

# KILLINGLY CENTRAL SCHOOL

## FAMILY HANDBOOK

### 2021-2022



OFFICE Hours: 8:00 AM - 4:00 PM

SCHOOL Hours for Students:

Grade: Pre K 8:00 AM - 2:45 PM

Grades: K & 1 8:20 AM - 3:10 PM

School Office: 860-779-6750

**Absentee email: [kcsoffice@killinglyschools.org](mailto:kcsoffice@killinglyschools.org)**

Nurse: 860-779-6755

Fax: 860-774-3299

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

Principal - Emily Caviggia

Assistant Principal - Heidi Auclair-Golden



# **KILLINGLY CENTRAL SCHOOL**

## **Mission Statement**

The mission of Killingly Central School, 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***

## TABLE OF CONTENTS

Mission Statements .....	1
Table of Contents .....	2
General Information .....	3
School Calendar/Special Dates .....	4
Personnel .....	5-6
Absenteeism, Tardiness, Truancy .....	7-15
Arrival Procedure.....	15
Behavior Expectations .....	16-17
Breakfast and Lunch Programs .....	18
Bullying .....	18
Bus Safety .....	19
Bus Passes and Policies .....	20
Conferences with Parent/Teacher .....	21
Curriculum .....	22
Dismissals -Parent Pick-up, ERD Days, Half Days & Weather.....	22-23
Dress Guidelines, Electronic Devices .....	23
Fire/Safety Drills, Grades, Half-day sessions.....	24
Homeless, Homework/Make-up work .....	24a
Insurance, Internet Usage, Killingly Childcare Program, Killingly Public Schools Homepage.....	25
Kindergarten Information, Library .....	26
Lockers, McKinney-Vento Act, Medical Information .....	27
Notices Home, Parent Teacher Organization (PTO), Parent/Visitor Access to Building ...	28
Peanut/Nut Free Zones/classrooms and cafeteria .....	28
Pick-up Procedures/Morning Drop-off, Recess/Playground .....	29
School Colors & Mascot, School Pictures, Security/School Safety & Snacks .....	29
Special Services: .....	30
<b>Killingly Student Success Team - SST</b>	
Section 504	
Textbooks, Instructional Materials, Toys & Prohibited Items .....	31
Video Surveillance, Volunteers .....	31
Addendum: McKinney Vento Act.....	32
U.S. Department of Education, Office for Civil Rights .....	33
District Policies/Access .....	34

### General Information

**Principal:**

Ms. Emily Caviggia

**Assistant Principal:** Mrs. Heidi Auclair-Golden

**Administrative Secretary** Mrs. Jo-Ann Gallo  
**Secretary** Mrs. Judy Daigneault  
**Nursing staff:** Mrs. Linda McKay  
Mrs. Deb Dumouchel

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

**Absentee line Email:** **kcsoffice@killinglyschools.org**  
**Office:** 860-779-6750  
**School Nurse:** 860-779-6755  
**FAX number:** 860-774-3299

**Student Hours:**  
Grades: Pre K 8:00 am - 2:45 pm  
Grades: K & 1 8:20 am - 3:10 pm

**EARLY RELEASE FRIDAYS:** 9/24/2021, 10/22/2021, 12/10/2021,  
1/7/2022, 2/4/2022, 3/4/2022, 4/8/2022 and 5/13/2022

**HALF-DAYS:** 11/16/21, 11/24/21, 12/23/21, 3/15/22

Grades: Pre K 8:00 am - 12:45 pm  
Grades: K & 1 8:20 am - 1:10 pm

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

**Cafeteria Prices:** Lunches: **FREE** Reduced: **FREE**  
Milk: .50  
Breakfast: **FREE** Reduced: **FREE**  
**(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 - 8:20 am</b>
--------------------------------------	------------------------	-----------------------------------

- **For safety reasons, students will not be allowed in the building BEFORE 8:20 A.M.**
- **Breakfast begins at 8:45 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 & Gr. K (Meet & Greet)	August 24, 2021	5:00 to 6:30 PM
OPEN HOUSE <b>(GRADE ONE ONLY)</b>	September 2, 2021	5:30 to 7:00 PM

## Parent Teacher Conferences:

### **Monday (Full Day of School)**

November 15, 2021 5:00 to 7:00 PM

### **Tuesday (Half Day of School)**

November 16, 2021 1:45 to 3:45 PM  
and 5:00 to 7:00 PM

---

### **Monday (Full Day of School)**

March 14, 2022 5:00 to 7:00 PM

### **Tuesday (Half Day of School)**

March 15, 2022 1:45 to 3:45 PM  
and 5:00 to 7:00 PM

## Grading Period Ends:

November 5, 2021  
March 4, 2022  
Last Day of School

## Report Cards Issued:

November 6, 2021  
March 5, 2022  
Last Day of School

## Progress Reports Issued:

October 8 2021  
January 18, 2022  
May 6, 2022

# **PERSONNEL**

## **Office Staff**

Emily Caviggia	Principal	<a href="mailto:ecaviggia@killinglyschools.org">ecaviggia@killinglyschools.org</a>
Heidi Auclair-Golden	Assistant Principal	<a href="mailto:hgolden@killinglyschools.org">hgolden@killinglyschools.org</a>
Jo-Ann Gallo	Administrative Secretary	<a href="mailto:jgallo@killinglyschools.org">jgallo@killinglyschools.org</a>
Judy Daigneault	Secretary	<a href="mailto:jdaigneault@killinglyschools.org">jdaigneault@killinglyschools.org</a>
Linda McKay	School Nurse	<a href="mailto:lmckay@killinglyschools.org">lmckay@killinglyschools.org</a>
Deb Dumouchel	School Nurse	<a href="mailto:ddumouchel@killinglyschools.org">ddumouchel@killinglyschools.org</a>

## **Pre-K**

Holly Bennett	Room 129	<a href="mailto:hbennett@killinglyschools.org">hbennett@killinglyschools.org</a>
Sara Hill	Room 128	<a href="mailto:shill@killinglyschools.org">shill@killinglyschools.org</a>

## **Kindergarten**

Leann Abram	Room 127	<a href="mailto:labram@killinglyschools.org">labram@killinglyschools.org</a>
Kerri Angelo	Room 109	<a href="mailto:kangelo@killinglyschools.org">kangelo@killinglyschools.org</a>
Christa Charron	Room 122	<a href="mailto:charron@killinglyschools.org">charron@killinglyschools.org</a>
Kelly Faber	Room 103	<a href="mailto:kfaber@killinglyschools.org">kfaber@killinglyschools.org</a>
Katie Leboeuf	Room 120	<a href="mailto:kleboeuf@killinglyschools.org">kleboeuf@killinglyschools.org</a>
Heather Livingston	Room 102	<a href="mailto:hlivingston@killinglyschools.org">hlivingston@killinglyschools.org</a>
Amanda Price	Room 105	<a href="mailto:adelcervo@killinglyschools.org">adelcervo@killinglyschools.org</a>
Sara Sumner	Room 125	<a href="mailto:ssumner@killinglyschools.org">ssumner@killinglyschools.org</a>
Hillary Walsh	Room 107	<a href="mailto:hwash@killinglyschools.org">hwash@killinglyschools.org</a>

## **Grade 1**

Carrie Blackmar	Room 100	<a href="mailto:cblackmar@killinglyschools.org">cblackmar@killinglyschools.org</a>
Jordan Brock	Room 101	<a href="mailto:jbrock@killinglyschools.org">jbrock@killinglyschools.org</a>
Adriana Ellis	Room 121	<a href="mailto:aellis@killinglyschools.org">aellis@killinglyschools.org</a>
Joelle Guillot	Room 124	<a href="mailto:jguillot@killinglyschools.org">jguillot@killinglyschools.org</a>
Ashley Main	Room 106	<a href="mailto:ataylor@killinglyschools.org">ataylor@killinglyschools.org</a>
<b>Pending</b>	Room 126	
Alexandria Rocabado	Room 104	<a href="mailto:avachon@killinglyschools.org">avachon@killinglyschools.org</a>
Kathleen Roy	Room 108	<a href="mailto:karoy@killinglyschools.org">karoy@killinglyschools.org</a>
Jake Sherman-Watson	Room 123	<a href="mailto:jshermanwatson@killinglyschools.org">jshermanwatson@killinglyschools.org</a>

## **Pupil Services Personnel**

Lauren Cottone/Special Education	<a href="mailto:lcottone@killinglyschools.org">lcottone@killinglyschools.org</a>
Jennifer Dean/Special Education	<a href="mailto:jdean@killinglyschools.org">jdean@killinglyschools.org</a>
Linda Lewis/Speech & Language Pathologist Asst.	<a href="mailto:llewis@killinglyschools.org">llewis@killinglyschools.org</a>
Lyons, Kristen/Social Worker	<a href="mailto:klyons@killinglyschools.org">klyons@killinglyschools.org</a>
Michelle Reyes/Speech & Language Pathologist	<a href="mailto:mreyes@killinglyschools.org">mreyes@killinglyschools.org</a>
Christina Wheeler/Special Education	<a href="mailto:cwheeler@killinglyschools.org">cwheeler@killinglyschools.org</a>

## **Resource**

Holly Bunning/Reading Specialist	<a href="mailto:hbunning@killinglyschools.org">hbunning@killinglyschools.org</a>
Kelly Davidson/Math Interventionist	<a href="mailto:kdavidson@killinglyschools.org">kdavidson@killinglyschools.org</a>
Meghan Therrien/Reading Specialist & Literacy Coach	<a href="mailto:mtherrien@killinglyschools.org">mtherrien@killinglyschools.org</a>
Sara Mason/Reading Specialist	<a href="mailto:smason@killinglyschools.org">smason@killinglyschools.org</a>
Diane Hanson/Reading Tutor	<a href="mailto:dhanson@killinglyschools.org">dhanson@killinglyschools.org</a>

## **PERSONNEL (cont.)**

**Math Tutor** Deb DeChamps, Kim Wainacht, Kate Brien

### **Reading Paras**

Carol Dragon

Mariann LaPointe

Tiffany Tryon

**PIXI** Christina Drowne

[cdrowne@killinglyschools.org](mailto:cdrowne@killinglyschools.org)

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

Ann Folan/Physical Education

[afolan@killinglyschools.org](mailto:afolan@killinglyschools.org)

Kim Conde/Library

[kconde@killinglyschools.org](mailto:kconde@killinglyschools.org)

Cindy Hall/Library

[chall@killinglyschools.org](mailto:chall@killinglyschools.org)

Ellen Huie/Art

[ehuie@killinglyschools.org](mailto:ehuie@killinglyschools.org)

Alexandra Becker/Music/Vocal

[abecker@killinglyschools.org](mailto:abecker@killinglyschools.org)

### **Para-Educators**

Christine Adams

Kelly Andersen

Marie Beauchemin

Kelly Beck

Charlene Bennett

Leo Blain

Alyssa Bourbeau

Lauren Briere

Julia Cipriano

Kelli Collins

Chris Craft

Carol DiRienzo

Brittany Eber

Emily Gallup

Karen Greene

Debra Hadley

Sheila Ilewicz

Brittany Kiner

Dawn Latendresse

Jessye Leonard

Trenace Litke

Debra Manoogian

Elena McCusker

Ruth Maerkel

Lisa Melmed

Jenna Mossey

Sarah Morton

Ashley Nolet

Jenna Normandin

Brianna, Pepin

Becky Proseus

Lori Roberts (RBT)

Sara Robichaud

Robinson, Lisa (RBT)

### **Custodial Staff**

Charles Tucker (Head Custodian)

[ctucker@killinglyschools.org](mailto:ctucker@killinglyschools.org)

Wayne Blackmer

[wblackmer@killinglyschools.org](mailto:wblackmer@killinglyschools.org)

Rob Middleton

[rmiddleton@killinglyschools.org](mailto:rmiddleton@killinglyschools.org)

### **Cafeteria Staff**

Tracy Caffrey (Head)

[tcaffrey@killinglyschools.org](mailto:tcaffrey@killinglyschools.org)

## **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.

**P5113(a)**

### **Students**

#### **Attendance/Excuses/Dismissal/Truancy**

##### **Attendance**

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), for at least half of the regular school day. 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 Killingly 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.

##### **Definitions (related to chronic absenteeism)**

**Chronically absent child:** An enrolled student whose total number of absences at any time during a school year is equal to or greater than ten percent of the total number of days that such student has been enrolled at such school during such school year.

**Absence:** An excused absence, unexcused absence or disciplinary absence, as those terms are defined by the State Board of Education. Pursuant to C.G.S. 10-198b.

**District chronic absenteeism rate:** The total number of chronically absent children in the previous school year divided by the total number of children under the jurisdiction of the Board of Education for such school year.

**School chronic absenteeism rate:** The total number of chronically absent children for a school in the previous school year divided by the total number of children enrolled in such school for such school year.



## Students

### Attendance/Excuses/Dismissal/Tuancy

#### Excuses (continued)

**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 area such as promotion and grading.*

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

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

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

- B. For the tenth absence and all absences thereafter, a student's absences from school are considered excused for the following reasons:
  - 1. Student illness (must be verified by a licensed medical professional to be deemed excused, regardless of the length of the absence);
  - 2. Student's observance of a religious holiday;
  - 3. Death in the student's family or other emergency beyond the control of the student's family;
  - 4. Mandated court appearances (documentation required);
  - 5. The lack of transportation that is normally provided by a district other than the one the student attends (no parental documentation required);
  - 6. Extraordinary educational opportunities pre-approved by District administration and to be in accordance with Connecticut State Department of Education guidance.
- 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.

## **Students**

### **Attendance/Excuses/Dismissal/Tuancy**

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

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

### **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.

### **Chronic Absenteeism**

The Board of Education, in compliance with statute, requires the establishment of attendance review teams when chronic absenteeism rates in the District or at individual schools in the District meet the following circumstances:

1. A team for the District must be established when the District chronic absenteeism rate is 10 percent or higher.
2. A team for the school must be established when the school chronic absenteeism rate is 15 percent or higher.
3. A team for either the District or each school must be established when (a) more than one school in the District has a school chronic absenteeism rate of 15 percent or higher or (b) a District has a District chronic absenteeism rate of 10 percent or higher and one or more schools in the District have a school chronic absenteeism rate of 15 percent or higher.

## **Students**

### **Attendance/Excuses/Dismissal/Truancy**

Each attendance review team shall be responsible for reviewing the cases of truants and chronically absent children, discussing school interventions and community referrals for such truants and chronically absent children and making any additional recommendations for such truants and chronically absent children and their parents or guardians. Each established attendance review team shall meet at least monthly.

The District shall utilize the chronic absenteeism prevention and intervention plan developed by the State Department of Education. Such plan must include the means for collecting and analyzing data relating to student attendance, truancy and chronic absenteeism. The data must be disaggregated by school district, school grades and subgroups.

The District shall annually include in information for the strategic school profile report for each school and the District that is submitted to the Commissioner of Education, data pertaining to truancy and chronically absent children.

The Principal or his/her designee of any public school located in the town of Killingly, as long as Killingly is designated as an Alliance district may refer to the children's truancy clinic established by the Probate Court serving Killingly, a parent/guardian with a child defined as a truant or who is at risk of becoming a truant. *(An attendance officer or a police officer shall deliver the citation and summons and a copy of the referral to the parent/guardian.)*

### **Dismissal**

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.

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)

10-220(c) Duties of boards of education (as amended by PA 15-225)

## **Students**

### **Attendance/Excuses/Dismissal/Truancy**

Legal Reference: Connecticut General Statutes

10-220(c) Duties of boards of education (as amended by PA 15-225)

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, An Act Concerning Excused Absences from School for Children of Service members, and PA 16-147, An Act Concerning the Recommendations of the Juvenile Justice Policy and Oversight Committee)

10-198b State Board of Education to define "excused absence," "unexcused absence," and "disciplinary absence."

10-198c Attendance review teams.

10-198d Chronic absenteeism (as amended by PA 17-14 and PA 18-182)

45a-8c Truancy clinic. Administration. Policies and procedures. Report. (as amended by PA 15-225)

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.*

PA 17-14 An Act Implementing the Recommendations of the Department of Education.

Policy adopted: December 9, 2015  
Policy revised/adopted: June 6, 2018  
Policy revised/adopted: June 26, 2020

KILLINGLY PUBLIC SCHOOLS  
Killingly, CT 06239

**Students****Attendance, Excused Absences, and Truancy****Absences Generally**

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

**I. Definitions**

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

1. "Student" - is any child officially enrolled within the Killingly Public Schools, grades K-12, inclusive.
2. "Absence" - is when a student in grades K-12, inclusive, is absent from an entire regularly scheduled school day with or without authorized permission.
3. "Truant" - is any student who has four (4) unexcused absences from school in any one month or ten (10) unexcused absences from school in any school year.
4. "Unexcused Absence" - is an absence from any entire regularly scheduled school day for which the absence is not excused as defined in #6 below.
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. School activities as approved by school administration.
  - f. Suspension or expulsion.
  - g. An emergency.

**Students****Attendance, Excused Absences, and Truancy****Absences Generally** (continued)

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

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

**II. Administrative Regulations (Grades K- 12)****1. Procedure - Generally**

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

**2. Notification and Monitoring**

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

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

**Students****Attendance, Excused Absences, and Truancy****Absences Generally (continued)**

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

**3. School Based intervention**

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

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

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

d. Provided that the provisions of section c above have been satisfied, any truant student who has fifteen (15) unexcused absences in any school year 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.

## Students

### Attendance, Excused Absences, and Truancy

#### Absences Generally (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 adopted: December 9, 2015

KILLINGLY PUBLIC SCHOOLS

KILLINGLY, CT 06239

## Arrival Procedure

Students who arrive at school on the bus will remain on the bus until 8:20 AM.

K + 1 parents may drop off their children in the morning beginning at 8:20.

Pre-K families may drop off their children in the morning beginning at 8:00.

**\*We ask that all parents remain in their vehicles as students are dropped off.  
Pre-K families may get out of their vehicles**



A staff member will be on duty to assist students getting out of the vehicle and will escort them to the door

## **Behavior Expectations**

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.

### **PBIS MATRIX**

	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

### **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.
- 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.
- Individualized Behavior Plan: Child referred to SST Process

### **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:

- 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.



# 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	<b>FREE</b>	Milk:	<b>\$.50</b>	Reduced Lunch:	<b>FREE</b>
	Breakfast	<b>FREE</b>	Milk	<b>\$.50</b>	Reduced Breakfast:	<b>FREE</b>

**\*Attention\* Although breakfast and lunch is free for the 2021-2022 school year, all families must fill out an application for free or reduced lunch. 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 as they are posted on the school's website.

- **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> \*\*\* **NOT APPLICABLE TO THE 2021-2022 SCHOOL YEAR**)
- Any outstanding balance incurred by a student needs to be paid by parents/guardians **before** final report cards are issued. \*\*\* **NOT APPLICABLE TO THE 2021-2022 SCHOOL YEAR**)

## 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.

## **KILLINGLY PUBLIC SCHOOLS**

# **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.
- Students must wear a mask while riding 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 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: **Mr. Joseph Boulanger at 860-779-6790.**

- Mini-bus service is available for 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.**



## **Bus Passes and Policies**

**For reasons of safety, and transportation limitations,  
we cannot authorize any bus changes.**

### **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.
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. Twice a year, teachers conduct conferences talking 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 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 play 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 email their child's teacher 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 please email 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 6<sup>th</sup>, March 5<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. Parents are always encouraged to email the teacher with questions or concerns.



## **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 and physical education.

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

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

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



**NO STUDENT WILL BE DISMISSED FROM THE FRONT OFFICE.**



- **Parent pick-up is from 3:10 to 3:20.** Students will be dismissed from several locations throughout the building.
- If your child will be picked up on a daily basis, one note at the beginning of the school year will be sufficient. Please be sure to list anyone who will have permission to sign out your child.
- Transportation arrangements will not be honored from the previous school year. All requests must be updated for the current school year.
- Upon pick-up, **Photo-identification will be required.** Staff will be checking photo-IDs.
- We will not release your child to anyone unless specifically given written permission from you for that day.
- Parents/Guardians are to remain in their vehicles.

**PLEASE NOTE: TO ENSURE YOUR CHILD'S SAFETY, WE WILL ONLY ACCEPT CHANGES TO THEIR DISMISSAL THROUGH AN EMAIL to [kcsoffice@killinglyschools.org](mailto:kcsoffice@killinglyschools.org) OR A WRITTEN NOTE TO THEIR TEACHER.**

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

**Classes are in session until 3:05 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 3:05 pm is marked as early dismissal.

## **Dismissal - Early Release and Half Days**

Students are dismissed starting at 1:00 PM for **planned Early Release and Half Days.**

Breakfast & Lunch is served on all early release days.

**Dismissal – WEATHER** If school is dismissed early due to inclement weather, it will be announced on the following radio stations: WINY 1350 AM, WILI 98.3 FM and WCTY 97.7 FM and news stations, Channel 3, 8, Fox 61 NBC 30 and on our website, [www.killinglyschools.org](http://www.killinglyschools.org)

## **Dress Guidelines**

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



**All students must wear sneakers on their assigned P.E. days.**



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.

## **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**

## **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. Families will be notified of all drills after they occur.

**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:

### **NO DAY CARE WILL BE AVAILABLE**

Tuesday – November 16, 2021	Parent/Teacher Conferences
Wednesday - November 24, 2021	Thanksgiving Break
Thursday - December 24, 2021	Beginning of Winter Break
Tuesday - March 15, 2022	Parent/Teacher Conferences

## **Homeless**

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

## **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 cost.

### **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.

### **KCP (Killingly Childcare Program)**

The childcare program (KCP) 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 860-779-6696. The hours for KCP are as follows:

<b>Mon. - Fri.</b>	<b>AM Session</b>	<b>6:30 am – 8:00 am - Held at KCS</b>
<b>Mon. - Fri.</b>	<b>PM Session</b>	<b>3:10 pm – 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>

## **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)

## **KINDERGARTEN INFORMATION**

### **Kindergarten Name Tags**

Prior to the first day of school, a nametag will be provided 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:

**[kcsoffice@killinglyschools.org](mailto:kcsoffice@killinglyschools.org)**

### **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, Dayville, 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 of age

**RELIGIOUS EXEMPTION:** [House Bill 6423](#), *An Act Concerning Immunizations*, changes Connecticut's communication requirements for students attending Pre-K - 12 schools, Day care centers and Institutions of high education by removing exemptions that are not medical. Children already in grades K-12 will be grandfathered in, meaning they can still claim the religious exemption. However, new students entering the school system cannot claim it.

## **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.

**McKinney Vento Act** – Killingly Public Schools can assist your family through our Interim Homeless Liaison, Emily Ross. 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.

## **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**

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.

### **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. Meetings are generally held the second Thursday of each month in the KCS Conference Room at 6:30 pm. Meetings may also be held virtually. 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 Annie Ferron (Co-President), Christina Drowne (Vice-President), Jessica Mongeau, (Treasurer), and \_\_\_\_\_ (Secretary). Messages for them may be left at the school office.

Please consider volunteering to fill other positions available 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. We employ a visitor management system, Raptor which will enable us to screen and track all visitors. Visitors will scan their IDs, have their photo taken completing the check-in process. Badges will print instantly and will include a bar code for easy check out.

### **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.

## **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.
- Transportation arrangements will not be honored from the previous school year.

## **Afternoon Pick-up/Morning Drop-off**

In order to safely and efficiently get students to/from their family's vehicle, it is very important that families adhere to the times allotted for arrival/dismissal. These times will also ensure that bussing does not interfere with this process.



## **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. 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 present a valid photo-ID and report immediately to the main office upon entering the building unless otherwise instructed. A visitor's pass will be issued if necessary and must be worn in plain sight while 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.

-KCS encourages families to provide lunch and snacks in a disposable paper bag.

## **Special Services**

### **Killingly Student Success Team - SST**

The Killingly Student Success Team consists of the classroom teacher, school social worker, resource teachers, parents and administration. This Team meets to formulate an action plan for any child having a specific problem that is interfering with their learning. Attendance and student behavior issues are also reviewed by this Team.

### **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**

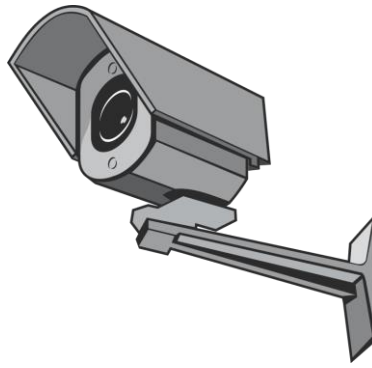
Students should not bring items to school that are not sanctioned by their classroom teacher or a school-wide event. Such items as **Cell phones, electronic games, stuffed animals or card collections** serve as a distraction to students and teachers. Students should check with their classroom teachers 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.**

## **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 a 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.edgov/OCR>

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

**Killingly Public School's District Policies  
Are Available At:**

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

**Covid Addendum:**

**Killingly Central School**  
Covid Addendum

Table of Contents

Attendance, Attendance Monitoring ..... Page 28

Signs and Messages ..... Page 28

Breakfast and Lunch ..... Page 19 & 24

Face Coverings ..... Pages 28 & 29

Structured Mask Breaks, Foot Traffic, Hallways and Shared Areas,  
Health Isolation ..... Page 29 & 30

Special Education, English Learners ..... Page 30

Student Nutrition ..... Page 30 & 31

Student Pick-up, Drop-off ..... Pages 31

Transportation – Bussing ..... Page 31

Unified Arts (PE, Library, Music, Art) ..... Page 32

Visitor Protocols ..... Page 32

KCS Covid Addendum

[“Select” for Interim Recommendations for Covid-19 Prevention in CT’s PreK-12 Schools](#)

Attendance

If a staff member or student is feeling ill, has any symptoms consistent with COVID-19, or has had close contact with a person diagnosed with COVID-19, and you are unvaccinated, staff and students should remain home until permitted to return by CSDE and SDE guidelines.

Attendance Monitoring

KPS will develop coding in PowerSchool for recording absences in this unique time.

KPS will actively monitor staff and student absenteeism and track the reasons for their absences to identify any trends that would suggest spread of illness such as COVID-19.

Signs and Messages

KCS will post signs within visible locations to help mitigate spread of the virus.

- Signs will be displayed in specific locations as follows:
  - Handwashing procedures displayed in all public restrooms
  - Pictorial signs depicting the proper application of facial coverings.
  - Upon entry to KCS, protocols will be displayed for use of facial coverings, social distancing compliance, application of hand sanitizers, and hand washing reminders.
  - Signs visible in high traffic areas illustrating direction and flow of traffic.

## Face Coverings (Effective through September 30, 2021)

- KCS students, staff, and visitors are required to wear face coverings upon entering the building and throughout the day. Masks are not required while students and staff are outdoors.
- If a student does not come to school with a face covering, one will be provided to them.
- Students who refuse to wear a mask will be removed from the classroom and parents will be called to pick them up.
- KCS teachers will teach and reinforce the use of face coverings.
- KCS teachers and staff will remind students not to touch the face covering and to wash their hands frequently.
- Staff, students and families will receive information on proper use, removal, and washing of cloth face coverings.
- The following are exceptions to wearing a face covering:
  - While eating and drinking
  - During mask breaks
  - Some special education students or other special populations
  - Staff will wear face shields with face coverings when working in very close proximity to students, for example during conferencing.
  - Staff will wear face shields with face coverings while working with and supporting students with special healthcare needs (who are not able to wear masks and who may need assistance with activities of daily living, such as toileting, eating)
  - If medically required or where services provided pursuant to an Individualized Education Program (IEP) would require it, including but not limited to for speech and language services, evaluations, language acquisition activities, etc., students and/or staff may wear face shields and clear masks, or remove masks when face coverings/masks are not appropriate for the activity. Any other possible mitigating strategy should be implemented in these cases, including but not limited to maximum social distancing.
  - KCS staff working with students who are not wearing face coverings due to one of the exceptions and also cannot maintain social distancing should be provided increased protective equipment, including but not limited to medical-grade masks and disposable gowns.

## Structured Mask Breaks

- Students will have a minimum of two structured mask breaks per day, in addition to lunch.
- Students and Staff will not be required to wear a mask while outside.
- Additional mask breaks will be implemented at the teacher's discretion.
- Mask breaks are permitted by a supervising adult who ensures the following:
  - Held within larger spaces, such as outdoors, gym, cafeteria

- Policy exemptions will be stated for those who are incapable of wearing a covering due to an underlying health issue. A Health Safety Plan must be completed by administration, the nurse and guardian.
- KCS school schedule has been staggered to limit passing in the hall.
- To reduce gatherings, staff will keep traffic moving in the halls especially upon student arrival.
- Students and staff will be required to wear a mask in the hallways and to remain socially distant while moving in a common direction.

## Health Isolation and Self-Containment Rooms

- KCS has identified an isolation room to accommodate students that exhibit symptoms consistent with Covid-19 until a parent or guardian arrives

## Special Education

- KCS will comply with all federal and state mandates and statutes.
- KCS staff will facilitate individualized and alternative means of re-entry based upon individualized student needs, present level of functioning, developmental levels, and student/parent input.
- Students unable to wear protective personal equipment will be identified with alternative protocols put into place such as the use of alternative face coverings.
- Programming decisions will not be based on a student's disability category but the student's developmental level and skills will be considered when required to follow district protocols.
- Special education programs may be allowed some flexibility with guidelines as long as the programs follow standards and public health strategies (hygiene, social distancing, and cleaning/sanitizing.)
- For KCS students who need physical assistance with feeding, toileting or activities of daily living, protocols will be established and staff training will occur around safety and PPE.
- PPE practices will be developed for interacting with students who exhibit significant behaviors that require hands on de-escalation.
- All established processes for identification, parental notifications, assessment requirements, and provision of services will be followed.

## English Learners

- All language instruction education programs for English Learners will resume as well as supports to allow them to access academic content.
- Communication with parents and guardians that have limited proficiency in English will occur in the language they understand through translation and/or interpretation services.
- Students who are dually identified as ELs and students with a disability will continue to receive support for their EL needs as well as supports for their disabilities.
- All established processes for identification, parental notifications, assessment requirements, and provision of services will be followed.
- Communication will be ongoing with families of ELs regarding remote learning and returning to their school building in their native language.

## Student Nutrition

- KCS will continue to follow the National School Lunch Program (NSLP), School Breakfast Program (SBP), and After School Snack program guidelines.
- Eligibility for free and reduced lunch will continue to be collected.
- KCS will continue to use a POS system to ensure accurate collection and tracking of meals served.
- All special dietary needs will be handled on a case to case basis with the food service departments, cafeteria manager and the KCS school nurse.
- The School Breakfast Program (SBP) will distribute complete meals that meet all the SBP requirements in take-out containers. Food Service Staff will deliver breakfasts to the classrooms. KCS teachers will have a breakfast count/milk count ready upon the delivery.
- Students will either eat lunch in the cafeteria, in assigned spots, or outside.
- All students will be free breakfast and lunch for the school year 2021-2022

## Student Pick Up and Drop Off

To reduce grouping and to ensure student safety the following protocols have been put in place at KCS:

- Separate designated entrances for bus drop off/pick up and parent drop off.
  - All students arriving/departing by bus who attend homeroom in Pod B and Pod C will enter through the front door.
  - All students arriving/departing by bus who attend homeroom in Pod A and Pod D will go through the Lower Wing side entrance.
  - Parent drop off/pick up: Pod A and Pod D- Lower Wing side entrance  
Pod B+E- Upper Wing, west entrance  
Pod D- Upper Wing, side entrance
- All PK students, regardless of mode of transportation, will enter/exit through the Lower Wing, east entrance.
- Parent morning drop off will begin at 8:20am and promptly end at 8:35am.
- If a family misses the drop off times, they will be asked to park on the cafeteria side of the building and remain in their cars. To ensure cohort safety, parents will not be allowed to escort students into the school building
- An assigned staff member(s) will assist the student with entering the building through the cafeteria entrance.
- Bus morning drop off will begin at 8:35am.
- Parent afternoon pick-up will begin promptly at 3:05pm and promptly end at 3:20pm.
- If a family misses the pick-up times, they will be asked to park on the cafeteria side of the building and remain in their cars. An assigned staff member(s) will assist the student with exiting the building through the upper wing, side entrance. Students will also remain in their classroom until the parent arrives for pick-up. After 3:35pm, late pick-up students will wait with their classmates in the gym.
- Any students whose busses arrive after 3:35pm will be escorted to the gym. Students will be arranged into lines representative of their transportation cohort. Social distancing between bus lines and students will be implemented when feasible. Students must wear masks while waiting for their bus and while on the bus.
- **NO STUDENT WILL BE DISMISSED FROM THE FRONT OFFICE**

## Transportation-Bussing



## General Expectations

- The district will provide guidance and professional learning to familiarize transportation staff with effective disinfection procedures and signs/symptoms of COVID-19.
- The district will ensure that a supply of disposable masks are provided to each school bus for students in need of a mask. Masks must be applied to the nose and mouth region prior to entering the bus.
- Designated school busses will have a driver and monitor assigned to the vehicle from the start of the school year through the winter recess to assist with student seating, use of facial coverings, and ensuring disinfection of surfaces.
- Drivers will ensure that surfaces are cleaned in between school routes. The driver will maintain a daily log indicating the times that the bus was sanitized.

\* ART, PE, AND LIBRARY WILL OCCUR IN DESIGNATED AREAS

## Visitor Protocols

You **must wear a mask** to enter the building.

- All visitors will be permitted entrance through the front door only.
- Starting at 8:45am, all late students will enter through the front entrance and be greeted by one office personnel who will be located by the front door. Only staff and students will be permitted beyond this check-in point.
- During the school day, visitors will be permitted in the office.
- Schools will encourage appointments only.