

Learning Lasts a Lifetime

Mission Statement

The mission of KCS, a partnership of school, family and community, is to support all children in developing their individual potential.



KILLINGLY CENTRAL SCHOOL

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***

PERSONNEL

Office Staff

Mrs. Emily Caviggia	Principal
Mrs. Heidi Auclair-Golden	Assistant Principal
Mrs. Jo-Ann Gallo	Administrative Assistant
Mrs. Judy Daigneault	Administrative Assistant
Ms. Linda McKay	School Nurse
Mrs. Deb Dumouchel	School Nurse Assistant

Pre K

Room Number

Ms. Hillary Walsh	128
Mrs. Holly Bennett	129

Kindergarten

Mrs. Leann Abram	126
Ms. Kerri Angelo	109
Mrs. Christa Charron	122
Mrs. Kelly Faber	103
Ms. Diane Hanson	107
Ms. Katie Leboeuf	120
Mrs. Heather Livingston	102
Mrs. Amanda Price	105
Mrs. Sara Sumner	125

Grade 1

Mrs. Carrie Blackmar	100
Mrs. Jenna Currier	124
Ms. Adriana Ellis	121
Ms. Joell Guillot	101
Mrs. Ashley Main	106
Mrs. Deb Rizer	104
Mrs. Kathleen Roy	108
Mr. Jake Sherman-Watson	127
Ms. Alexandria Vachon	123

PERSONNEL (Cont.)

Pupil Personnel Services

Room Number

Ms. Julie Burgess	Special Education Teacher	112
Ms. Lauren Cottone	Special Education Teacher	119
Ms. Jennifer Dean	Special Education Teacher	112
Ms. Megan Doyle	Social Worker	11
Mrs. Lucy Garcia	OT	113
Mrs. Patricia George	Behavior Analyst BC	
Mrs. Linda Lewis	Speech & Lang. Pathologist Assistant	113
Mrs. Tiffany O'Leary	PT	113
Mr. Andrew Pearlman	Counselor	11
Mrs. Michelle Reyes	Speech & Language Pathologist	113
Ms. Lisa Robinson	Registered Behavior Tech	
Ms. Courtney Scherer	Special Education Teacher	119
Ms. Christina Wheeler	Special Education Teacher	112

Resource

Room Number

Mrs. Holly Bunning	Reading Specialist	110
Ms. Sara Mason	Reading Resource	110
Mrs. Meghan Therrien	Reading Specialist/Literacy Coach	10
Mrs. Kelly Davidson	Remedial Math	115
Mrs. Deb DesChamps	Remedial Math	135A

Arts Disciplines/Unified Arts

Room Number

Mrs. Carol Records	Librarian	118
Ms. Ann Folan	Physical Education	Gym Stage
Mrs. Kim Wainacht	Music	13
Mrs. Ellen Huie	Art	Art Room

Custodial Staff

Mr. Charles Tucker (Head Custodian)
Mr. Wayne Blackmer
Mr. Richard Audet

PERSONNEL (Cont.)

Food Service Staff

Mrs. Tracy Caffrey (Head)
Mrs. Shirley Frink
Ms. Tina Pidgeon

Educator

Pre-K Para Educator:

Mrs. Kelly Anderson 128
Ms. Ashley Nolet 128
Mrs. Courtney Poirier 129
Ms. Rebecca Proseus 128
Ms. Brooke Whitfield 129
Ms. Chelsey Gilbert 128

Para Educators:

Ms. Marie Beauchemin
Mrs. Kellie Beck
Mr. Leo Blain
Ms. Julia Cipriano
Mrs. Kelli Collins
Ms. Chelestre, de Sevigne
Ms. Virginia Desmarais
Mrs. Carol DiRienzo
Ms. Emily Gallop
Mrs. Karen Greene
Ms. Debra Hadley
Mrs. Sheila Ilewicz
Ms. Brittany Kiner
Mrs. Jessica Lawrence
Ms. Haeli Lerch
Mrs. Trenace Litke
Ms. Ruth Maerkel
Mrs. Debra Manoogian
Mrs. Lisa Melmed
Ms. Sarah Morton
Mrs. Lori Roberts
Ms. Sara Robichaud
Ms. Katelyn Rondeau
Ms. Faith Savoie
Mrs. Glinda Stavrou

Library Assistant

TBD – AM

Mrs. Kim Conde – PM

Reading Resource IA

Mrs. Jo-Ann Barry
Mrs. Carol Dragon
Mrs. Donna Lewis
Mrs. Kathy Mulford
Ms. Jayne Robbins

PIXI

Ms. Cindy Burdo
Mrs. Kristina Rowden

2020-2021 KILLINGLY PUBLIC SCHOOLS REVISED 7/8/2020

162 Student Days 108 Teacher Days

New Teacher Orientation* August 17, 18, 19. Convocation August 24
First of Day of School August 31st
Anticipated Last Day of School June 14, 48th day for students, Anticipated KHS Graduation June 11

School Closed District Closed

Sep 7 - Labor Day Oct 12 Columbus Day Nov 11 Veterans Day Dec 5 Nov 26 & 27 - Thanksgiving
Dec 24 - 26 - Holiday Break Jan 18 Martin Luther King Jr. Day Feb 15 & 16 - Winter Break
April 7 - Good Friday April 19-23 - Spring Break May 31 - Memorial Day

Professional Development Days - No School for Students

August 24, 25, 26, 27 & 28

Early Release Days

September 25 October 23 December 11 January 8 February 5 March 26 May 7 & 21
November 25 & December 23 Half Days

Board of Education Meetings

September 9 & 23 October 14 & 28 November 18 December 16 January 15 & 27
February 10 & 24 March 10 & 24 April 7 & 23 May 12 & 26 June 9 & 23

Report Card Grading Period Ends & Progress Reports

Grades PK-4: September 6 March 5 Last Day of School
Grades 5-12: October 30 January 31 Last Day of School

PROGRESS REPORTS KMS and KHS: October 5 January 27 February 7
PROGRESS REPORTS for Grades 5-12: September 18 December 8 February 23 April 11

Parent Teacher Conferences

GECC: November 18, 12:00-7:00 p.m. March 9, 12:00-7:00 p.m.
KHS: November 26, 5:00-7:00 p.m. November 17, 1:45-3:45 & 5:00-7:00 p.m. (1/2 day for KHS students)
March 29, 4:00-7:00 p.m. March 31, 1:45-3:45 & 5:00-7:00 p.m. (1/2 day for KHS students)
KMS: November 23, 5:00-7:00 p.m. November 24, 1:45-3:45 & 5:00-7:00 p.m. (1/2 day for KMS students)
March 23, 5:00-7:00 p.m. March 25, 1:45-3:45 & 5:00-7:00 p.m. (1/2 day for KMS students)
KHS: October 22, 1:00-3:00 p.m. October 23, 1:15-2:30 & 3:00-7:00 p.m. (1/2 day for KHS students)
Student Led Conference: April 1, 7:15-2:30 & 3:00-7:00 p.m.
KHS: October 15, 1:00-3:00 p.m. October 16, 1:15-2:30 & 3:00-7:00 p.m. (1/2 day for KHS students)
March 18, 1:00-3:00 p.m. March 19, 1:15-2:30 & 3:00-7:00 p.m. (1/2 day for KHS students)
March 11, 5:30-8:00 p.m. combined with Academic Showcase and AP Night

Open Houses

GECC: August 24, 5:30-7:00 p.m.
KHS: Monday Guest Pack August 25, 5:30-7:00 p.m.
Ge. 1 September 1, 5:30-7:00 p.m.
KHS: September 3, 5:00-7:00 p.m.
KMS: September 2, all grades 5:30-7:00 p.m.
KHS: August 25, 5:00-7:00 p.m. &
Treatment Parent Director, 5:30-8:00 p.m.

TBD

January 2021 (19)

SAT	SUN	MON	TUE	WED	THU	FRI	SAT
		3	4	5	6	7	8
		10	11	12	13	14	15
		18	19	20	21	22	23
		25	26	27	28	29	30

February 2021 (28)

SAT	SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5	6
		8	9	10	11	12	13
		15	16	17	18	19	20
		22	23	24	25	26	27

March 2021 (31)

SAT	SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5	6
		7	8	9	10	11	12
		14	15	16	17	18	19
		22	23	24	25	26	27
		29	30	31			

April 2021 (30)

SAT	SUN	MON	TUE	WED	THU	FRI	SAT
		5	6	7	8	9	10
		12	13	14	15	16	17
		19	20	21	22	23	24
		26	27	28	29	30	

May 2021 (31)

SAT	SUN	MON	TUE	WED	THU	FRI	SAT
		3	4	5	6	7	8
		10	11	12	13	14	15
		17	18	19	20	21	22
		24	25	26	27	28	29

August 2020 (31)

SAT	SUN	MON	TUE	WED	THU	FRI	SAT
		3	4	5	6	7	8
		10	11	12	13	14	15
		17	18	19	20	21	22
		24	25	26	27	28	29
		31					

September 2020 (30)

SAT	SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5	6
		8	9	10	11	12	13
		15	16	17	18	19	20
		22	23	24	25	26	27
		29	30				

October 2020 (31)

SAT	SUN	MON	TUE	WED	THU	FRI	SAT
		5	6	7	8	9	10
		12	13	14	15	16	17
		19	20	21	22	23	24
		26	27	28	29	30	31

November 2020 (30)

SAT	SUN	MON	TUE	WED	THU	FRI	SAT
		2	3	4	5	6	7
		9	10	11	12	13	14
		16	17	18	19	20	21
		23	24	25	26	27	28
		30					

December 2020 (31)

SAT	SUN	MON	TUE	WED	THU	FRI	SAT
		7	8	9	10	11	12
		14	15	16	17	18	19
		21	22	23	24	25	26
		28	29	30	31		

Killingly Central School

60 Soap Street, Killingly, CT 06241 - (860) 779-6750 - FAX (860) 774-3299
PRINCIPAL – Emily Caviggia ASSISTANT PRINCIPAL- Heidi Auclair-Golden

Dear Staff,

In light of the new protocols and procedures reflective of Covid-19, within this handbook you will see all mandatory adjustments highlighted in yellow. All expectations highlighted supersede prior language that may contradict what is being asked.

At the end of the handbook, you will also find an addendum, detailing additional protocols implemented due to Covid-19, which will include descriptions of KCS classroom layouts, social distancing requirements throughout the building, visitor access, and transportation.

All expectations are reflective of guidelines and regulations from the Connecticut Department of Education, Northeast Health District and the CDC.

In partnership,

Emily

ABSENCE AND TARDINESS

Attendance records are considered legal documents and need to be accurate!

Attendance needs to be sent to the office by 9:15 a.m. daily via computer. If buses are late, bus children will not be marked tardy. Students who come in tardy will report to the office and receive a tardy slip which he/she will give to the classroom teacher.

Notes explaining reasons for absence written by parents or guardians must be forwarded to the office by 9:15 a.m. daily each morning for evaluation and dated **with student's first and last name and teacher's initials.**

**** Nurse should contact parents concerning frequent absences (more than 2) and file a Parent Communication form in the office.**

Please make sure that your tardy student arrives with a slip from the office. Call down to the office if they do not arrive with a slip.

See page 33 of the Covid Addendum for more information.

ACCIDENTS

Adult - After providing first-aid assistance, **all** accidents occurring on school premises must be reported to the administration. Accident report forms may be obtained by contacting the school nurse.

Pupil - Appropriate action must be determined by the adult discovering the situation. **All head injuries must be reported to the nurse. Nurse and teacher will notify home and administration.** Any injuries occurring on a field trip should be reported to nurse and parent upon return to school. Caution and concern for the injured party is necessary. If there is a question of more than a minor injury, call the nurse and principal. Let them make the decision concerning moving a youngster or waiting for emergency professionals to prepare the youngster for hospitalization.

At bus time, please inform administration for determination about home transportation.

ANECDOTAL RECORDS

Parent Communication Forms (yellow) should be forwarded to the office where they will be signed by the administration, mailed to parents, and filed. These forms should be used to document **all** phone calls and visits. **Be sure to use the newest updated form.**

Please safeguard this confidential information!

ASSEMBLIES/COMMUNITY MEETINGS

Due to Covid-19, no assemblies or Community Meetings will be held.

Assemblies will be scheduled periodically by administration. They may include performances and artistic programs. Community Meetings will be held on every full-day Friday. The focus of these meetings will be on student celebrations and recognition.

Special programs may require special seating and teachers will be notified.

Please be sure to leave a center aisle. Students, for most assemblies, will sit directly on the gym floor. If students need their chairs an announcement will be made. Please remind students of appropriate audience behavior.

ATTENDANCE

AESOP Phone System: 1-800-942-3767

AESOP Log on: www.aesoponline.com

Reminder: you must enter your absentees in AESOP. *You can enter your dates in advance, (example doctor appointments or if you know in advance of other appointments.)*

Staff Development Days - Complete ***Leave Request Form*** as soon as you know the date of the workshop. **Please complete AESOP for substitute request at the SAME time.**

Personal Days – Complete ***Leave Request Form*** as soon as you know the date of the absence. If less than one week, a reason for the leave must be stated as per contract. **Please complete AESOP for substitute request at the SAME time.**

If you have an Emergency Personal Day, you need to fill out the paperwork as soon as you return.

Any calls after 6:30 a.m. **must** be directed to 779-6753. Please include information on other duties as well.

See page 33 of the Covid Addendum for more information.

BOARD OF EDUCATION POLICIES

Accountabilities	Alcohol, Drug, and Tobacco
Assigning Students	Attendance, Excused Absences and Truancy
Bullying	Drug and Alcohol Testing
Graduation	Non-Discrimination Policy
Nutrition	Promotion/Acceleration/Retention
Reporting of Child Abuse/Neglect	Sexual Harassment
Suicide Prevention	Suspension and Expulsion
Technology	Weapons and Dangerous Instruments

All BOE policies can be found on-line and in green binders in the Conference Room.

BUDGET

Please use School Specialty as your major vendor. Forms for alternative vendors have been updated this year and must be obtained from the office.

Any purchases to be made must describe the item or service, the number to be purchased, current catalog cost, shipping charges factored in and then signed by the school administrator. The administrator will then forward the budget requests to the superintendent for approval on a Killingly Board of Education Purchase Order. This applies to any purchase made by an individual who intends to utilize the school budget. The school system accepts no responsibility for any bill for goods or services purchased through any other procedure.

Any purchases made that will require reimbursement must be cleared through administration.

CAFETERIA PROGRAM

Accurate cafeteria lunch counts should be in the computer by 9:15 AM. If PowerSchool is not working by 9:15 AM please submit a paper copy to the office.

Staff members will follow the current cafeteria schedule unless changes are approved in advance by the administration.

You must notify the cafeteria 10 days in advance if your class (or grade level) will not be there for lunch.

The Whitsons Food Company has been contracted by the BOE to manage the foodservice program for the district. Students will be allowed to charge up to a maximum dollar equivalent of three meals which will be known as the "account cap". These meals will include anything on the menu. When a student reaches the "account cap" they will only be offered a designated menu alternate. Sample: Cheese sandwich + veggie sticks + fruit + milk.

Students will not be eating in the cafeteria. Classrooms and outdoor tents will be designated for students to eat.

See page 38 of the Covid Addendum for more information.

CERTIFIED STAFF 90 MINUTE DUTY REQUIREMENT

Contract article 18.2.3

“Notwithstanding the foregoing, all teachers at all grade levels may be assigned, on a rotating basis, to work ninety (90) minutes beyond the teacher work day one (1) day per month. The purpose of such additional time shall be to provide tutoring, detention coverage, office hours, extra help and other assistance to students, and/or to carry out administrative duties as determined by the Administration, before and/or after school. The Administration shall determine the specific days and times during which each teacher shall work such additional time. No more than thirty (30) minutes of such additional time shall be scheduled to occur prior to the start of the teacher workday. The Administration will consult with the Association in developing the rotation and will make reasonable efforts to accommodate the scheduling needs of individual teachers.”

The above explained: Each month, each certified staff member will be responsible for submitting a form indicating the before or after school obligation they conducted. Each teacher will have one form kept in a binder in the office that they will fill out by the last day of each month. These 90 minutes *may* be split up into times adding up to 90 minutes or you may complete your 90 minutes all at once. Some possible duties may include:

- Unpaid after school programs (enrichment, academic, etc.)
- Committee meeting commitments required after school
- Collaboration with Sp. Ed. case managers, unified arts teachers
- Collaborative ELA Lesson Planning
- Others as they arise

CHILD ABUSE (Crisis Team)

According to Public Act # 73-205 each teacher, nurse and other school staff is required to report suspected child abuse by the home, school or neighborhood.

See the nurse at the first suspicion of child abuse. She will work with administration and the Crisis Team to see that each and every case is documented and followed up via the spirit and letter of the law. **STAFF MUST REPORT ANY INFORMATION OR SUSPICION IMMEDIATELY ON THE SAME DAY IT IS RECEIVED OR SUSPECTED.** Also, check with Administration to see if there is an "At Risk" file already in existence on this child. The Crisis Team consists of: Administration, Nurse, Social Worker, Psychologist and Speech Therapist.

DCF 1-800-462-0627

or

450-2000

CARELINE

1-800-842-2288

COMMUNITY RELATIONS

Building and maintaining positive community relations continues to be a major school goal. Staff are encouraged to create periodic classroom/grade level newsletters, maintain an updated website, and make positive telephone calls to families.

Every Friday, or the last day of school for the week, teachers are requested to send home a Friday Folder, which will be provided for all students from the office. These folders are to be returned on Monday.

When there is a special need to discuss issues with a parent, teachers are requested to complete a yellow Parent-Teacher Communication form and give it to administration for processing. It is expected that all teachers will use these forms. These forms are not used for regularly scheduled parent-teacher report card conferences.

COMPUTER/INTERNET USE

Use of the computer and internet during your workday is restricted to school/curriculum related research and/or planning and **never if it puts the children at risk**. You may use the computer/internet during your lunch breaks or outside of your assigned work hours for personal related business – such as: college class assignments, travel plans, etc. Such personal use should not be conducted when your responsibility is to the education and supervision of children.

CONFIDENTIALITY

As a member of the Killingly Public Schools, it is your responsibility to maintain the confidentiality of your students, their families and their programs.

All Student and family information **must be kept confidential** and **shared only with appropriate authorized personnel**. Staff rooms, hallways and other open spaces are not appropriate settings to share information. You may not disclose personally identifiable information from a student's records without prior written consent of student's parent – except as otherwise permitted by administrative regulations.

For complete district Confidentiality Policy, see section 5125 (a) of Killingly Board of Education Policy Manual

CRISIS TEAM

The Crisis Team consists of the Principal, Assistant Principal, designated paraprofessionals, Social Workers, and Special Education teachers. This team meets weekly to continually monitor and evaluate our crisis plan and individual students. Crisis Team members will have 2-way radios to assist in communication when an emergency arises. **It is highly important that team members respond to a request for assistance, by stating their name and if they are available or not.**

CUMULATIVE STUDENT FILES

Each child has a Cumulative Folder located in the Office and filed by grade level, teacher and alphabetically listed. Student report cards will be included in the cumulative folder. The Student Attendance Folder is located inside the Cumulative folder. **ALL** teachers are responsible for completing these files by the last day of school.

All files are in a particular order. If you go through a student's file please be sure to keep the file in this particular order.

Special education information, P.P.T. minutes and daily anecdotal records are not to be included in this folder. These records will be read by any parent requesting to do so as they have the right to access this record. Good judgment should be exercised concerning the validity and worth of the information contained in the file.

CURRICULUM

All teachers are expected to follow current district-wide curricula as they plan for instruction. Whenever and wherever possible, integration of curricula is encouraged.

TEACHING METHODS AND MATERIALS

- All classrooms and learning areas will maximize social distancing between student workstations, according to the Connecticut State Department of Education guidelines, achieving six feet when feasible.
- For instruction requiring close proximity, for instance during conferencing, teachers must wear face shields in addition to face coverings.
- All students will have access to desk shields that will be utilized throughout their school day.
- Material sharing will be minimized.
- Students will wash hands or use hand sanitizer before and after sharing necessary materials.
- Common materials will be disinfected after each use.
- Students will have access to individual supply bags containing manipulatives and materials needed for daily instruction.

READERS WORKSHOP

Readers Workshop is an instructional model for reading that marries explicit instruction in reading strategies with opportunities for students to practice each reading strategy independently, with a peer, and in small groups. There are four basic components of Readers Workshop that we will use this year. They are interactive read aloud/mini-lessons, independent reading, small group/partner share, and assessment. In order to address the Readers Workshop approach to reading instruction, teachers will use the following components in their reading program:

Interactive Read Aloud

Shared Reading

Mini-Lessons

Phonics and Vocabulary Instruction

Comprehension Instruction

A **mini lesson** is a short **lesson** with a narrow focus that provides instruction in a skill or concept that students will then relate to a larger **lesson** that will follow. A **mini lesson** typically precedes reading workshop or writing workshop, but it can serve as an introduction to a social studies, science, or math **lesson**.

- Due to Covid-19, mini lessons and shared reading/interactive read aloud will occur while students are seated at their desks and teachers will be at the front of the room. If teachers can guarantee at least six feet separation from the class, only a shield or mask will be required.
- Students will be expected to conduct partnerships while social distancing. Students will not participate in partnerships knee to knee, back to back.
- 1:1 conferencing will occur, with teachers wearing a mask and shield.
- Small group conferencing will occur while requiring students to utilize their desk shields and face coverings. During small group conferencing, teachers will be required to wear both a shield and face covering.

CURRICULUM BOOK ROOM

Our Language Arts curriculum materials, including our Trade Books, are stored in the Curriculum Book Room A (above the Art room). Our Reading Resource Teachers are responsible for the organization and distribution of these materials. Teachers need to sign out Trade Books for a designated time and return them promptly for others to use. It is expected that all teachers will use the Trade Books and Big Books. No Trade Books are to be stored in individual classrooms.

Nothing other than Reading Resource Room materials may be stored in the "Penthouse" without prior permission. All teachers using these materials are responsible for putting away books in the assigned location.

CUSTODIAL REQUESTS

Killingly Central School has three gentlemen who care for our working spaces. They will do their best to serve you and the children, but they do need your assistance to complete the following daily:

- a) See them about any special problems that you detect or leave a note in their mailbox, located outside of their cleaning closets. Note should include name, room number and request.
- b) Advise the administration of any problem that you have reported.
- c) If something needs to be repaired, fill out a Problem Sheet, which is found in the office file.

Classrooms:

- a) Please throw away any food in the classroom after lunches and snacks. Please use the large bins that have been provided for each classroom.
- b) Desks will be wiped and cleaned after any consumption of food or drink.
- c) Paper scraps should be picked up and floor left clean at the end of every day. Have students place their chairs on top of their desks at the end of school and pick up pencils, erasers, etc.
- d) Close windows and lock them at the end of school every day.

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.

The First Step:

The first step in fostering appropriate school behavior is establishing clear rules and standards. When students understand what is expected of them, they learn how to make appropriate choices for behaving in a variety of situations. The goal of our school's approach to discipline is to teach children that they are responsible for their behaviors and the choices they make, using a positive approach. Killingly Central School uses a Positive Behavior Intervention and Supports (PBIS) framework to promote common behavior expectations.

KCS BEHAVIOR EXPECTATIONS

Be Kind

Be Safe

Our school rules focus upon maintaining a safe and welcoming learning setting; highlighting respect for other people; responsibility for our actions while being safe and kind. These are all important in creating the positive school climate that is conducive to learning. Maintaining appropriate behavior needs to be a cooperative effort between the child, the teacher, the parents and the school administration. Teachers and parents working together will increase the effectiveness of this discipline code. We ask parents to support our efforts to provide a safe and welcoming school environment where each child can learn academically as well as socially and become a responsible person.

Please refer to your PBIS folder to determine Minor vs Major incidents. Please ensure that **all** incidents are documented in Educator's Handbook.

See the included Behavior Report Form for specific behaviors, definitions and possible consequences.

Infractions will be handled in accordance with Board policies (i.e. police involvement, student suspension, and expulsion. Please see policies in Board of education Policy Handbook included with this document.)

DRESS GUIDELINES

While in attendance at school, all persons shall be attired in a manner which is not offensive to their peers, others with whom they are related in their work and to the normally accepted standards of the community. Avoid wearing revealing shirts, torn jeans and showing under-garments. Clothing should enhance and not distract. If in doubt, more conservative is generally better. **Furthermore, one's attire shall not be a potential hazard to health and safety or to that of others in the school environment. Shoes or other acceptable forms of footwear must be worn.**

Outerwear including hats shall not be worn in the building unless the building administrator grants specific authorization. Shorts are **not** considered normal everyday attire but may be acceptable for DDD and extremely hot humid days. Length of shorts should follow standards set for students (**NO** short shorts, spaghetti straps, tank tops etc.)

DUTIES

Please refer to AM and PM Duty Schedules. Staff assigned to any duty are expected to **arrive punctually at their assigned duty and arrange for a substitute if they are absent or cannot cover their duty.**

All teachers are expected to be at their classroom doors actively supervising students during arrival and dismissal times from school.

E-MAIL

Since this form of communication is used district-wide and frequently, staff members are requested to check their e-mail daily.

Under the Freedom of Information Act any statements included in e-mails are considered information that would be shared with parent/guardians, a professional and confidential tone should be used.

ELECTRICAL APPLIANCES

Privately owned electrical appliances such as hot plates, coffee pots, radios, refrigerators, etc. which plug into standard 110 volt outlets are not allowed in any of the Killingly schools, the Transportation Garage or the Central Office. In addition, no two-wire extension cords are permitted within school buildings. The school's electrical supply is not able to accommodate these appliances. In addition, they can be a safety hazard. **For all staff who wish to house appliances in their classrooms it is necessary to have on file, in the office, a letter of request with administrative approval and maintenance approval.**

ENTERING & EXITING PROCEDURES

The work day for certified staff is 8:20 am to 3:35 pm

Non-certified staff will work according to individual schedules as designated by administration.

A.M. Procedure – No child will enter building before 8:20 am. Duty staff will meet cars at 8:20 am at one of the four designated drop off locations. Students will be directed to their classroom.

ENTERING & EXITING PROCEDURES FOR PRESCHOOL

A.M. Procedure - Preschool students may begin arriving at 8:00 a.m. on the preschool side of the building. Parents are encouraged to park their cars and bring their child to the entrance doors located at the preschool wing. Preschool parents will not be permitted in the building.

P.M. Procedure - Preschool students will be dismissed between 2:45 pm and 3:10 p.m.

ERD & ½ Day Procedure - Preschool students will be dismissed between 12:55 pm and 1:10 p.m.

If it is necessary to leave the building because of illness or emergency during the school day, please make administration aware of the situation.

The sign out procedure in the office must be used when leaving the building during lunch time or at any time during your work day.

See page 38 & 39 of the Covid Addendum for mor information.

FIELD TRIPS

Due to COVID-19, no classrooms will attend field trips during the 2020/2021 school year.

Field Trips are integral to our educational program. If you wish to take a trip permission must be obtained by the Principal. Permission must be obtained at least one month prior to the trip. **NO field trips will be scheduled after June 1st.**

1. Obtain forms from secretary.
2. Fill out and call transportation 779-6790 to confirm date and time, and forward form to principal.
3. **One week prior to the trip, a confirmation call to transportation should be made. Cost**
4. *If your class will not be getting lunch in the cafeteria, please let the cafeteria personnel know at least **two weeks** ahead of time to accommodate their ordering schedule.*

Reminder: Please add all dates and times to school calendar that is located in the mailroom.

Make certain that proper permission slips are signed and returned for any class trip that is off school grounds. If we do not have written parent permission, the child may not attend the field trip. Telephone **confirmation is unacceptable. (Excluding Owen Bell Park and other KPS locations).**

Arrangements for students who do not meet behavioral or academic requirements and are not allowed to participate on the field trip or school activity, should be made aware at least two (2) weeks prior to the event. The decision will be made cooperatively by teachers and administration. Teachers must contact parents with reasons for decision.

FIELD TRIP DUTIES/AFTER SCHOOL HOURS

Field Trips which extend beyond the school day automatically require extended duty by the Certified Staff involved. They must assure that each student is picked up by a parent or designated adult. Non-certified staff that goes along on field trips which extend beyond their regular shift must have this cleared in advance with Pupil Services/Chapter I and a building administrator. **The child's classroom teacher or a designated certified staff member must remain until every student is picked up. Teachers should not make appointments on these days or assume Administration will be able to stay with students.**

Arrangements for students, who do meet behavioral or academic requirements and are not allowed to participate on the field trip or school activity, should be made at least two (2) weeks prior to the event. Teachers must contact parents with reasons for decision. Administration must approve these decisions.

GUEST TEACHER FOLDERS

A Guest Teacher folder prepared by the classroom teacher is to be provided for each teaching area including special instruction. The substitute folder should contain:

1. Updated class list
2. Special schedules
3. Appropriate information unique to each teaching position
4. A set of worksheets for use in case of an emergency. It is expected that updated seating charts and plan books are always available on the teacher's desk.
5. **Transportation Form**
6. **Emergency Protocol Cards**



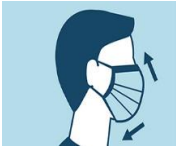


HALF DAY SESSIONS / EARLY RELEASE DAYS

Please refer to the district school calendar for a listing of Half Days/Early Release Days of school. On Half Days/Early Release Days, please note the following:

- Half day schedules for Unified Arts are in effect.
- Lunch will be served according to the half day lunch schedule (see schedule section).
- Grades K-1 are dismissed at 1:20 p.m. P-K is dismissed beginning at 12:55 p.m.

HEALTH GUIDELINES

Adult Expectations

	<p>Stay home if feeling ill.</p> <p>Teachers, staff and volunteers must stay home if they are feeling sick, have any symptoms consistent with COVID-19, or have had close contact with a person diagnosed with COVID-19.</p>
	<p>Morning self-screening required.</p> <p>In order to prevent transmission among the school population, teachers, staff and volunteers are instructed to self-screen before leaving school. Check to ensure temperature is below 100.00 degrees Fahrenheit and observe for symptoms associated with COVID-19 outlined by public health officials.</p>
	<p>Face coverings or masks required.</p> <p>Teachers, staff and volunteers must wear face coverings or masks that completely cover the nose and mouth while inside the school, with exceptions only for those for whom it is not safe to do so due to medical conditions. "Mask Breaks" will be provided during the day. Teachers will be allowed to remove masks during direct instruction with permission and greater social distancing. Schools will have backup disposable masks available for teachers, staff and volunteers. Use of face shields are permitted, but the face shields must be worn in addition to a mask, and do not serve as a substitute.</p>
	<p>Social distancing required.</p> <p>Teachers, staff and volunteers must maintain social distancing to the greatest extent possible.</p>
	<p>Frequent hand washing or hand sanitizing expected.</p> <p>Teachers, staff and volunteers must engage in frequent hand washing or sanitizing upon arrival, before and after meals, after bathroom use, and after coughing or sneezing.</p>

Homework Guidelines

Introduction

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

SUGGESTED TIME REQUIREMENTS BY GRADE

Grade	Time	Times Per Week
K	10-15 Minutes	2
1	15-20 Minutes	2 or 3

Children differ in the ease with which they learn and consequently some children will take more time to complete homework than will others. The previously stated time allotments will be appropriate for most children.

Homework should be completed and returned by the student to meet the teacher's requirements. If a student does not do his/her homework on a regular basis, teachers will notify parents of their concern. If necessary, administration will be contacted to assist the parents and the teacher in creating an appropriate plan.

Student Responsibilities

1. Students should use homework as an opportunity to experience success in a non-testing situation and build skills and self-confidence through achievement.
2. Students should use homework as a means to develop self-discipline and time-management skills.
3. Students should be certain they understand the purpose, importance, performance requirements and method of evaluation for the assignments.
4. 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

1. Teachers must be clear in their explanation of the purpose, importance and performance requirements of the assignments.
2. Teachers must inform students of the methods of evaluation to be used.
3. Teachers must include performance on homework in the computation of marking period grades.
4. Teachers must inform students as to how performance on homework is weighted in the computation of grades.
5. Teachers must return homework to students in a timely fashion.
6. 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.
7. 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 length of time.

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.

Learning situations in the school will inspire children to continue learning at home; yet will leave leisure time for activities outside of school. Homework assignments for grades k and 1 will foster the linkage of responsibility between home and school.

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.

Parental Responsibilities

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

Modifications to Homework Guidelines

1. If there are any adjustments to homework requirements they will be stated in the child's Individual Educational Plan as determined by the Planning and Placement Team (P.P.T.). Homework adjustments may also be stated in a child's section 504 Individual Service Plan.
2. Modifications may be stated in general terms on the Individual Educational Plan and more specifically, on the goal pages. Independent assignments must be noted as a concern on the strength and weaknesses page of the IEP.
3. Changes to individual homework plans specified in a student's I.E.P require P.P.T. action including all safeguards to parental rights indicated in the law.

INCLEMENT WEATHER DELAY

Delayed openings due to inclement weather will be 2 HOURS. This will allow for more clean-up time, plowing and, if needed, more time to determine if school closure is necessary.

All staff will report at 10:20 AM.

LEADERSHIP COMMITTEE

The Killingly Central School Leadership Committee is a group of people dedicated to assist in making K.C.S. the best possible elementary school it can be. They cooperatively make decisions about school goals and various components of school operation.

The Committee's membership includes building administration, teacher's and staff member(s). This team meets once a month in our Conference Room.

The committee will set aside time at the beginning of each meeting for any staff member to raise an issue or concern. These issues must, however, impact the entire school community. Individual problems, personnel matters or concerns involving individual rights and confidentiality should be raised with building administration in private. The committee is not the forum. Generally, committee issues pertain to: concerns and possible solutions for improving instruction, curricula, professionalism, school climate, public relations, child/parent/family/community services, etc.

LESSON PLAN BOOKS

Lesson plans may be reviewed by the administration. **Teachers are requested to keep their plan books in open sight on their desk.** All instructional and special service staff personnel are expected to maintain a plan book (exceptions – Counselor, psychologist, social worker). Plan books should include a written objective, evidence that all subject matter is being covered; a link to the common Core State Standards should be highlighted. Instructional Assistants' plans are also included either in the Lesson Plan book or a separate notebook. In addition, a Guest Teacher folder needs to be available at all times. It is the teacher's responsibility to leave instructional plans for a substitute.

LUNCHES (STUDENT)

Students may purchase a hot lunch or bring a cold lunch on a daily basis. There are 3 choices for lunches: Hot, Bagel & Yogurt and Salad. Teachers are requested to send their class's lunch order through PowerLunch on PowerSchool each day by 9:15 am. It is very important to make sure the daily Lunch Count is correct. This process ensures that students get what they ordered and enables the cafeteria to prepare the correct amount of each lunch.

Length of Lunch Time Block: 30 minutes.

Lunches are served on a ½ day of school.

Teachers are expected to follow the Lunch schedule unless changes are approved in advance by Administration. **It is very important for teachers to bring and pick up their students to and from the lunch room ON TIME.** Please refer to the Lunch/Recess Schedule for grade level time blocks.

When there is a ½ day of school or Early Release Day, teachers are requested to refer to and use the ½ Day/Early Release Day lunch schedule.

- Students will have the option of eating lunch within the classroom or outside, under tents. A schedule will be provided to each classroom for a tent seating option.
- Masks will not need to be worn during snack or lunch. Students will be distanced 6 ft apart when feasible while eating their snack and/or lunch.
- Students will be expected to remain in their assigned seats until all students have finished eating.
- Immediately after consumption of food, classroom desks or outdoor tables will be cleaned.
- Large disposal bins will be provided to each classroom for removal of snack and lunch garbage.

See page 38 of the Covid Addendum for more information.

MONEY

NO staff member may leave any amount of money in the office without receiving a receipt signed by the office personnel at that time. All staff members are cautioned about leaving money in their classrooms. Staff members should not keep any amount of money in their rooms. Field trip money should be turned into office daily. A special form is required to be completed and signed before any money will be accepted in to the office. All field trip monies must be collected and received in the office at **least** one week before the trip.

PARAEDUCATORS

The major role of a Paraeducator is to provide supplementary instruction which is intended to reinforce the initial instruction that was provided by the regular classroom teacher. It is the responsibility of the teacher to provide their Paraeducators with specific plans. **These plans should be included in the teacher's lesson plans or a special Paraeducator notebook which is available for administrative review.** At no time is the paraeducator put in the position of having to do initial instruction. Their primary function is to work directly with children.

PARENT/TEACHER CONFERENCE

We realize the great importance of maintaining home/school communication. Report card conferences are times for teachers to talk with parents about their child's progress. While we make every effort to accommodate parents' schedule, 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. 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:

- 1) Teachers will schedule the conference times for pre-determined conference days.
- 2) If the parent cannot make that initial time, it is the parents' responsibility to call the office and reschedule the time during the conference days.
- 3) If parents cannot reschedule during the conference days, the teacher will phone the parent and offer to reschedule the conference at a mutually convenient time.
- 4) If the parent does not respond to the phone call, or if they do not appear for the conference time a letter will be sent home. The substance of the letter is to note that it is now the parents' responsibility to contact the teacher to reschedule.
- 5) **Remember:** No report card will be sent home without a school parent/teacher conference. (See administrator for assistance)

The parent-teacher conference approach is used in all grades for reporting pupil progress for the first and second marking period.

In addition to these conferences, teachers are urged to conduct parent-teacher conferences whenever they feel it would be beneficial to the student and/or parent. The administration is available to participate in any parent conferences. Parents may also request a conference.

Suggestions for conferences:

1. During the 2020/2021 school year, conferences will be held virtually. Phone conferences are also acceptable in an instance where a guardian does not feel comfortable teleconferencing.
2. Make the atmosphere of the conference natural and pleasant, so parents will feel the
3. desire to talk freely.
4. Emphasize the good qualities of the child; focus the entire talk around the child's needs.
5. Try to have the conference in a quiet atmosphere, where parents and teacher can be
6. relaxed and at ease together.
5. Instill confidence in the parent by warm, genuine concern for the child. When parents
7. feel a teacher is really interested; they will want to approach him/her with problems.
6. Try to conference with parents at a time most convenient for them, particularly if their
8. child has a problem about which they might feel antagonistic.

Killingly Central School

60 Soap Street, Dayville, CT 06241 - (860) 779-6750 - FAX (860) 774-3299
PRINCIPAL – Mrs. Emily A. Caviggia - ASSISTANT PRINCIPAL – Heidi Auclair-Golden

Date: _____

Dear Parents of _____

We recently held our parent-teacher conferences at Killingly Central School. Conferences times were sent out to parents from our school office. A phone call was made to try and reschedule a time for us to meet to review your child's progress. In some cases, a second conference time had been scheduled.

Please call me at 779-6750, to reschedule your conference. Please remember that report cards are not mailed home. A parent-teacher conference must be held to receive your child's report card.

You play an integral role in the home-school connection. By attending the parent-teacher conference, you send your child a strong message about your role in the educational process. I look forward to meeting with you to discuss your child's progress.

Sincerely,

Cc: Student File
Emily A. Caviggia

PEANUT/NUT FREE CLASSROOMS

Specific classrooms may need to be Peanut/nut Free due to student allergies. Parents are asked to send in peanut/nut free snacks and lunches. Letters should be sent home to your entire class alerting them to the situation. A peanut/nut free zone will be established in hallways and cafeteria.

PERSONAL DAY/FUNERAL

According to the Teacher's contract, Article 11, up to two personal days per year per staff member may be used to conduct personal business which cannot be handled outside of the work day. **One week advanced notice must be followed unless it is an emergency.** These days are not discretionary vacation days. In the case of an emergency, the reason must be stated on the form. Personal leave days may not fall immediately prior to or immediately after a school holiday or vacation period. Forms may be obtained from the office.

Funeral Days also need a form filled out and sent to the Central Office when you return back to school. You do need to put your absence in ASEOP.

As soon as you know you are taking a Personal/Vacation/Funeral day etc., please put it into AESOP right away.

PLAYGROUND/RECESS

Children have one 30-minute recess a day. Recess is held outdoors unless the temperature is below 25 degrees F.

- Classrooms will be assigned to a specific quadrant of the playground, which may include the playscape. Students must remain within the assigned quadrant so as to not break their cohort.
- Students must either wash their hands or use hand sanitizer directly prior to going to the playground. When entering the building from recess, students will receive handsanitizer.
- Students must wear their face coverings while outside unless a staff member can guarantee that children can remain at least 6 feet apart at all times.
- All CDC, state and local guidelines related to social distancing and disinfecting areas and equipment used for physical activity during recess will be followed.
- Students will partake in one of their two required mask breaks at the conclusion of recess.
- A mask break should be provided for 10-15 minutes. The previously used staff parking lot located next to the playground will be an assigned area for mask breaks.

Recess Duty Teachers are responsible for taking out the RECESS MEDICAL BAG and RECESS WALKIE TALKIE, which are located in designated classrooms. Radio checks MUST be performed by the teacher at the beginning of each Recess. Please be sure to have children dressed appropriately for the weather. If not, please send to nurse for additional clothing. Unless there are specific instructions from a doctor, all children will participate in outdoor recess.

Public Act 13-173 requires that no later than October 1, 2013, each local and regional board of education adopt a policy concerning the issues of (1) any school employee preventing a student from participating in the **entire** time devoted to physical exercise during the regular school day and (2) any school employee involved in requiring any students enrolled in Grades K-12, inclusive, to engage in physical activity as a form of discipline during the school day. In addition, the Public Act amended Section 10-221o to include in the regular school day for each student enrolled in elementary school, time devoted to physical exercise of not less than 30 minutes. Previously, the statute required 20 minutes of physical exercise for students enrolled in Grades K-5. Certain behaviors are expected of all students during recess time. Students should show positive self-control, be cooperative and considerate to others and show respect for school property and personnel. In

game-like situations such as baseball, basketball or soccer, students are expected to adhere to the rules of the game. Rough play, pushing or tackling is prohibited. No touch football will be allowed due to rough play. Hard ball types such as baseballs, softballs and leather footballs are not permitted at recess time. Recess equipment is supplied at school. No sport equipment should be brought to school unless requested by the classroom teacher or the Physical Education teacher.

While students are on the playground, it is very important to **actively supervise activities with appropriate safety rules in mind.**

P.T.O. (PARENT TEACHER ORGANIZATION)

The purpose of the P.T.O. is to collectively provide programs and activities which encourage the involvement of parents, teachers and community members in supporting the education and development of our children. Every teacher, parent, and community member is an automatic member of the P.T.O. Staff representatives are requested to be involved in the planning board meetings held once a month. P.T.O. funding provides for many activities that enhance the education of our students and assists teachers in better providing for students. It is important that we professionally support this organization by having faculty representation at the P.T.O. meetings.

REPORT CARDS

Report cards are completed 3 times a year at the district elementary schools. **Administration will review report cards the week prior to conferences.** The purpose of Report Cards is to provide parents with a frame of reference upon which to track their child's school growth. Report Cards are made available three times during the year. During the 1st and 2nd marking period, report cards are given personally to the parents during Parent-Teacher-Student conferences. During the final marking period report cards will be sent home with the students.

***See District Calendar for Term Dates**

Report Cards Issued: 1st Term at Parent/Teacher Conference
2nd Term at Parent/Teacher Conference
Last Day of School

RESPONSIVE CLASSROOM

Responsive Classroom is an approach to teaching based on the belief that integrating academic and social-emotional skills creates an environment where students can do their best learning. The responsive Classroom approach consists of a set of practices and strategies that build academic and social-emotional competencies.

Staff Expectations:

- A Morning Meeting will be held in each classroom from each day and will be comprised of the 4 components of Responsive Classroom's suggested Morning Meeting schedule.
- Teaching of the schedule and routines of the school day and our expectations for behavior.
- The use of "Think Space" as a proactive strategy (as opposed to a punitive measure). **Due to Covid-19, Think Spaces will not be utilized in the classrooms. When necessary, students may require the creation of an individual Think Space that will only be accessed by that particular student.**
- Established expectations understood by all students in the classroom. These expectations must be posted in each classroom. (Be Kind, Be Safe)
- Use of logical consequences should be used to respond to the demands of the situation, not the demands of the authority,

- Use of logical consequences that respond to choices and actions, not to character. The message is that misbehavior results from poor judgment or bad planning, not from poor character. "You broke it, fix it."
- Use of empathy and structure with language that emphasizes "Choice" and privilege.
- Use of problem-solving class meetings.

SPECIAL CLASSROOM EVENTS

Due to Covid-19, parents and families will not be visiting classrooms unless prearranged by administration.

Teachers are encouraged to invite parents and families to visit their class for special events. Any time you expect a parent, relative or other guest to visit your room, **you must notify** the office as to the person's name, the event or reason for visit and other pertinent information. (This includes lunch visits as well) The office is unable to answer questions and assist visitors without this information. **Please update the Master Calendar found in the office with special events, dates, and times.**

SPECIAL IN-SERVICE MEETINGS

- Special in-service meetings for total staff will be held as needed, with at least one-week advance notice. In the case of an emergency, Stand-Up meetings may be deemed necessary. These emergency meetings would entail limited advanced notice.
- Due to Covid-19, these meetings would occur through Zoom.

SPECIAL SERVICES

Support for Success Team

The SST may consist of the classroom teacher, school social worker, resource teacher (if needed), parent and administration. This team meets to formulate an action plan for any child having a specific problem that is interfering with his/her learning. The Head Teacher or Principal coordinates meetings.

Section 504 Meeting

Section 504 of the rehabilitation Act of 1973 assists students who have a handicapping condition. Accommodations are provided for these students based on their individual needs. A handicapping condition is a physical or mental impairment which substantially limits one or more major life activities. A Section 504 Plan is developed and copies are available for all staff and parents. The principal coordinates 504 meetings.

Planning and Placement Team (P.P.T) Meetings

P.P.T. meetings are held as needed to decide whether or not a student is eligible to receive Special Services. These meetings are attended by an administrator or designee, special service staff, the classroom teacher and the student's parents.

When attending a Special Services meeting (SST, 504, PPT) teachers should come prepared with current assessment information and observational notes on both the student's strengths and weaknesses.

All meetings requiring parental or guardian attendance will be held virtually.

STAFF BREAKFAST AND LUNCH

Breakfast and lunch is run by Whitson's Food Service. Students may purchase breakfast upon arrival at school in the morning until 9:00 am.

Cafeteria Prices:	Lunch:	\$2.75	Milk:	\$.50	Reduced Lunch:	\$.40
	Adult Lunch	\$4.25	Milk	\$.50		
	Breakfast:	\$1.75	Milk:	\$.50	Reduced Breakfast:	\$.30

STAFF DEVELOPMENT LEAVE REQUEST

All staff is required to complete a Staff Development Leave Request (SDLR) form for all staff development activities that take place outside of District Curriculum Day activities. The SDLR form is available in the staff drawer in the office **and** on-line. Once submitted, you must enter yourself into AESOP. If you want a specific sub, please see Jo-Ann or Judy for assistance **BEFORE** you enter yourself into AESOP.

STAFF MEETINGS

A full staff meeting is planned according to the following schedule. **All** staff members are expected to attend. They will start promptly at 3:35 and finish as close to 4:35 as possible. Other meetings will be called as needed. Meetings will be held in Room 109 unless otherwise noted.

Third Thursday of every month

September 17th	October 15th	November 19 th	December 17th
January 21st	February 18th	March 18th	April 15th
May 20th	June 10th		

STAFF MEMBERS CHILDREN

Please be advised that no staff member's children will be bused from Goodyear, KIS, or KHS to KCS in the afternoon during school hours. It is the staff member's responsibility to provide their own daycare elsewhere during the school work hours.

STUDENT LOCKERS

Due to Covid 19, students will not be able to use lockers. All draw string bags and jackets will be hung from the back of the students' chairs.

Staff may use assigned lockers to store their personal belongings.

Lockers and other storage spaces are provided to some kindergarten and grade 1 students for their convenience. These storage areas remain school property, and as such, are subject to periodic inspection by school authorities.

The purpose of such inspections is to allow school authorities responsible for the appropriate use of school property the opportunity to confirm that lockers are being used in a manner consistent with the health and safety of all students. Periodic cleaning of lockers must be done throughout the year, by the student(s), under the supervision and inspection of the teacher.

Therefore:

Locks are not permitted on any student locker.

Nothing of value should be stored in student lockers.

Lockers will be shared with a classmate.

Prior arrangement can be made by parents with a teacher or school administrator if anything of value comes to school for educational programs (i.e. show and tell items, special projects or assignment.)

Board of Education: Desk and School Lockers 5145.1

TEACHER EVALUATIONS

Teacher evaluation will be conducted in accordance with the guidelines set forth in the Killingly Professional Learning and Evaluation Program. The expectations for teacher practice in KPS's Professional Learning and Evaluation Program are defined using the six domains and their indicators of the Common Core of Teaching and is aligned with the Core Requirements of the state Board – approved Guidelines for Educator Evaluation.

TELEPHONES

Telephones are located in the main office, cafeteria and in the conference room. Students should **not** be encouraged to call home for lunch money, homework or general information on a general basis. They may see the nurse if they have left their glasses at home. Emergency calls must go through the administration.

Use of cell phones while working with students is prohibited.

*******All Cell Phones should be turned off during the workday or on silent. If it is an emergency call, please find coverage for your student(s) and take the call in private.*******

TESTING

All district assessment will be administered according to developed schedule.

TITLE I

Title I is a federally funded program that affords the district the ability to help students who exhibit deficiencies in reading, language arts, and mathematics. Participation in the remedial assistance program relies on multiple samples of student work, TC Reading Scores, and teacher recommendation. Parents are notified if their child is eligible for extra Title I assistance and must sign a permission form.

TRAVEL EXPENSES

Forms are available in the staff drawer. Attach all receipts and forward to Principal.

Anticipated travel expenses must be noted on leave request form.

VIDEO-DVD's (USE OF)

Staff may use video-tapes or DVD's as a resource when the subject content is clearly tied to an instructional objective or as a means of group reinforcement. Only video-tapes bearing a "G" "General Audience" rating may be shown without parent notification or prior administrative approval. Prior to showing, any movie with a "PG" (Parental Guidance) rating must be approved by school administration and a note must be sent to parents. If a parent requests that their student not watch a video, the teachers will make suitable arrangements.

Killingly Central School

Covid Addendum

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KCS Covid Addendum

Attendance

If a staff member or student are feeling ill, have any symptoms consistent with COVID-19, or have had close contact with a person diagnosed with COVID-19, 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.

KPS shall communicate absences with the Northeast Department of Health and be prepared to engage students and address attendance during periods of blended learning.

KPS shall communicate guidance related to parents and students who choose not to participate, attendance monitoring advice will be included.

Classroom Layouts

The following guidelines will be utilized for classroom layouts throughout the district.

- All classrooms and learning areas will maximize social distancing between student workstations, according to Connecticut State Department of Education guidelines, achieving six feet when feasible.
- As an additional protective measure, individual desk shields will be provided to all students and utilized in the classroom.
- Each classroom will be provided single and double desks.
- Round and rectangular tables will be utilized, with only two students assigned to these areas. The tables will be marked to provide a visual boundary for students.
- Students will be assigned to a desk that they will use at all times throughout the day.
- All students will be facing in the same direction when feasible.
- Shared flexible seating will not be permitted.
- Any seating with upholstered covering is not permitted, examples: bean bags, cushioned crates.
- Gathering areas such as space used for Morning Meeting or Book Nook areas, as well as cubby/coat areas, will not be permitted.
- Classroom area rugs will not be permitted.
- Only school issued furniture allowed in the classroom. No personal contributions.

- Traffic patterns will be designed in the classroom to promote social distancing.
- School issued backpacks will be hung from the back of a student's chair to discourage the use of lockers as much as possible.
- No students will be permitted to share materials. Students will have a personal container with supplies and manipulatives. Personal containers will be used for the following: Purposeful Play, Art, Math, Reading
- Outdoor space will be utilized for physical education, mask breaks, and movement breaks, at minimum.
- Non-essential items will be removed from instructional areas and temporarily stored for the duration of this plan.



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.
- Videos will be created explaining and illustrating student expectations within all areas of the school.

Bathroom Protocols

The following protocols have been developed for student bathroom use to ensure cleanliness while maximizing social distancing during the school day.

- **Cleaning and disinfection**
 - Twice daily, the cleaning and disinfection of restrooms must occur when the building is occupied. These cleaning times will be logged and visible to bathroom visitors.
 - Cleaning and disinfection of restroom surfaces will also occur after conclusion of the school day.
 - All cleaning products utilized on surfaces will follow Connecticut School Green Cleaning Law.
- **Restroom Usage Procedures**
 - Paper towel dispensers will be used in all restrooms.
 - Signs will be posted in and around bathrooms recommending hygiene practices.
 - Bathroom doors will remain open in all instances where privacy stalls exist.
 - Hand sanitizing stations will be available for use when entering the bathroom.
 - Masks are required when traveling to the bathroom along with entering the bathroom.
 - Students may not travel to the bathroom without adult supervision.

- Lower wing classrooms will utilize classroom restrooms. Upper wing will have access to the girls and boys restroom.
- Within the boys restroom, one urinal will not be available to ensure social distancing.
- Only one classroom will be permitted to use the bathroom at a time.
- In the upper wing, only three students will be permitted in the bathroom at one time.

- **Water Fountains/Bubblers:**

-All KCS students shall use school provided, or personal, water bottles as their hydration source. Touchless filling station may be used to fill the water bottles. Water fountains throughout KCS will not be available for use.

Breakfast/Lunch

- Students will have the option of eating lunch within the classroom or outside, under tents. A schedule will be provided to each classroom for a tent seating option.
- Masks will not need to be worn during snack or lunch. Students will be distanced 6 ft apart when feasible while eating their snack and/or lunch.
- Students will be expected to remain in their assigned seats until all students have finished eating.
- Immediately after consumption of food, classroom desks or outdoor tables will be cleaned.
- Large disposal bins will be provided to each classroom for removal of snack and lunch garbage.
- KCS encourages families to provide lunch and snacks in a disposable paper bag.
- KCS will be providing water bottles to each student. The water bottles may be replenished with water at the water filling station or classroom sink. All water fountains will be sealed off.

Face Coverings

- KCS students, staff, and visitors are required to wear face coverings upon entering the building and throughout the day.
- 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 cloth 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
 - If 6 ft of distance can be established between students while outside.
 - 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.
- One structured mask break will occur immediately after recess.
- 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.

Foot Traffic, Hallways and Shared Areas

- KCS will limit face to face encounters by designating foot traffic patterns. Patterns will establish foot traffic expectations in the hallways. Signs will also designate entrance only and exit only doors.
- 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 had identified two isolation rooms to accommodate students that exhibit symptoms consistent with Covid-19 until a parent or guardian arrives
- Appropriate staffing for the isolation room has been established by Central Office and the Covid Liaison.

Remote Learning

In the instance of high virus spread or at parental discretion, full distance learning will ensue.

If a family wishes to change to in-person instruction, the shift will not be immediate. Families will remain engaged in remote learning until a semester break allows us to adjust the schools schedule.

- Staff and students will engage in 100% remote learning.
- All Students will be provided with “Go Bags” containing necessary materials and resources related to ELA, Math and Art.
- Students will access daily Zoom meetings and lessons. Teachers will conduct daily morning meetings incorporating SEL components, ELA and Math Mini lessons, and small group or individualized conferences.
- Services within Math Intervention, Reading Intervention and Special Education will remotely continue.
- Unified Arts will engage in live, remote lessons as well as offer learning activities through SeeSaw.

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.
- KCS will identify high-risk students that may require remote instruction and/ or blended learning due to underlying health conditions or family members at risk.
- 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.)
- Communication will occur with KCS families of students with a high level of need to develop transition plans to assist them in their return to the school building. The use of social stories, visual cues, and other developmentally appropriate strategies can be used to reinforce these new concepts and protocols.
- 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.
- Policies and procedures regarding PPT meetings will be established and be held remotely to the extent possible to maintain social distancing and cohorting of students, staff and families.
- 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.
- KCS families are encouraged to use the online payment option to reduce the use of personal checks and currency at the registers.
- The School Breakfast Program (SBP) will distribute complete meals that meet all the SBP requirements in take-out containers. A breakfast total will be submitted to the cafeteria no later than 9:00am. Food Service Staff will deliver breakfasts to the classrooms. KCS teachers will have a breakfast count/milk count ready upon the delivery.
- KCS students will pre-order lunch when they arrive at school. Classroom adult support will retrieve the lunches from the cafeteria and deliver to the classroom. Lunches will be provided in biodegradable take out containers.
- Students will either eat lunch in the classroom or outside, depending on rotating schedule.

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- 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 2:45pm and promptly end at 3:15pm.
- 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.

Student Seating (Low Risk)

- The monitor will provide guidance as students board and exit the bus. Seating will begin in the rear of the vehicle and fill toward the front of the bus. Students will exit the vehicle beginning in the front and moving toward the rear.
- Students will not be permitted to change seats during the route.

Student Seating (Moderate Risk)

- Upon guidance from DPH, the Superintendent of Schools will notify transportation and families that due to the increased risk of transmission, the transportation protocols will be modified to ensure the safety of students and staff.
- In cases where the spread of the virus increases, passengers in the same family will be seated together
- Non-family members will be spaced six feet apart using a system of alternating, diagonal seating.
- The monitor will provide guidance as students board and exit the bus. Seating will begin in the rear of the vehicle and fill toward the front of the bus. Students will exit the vehicle beginning in the front and moving toward the rear.
- Students will not be permitted to change seats during the route.

Based on the direction of the North East Department of Health, we anticipate that High Risk situations will result in remote learning.

Unified Arts

- With the exception of PE, all Unified Arts will occur in the classroom.
- To limit the Unified Arts teachers' exposure to the entire KCS population, they will follow a two week rotation. Within this rotation, they will remain with the same 5-6 classrooms.

PE

- Students will attend PE in the gymnasium as well as outside.
- Students will be required to wear masks. A mask break will be provided at the PE teacher's discretion.
- All CDC, state and local guidelines related to social distancing and disinfecting areas and equipment used for physical education and physical activity including recess will be followed.
- KCS will provide physical education through a combination of in-classroom instruction and activities tailored according to available spaces, restrictions on gatherings, and use of shared equipment.
- KCS will focus on activities, fitness, exercises, and sports that are teacher led.

Library

- Students will be able to borrow library books. The Librarian Assistants will deliver book choices to the classroom for student selection. Students may also request titles to be borrowed.

Music

- While attending Music class, students will engage in singing if they are distanced 12 ft apart.
- Instruments are permitted to be used if they are assigned to one student for the duration of the class. The teacher will assist in maintaining proper spacing of at least 12 feet when students are performing with wind instruments by using outdoors or in the gym.
- For handling musical instruments, consult the [National Association for Music Education's COVID-19 Instrument Cleaning Guidelines](#).
- Class time has been added for materials and tools to be distributed by the Music teacher only and to allow for proper cleaning of materials.
- Music instruction and performances will not occur in large ensembles.

Art

- To avoid the sharing of materials and resources, students will be provided with personal art supply bags.

Visitor Protocols

- KCS will follow universal visitor protocol established for the district.
 - You **must wear a mask** to enter the building.
 - All visits are by appointment only.
 - Please call 860-779-6750 to schedule an appointment.
 - Please arrive 5 minutes prior to your scheduled appointment time.
 - We ask that you **remain in your vehicle** and notify us of your arrival by calling 860-779-6750. Office staff will let you know when it is time to enter the building. **NOTE:** You may be asked to wait if office volume is high.
- Internal building use will be restricted until further notice.
- All visitors will be permitted entrance through the front door only.
- Starting at 9:00am, 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. Only one visitor in the office permitted.
- Schools will encourage appointments only.

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