ❖ **Conferences may be held whenever it is deemed important to do so by the parent, the staff, or the administration. Please call the school to establish a mutually agreeable time for such a meeting. Parents are always encouraged to contact the teacher with questions or concerns.**
  
- ❖ **Teachers are also available by e-mail.**

It may not always be convenient for the teacher to see you without a pre-arranged time. While we try to maintain an open-door policy, teachers do have before and after school responsibilities.

**Visiting the classroom is only permitted by pre-arrangement in order to allow the maximum of uninterrupted instructional time.**



# **Curriculum**

The philosophy of K.C.S. is to instill the love of learning in each student in a safe, nurturing, and positive school setting which focuses on a child-centered and developmentally appropriate learning environment. We are committed to matching the styles of teaching to reflect the variety of individual learning patterns. Learning is increased when the teaching is presented at a developmentally appropriate setting with active student participation.

Our elementary curriculum, as prescribed by the Killingly Board of Education, includes reading, writing, mathematics, penmanship, science, social studies, library art, music, physical education, and computer education.

The manner in which our staff brings the curriculum to our students is primarily interdisciplinary. The interdisciplinary approach to learning focuses on integrating the entire curriculum through themes and units of study. We encourage students getting actively involved in their learning by participating with "hands-on" opportunities and making choices about their activities.

*\*Individual teachers will send home an outline of Curriculum being studied at the respective grade levels.* In addition to the regular classroom offerings, the following programs are available for those students who are determined eligible:

- \* Remedial Reading*
- \* Remedial Math*
- \* Special Education Programs (see Special Education Section)*
- \* School Adjustment Program PIXI*
- \* Title I Supplementary Instruction*
- \* Special Education/Related Services consultation*

More information will be available during Open House, Parent Nights and Family Nights throughout the year.

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

## **Dismissal - Parent Pick-up**

In an effort to ensure the safety of the students at Killingly Central School, parent pick-up **at 3:10 will be handled in the Cafeteria**. If your child will be picked up on a daily basis, one note at the beginning of the school year will be sufficient. A master list will be kept in the cafeteria. Please be sure to list anyone who will have permission to sign out your child. **Photo-identification will be required.** We will not release your child to anyone unless specifically given written permission from you for that day.

- **PLEASE NOTE: Phone calls for a Parent Pick-up will not be accepted after 2:30.**

## **Dismissal - Early (general)**

**Classes are in session until 3:00 p.m. and we consider end-of-the-day closure to be vital for your child.**

- A student note must be turned into the office and must include a reason for dismissal, the time to be dismissed, a telephone number for verification, and a parental signature.
- The parent must report to the office and sign out the student before picking him/her up.
- **A picture ID will be required for all dismissals.**
- Any student leaving before 3:00 is marked as early dismissal.

## **Dismissal - Early Release Days**

Students are dismissed starting at 1:15 p.m. for planned Early Release Days.

Breakfast & Lunch is served on all early release days.

If school is dismissed early due to inclement weather, it will be announced on the following radio stations: WINY, WPRO, WTIC, WPJB, Light 105. **Alert Now messages**, Channel 20, and other area television stations will also carry information regarding closings due to inclement weather.

## **Electronic Devices**

It is strongly recommended that children do not bring electronic devices, such as cell phones, hand-held gaming devices, MP2 players, iPods, electronic toys, etc. to school. These items disrupt the learning environment and children do not have a secure location to store these items.\* Teachers who see cell phones or electronic devices will hold the item for the remainder of the day and return it to the child to bring home, with the understanding that it stays at home. After a second offense, the item will be confiscated, given to Administration, and a parent will be requested to retrieve the item from school. \* Any items brought to school to be used on the school buses must be kept in the student's backpack during the school day. ***Please note that KCS will not be held responsible for any lost or stolen items that are brought to school.***

## **Field Trips**

We recognize that learning is not confined to the school building. As such, field trips provide real life experiences and extend the classroom curriculum. In order for a child to participate in an off-site learning experience, a parent signature must be obtained prior to the trip. **Telephone affirmation is not acceptable.** If we do not have written parental permission for a student to attend a field trip, the student will remain at school. The ONLY exception to this will be an excursion to Owen Bell Park or to other schools within the district.

Financial Assistance is available through the PTO. Please contact your child's classroom teacher for assistance. Students are expected to follow the rules and display proper manners on all Field Trips. Students may be excluded from Field Trips because of poor behavior. Classroom teachers will contact parents at least 2 weeks prior to the field trip to discuss possible options for any child that has not consistently followed school behavioral expectations.

## **Fire Drills/Safety Drills**

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

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

## **Grades**

The issuance of grades on a regular basis serves to promote a process of continuous evaluation of student performance. Grades inform both the student and the student's parents of his/her progress. Please contact your child's teacher if you have any questions or concerns.

### **Report Card – Grading Keys**

**Kindergarten:**

- 4 – Exceeding expected level
- 3 – Meeting expected level
- 2 – Progressing toward expected level
- 1 – Insufficient progress toward expected level
- NA-Not assessed at this time

**Grade 1:**

- 4 – Consistently exceeds expected standard
- 3 – Consistently meets expected standards
- 2 – Progressing toward expected standards
- 1 – Improvement needs to meet expected standards
- NA- \*Not assessed at this time
- M - \*Curriculum has been modified

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

### **Key: Responsibilities and Effort:**

✓ Meets expectation	+ Exceeds expectation
	- Improvement needed

## **Half Day Sessions**

The following are the scheduled half days of school:

November 16, 2017	Parent/Teacher Conferences
December 22, 2017	Beginning of Winter Break
March 27, 2018	Parent/Teacher Conferences

## **Homework/Make-Up Work**

Learning is a continuous process, which extends beyond the school day. Homework should develop responsibility, foster good work habits, and reinforce and/or enrich that which has been instructed. Homework assignments, appropriate to grade level, will be required. If there are any adjustments to homework requirements, they will be stated in the child's Individual Educational Plan or Section 504 Individual Service Plan. Assignments for grades K-1 will foster the link of responsibility between home and school.



### **Homework Guidelines:**

- Homework will provide opportunities for students to practice previously mastered skills/concepts.
- Homework will provide opportunities for students to extend their thinking on previously mastered information/concepts.
- Homework will provide opportunities for students to develop responsibility for their own learning.
- Homework will provide the opportunity for the teacher to give immediate and specific feedback to students and is used to monitor student learning.

### **Student Responsibilities**

- Students should use homework as an opportunity to experience success in a non-testing situation and build skills and self-confidence through achievement.
- Students should use homework as a means to develop self-discipline and time-management skills.
- Students should be certain they understand the purpose, importance, performance requirements and methods of evaluation for the assignments.
- Students should use homework as a means to employ both individual and group approaches to learning so that through homework they can expand their own learning skills.

### **Teacher Responsibilities**

- Teachers must be clear in their explanation of the purpose, importance and performance requirements of the assignments.
- Teachers must return homework to students in a timely fashion.
- Teachers should vary the types of homework assigned and the evaluation methods employed. Whenever appropriate, homework should be used to provide students with opportunities to extend their thinking to higher levels.
- Teachers will contact parents if a student consistently fails to return homework assignments.

Our teachers will do their best to ensure that the student understands the homework assignment and is able to complete it independently within a reasonable amount of time.

### **Parental Responsibilities**

- Parents should use homework as an opportunity to become directly involved in the education of their child.
- Parents should provide students with an environment that promotes good study habits.
- Parents should support and encourage the student's homework and recognize homework activities as an integral part of the learning process.
- Parents should contact the teacher in the event of questions or concerns.

## **Insurance**

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

# **Internet Usage Information**

## Electronic Information Resources (Internet)

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

The Board of Education believes this educational opportunity also demands personal responsibility and an understanding of the acceptable use policy for the Internet by students, parents and staff. Failure to follow acceptable use rules will result in the loss of on-line privileges and appropriate school disciplinary measures.

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

The Superintendent shall develop and promulgate an acceptable use policy pertaining to the Internet.

Killingly Public Schools  
Killingly, Connecticut

## **Killingly Public Schools Homepage**

The KPS Homepage is a wealth of information about ALL Killingly Schools including Meetings, Weather Alerts, and general events such as Early Release Days. By choosing Killingly Central School, access is given to events happening at KCS. Specifically, you can access the Parent Student Handbook, Monthly Calendars, Monthly Menus, Teacher Pages and even electronically send absentee notes.

Please visit us on-line at [www.killinglyschools.org](http://www.killinglyschools.org)

Then: Choose Killingly Central School

You will have access to:

Important Dates!

School Calendar!

K.C.'s Corner!

Upcoming Events!

# **KINDERGARTEN INFORMATION**

## **Kindergarten Name Tags**

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

In the event of a change in address or a phone number change, please contact us immediately at **860-779-6750**.

## **Kindergarten Physical Examination**

Consistent with Connecticut General Statute 10-204a, all school children must have a physical examination, including a Hemoglobin or Hematocrit (blood test), prior to entering kindergarten.

During registration, parents will receive a Medical Evaluation Form from the School Nurse. Parents are asked to have their family physician complete the appropriate section of the Medical Evaluation Form and have it returned to Killingly Central School at the following address before your child enters school:

**Killingly Central School, 60 Soap Street, Killingly, CT 06241 ATTENTION: School Nurse**

## **Kindergarten Required Immunizations**

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

## **Kindergarten Bus Changes**

If a childcare provider resides in the same area of residence as your child and provides childcare service daily, Monday – Friday, a change in busing can most likely be accommodated. Busing can be provided to and from Killingly Public Schools childcare. \* **If you are experiencing a bus transportation problem, please call the Transportation Department at 860-779-6790.**

## **Kindergarten Snack**

Parents are encouraged to send in nutritious snacks. Please contact your child(ren's)s teacher(s) with any questions or concerns.

## **Library**

We consider our Library one of the most important places of learning in our school. We consistently urge our students to, ***Read, Read, Read.***

**The following guidelines apply to the use of the library:**

- 1. All books may be signed out for 1 week.*
- 2. No books may be borrowed by a child unless previous ones have been returned.*
- 3. Damaged or lost books will be paid for by the borrower.*

# **Lockers**

Lockers and other storage spaces are provided to Grade 1 students for their convenience. These storage areas remain school property and as such, are subject to periodic inspections by school authorities. The purpose of such inspections is to allow school authorities the opportunity to confirm that lockers are being used in a manner consistent with the health and safety of all students.

## **Grade 1**

- **Locks are not permitted on any student locker.**
- Nothing of value should be stored in student lockers.
- Lockers may be **shared** with a classmate.
- Parents should be sure that backpacks can fit into lockers.
- If anything of value is coming to school for educational programs (i.e. show and tell items, special projects or assignments), parents should make prior arrangements with a teacher or school administrator.

# **Medical Information**

## **Medication**

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

## **The Ill Child**

A child who shows signs of illness the evening before school should remain at home until **24 hours free** of symptoms. This will allow them to recover and return to school as soon as possible.

The following symptoms for absence include:

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

A child on an antibiotic for strep throat should be at home for first 24 hours after initial dose of medication to be non-contagious for school reentry. Your family physician should be consulted for illness and accidents that occur at home. The school nurse is available for illness and accidents that occur at school **ONLY**.

## **Head-lice**

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

1. Only one day is authorized as an excused absence for head-lice.
2. Children may not ride the bus until checked by school nurse.
3. An adult must accompany the student back to school and be checked by the nurse before class entry.
4. All nits must be removed from hair after treatment.

## Notices Home

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

## Open House

Open House at KCS is an opportunity for our students to "show-off" their classrooms to their families and friends. It provides an opportunity at the beginning of the year for parents and teachers to become acquainted. It also provides the opportunity for our teachers to share grade level curriculum expectations with parents. Open House is not a time for individual conferencing. Conference appointments need to be arranged with the classroom teachers on an individual basis.

<b>Pre K Open House</b>	<b>August 28, 2017</b>	<b>2:30-3:00</b>
<b>Kindergarten Open House</b>	<b>August 28, 2017</b>	<b>2:30-3:00</b>
<b>Grade 1 Open House</b>	<b>September 6, 2017</b>	<b>5:30-7:00</b>

## Parent Teacher Organization (P.T.O.)

The Killingly Central School Parent-Teacher Organization is designed to promote the educational and/or cultural welfare of our children, and to provide a forum for educational discussions between parents and teachers. All parents and teachers of K.C.S. students, and all persons working directly with the school, are considered members of the P.T.O. Upcoming meetings are announced in the KCS Chatter. Meetings are generally held the second Thursday of each month in the Conference Room at 6:30 pm. We are looking forward to your participation.

The PTO also has a newsletter page on the school website: [www.killinglyschools.org](http://www.killinglyschools.org)

The officers of the KCS PTO are Christina Drowne (President), Beckie Hardy (Vice-President), Jessica Mongeau (Treasurer), and Christina Main (Secretary). Messages for them may be left at the school office. Volunteers are needed to fill other positions on the PTO.

## Parent /Visitor Access to Building

The KCS community values a safe environment that fosters independence in our children while maintaining an atmosphere conducive to learning.

Parents are always welcome at KCS. For the safety of all students, we ask that visitors follow the established rules concerning building visitors.

### **For Safety Reasons:**

- All parents and visitors must enter through the front doors only (using buzzer system), and are required to sign-in in the office and receive a Visitor's Badge.
- **A photo ID will be required to receive a badge. Visitors WILL NOT be admitted without proper Identification.**
- All visitors must display this badge at all times.
- Visits to any classroom should be prearranged with the teacher so as not to interrupt instruction.
- In order to promote safety and independence, parents are asked not to escort their child to his/her classroom. **(With the exception of the first day of school.)** Concerns can be addressed with the administration.
- If there is a family emergency, the parent should meet his/her child in the office.
  
- ❖ **Visitors attending assemblies or performances in the auditorium/gymnasium will follow all sign-in procedures and MUST have a photo ID.**

## **Peanut/Nut Free Classrooms**

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

- ❖ **Cupcakes, cookies, soda or candy should not be sent in for classroom parties or birthdays.** It is suggested that if parents wish to send something to school on their child's birthday, a new book be donated to the school library or classroom in the child's name or a non-food item be sent in for the class. Snacks for students must be nutritional in nature, such as fruits and vegetables, cheese sticks, whole grain bars, applesauce, raisins, or low-fat animal crackers.
- ❖ **Flowers, balloons, and gifts should not be delivered for students at school, since this is a disruption to the classrooms.** Any deliveries received will be held in the office for the parent to pick up after school.

## **Pets**

Some of our students are highly allergic to animals. If you want to bring a pet to school, please check first with your child's teacher and administration. All pets coming in to the school must have proper and up-to-date vaccinations and immunizations.

**The following rooms are designated as pet free: Room: 121, 126 100 and 104.** Allergic students who want to visit pets in the other spaces may be allowed to do so, depending on permission from their classroom teacher.

## **Pick-up Procedures**

### **A) Illness procedure:**

- In the event that your child becomes ill at school and **we cannot get in touch with you**, the emergency contacts listed on your registration will be called. Therefore, it is important that all of your contacts are listed on the registration form and that your list includes a number of contact options.
- Students being released from school due to illness are handled through the nurse's office.

### **B) General pick-up procedure:**

- **In the event your child is being picked up by someone other than you, he/she must have written permission.**
- A telephone call is not acceptable, as we cannot verify the identity of the caller.
- Killingly Central School FAX# is 860-774-3299 if you need to fax a note.
- Please include the following information: date, child's name, the name of the person picking up your child and your signature.

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

### **Afternoon Pick-up**

If you are picking up your child in the afternoon, **please observe all bus signs.**  
**Cars may not pass school buses in the parking lot at any time.**

### **Morning Drop-off**

When dropping your child off in the morning, please go to the right side of the building, make a turn around and drop your child off at the location indicated by staff on duty. Please stay in your car and a staff member will come to you and assist your child.

**\* \* Students should not be dropped off before 8:10 A.M. \* \***

# **Positive Behavior Intervention Support (PBIS)**

We believe that the most promising strategies for achieving our school mission are to future develop our capacity function as a professional learning community and to foster social emotional growth through a continuum of positive support. As a school community using Positive Behavior Intervention Support, we believe that all members of the school community should adhere to the following 2 expectations:

- ❖ Be Kind
- ❖ Be Safe

We also recognize individual acts of positive behaviors, good citizenry, sound manners, etc., by using KCS Tickets. Students receive tickets when meeting expectations within our learning community. Tickets are collected and stored within the classroom and after a student earns 20 tickets, a certificate will be sent home with the student. Contact your child's classroom teacher should you have questions regarding this program.

## **Recess/Playground**

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

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

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



# **School Colors and School Mascot**



School colors are Killingly Maroon and our School Mascot is K.C. the owl!

## **School Pictures**

Student pictures are taken each Fall and Spring, by an independent professional photography agency. Information concerning these pictures will be sent home with your child. Problems with picture are to be directly handled with the photography agency at: [www.Lifetouch.com](http://www.Lifetouch.com).

## **School Property**

It is expected that all students will treat our school and property with care. Any destruction of property in any form will result in disciplinary measures and replacement or repair costs.

## **Security/School Safety**

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

## **Snacks**

Students may bring a healthy snack to eat at a time designated by the classroom teacher. Children are encouraged to bring snacks such as fruit, vegetables, cheese and crackers, pretzels and juices which are considered "healthy snacks" and consistent with healthy choices. We discourage snacks containing tree nuts (peanuts, cashews, etc.) or peanut oils due to concern about exposure to students with severe allergies. We ask for your cooperation in this effort.

## **Special Services**

### **Early Intervention Plan (EI)**

The Early Intervention Plan team meets twice a month (or more frequently if needed) to plan, implement, and evaluate programs designed for individual students. The team is comprised of the adults in the school who can best assist the student and teacher with modifications as needed. An invitation to attend a SST (Student Success Team) meeting will be extended to parents, but they are not required to attend. The classroom teacher will share concerns with the parent prior to the SST referral. Our Early Intervention process is designed to focus on meeting the individual needs of each student.

### **Resource Services**

Resource assistance is available to students who require extra support in their learning. Resource teachers provide services within the classroom setting and to smaller groups of individuals in the resource room setting. The main emphasis is to reinforce classroom instruction in reading and mathematics.

### **Special Education Assistance**

Special Education assistance is available to students who have been identified through the PPT process and are found eligible for services under the *Individuals with Disabilities Education Act* (IDEA), Public Law 102-119. PPT (Planning and Placement Team) meetings are held to determine eligibility and to review programs already in place. An administrator, special service staff, classroom teacher, and parents or guardians attend these meetings.



## **Section 504**

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

## **Special Services Available**

- Counseling
- Special Education Services
- Occupational Therapy
- Physical Therapy
- Speech & Language Therapy

## **Textbooks and Instructional Materials**

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

## **Toys/Cell Phones/Prohibited Items**

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

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

## **Transportation**

Bus schedules are printed in the local newspapers prior to the beginning of the school year. Questions regarding times, bus numbers, and other transportation concerns should be directed to:

**Mrs. Linda Records at 860-779-6790.**

Mini-bus service is available for special education students requiring this type of transportation. Parents wanting more information regarding their child's eligibility should call:

**Pupil Personnel Services office at 860-779-6740.**

## **Video Surveillance**

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

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

## **Volunteers**

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

## **Addendum:**

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

# **U.S. DEPARTMENT OF EDUCATION OFFICE FOR CIVIL RIGHTS**



**Our Address is:**

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

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

**Please email any questions to:**  
[OCR.Boston@ed.gov](mailto:OCR.Boston@ed.gov)

# Killingly Central School



Principal – Emily Caviggia

## Killingly Public Schools District Policies

ARE AVAILABLE AT:

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

***Learning Lasts a Lifetime***