

2022-2023



Mission Statement

KILLINGLY CENTRAL SCHOOL

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***

PERSONNEL

Office Staff

Emily Caviggia	Principal	ecaviggia@killinglyschools.org
Heidi Auclair-Golden	Assistant Principal	hgolden@killinglyschools.org
Virginia Desmarais	Administrative Secretary	vdesmarais@killinglyschools.org
Lisa Mileski	Secretary	lmileski@killinglyschools.org
Karen Savoie	School Nurse	ksavoie@killinglyschools.org
Deb Dumouchel	School Nurse	ddumouchel@killinglyschools.org

Pre-K

Holly Bennett	Room 129	hbennett@killinglyschools.org
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Kindergarten

Leanne Abram	Room 127	labram@killinglyschools.org
Kerri Angelo	Room 109	kangelo@killinglyschools.org
Kelsey Crawford-Vasquez	Room 122	kcrawford-vasquez@killinglyschools.org
Kristin Collins	Room 103	krcollins@killinglyschools.org
Katie Leboeuf	Room 120	kleboeuf@killinglyschools.org
Heather Livingston	Room 102	hlivingston@killinglyschools.org
Jo-Ann Goldsmith	Room 105	jgoldsmith@killinglyschools.org
	Room 125	
Drew Johndrow	Room 107	djohndrow@killinglyschools.org

Grade 1

Carrie Blackmar	Room 100	cblackmar@killinglyschools.org
Jordan Brock	Room 101	jbrock@killinglyschools.org
Adriana Ellis	Room 121	aellis@killinglyschools.org
Joelle Guillot	Room 124	jguillot@killinglyschools.org
Sarah Horvath	Room 106	shorvath@killinglyschools.org
Matthew Steuernagel	Room 126	msteuernagel@killinglyschools.org
Kimberly Koualty	Room 104	kkoualty@killinglyschools.org
Matthew Santaniello	Room 108	msantaniello@killinglyschools.org
Jake Sherman-Watson	Room 123	jshermanwatson@killinglyschools.org

Pupil Services Personnel

Julie Burgess/Special Education	jburgess@killinglyschools.org
Nicole Colella/Social Worker	ncolella@killinglyschools.org
Lauren Cottone/Special Education	lcottone@killinglyschools.org
Allison Darigan/Social Worker Asst.	adarigan@killinglyschools.org
Jennifer Dean/Special Education	jdean@killinglyschools.org
Lucille Garcia/Occupational Therapist	lgarcia@killinglyschools.org
Linda Lewis/Speech & Language Pathologist Asst.	llewis@killinglyschools.org
Kristin Lyons/Social Worker	klyons@killinglyschools.org

Resource

Holly Bunning/Reading Specialist	hbunning@killinglyschools.org
Diane Hanson/Reading Interventionist	dhanson@killinglyschools.org
Sara Mason/Reading	smason@killinglyschools.org
Sara Sumner/Math Interventionist	ssumner@killinglyschools.org
Meghan Therrien/Reading Specialist & Literacy Coach	mtherrien@killinglyschools.org

Math Tutors

Kate Brien	Deb Messenger	Simonne Lamothe
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Reading Tutors

Carol Dragon	Mariann LaPointe
Jayne Robbins	Tiffany Tryon

EL Tutors

Laura Miller	Jo-Ann Barry
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PIXI

Christina Drowne	cdrowne@killinglyschools.org
Karen Duhaime	kduhaime@killinglyschools.org

Visual and Performing Arts, Physical Education, & Library

Ann Folan/Physical Education	afolan@killinglyschools.org
Kim Conde/Library Assistant	kconde@killinglyschools.org
Cindy Hall/Library Assistant	chall@killinglyschools.org
Amy Austin/Librarian	aaustin@killinglyschools.org
Leena Faulkner/Art	lfaulkner@killinglyschools.org
Alexandra Becker/Music/Vocal	abecker@killinglyschools.org

Para-Educators

Kelly Anderson	Marie Beauchemin	Kelli Beauregard
Melody Bonin	Lauren Briere	Melissa Choquette
Melissa Collins	Carol DiRienzo	Brittany Eber
Evelyn Flores	Pam Fulton	Karen Greene
Debra Hadley	Sheila Ilewicz	Molly Johnson
Jennifer Light	Debra Manoogian	Linda Marcy
Elena McCusker	Lisa Melmed	Ashley Nolet
Jenna Normandin	Brianna Pepin	Michaela Raymond
Lori Roberts (RBT)	Lisa Robinson (RBT)	Phoenix Vaughn

Custodial Staff

Charles Tucker (Head Custodian)	ctucker@killinglyschools.org
Wayne Blackmer	wblackmer@killinglyschools.org
Rob Middleton	rmiddleton@killinglyschools.org
Justin Galinat	

Cafeteria Staff

Shirley Frink
Tina Pigeon

sfrink@killinglyschools.org
tpigeon@killinglyschools.org

DISTRICT CALENDAR

AUGUST 2022 (0)						
SU	MO	TU	WE	TH	FR	SA
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

SEPTEMBER 2022 (17 days)						
SU	MO	TU	WE	TH	FR	SA
				1	2	3
4	*5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

OCTOBER 2022 (20)						
SU	MO	TU	WE	TH	FR	SA
						1
2	3	4	5	6	7	8
9	*10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

NOVEMBER 2022 (18)						
SU	MO	TU	WE	TH	FR	SA
		1	2	3	4	5
6	7	8	9	10	*11	12
13	14	15	16	17	18	19
20	21	22	23	*24	*25	26
27	28	29	30			

DECEMBER 2022 (17)						
SU	MO	TU	WE	TH	FR	SA
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	*26	*27	28	29	30	31

JANUARY 2023 (18)						
SU	MO	TU	WE	TH	FR	SA
1	*2	*3	4	5	6	7
8	9	10	11	12	13	14
15	*16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

FEBRUARY 2023 (18)						
SU	MO	TU	WE	TH	FR	SA
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	*20	*21	22	23	24	25
26	27	28				

MARCH 2023 (22)						
SU	MO	TU	WE	TH	FR	SA
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

APRIL 2023 (14)						
SU	MO	TU	WE	TH	FR	SA
						1
2	3	4	5	6	*7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

May 2023 (22)						
SU	MO	TU	WE	TH	FR	SA
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	*29	30	31			

2022-23 Killingly Public Schools Calendar -182 Student days, 188 Teacher days BoE Approved 3-9-2022

New Teacher Orientation: August 30, 31, & Sept 1 **Convocation:** September 2

☒ **Professional Development (6)** No school for students September 2,6,7 November 8, January 17 & March 24

Sept. 8 - First Day of School for **Grades PreK - 9 Only.** **Sept. 9** - First Day of school for **Grades 10, 11, 12,**

Anticipated Last Day of School: June 22, 2023 KHS Graduation: June 22, 2023

☐ **Early Release Days: (8)** Sept. 30, Oct. 28, Dec. 9, Jan. 13, Feb. 10, March 10, April 21, May 12

/ **Half Days: (3)** November 23 December 23 June 22

Schools Closed (*District Closed)

Independence Day- *July 4 Labor Day- *Sept. 5 Columbus Day- *Oct. 10 Election Day- Nov. 8
Veteran's Day- *Nov. 11 Thanksgiving Break- Nov. *24 & *25 Holiday Break- Dec. *26, *27, 28, 29, 30, &
January *2, *3 Martin Luther King Jr. Day- *Jan. 16 Winter Break- Feb. *20 & *21 Good Friday- *April 7
Spring Break - April 10-14 Memorial Day- *May 29

Open Houses

Goodyear Early Childhood Center: September 6, 5:30-6:30 p.m.
Central School: September 7 for PreK & K Only- 5:00-6:30 p.m.
Central School: September 15, for Grade 1 Only, 5:00-6:30 p.m.
Memorial School: September 14, 5:30-7:00 p.m.
Intermediate School: September 22, 5:00-7:00 p.m.
High School: September 7, 6:00-7:00 Freshmen Dinner, 5:00-6:00 p.m.

Progress Reports

PreK-4	Grades 5-12
October 21	October 12
January 27	December 23
May 19	March 14
	May 23

Grading Period Ends

PreK-4	Grades 5-12
November 18	November 16
March 17	February 7
End of School	April 6
	Last day of school

Parent/Teacher Conferences

Goodyear Early Childhood Center: November 22, 1:00-6:45 & March 23, 1:00-6:45

Central School: November 28, 5:00-7:00. November 29, 1:45-3:45 and 5:00-7:00 (1/2 day for KCS students)
March 27, 5:00-7:00 March 28, 1:45-3:45 and 5:00-7:00 (1/2 day for KCS students)

Memorial School: December 6, 5:00-7:00 December 8, 1:45-3:45 and 5:00-7:00 (1/2 day for KMS students)
April 4, 5:00-7:00 April 6, 1:45-3:45 and 5:00-7:00 (1/2 day for KMS students)

Intermediate School: October 27, 1:00-3:00 & 5:00-7:00 (1/2 day for KIS students) November 1, 5:00-7:00
Student Led Conferences - June 1, 7:30-2:30 & 5:00-7:00

High School: November 1, 1:00-3:00 and 4:00- 6:00 (1/2 day for KHS students) November 2, 4:00-6:00
March 20, 1:00-3:00 and 4:00-6:00 (1/2 day for KHS students) March 21, 4:00-6:00

Board of Education Meetings

*Not on the 2nd Wednesday of the Month

Sept. 14 & 28	March 8 & 22
Oct. 12 & 26	April *5 & 26
Nov. *16	May 10 & 24
Dec. 14	June 14 & 28
Jan. 11 & 25	
Feb. 8 & 22	

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 two (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.

ACCIDENTS

Adult - After providing first-aid assistance, **all** accidents occurring on school premises must be reported to 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

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

FRONTLINE: Refer to Killingly Public Schools website

Reminder: you must enter your absences 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 Frontline 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 (1) 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 860-779-6750. **Please include information on other duties as well.**

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 a.m. If PowerSchool is not working by 9:15 a.m, 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 ten (10) days in advance if your class (or grade level) will not be there for lunch.

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

90 minute obligation will be held on these dates: Oct. 13, Nov. 7, Jan. 9, Feb. 6, March 6, April 3, May 1, June 5 (time 3:35 p.m. - 5:00 p.m.)

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
860-450-2000
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.

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 of Killingly Board of Education Policy Manual.

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, PPT 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

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

Strategy Groups

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**.

CURRICULUM BOOK ROOM

Our Language Arts curriculum materials, including our Trade Books, are stored in the Curriculum Book Room (next to 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 employees 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.
- b) 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.
- c) Close windows and lock them at the end of school every day.

DISCIPLINE

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 A.M. and P.M. 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 a.m. to 3:35 p.m.

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

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

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.

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

ERD & half (½) Day Procedure - Preschool students will be dismissed between 12:55 p.m. 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.

FIELD TRIPS

Field Trips are integral to our educational program. If you wish to take a trip, permission must be obtained by the Principal. Any out of state field trips must also be approved by the Superintendent and Board of Education. Permission must be obtained at least one (1) 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, 860-779-6790, to confirm date and time, and forward form to Principal.
3. **One (1) week prior to the trip, a confirmation call to transportation should be made. Cost of transportation must be included in the field trip costs.**
4. The school nurse should be notified in advance as well.
5. *If your class will not be getting lunch in the cafeteria, please let the cafeteria personnel know at least **two (2) 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. Administration must approve these decisions.

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 attend 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.**

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 (ERD) 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.

HOMEWORK GUIDELINES

Introduction

1. Homework will provide opportunities for students to engage in practice of previously mastered skills/concepts.
2. Home 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 (PPT). 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 IEP require PPT action including all safeguards to parental rights indicated in the law.

INCLEMENT WEATHER DELAY

Delayed openings due to inclement weather will be TWO (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 a.m.

LEADERSHIP COMMITTEE

The Killingly Central School Leadership Committee is a group of people dedicated to assist in making KCS 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, teachers, 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 have an option of a hot lunch or bringing in a cold lunch on a daily basis. There are three (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 a.m. 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.

Lunch is served on a half ($\frac{1}{2}$) 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 half ($\frac{1}{2}$) day of school or early release day, teachers are requested to refer to and use the half ($\frac{1}{2}$) day/early release day lunch schedule.

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 by the office. All field trip monies must be collected and received in the office at **least** one (1) 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' 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. 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 parents 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 parents and offer to reschedule the conference at a mutually convenient time.
4. If the parents do 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 parents. The administration is available to participate in any parent conferences. Parents may also request a conference.

Suggestions for conferences:

1. Make the atmosphere of the conference natural and pleasant, so parents will feel the desire to talk freely.
2. Emphasize the good qualities of the child; focus the entire talk around the child's needs.
3. Try to have the conference in a quiet atmosphere, where parents and teacher can be relaxed and at ease together.
4. Instill confidence in the parents by warm, genuine concern for the child. When parents feel a teacher is really interested, they will want to approach him/her with problems.

5. Try to conference with parents at a time most convenient for them, particularly if their 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. Conference 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 860-779-6750 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, Principal

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 9.3.1, 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 (1) 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 FRONTLINE.

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

PLAYGROUND/RECESS

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

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 three 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
3rd Term 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).
- 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

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.

SPECIAL SERVICES

Support for Success Team (SST)

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 Assistant Principal 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 (PPT) Meetings

PPT 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.

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 a.m.

Cafeteria Prices:	Lunch:	\$2.75	Milk:	\$.50
	Adult Lunch	\$5.00	Milk	\$.50
	Breakfast:	\$1.75	Milk:	\$.50

STAFF DEVELOPMENT LEAVE REQUEST

All staff are 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 FRONTLINE. If you want a specific sub, please see office staff for assistance **BEFORE** you enter yourself into FRONTLINE.

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 p.m. and finish as close to 4:35 p.m. 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 15 th	October 20 th	November 17 th	December 15 th
January 19 th	February 16 th	March 16 th	April 20 th
May 18 th	June 15 th		

STAFF MEMBERS' CHILDREN

Please be advised that a transfer bus is available to KMS in the morning. No staff member's children will be allowed on the bus 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

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 assignments.)

Board of Education: Desk and School Lockers, Section 5145.12

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: Lower Wing, side entrance
Upper Wing, west entrance
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 8:20 a.m. and promptly end at 8:35 a.m.
- 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.
- An assigned staff member(s) will assist the student with entering the building through the cafeteria entrance.
- Bus morning drop off will begin at 8:35 a.m. Late families may bring their child(ren) to the front door after morning bus transportation is complete at approximately 8:45 a.m.
- Parent afternoon pick-up will begin promptly at 3:05 p.m. and promptly end at 3:20 p.m.
- 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. After 3:30 p.m., late pick-up students will wait in the office until their family member or ride arrives.
- Any students whose buses arrive after 3:35 p.m. 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 during parent pick-up. All families must remain in the parent pick-up line during dismissal.

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 are aligned with the Core Requirements of the state Board – approved Guidelines for Educator Evaluation.

TELEPHONES

Telephones are located in the classrooms, office spaces, 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.

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 assessments will be administered according to the 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-DVDs (USE OF)

Staff may play movies 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.

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