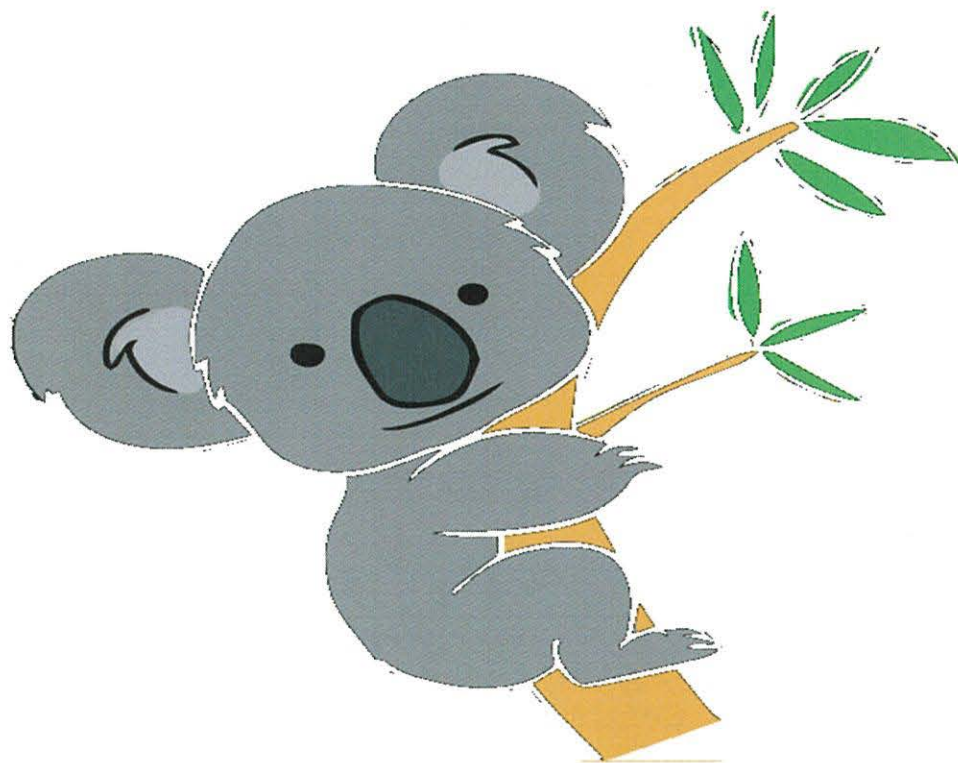


Killingly Memorial School



"Great Things Happen Here"

Staff Handbook 2025-2026

Table of Contents

General Info	2
Personnel	3
Accidents, Anecdotal Records, Assemblies	5
Assessments, Automated Calling, Awards, Bicycles, Breakfast Program, Buddy Teachers, Budget	6
Building Goals, Building Security	7
Bullying, Bus Transportation	8
Care of School Property	9
Cell Phones – Staff, Cell Phones – Students	10
Child Abuse, Classroom/School Appearances, Communication	11
Communication Regarding Discipline, Crisis Team, Cumulative File, Curriculum, Curriculum Book Room	12
Custodial Requests, Detention, Detention Rules/Guidelines, Dining Hall Guidelines	13
Dining Hall Positive Behavior Support, Dismissal Procedure	14
Dress Guidelines	15
Duty, E-mail, Electrical Appliances, Electronic Monitoring, Emergency Cards, Emergency Closing of Schools	16
Field trips, Fire Drill Procedures, Guest Teacher	17
Guest Teacher Folders, Guest Presenters, Half Day Session/Early Release Days Health Services	18
Home Correspondence, Homework	21
Internet Usage Policy	22
Killingly Childcare Program, KMS Today Daily Staff Newsletter, Lesson Plan Books, Library, Lockers	23
Lost and Found, Lunches – Staff, Lunches – Students	24
Mailboxes, Medical Procedures, Meetings	25
Morning Arrival, Name Tags, “No School” Announcements, Nutrition Regulations	26
Open House, Paraprofessional, Parent Teacher Community Association	27
Parent-Teacher-Student Conferences, Parties in school, Philosophy	28
Parties in School, Personal Days, Philosophy	29
Playground/Recess, Policy	30
Progress Reports, Public Address System, Recycling Procedures, Report Cards, Responsive Classroom	31
Retention/Promotion	32
School Calendar, School Colors and Mascot, School Hours, School Office	33
School Pictures, School Property, Security, Social Media, Special Classroom Events, Special Services	34
Staff Attendance	35
Staff Development Days/Early Release Days, Staff Main Room, Staff Room, Student Attendance/Absences/Tardiness and Truancy	36
Student Early Dismissal	37
Student Dismissal Procedures, Student Information, Student Success Program (SSP), Supervisory Duties, Suspension, Teacher Evaluations	38
Suspension, Teacher Evaluations, Technology, Telephones, Textbooks and School Property	39
Travel Expenses, Unified Arts Staff, Use of Online Programs, Visitor and Parent Visits	40
Weather Information	41

General Information

Principal:	Mrs. Tina Chahanovich
Assistant Principal:	Mr. Tim Jonasch
Administrative Assistant:	Mrs. Nancy DuBois
School Secretary/Receptionist:	Ms. Debra Pasay
Nurse Supervisor:	Mrs. Noel Coraccio, RN
School Nurse:	Mrs. Erin Romani, RN

<u>Address:</u>	Killingly Memorial School 339 Main Street Killingly, CT 06239
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<u>Telephone Numbers:</u>	
KMS Office:	860-779-6680
School Nurse:	860-779-6685
Absentee Line:	860-779-6699
KMS Fax number:	860-774-6028
School Social Worker:	860-779-6688
School Psychologist:	860-779-6693
Food Services:	860-779-6695

<u>Office Hours:</u>	8:00 a.m. - 4:00 p.m.
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<u>Office e-mail:</u>	kmsoffice@killinglyschools.org
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Personnel

Office Staff

Mrs. Tina Chahanovich, Principal	tchahanovich@killinglyschools.org
Mr. Tim Jonasch, Asst. Principal	tjonasch@killinglyschools.org
Mrs. Nancy DuBois, Principal's Secretary	ndubois@killinglyschools.org
Ms. Debra Pasay, Secretary	dpasay@killinglyschools.org
Mrs. Noel Coraccio, Nurse Supervisor	ncoraccio@killinglyschools.org
Mrs. Erin Romani, School Nurse	eromani@killinglyschools.org

Grade 2

		Room
Mrs. Merry Crabtree	mcrabtree@killinglyschools.org	208
Ms. Danielle Fratoni	dfratoni@killinglyschools.org	210
Mrs. Nancy Juhola	njuhola@killinglyschools.org	206
Mrs. Lauren Lanzoni	llanzoni@killinglyschools.org	204
Mrs. Jamie Maheu	jmaheu@killinglyschools.org	205
Ms. Sarah McMerriman	smcmerriman@killinglyschools.org	202
Ms. Jamie Moulton	jmoulton@killinglyschools.org	200
Ms. Elizabeth Riordan	eriordan@killinglyschools.org	203
Ms. Annette Sakidovitch	asakidovitch@killinglyschools.org	209

Grade 3

Mrs. Carol Bitgood	cbitgood@killinglyschools.org	404
Ms. Tracilynn Breen	tbreen@killinglyschools.org	407
Ms. Nicole Gaulin	ngaulin@killinglyschools.org	408
Mrs. Heidi Hand	hhand@killinglyschools.org	402
Ms. Karissa Paul	kpaul@killinglyschools.org	405
Mrs. Kaylee Penner	kpenner@killinglyschools.org	406
Ms. Lisa Siegmund	lsiegmund@killinglyschools.org	309
Ms. Ashley Tillinghast	atillinghast@killinglyschools.org	403

Grade 4

Ms. Caitlin Breen	cbreen@killinglyschools.org	300
Mrs. Sarah Burdick	sbarile@killinglyschools.org	303
Mrs. Bethany Campbell	bcampbell@killinglyschools.org	302
Mrs. Rache Colucci	rsalisbury@killinglyschools.org	307
Mrs. Melissa Delfarno	mdelfarno@killinglyschools.org	304
Ms. Hannah Ellal	hellal@killinglyschools.org	305
Mrs. Abigail Scott	aallard@killinglyschools.org	301
Ms. Debbi Tenaglia	dtenaglia@killinglyschools.org	306

Pupil Personnel Services

		Room
Ms. Antonette Alfiero/Resource	aalfiero@killinglyschools.org	422D
Ms. Jackie Angelopoulos	jangelopoulos@killinglyschools.org	201
Mrs. Christine Boyle/Speech	cboyle@killinglyschools.org	310
Mrs. Megan Corrado/Counselor	mcorrado@killinglyschools.org	314
Ms. Lucy Garcia/OT	lgarcia@killinglyschools.org	422E
Ms. Peggy Kent/COTA	mkent@killinglyschools.org	422E
Mrs. Melissa Felice/Resource	mfelice@killinglyschools.org	422G
Mrs. Kimberly Low/Social Worker	klow@killinglyschools.org	315
TBD/Resource		422C
Mrs. Tiffany O'Leary/PT	toleary@killinglyschools.org	422F
Mrs. Danielle Orbegozo/Speech	dorbegozo@killinglyschools.org	310
Ms. Kandace Richmond/Resource	krichmond@killinglyschools.org	422B
Mrs. Lori Roberts/RBT	lroberts@killinglyschools.org	308
Ms. Lisa Robinson/RBT	lrobinson@killinglyschools.org	201
Ms. Shaina Vezina/PTA	svezina@killinglyschools.org	422F

Resource

Mrs. Keri Costa/Math Interventionist	kcosta@killinglyschools.org	313
Ms. Renee Reyes/Math Interventionist	rreyes@killinglyschools.org	312
Mrs. Sara Morrone/Reading Specialist	smorrone@killinglyschools.org	101
Ms. Bailey Hosko/Reading Specialist	bhosko@killinglyschools.org	102

Science

Ms. Kimberly Vincent	kvincent@killinglyschools.org	415
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Unified Arts

Mrs. Amy Austin/Library	aaustin@killinglyschools.org	Library
Ms. Sarah Gallagher/Physical Education	sgallagher@Killinglyschools.org	Gym/311
Mrs. Laura Powers/Art	lpowers@killinglyschools.org	416
TBD/Music		414

Paraprofessionals

Ms. Riley Allen	Mrs. Charlene Bennett	Mrs. Melissa Costa
Ms. Isabelle DuBois	Mr. Benjamin Gaudreau	Mrs. June Griffiths
Mrs. Lori Laflamme	Ms. Emma Lalumiere	Mrs. Racine Lupien
Mrs. Sue Martin	Ms. Krystle McClure	Ms. Alicia Montigney
Ms. Chandavone Panasy	Ms. Tessa Powell	Mrs. Jane Romprey
Mrs. Tracy Rose	Mrs. Jami Sands	Ms. Jessica Shea
Ms. Lisa Urban	Mr. Pheonix Vaughan	Mr. Cillian Young

Whitson's Staff

Mrs. Amanda Newcomb, Supervisor	anewcomb@killinglyschools.org
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Custodial Staff

Mr. Ron Jarvis/Head Custodian	rjarvis@killinglyschools.org
Ms. Lori Chandler	
Mr. Matthew Goyette	
Mr. Thomas Liebscher	

ACCIDENTS

Adult: Please refer to KPS Memo “Workplace Reporting”.

Student: Appropriate action must be determined by the adult discovering the situation. Caution and concern for the injured party is necessary. If there is a question of more than a minor injury, call the nurse and administration. Let them make the decision concerning moving a youngster or waiting for emergency professionals to prepare the youngster for hospitalization. Any head injury (major or minor) must be reported to the nurse.

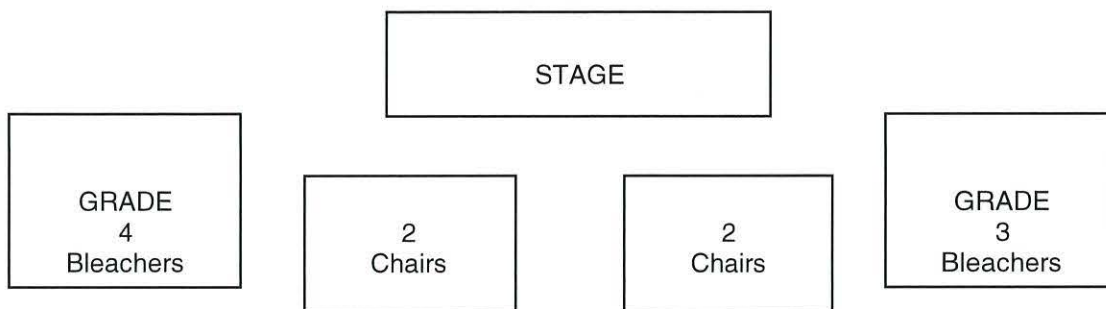
ANECDOTAL RECORDS

Each teacher shall note, and date atypical behavior or indications of special needs observed in their children. This information will be included as substance for general parent and staff conferencing, as well as for Multi-tiered Support for Success consults (MTSS), and Planning and Placement Team Meetings (PPT). Please safeguard this confidential information.

Please note: A recent court ruling makes a teacher's or administrator's personal notes or documentation about a child subject to review by the parent even if they are not kept in the cumulative file. The parent may request a copy.

ASSEMBLIES

Assemblies are presented by students, staff, administration and other presenters for information sharing, recognition of work, effort, and good citizenship. Assemblies may also be reflective of dramatic performance and artistic programs given by and for our children. Teachers are asked to seat their students in the designated areas illustrated below unless otherwise requested.



Classes will be called to and dismissed from an assembly by grade level. Following an assembly, students should remain seated until their grade level has been called for dismissal.

Please review appropriate audience behavior with students prior to all assemblies. Special attention to etiquette and good citizenship is expected of all students and adults. During transition times, students and staff will be asked to participate in specified music selections. Students requiring preferential seating because of vision and hearing impairments may require special arrangements.

Following an afternoon assembly, we encourage all students to use their usual transportation home. Under special circumstances when a parent needs to pick their child up after an assembly, parent pick-up procedures will be followed which require a written note be sent to the office on the morning of the assembly.

ASSESSMENTS

Assessing student learning is an *on-going process* and can be informally or formally completed by teachers. The purpose of assessment is to assist the teacher in providing appropriate diagnostic instruction.

Dates of administration and assessment due dates will be provided to you by the principal. Assessment data will be submitted by individual teachers by the designated due dates.

AUTOMATED CALLING

School Messenger is the district-wide automated communication system. This will be used to send instantaneous voice and/or e-mail messages regarding school/district events and announcements as well as delays and cancellation of school due to inclement weather.

School Messenger will only call a single telephone number for each staff member. It is important that accurate and up to date telephone numbers be on file in the KMS office.

AWARDS

A variety of positive recognition activities are provided within the classroom on a daily, monthly, marking period, or annual basis. Teachers are requested to give information to parents regarding student recognition activities.

BICYCLES

Due to the age level of our pupils and the local traffic congestion near our school, our students *will not* be permitted to ride bicycles to and from school. In addition, skateboards, scooters and rollerblades are not to be ridden or brought to school.

BREAKFAST PROGRAM

Students can participate in the Breakfast Program between approximately 8:20-8:35 a.m. Students will eat breakfast in their classrooms. **Please note that when there is a two-hour delay, NO breakfast will be served.**

BUDDY TEACHERS

Teachers are requested to secure a "Buddy Teacher" to assist in student discipline when necessary and to cover their classroom on an emergency basis.

BUDGET

All teachers are responsible for providing information to administration regarding projected materials and services needed for the next fiscal year. All requests are to be completed on appropriate budget forms reflecting grade level needs and submitted to the principal when requested during the month of November. All requested purchases must describe an item or service, quantity desired, name, address, and telephone number of the vendor, current catalog cost including shipping charges on appropriate forms supplied by the office. The school system is **not** responsible for any bill for materials or services purchased through any other procedure.

The following list is an overview of a typical budget timeline and tasks:

- The proposed budget is prepared by grade levels and other faculty and given to administration upon request.
- Administration compiles grade level and other faculty requests, including the Decision Packages, and presents proposed budget to the Superintendent of Schools. Some modifications to the proposed budget may take place at this time (usually in December).
- The Administration presents the proposed budget to the Board of Education Fiscal Committee (usually in January). This presentation is open to the community and taped for Channel 20.
- During the spring months, community dialogue regarding the budget takes place with the BOE and Town Council.
- During the month of March, the Board of Education will present their final proposed budget to the Town Council.
- Budget is either approved or not approved during the May Town Meeting.
- Administration reviews all budget requests and makes modifications prior to the end of the school year.
- After July 1, budget requests are processed.
- All orders are received and processed by the office staff. Once processed, orders will be delivered to the grade level team leader's classroom. DO NOT take boxes from the front hallway.

BUILDING GOALS

Building goals will be developed annually, focusing on school-wide needs as viewed by staff and administration. All staff will participate in building goals as defined in the Killingly Public Schools Professional Learning and Evaluation Plan.

BUILDING SECURITY

Considering the safety concerns for our students, staff and building contents, it cannot be emphasized enough that ALL STAFF adhere to the following building security protocol:

- All staff must enter the building by electronic badge at appropriate doors and non-bused students must enter the school through the designated

Parent Drop off door. All classroom and exterior doors, including the front door of the school, will be locked during normal school hours. Do not prop doors at any time.

- Any person **not wearing a picture identification badge** is considered an unauthorized person in our building. It is incumbent upon all staff to refer any person not wearing a badge to the office.
- Doors to the playground will be kept locked at all times. Teachers on duty will have a recess bag with first aid materials and a 2-way radio.
- Large egress windows must be kept closed and locked at all times.
- At the end of the school day, all staff are required to secure their classrooms by locking windows and doors.
- KMS has a full time Armed Security Officer (ASO) on the premises during school hours. He/she is here to oversee the safety of the students and adults in the building.

BULLYING

In accordance with state law, it is the policy of the Board of Education that any form of bullying behavior, whether in the classroom, on school property, on a school bus, or at school-sponsored events, is expressly forbidden. Please notify the School Administration of any bullying activities.

BUS TRANSPORTATION

Bus transportation is supervised by the Director of Transportation, Joseph Boulanger. Any questions/ problems concerning the bus should be directed to the Transportation department at 779-6790.

The following transportation guidelines must be followed:

1. All teachers are to periodically review Bus Rules and behavior expectations with their students.
2. Parents are requested to complete the Student Transportation form for their child. The purpose of this form is to designate what form of transportation their child will be using going to and from school, i.e., bus, walkers, parent pick-up, special education bussing.
In addition, parents are also asked to write special instructions (if any) that are to be followed for their child when school closes early due to weather conditions. **These forms need to be sent to the office as you receive them. They will be copied and returned to you. Place in a location which is readily available for reference by you and guest teachers.**
3. Any change of transportation must be submitted in writing to the school by the parent or legal guardian. No changes will be accepted via the telephone, as the caller cannot be verified. No transportation change will be made unless the changes are put in writing and sent to the school. **Teachers must send all parent notes to the office by 9:15 a.m. Please**

put Teacher's name/Room number on all notes. Parents' notes requesting a change in busing should include the following information:

- Date
- Child's full name and regular bus number
- Where the child is to be dropped off
- Include person's full name person's address bus run (if known)

The written note should be given to the classroom teacher and then sent to the office **by 9:15 a.m.**, where availability of space on the bus will be checked. A bus pass will be issued to the student through the office.

4. Mini-bus service is available for special education students as designated by PPT. If parents approach teachers requesting more information regarding their child's eligibility for special busing, please refer them to administration.
5. It is the teacher's responsibility to make sure that students are ready for their bus when it is called on the intercom. A student may not take a different bus unless a permission note from his/her parents or guardian has been submitted to the office and a bus pass has been generated. Transportation requires 72-hour notice for a request for a student to take a bus that they do not normally ride. If a student has a long-term change such as daycare, one parent permission note can be used for the entire length of the activity. However, it must be stated in the note that this change is until further notice.
6. During bus dismissal, **all** teachers should be at their classroom door monitoring students in their classroom as well as students in the hall.

CARE OF SCHOOL PROPERTY

Teachers are requested to model how proper care is taken of all school property stressing the need to make things endure for use by children in years to come. Students and/or parents will be asked to replace or repair any school property that is damaged by students. We all need to make a concerted effort to avoid waste and to recycle whenever possible to demonstrate that the town's tax dollars are prudently spent on the education of Killingly children.

Though Killingly Memorial School has three custodians to assist in keeping our school in quality condition, it is necessary that maintenance routines involving classroom care be directed by the teacher and take place daily in the classroom.

Please make sure that the following tasks are completed daily:

1. Close your windows and lock them at the end of the day.
2. Have children place their chairs on top of their desks at the close of school and pick up pencils, crayons, erasers etc. from the floor.
3. See custodians about any special problems that you detect in your classroom.

4. Advise the administration if any problem is not resolved between you and your custodian.
5. If something needs to be repaired or a general custodial task completed, teachers need to e-mail Ron Jarvis at rjarvis@killinglyschools.org and administration must be copied on e-mails. Include the following information: date of request, request, room # and the name of the person making the request. Items/situations that need immediate attention, please call the office.
6. Lock the classroom door.
7. All blinds should be lowered to rest on the windowsill.
8. Classrooms should always be left in a neat and organized manner.
9. All beverage containers and food items should be disposed of daily.

CELL PHONES - STAFF

THE USE OF CELL PHONES DURING INSTRUCTIONAL OR DUTY TIME, DURING MEETINGS OR DURING SCHOOL PROCEDURES IS PROHIBITED FOR ALL STAFF. If you need your cell phone on for an emergency, please let the administration know.

CELL PHONES - STUDENTS

It is the strong recommendation of Killingly Memorial School that students and parents carefully weigh the choice of whether students bring cell phones, music players, cameras and/or other electronic devices to school. KMS will not assume responsibility for lost, stolen or damaged property belonging to students. In addition, these items are disruptive to the learning environment, often creating discipline problems. These items should not be visible during the school day. They should be turned off and safely put away so that learning is not interrupted for the student and other students in the classroom. If it is necessary, students are permitted to use the phone in the main office.

Process for Violation of this Policy:

Students who violate the rules for the use of cell phones and other electronic devices, set forth above, will face corrective action as described below:

1. **First Violation** - warning by teacher, teacher may confiscate for the remainder of the day. The cell phone/electronic device will be given to the student at the end of the school day. Teacher will contact parent/guardian.
2. **Second Violation** - cell phone/electronic device confiscated by teacher and turned into administration to be picked up at the end of the school day by student. The administration will contact parent/guardian.
3. **Third Violation** - confiscation, item given to administration to be picked up by parent/guardian.
4. **Fourth Violation** - confiscation, item given to administration, school discipline imposed.

CHILD ABUSE

According to Public Act #73-205, all teachers, nurses and other school staff are required to report suspected child abuse.

If you suspect child abuse, immediately contact the school nurse. The nurse will work with administration, school social worker or psychologist to see that each 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.

DCF 1-800-462-0627 or 1-800-462-9347 or 450-2000

CARELINE

1-800-842-2288

Please review the Board of Education Policy on child abuse included in the Policy section of this Handbook.

CLASSROOM/SCHOOL APPEARANCES

The tone of a classroom should positively reflect the excitement of the learning happening within its four walls. Displays of student work and projects should appropriately reflect and demonstrate the current learning taking place in a student centered developmentally appropriate learning environment.

The classroom displays should be periodically changed throughout the year.

The appearance of a classroom is reflective of the teacher and creates the first impression of the learning that is taking place for the student. For these reasons, it is expected that all classrooms be kept in a safe, orderly, and neat manner.

COMMUNICATION

It is imperative to maintain effective communication with our students and parents. Teachers are encouraged to use periodic classroom/grade level newsletters. Positive telephone calls to parents are very strong messages to our families. The first parent communication should be of a positive nature. A positive phone call works wonders! All teachers are requested to place a phone call home within the first two weeks of school to make that positive connection. All teachers are requested to send a welcoming postcard/letter to students before the opening of school. In addition, a welcoming letter goes home to all families will be sent home the first week of school. This letter can include a positive message to the parents, an overview of the unified arts schedule for the class, curriculum, and other important information. A classroom Rules and Consequences letter will be sent home the second week of school. These letters will be submitted for approval to administration and office staff will copy onto KMS letterhead after any corrections are made.

Every Friday, or the last day of school for the week, teachers are requested to send home the corrected week's learning with helpful comments. Red Parent Teacher Communicator folders will be provided for all students from the office. These folders are to be returned on Monday. There is no substitute for frequent, effective, sincere, and insightful conversation between teacher and parent about a child's' learning progress.

COMMUNICATION REGARDING DISCIPLINE

Teachers and certified staff that write up students in Educator's Handbook will contact the parents/guardians as soon as possible after the write up. This will include minor and/or major incidents. The focus of the conversation will be factual information of the incident and what happened. The teacher/certified staff will let the parent/guardian know that administration or support staff (Social Worker and/or Counselor) will contact them soon after if there needs to be a consequence.

CRISIS TEAM

The Crisis Team consists of the Principal, Assistant Principal, Nurse, Social Worker, School counselor, Speech Pathologist, grade level representatives and paraprofessionals. This team meets periodically throughout the year to continually monitor and evaluate our crisis plan. Administration contacts all members when it is necessary to meet. Various Crisis Team members have 2-way radios to assist in communication when an emergency arises.

CUMULATIVE FILE

Each child has a cumulative folder located in the Office, alphabetically filed by grade. Special education information, PPT minutes and daily anecdotal records are not to be included in this folder. These records may and will be read by any parent requesting to do so. Parents have the right to access this record. Good judgment should be exercised concerning the validity and worth of the information contained in the file. Staff members need to sign out cumulative files and review them accordingly and return them at the end of the day.

CURRICULUM

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

CURRICULUM BOOK ROOMS

Our Language Arts curriculum materials, including our Trade Books, are stored in the Curriculum Book Room A (near the Gym). 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.

CUSTODIAL REQUESTS

Please refer to Care of School Property

DETENTION

Administration will cover any After-School Detentions issues by administration. If a teacher chooses to issue an afterschool detention, they are responsible for staying with them.

DETENTION RULES/GUIDELINES

After school detention time blocks are used to address student discipline according to individual needs and grade level. All other avenues for teaching discipline should be used before assigning an after-school detention. This form of discipline should be used only as a last resort.

After School Detention: Teacher Responsibilities

1. If a teacher decides to keep a student after school in their classroom, it is the responsibility of the teacher to call the parent and plan for transportation home at 4:00 p.m. **Administration must be notified.**
2. An Office Referral Report **must be completed** prior to assigning an after-school detention. The **office must be informed** of all students serving after school detentions by 2:00 p.m. and mode of transportation must be noted.
3. Parents must give permission for after school detention. Twenty-four-hour notice is the norm but often parents waive this.
4. **It is the intent for any detention assignments to assist our students in reflecting on why their behavior was inappropriate and what they can do to improve it. Adult interaction regarding detention is to help our students learn and reflect on other choices for their behaviors.**

After School Detention: Student Expectations

1. No talking among students will be allowed during detention time.
2. Students will not be allowed to leave the Detention Room until the detention has been completed. The use of lavatory facilities, unless an emergency, will be discouraged.
3. Students will be requested to sit appropriately in their seats.
4. Students who do not adhere to After School Detention rules may receive a double detention assignment.

DINING HALL GUIDELINES

1. The Dining Hall rules should be routinely reviewed with all students.
 - Talk softly.
 - Listen and follow directions.
 - Walk carefully.

- Use a napkin.
 - Eat with appropriate utensils.
 - Clean your eating area.
2. Classroom teachers will bring their students to the Dining Hall and sit their class at their assigned table on time.
 - Hot & Cold Lunch will eat together.
 3. Teachers/Paraprofessionals will dismiss each table as they are ready to line up in the lunch line. Quiet tables go first. Keeping the line to a tolerable length.
 4. During lunch time, duty personnel will supervise their specific area by actively monitoring their students.
 5. Each table will be dismissed individually when ready for returning their trays. Each side of the table will be dismissed individually. Students will return to their designated table and await their classroom teacher.
 6. Classroom teachers will pick up their students at their table.
 7. Every effort will be made to instruct our students how to eat in a large group setting. However, there will be logical consequences for those students who are not giving their best effort by not following the Dining Hall Rules.

Dining Hall supervision needs to be focused on assisting our students with their dining and social skills. Therefore, when actively supervising students in a duty situation, staff must:

- Be focused on behavior/activity and be always circulating and monitoring students. Staff attention to students is primary - this is not a time for socializing with other duty personnel.
- Actively supervise students by monitoring specific tables throughout the lunch period.
- Assist and model students various dining/eating skills, i.e., napkins in hand, elbows off tables, no talking with food in mouth, correct usage of eating utensils and using appropriate dining conversation.

DINING HALL POSITIVE BEHAVIOR SUPPORT (Refer to current protocol)

It is a top priority that consistency is practiced constantly. Procedures need to be completed in the same way daily. This helps our students learn the new procedures.

DISMISSAL PROCEDURE

It is expected that all teachers will have students prepared to leave for the day. During bus dismissal, teachers should be at their doors monitoring both student behavior in their classroom, as well as in the hallways. All teachers should remain in their classrooms with their students until all their students have been dismissed.

Dismissal for Parent Pick-Up begins at 3:10 p.m. Those students being picked up by parents will be dismissed through the online platform. Students will remain in their classroom until their name appears on the Parent Pickup App.

- Students taking buses will exit the building at the front of the building. **Any pupil who misses their bus must be brought to the Office by the teacher.**
- In the event a child is being picked up by someone other than the parent, he/she must have written permission from the parent. The following information must be included in the note: date, child's name, the name of the person picking up the child and parent's signature. In addition, all people will be asked to produce picture identification. **A telephone call is not acceptable, as we cannot verify the identity of the caller.**
- If a child becomes ill at school, and if we cannot get in touch with the parent, the emergency contact listed on the registration form will be called. It is imperative that all emergency contacts are listed on the registration form. If a person's name is not on this form, we will not release the child to them without written permission from the parents.
- Any parents coming to the classroom at dismissal must be sent immediately to the office and the office must be notified of an unauthorized person in the building. Dismissals after assemblies or field trips need to follow regular procedures with the parent coming to the office to sign student out and the office staff calling the classroom and requesting the student.

DRESS GUIDELINES

While in attendance at school, all persons shall be attired in a manner which is not offensive to themselves, their peers, others with whom they interact in their work, and the normally accepted standards of the community. Avoid wearing revealing shirts, jeans and showing undergarments. Clothing should enhance and not distract. If you are in doubt, more conservative attire is generally better. Furthermore, one's attire shall not be a potential hazard to one's health and safety or to that of others in the environment. Shoes or other acceptable forms of footwear must be worn. Outerwear including hats and winter vests shall not be worn in the building unless the building administrator grants specific authorization. Shorts are not considered normal everyday attire, though they may be acceptable for Professional Development Days and extremely hot, humid days. The length of shorts should follow standards set for students (no short shorts, spaghetti straps, tank tops, etc.) Please consider your duties, such as bus duty and recess duty when selecting appropriate clothing. BOE Policy section: 5132 Dress and Grooming).

DUTY

Please refer to A.M. and P.M. Duty Schedules. Teachers 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 parents/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 cannot 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.

ELECTRONIC MONITORING

Electronic Monitoring: Connecticut General Statute Section 31-48d requires that employers provide prior written notice that "electronic monitoring" may be conducted by the employer. Electronic monitoring is defined as the collection of information on the employer's premises by electronic means, including the review of e-mail and the use of the Internet.

EMERGENCY CARDS

All staff members are requested to complete an Emergency Medical Card and give it to the school Nurse. All information is confidential.

EMERGENCY CLOSING OF SCHOOL

When a situation warrants an emergency closing during the school day, teachers will need to make sure the individual *Student Transportation Form* information is referred to and implemented. The use of telephones for contacting home *will not be permitted* unless there is an emergency. Therefore, it is imperative that teachers are very familiar with the *Student Transportation Form* information for individual students. This form will be sent home on the first day of school and must be returned immediately. Teachers must hand these forms into the office as they are received; copies will be made and returned to the teacher.

This folder should be updated by the teacher throughout the school year and MUST BE AVAILABLE to Guest Teachers and other staff that assist during dismissal.

Also, on this form is indicated the daily transportation mode for the child, i.e., bus, parent pick-up, etc. Students must take the indicated mode of transportation unless there is a change in writing from the parents.

FIELD TRIPS

All our students should have an opportunity to go on field trips. Field trips are an integral part of our educational program. It is imperative that they are coordinated with curriculum, organized, and properly executed. All field trips should be a specific outgrowth of curricular taught in the classroom or are a result of identified student needs. Appropriate field trips are encouraged for our students.

There are certain field trips planned for designated grade levels that are especially correlated with our curriculum. These excursions are for all classrooms at this grade level unless otherwise approved by administration. Teachers are to review and follow the Field Trip Procedures when scheduling a field trip. Field Trip Request forms need to be submitted to Tina four (4) weeks prior to anticipated trip. Teachers should call the Transportation Department on a week prior to a field trip to confirm the following information:

1. Dates
2. Times
3. Number of Passengers
4. Destination

Parents will receive notification of all field trips and MUST return a signed permission note for their child to attend. This permission note should be returned to the teacher at least three days prior to the scheduled field trip. Students are expected to be made aware of the fact that they are representing their school and should act accordingly. Any student that has had serious behavior problems may not be permitted to be a participant. This decision will be made cooperatively by teachers and the administration. Special needs children will be included in field trips taken by their homerooms with any necessary special supervision being adequately planned for in advance.

FIRE DRILL PROCEDURES

Please refer to "Emergency Protocols" Folder (RED)

GUEST TEACHER

Guest Teachers are utilized when the regular teacher is ill. However, Guest Teachers are also used when regular teachers are on leave for personal reasons, professional training or family emergency.

Students are expected to be courteous, helpful and follow usual behavior expectations when there is a Guest Teacher in the classroom.

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. Substitute Attendance/Lunch Class List
3. Unified Arts schedules
4. Appropriate information unique to each teaching position
5. 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.
6. Transportation Forms
7. Emergency Protocol Cards
8. Student Medical Alerts

GUEST PRESENTERS

Teachers should give advance notice to the administration whenever they are making plans to use non-school personnel as guest presenters by filling out an Event Announcement form and submitting it to Administration for signed approval. It is expected that the presentation is appropriate to the grade level and the objectives of the lesson. Teachers need to remain in the classroom throughout the presentation. Presenters need to report directly to the office upon arriving at the school in order to receive a visitor pass.

HALF DAY SESSIONS/EARLY RELEASE DAYS

Please refer to the district school calendar for listing of half days/Early Release Days.

On half days/Early Release Days, please note the following:

- Half day schedules for Unified Arts are in effect.
- There is no recess.
- Lunch will be served according to the half day lunch schedule (see schedule section).
- Grades 2-4 are dismissed at 1:10 p.m.

HEALTH SERVICES

According to the Killingly Board of Education Policy the objectives of our school health services are:

- *"To reduce the obstacles to learning caused by poor physical and emotional health and to contribute to education in healthful living. In fulfilling this purpose, the school nurse assumes an active role in helping*

to provide those learning experiences, which will motivate students and parents/guardians to secure and maintain optimum health.

- *To increase the probability that students and parents/guardians will consistently apply the principles of healthy living as a result of intelligent reasoning and proper use of existing community facilities both private and public.*
- *To utilize those principles of health and education which are basic in working with the student in his/her total environment of the home, school and community.*
- *To provide a liaison between school and home, thus bringing the two major worlds of the student in closer contact.*
- *To coordinate health services with other community health and welfare activities. Cooperative planning is used as a means of providing the school nurse with excellent opportunities for helping to coordinate the school and community health programs.”*

Our school is responsible in instances of sickness or injury occurring on the school premises during school hours and at school-sponsored activities for first aid only. The responsibility for definitive care rests with the parents.

Sometimes it is necessary to exclude students from school for medical reasons such as an elevated temperature of 100 F and above, communicable diseases, injuries requiring further medical attention, and head lice. It then becomes the responsibility of the parent or guardian to provide transportation home for their child.

Medications in School

- Staff will not give any medication to a student unless a medication administration plan is made by the school nurse, which will include the medication needs of the students, desired effects, potential side effects, untoward reactions, safe handling, and training in administration of stated medication.
- Medications will be given only by the school nurse or principal. Medication to be administered in school shall not be sent to and from school with pupils. These medications will be brought to school by an adult, parent/guardian in a pharmacy labeled bottle.
- Students may carry and self-administer medicinal preparations, i.e.: inhalers, provided that: a physician has provided written orders for self-administration, written parental permission has been obtained, the school nurse has evaluated the situation and deemed it to be safe and appropriate; has developed a plan for reporting and supervising self-medication and the principal and appropriate teachers are informed that the student is self-administering prescribed medication.

Illness

- Ill students must obtain a pass or teacher/nurse referral form, from a teacher to go to the health office.
- Seriously sick or injured students should be accompanied by an adult to the health office.
- Ill students must be sent home by the nurse and transported home by parents or authorized adults. Students should not self-dismiss or leave the school when ill, without first being evaluated by the school nurse.
- Students who are sent home, due to illness or injury, by the school nurse must remain home for 24 hours after fever or non-fever symptoms are gone. Students that return to school still exhibiting signs of illness should be sent back to the nurse for medical evaluation.

Confidential Medical Information

- A confidential student medical alert list will be distributed to all teachers at the beginning of each school year.
- Chronic medical conditions will be documented in the PowerSchool program.
- Staff will be asked to update their medical emergency card at the beginning of each school year. This confidential information will be kept in the nurse's office.

Accidents

- All accidents occurring during school hours, involving students and/or staff, must be reported to administration and be medically evaluated by the nurse.
- An accident report must be completed by the injured party, nurse, and administrator. Copies must be forwarded to Central office within a 24-hour period and a copy filed in the nurse's office.
- Students who are returning to school post injury, requiring slings, casts, wheelchair, or crutches must be evaluated by the school nurse. A note from the physician stating prescribed medical management in the school setting is required. A re-entry plan will be developed by the school nurse with parental written consent.

Hazard Communication Program

- All staff are required to review the Exposure to Bloodborne Pathogens Control Plan and document yearly training per OSHA regulations.
- Copies of the MSDS (Material Safety Data Sheets) and Exposure Control Plan is located in the nurse's office for reference as needed.

Head Lice

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

1. Only one day is authorized as an excused absence for head lice.
2. Children may not ride the bus until checked by school nurse.

3. An adult must accompany the student back to school and be checked by the nurse before class entry.
4. All nits must be removed from hair after treatment.

Our KMS school nurse works closely with parents regarding effective treatment. A parent's guide to treating head lice is always available in the nurse's office.

HOME COMMUNICATION

Parent Communication must be sent home weekly via newsletter, e-mail, classroom app, et. al.

HOMEWORK

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. Homework requirements for students with a handicapping condition may vary on an individual basis. Any adjustments to these requirements must be stated in the child's Individual Educational Program.

Our teachers need to be committed to creating learning situations in school that will inspire children to continue learning at home while leaving some leisure time for activities out of school.

Homework assignments are reviewed in class and students should be able to complete these tasks independently within a reasonable length of time.

The following list represents the purpose of homework:

1. Homework will provide opportunities for students to engage in practice 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 teacher with frequent diagnostic information, thus allowing for continuous monitoring of student learning.
5. Homework will provide the opportunity for the teacher to give immediate and specific feedback to students.

Student Responsibilities:

1. Students should use homework as an opportunity to build skills and self-confidence through practice.
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.

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 students' 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.

Suggested Homework Time Requirements by Grade

<u>Grade</u>	<u>Time</u>	<u>Times Per Week</u>
2	15-20 Minutes	2 or 3
3	20-30 Minutes	3 or 4
4	30-40 Minutes	4

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

If a student does not do his/her homework on a regular basis, parents will be contacted by the teacher, and a plan of action will be formulated.

INTERNET USAGE POLICY

All parents, students, and staff need to sign the Internet Usage Form. The Office will notify teachers of those individual students who do not have parent permission. The internet can be a valuable resource for learning. However, teachers need to monitor students' use of the internet very carefully.

KILLINGLY CHILDCARE PROGRAM (KCP)

This childcare program (KCP) is offered at Killingly Memorial School for students in grades 2 – 4. The program is open the first day of school, during school vacations, in-service days, and throughout the summer. Teachers are requested to make every effort to communicate with the KCP staff regarding any of their students who attend KCP. This has been helpful especially in the area of homework assignments.

KMS TODAY DAILY STAFF NEWSLETTER

The KMS Today is our daily communication, listing staff attendance, substitute coverage and general announcements. Any staff member wishing to include an announcement is requested to give this information to the administration the day prior to publication. All staff members are responsible for reviewing the KMS Today daily via email.

LESSON PLAN BOOKS

Lesson plans will be reviewed regularly by the administration. Teachers are requested to keep their plan books in open sight on their desks. 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 Standards should be highlighted.

LIBRARY

We consider our Library one of the most important places of learning in our school. As a faculty, it is incumbent on us to urge our students to *Read, Read, and Read some more.*

Teachers are expected to consistently collaborate with the library staff in securing multiple resources for their instruction.

The following guidelines apply to the use of the library:

1. All books may be signed out for two weeks.
2. No books may be borrowed by a child unless previous ones have been returned.
3. Teachers borrowing books for classroom use may be limited to a certain number depending on the total number of books in any given category and the level of demand for such books.

LOCKERS

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

The purpose of such inspections is to allow school authorities responsible for the appropriate use of school property and the opportunity to confirm that

lockers are being used in a manner consistent with the health and safety of all students.

The following locker guidelines have been developed for those students who have lockers:

1. Lockers will be shared with a classmate.
2. Lockers are used for storing coats, hats, gloves and school items, i.e., books, folders, etc.
3. Any student not using their locker appropriately will no longer have that privilege.
4. Locks are not permitted on any student locker.

It is highly recommended that locker cleaning become part of a **weekly** classroom routine.

LOST AND FOUND

A Lost and Found trunk is located in the outside alcove of the gymnasium across from Rooms 198 and 199. Parents of our students have been requested to periodically check the Lost and Found trunk for any items that their child might be missing. Teachers are requested to accompany their students to the bi-annual Lost & Found “display” during Parent Teacher conferences and the last week of school.

LUNCHES – STAFF

Staff members may order a hot lunch. It is necessary to sign up in the Dining Hall by 9:30 a.m. on the days when lunch is desired. There is a clipboard on the kitchen door, or you may order an adult lunch on your student lunch list. Staff breakfast cost is \$3.00 and lunch cost is \$6.00. Please note that any hot drinks leaving the Dining Hall, Staff Room or any area in the school **must** be covered.

LUNCHES – STUDENT

Students may purchase a hot lunch or bring a cold lunch daily. There are two choices for lunch: Main Lunch or Alternate Lunch. Teachers are requested to fill out the Google Class List Lunch Sheet daily indicating student choice for lunch. This list needs to be completed on the google document by each day by **9:15 a.m.** This list will be used by Whitson’s Food Services to serve lunch to each individual student. 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.

Lunches are 30 minutes in duration; lunches are served on 1/2 days of school. When there is a 1/2 day of school or Early Release Days, teachers are requested to refer to and use the 1/2 Day/Early Release Days lunch schedule.

Recess is not scheduled for 1/2 days or Early Release Days.

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 Dining Hall ON TIME.

Expectations for Dining Hall behavior are listed under Dining Hall Guidelines.

MAILBOXES

Staff mailboxes are housed in the Staff Workroom at KMS. All staff members should check their mailboxes daily. Friday Folder materials will be placed in Classroom Teacher mailboxes on Thursday late afternoon.

MEDICAL PROCEDURES

- Nurse Referral Form: The ill child should be sent to the nurse's office with a Nurse Referral Form which includes identifying symptoms. This form will be returned to the teacher including assessment and disposition of ill child.
- Communicable Illness: All children excluded from school because of a contagious condition must be evaluated by the nurse before re-entering the classroom. A physician note may be required.
- Mobility Impairment Injuries: All children with crutches, slings, braces, and casts should be accompanied by a parent to the nurse's office before re-entering class. A safety plan for mobility and medical follow-up plan in the school setting must be implemented.
- Medical Information: Teachers will review annual health questionnaire sent home to parents at beginning of school year. The nurse will compile a confidential medical alert list and communicate that information as needed.
- Our school medical advisor/physician has authorized the administration of the following medications, Epipen, Benadryl or Albuterol, to be administered by the school nurse for students showing signs and symptoms of severe allergic reaction or respiratory distress. 911 and the parent/guardian will be contacted immediately.

MEETINGS

There are several kinds of personnel meetings that will be conducted during the school year:

1. **Staff Meeting** – When a staff meeting is held, it is for all personnel, including teachers, paraprofessionals, nurses, clerical, and in some situations, kitchen and custodial staff will be expected to attend.
2. **Faculty Meeting** – includes all certified teachers. Meetings are held on the 1st Tuesday of the month.
3. **Paraprofessional Meetings** – includes all Paraprofessionals.

The format of Staff/Faculty meetings will be participatory as much as possible with a starting time of 3:45 p.m. and will usually end at 4:45 p.m. Various other meetings will be held including specific personnel, such as kitchen, custodial, etc.

It is expected that appropriate personnel will attend specified meetings. If an emergency arises and attendance is impossible, administrative notification in writing is necessary. It is incumbent upon each staff member to review meeting minutes or gather information from colleagues when they are unable to attend any meeting for which they are involved. Staff members are held accountable for fulfilling all tasks designated as their responsibility. All meetings (attendance is expected) are listed on our Staff Calendar.

MORNING ARRIVAL

It is expected that all teachers will be in their classrooms ready to receive students by 8:20 a.m. STUDENTS ARE NOT TO BE LEFT UNATTENDED IN A CLASSROOM AT ANY TIME.

NAME TAGS

All staff are required to wear KPS identification badges while in the building. All visitors must also wear a picture identification badge, Photo ID's are provided through the office.

"NO SCHOOL" ANNOUNCEMENTS / DELAYED OPENINGS / EARLY DISMISSALS

"NO SCHOOL" announcements resulting from inclement weather or other conditions will be made by broadcasting from radio stations WINY (Putnam), WTIC (Hartford), WPRO and WJAR Radio and TV channel 10 (all Providence). You may also check the Killingly Public Schools Community Bulletin Board on Cable Access Channel #20 or dial 860-779-6600 for recorded voicemail. This extensive coverage should provide notification to all having children in the Killingly schools. A decision will normally be made prior to 6:15 a.m. at which time the stations will be notified. School breakfast will not be served when there is a delayed opening.

When there is no school or a Two-Hour delay, staff is informed at approximately 6:00 a.m. through the use of the School Messenger messaging system. If impending inclement weather causes an early dismissal, announcements will be made at 11:00 a.m. over the same radio and TV stations. Dismissal is at 1:20 p.m. after lunch has been served.

NUTRITION REGULATIONS

The Killingly Board of Education Nutrition Regulations have been formulated to ensure that all students have healthy food choices available to them during the school day and while engaged in school-sponsored activities. The following are several of the regulations that will help teachers and parents make appropriate choices.

1. Other than a la cart items during the school lunch/breakfast programs, any given food time for sale or otherwise provided prior to the start of the school day and throughout the instructional day will have no more than 30% of its total calories derived from fat.

2. Any given food item for sale or otherwise provided prior to the start of the school day and throughout the instructional day will have no more than 10% of its total calories derived from saturated fat. Nuts and seeds are exempt from these standards because they are nutrient dense and contain high levels of monounsaturated fat.
3. At any school sponsored function outside of school hours (parties, celebrations, field days, etc.) **healthy food choice options must be available.**
4. Soda (diet or regular) will not be available to students during the instructional day.
5. Unhealthy food items shall not be utilized as part of any teacher-to-student incentive.
6. To ensure appropriate nutritional value, teachers are encouraged to inform parents of wellness regulations when soliciting items for classroom parties/celebrations or contact the school food service department (860-779-6645) for food-related party ideas or food-related fundraising.

OPEN HOUSE

Open House presents the opportunity for all teachers and support personnel to showcase their programs and share with parents their expectations for the year ahead. Open House is often the first bridge between home and school and can set the tone for the year ahead with our families. It is a valuable evening. It is not a time for individual student conferencing. Parents with concerns need to be encouraged to set a conference date at another time.

PARAPROFESSIONALS

The major role of a paraprofessional is to provide supplementary instruction which is intended to reinforce the initial instruction which is provided by the regular classroom teacher. It is the responsibility of the teacher to provide their paraprofessional with specific plans. **These plans should be included in the teacher's lesson plans or a special paraprofessional notebook which is available for administrative review.** Their primary function is to work directly with children.

PARENT TEACHER COMMUNITY ASSOCIATION (PTCA)

The purpose of the Association 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 are automatic members of the PTCA. Staff representatives are requested to be involved in the planning board meetings held once a month.

PTCA funding provides 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 PTCA meetings.

PARENT-TEACHER-STUDENT CONFERENCES

It is very important to a child's learning that teachers and parents frequently communicate. Teachers and parents are urged to conduct parent-teacher conferences whenever they feel it would be beneficial to the student.

The Parent-Teacher-Student Conference approach is also used in all grades for reporting pupil progress for 1st and 2nd trimester marking periods. During this Report Card Conference time, it is expected that teachers will make every effort to accommodate parents' schedule. There are times that these conferences in November and March must be rescheduled due to conflicts. However, no report card will be sent home without a Parent-Teacher-Student conference at the school.

District Conferencing Guidelines:

1. Parents sign up for their conference.
2. If the parent cannot make the initial time, it is the parents' responsibility to call the office and reschedule the time during the conference days or at the teacher's earliest convenience. If a parent does not attempt to reschedule the conference, 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.

Remember: No report card will be sent home without a school parent/teacher conference.

Since we believe it is very important for students to be a participant in the conference, we request all students attend the parent-teacher-student conference unless otherwise arranged.

Administration is available to participate in any conference. Prior notice would be appreciated.

The tone that is set during a conference is very important. It will affect, positively and negatively, the working relationship of parents, teachers, and students. The following guidelines should be considered when conducting a conference. The teacher should:

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 as well as focus on 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 parent 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.
6. Make parents feel that their contribution is valuable and that their cooperation is vitally important. Try to establish a feeling of mutual liking, confidence, and respect. Show them that you want to help their child, not to complain about him/her.
7. Remember that parents have a difficult task in always knowing what is best for the child, in relationship to other children: they need praise and encouragement just as teachers do.
8. Keep in mind, during a conference, that parents can't always be objective about their child.
9. Be wary of making a diagnosis about a child's problem or of prescribing remedies when parents reveal a difficult relationship between themselves and their child.
10. Avoid disgust, dismay or annoyance when discussing a child's unpleasant or unacceptable behavior. Be objective. State what you observe without imposing value statements.

PARTIES IN SCHOOL

Classroom parties are held at the discretion of the teacher. Refreshments served at parties will be determined by the individual teacher (See page 41 on BOE Nutrition Regulations).

An Event Announcement must be filled out and submitted to the office for administrative approval in order that conflicts do not occur on the calendar and so any appropriate personnel (e.i. nurse, office, food services, custodial) have notice of the event and can plan accordingly.

PERSONAL DAYS

According to the Teacher's Contract, Article 11, up to three personal days per year per staff member may be used to conduct personal business which cannot be handled outside of the workday. **One-week advance notice must be followed unless it is an emergency.** Personal leave days may not fall immediately prior to or immediately after a school holiday or vacation period. All staff are responsible for requesting personal days online.

PHILOSOPHY

We, the Killingly Memorial School staff, believe that each child is a unique individual possessing the ability to learn. Our focus is on creating a child-centered, culturally sensitive, developmentally appropriate learning environment where all children can be academically and socially successful. We are committed to nurturing a school environment that encourages self-esteem, self-discipline, cooperation, and empathy. By involving students, parents, school staff,

and community members, Killingly Memorial School aspires to instill in each student a passion for learning and the skills needed to become a responsible and contributing global citizen.

PLAYGROUND/RECESS

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

Recess Duty Teachers are responsible for having their classroom walkie talkie with them at recess. Walkie Talkie ON with volume HIGH. Please be sure to have children dressed appropriately for the weather. 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 10-221 to include in the regular school day for each student enrolled in elementary school, time devoted to physical exercise of not less than 20 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. Group punishment in the form of physical exertion will not be tolerated, i.e., jogging or running around the playground, etc. Playground guidelines were provided in the beginning of year folders.

POLICY

The Killingly Board of Education policies are located on-line. These policies provide helpful information and are required to be part of all district parent/student handbooks. There will be some policies included that do not apply to our 2-4 elementary school. Staff members are requested to familiarize themselves with these policies and follow them accordingly.

PROGRESS REPORTS

The purpose of Progress Reports is to provide parents with a frame of reference upon which to track their child's school growth. Progress Reports are made available three times during the year; during the middle of the 1st, 2nd, and 3rd marking periods.

***See District Calendar for Term Dates**

PUBLIC ADDRESS SYSTEM (PA)

Our PA System is used for important announcements, student dismissal (3:20 p.m.), emergency drill follow-up, and other messages that need to be made to all students and staff of KMS.

It is expected that whenever the PA is used there will be full attention given to the speaker(s) for the duration of the announcement.

Every effort is made to make announcements concise and not interrupt instruction unless necessary.

RECYCLING PROCEDURES

The recycling state law went into effect on January 1, 1991. It is necessary to recycle within the school according to the required plan and to teach recycling to our students as a real-life skill. All teachers are to develop a recycling plan for their classroom or instructional area.

REPORT CARDS

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

Killingly Memorial School nurtures a caring and responsible learning environment that provides children the opportunity to grow and develop inner responsibility and self-discipline. Student discipline is necessary not only for the purpose of each student's academic achievement and intellectual growth but also for the promotion of personal development and social adjustment. Our school follows the tenets of Responsive Classroom. For outline and ideas about Responsive Classroom please visit their website at <https://www.responsiveclassroom.org/info-library/>.

Staff Expectations:

- A Morning Meeting will be held in each classroom from 8:35 a.m. - 9:00 a.m. each day.
- Teaching of the schedule and routines of the school day and our expectations for behavior.
- The use of "Time Out" as a proactive discipline strategy (as opposed to a punitive measure).
- Established Rules understood by all students in the classroom. These rules must be posted in each classroom. (Be Safe, Be Responsible, Be Respectful)
- Use of logical consequences that are respectful of the student and classroom. 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, you fix it."
- Use of empathy and structure with language that emphasizes "choice" and privilege."
- Use of problem-solving class meetings.

RETENTION/PROMOTION

According to BOE Policy, "Consideration for Retention" shall be a category in which a student is placed by his/her teacher in consultation with administration when, in the opinion of the teacher and administrator, there is a reasonable possibility the student will not be able to progress to the next grade level. "Consideration for Retention" should be made prior to February 1 so the parents can be made an integral part of the decision-making process. Teachers who request a child be placed in the "Consideration for Retention" category must complete a form which indicates:

- A) Reason why the child is being considered for retention.
- B) Evidence of contacts with parents.
- C) Alternate strategies implemented by the teacher, and.
- D) Other information deemed appropriate by the building administration.

At the time school officials place a child in the category: Consideration for Retention, the parents of the student in question are to be contacted. Administrators shall invite the parents/guardians to discuss possible retention. A written plan of action delineating the problems and proposed recommendations shall be prepared and forwarded to all interested parties. This education plan shall be as specific as possible. The goal is to identify the potential for retention as soon as possible in the school year and to marshal all available assistance (parental, student and school) to avoid the necessity of this action.

Administrators are expected to maintain a list of all students in the category "Consideration for Retention".

SCHOOL CALENDAR

Please refer to the KPS District Calendar on-line at the KPS Homepage. The KMS calendar can be accessed through the KMS Homepage as well as on the calendar in the Staff Room.

SCHOOL COLORS AND MASCOT

Our school colors are *primary blue* and *yellow*. The mascot for KMS is the *koala*.

SCHOOL HOURS

Full Day

1. School Hours for Students: 8:35 a.m. - 3:20 p.m.
2. Office Hours: 8:00 a.m. - 4:00 p.m.
3. Breakfast Program: 8:20 a.m. – 8:35 a.m.
4. Building Opens for Students: 8:20 a.m.
5. Parent Pick-Up: 3:20 p.m.
6. Hours for Staff: 8:20 a.m. – 3:35 p.m.

Early Release Fridays, Scheduled Half Days, and Early Dismissal

1. School Hours for Students: 8:35 a.m. - 1:20 p.m.
2. Breakfast Program: 8:20 a.m. – 8:35 a.m.
3. Lunch is served on Early Release Friday, Scheduled Half Days, and Early Dismissal

Two Hour Delay

1. School Hours for Students: 10:35 a.m. - 3:20 p.m.
2. **No** Breakfast Program
3. Two Hour delay occurs on an Early Release Day/Half Day: 10:35 a.m. to 1:20 p.m.

Special Early Dismissal

1. School Hours for Students: 8:35 a.m. – 12:05 p.m.
2. Breakfast Program: 8:20 a.m. – 8:35 a.m.
3. Lunch is served on Special Early Dismissal Days

NOTE: Unless a teacher has a morning duty, he/she is expected to be in their classroom by 8:20 a.m. ready to receive and welcome students. When there is a Two-Hour delay, teachers are requested to be in their classroom by 10:20 a.m. and prepared to receive students.

SCHOOL OFFICE

The school office is the communication and information center for the school. Our secretarial staff handles many varied tasks throughout the day. The secretarial staff oversee all office equipment and are the only ones who operate

the machines housed in the office area. Because the office is a busy place, staff members are requested to keep unnecessary interruptions to a minimum.

SCHOOL PICTURES

Student pictures are taken twice a year in the fall and spring by an independent professional photography agency. Information concerning these pictures will be sent home with students. Problems with pictures are to be directly handled with the photography agency.

All new staff must be photographed each year for the KMS website.

SCHOOL PROPERTY

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

SECURITY

Killingly Public Schools have instituted a monitored locked door security system. All doors, including the front door of the school will be locked during normal school hours. Visitors will have to be buzzed into the building and obtain a Photo ID in the office. A valid driver's license is necessary and will be held in the office until the visitor checks out.

SOCIAL MEDIA

It is the KMS expectation that staff will not access social media websites during school hours. This includes but is not limited to Twitter, Facebook, LinkedIn, YouTube, and Snapchat. Refer to **BOE Policy**.

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 as a visitor to your room you must submit the Event Announcement Form to the office.

SPECIAL SERVICES

Multi-tiered System of Supports (MTSS)

The MTSS may consist of the classroom teacher, school psychologist, resource teachers (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. Attendance and student behavior issues are also reviewed by this team. The Principal/Designee coordinates meetings.

Section 504 Meeting

Section 504 of the Rehabilitation Act of 1973 assists students who have a handicapping condition. Accommodation is 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 Assistant Principal coordinates 504 meetings. Please see the Educational Intervention Processes Chart following the Special Services section.

Planning and Placement Team (PPT) Meetings

PPT meetings are held as needed to decide whether 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. Please see the Educational Intervention Processes Chart following the Special Services Section.

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.

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, DRA Scores, Grade 3 and 4.

Smarter Balance Assessment Consortium results, teacher recommendation, and the district criterion reference assessment. Parents are notified if their child is eligible for extra Title I assistance and must sign a permission form.

STAFF ATTENDANCE

Absence - Whenever you will be absent from work, whether for sickness, staff development, etc., **call 1-800-942-3767 or log on to Frontline** by 7:00 a.m. (at the latest). After 7:00 a.m., it is imperative that staff **also** call the building principal. If the necessity arises that a staff member needs to leave the for the day due to illness or other unexpected reason that staff member needs to personally speak with an administrator.

Sign-Out - **All personnel leaving the building during the day must stop in the office and sign out and in upon return.** Administration must be notified, and a Time Adjustment Request (TAR) form completed when an emergency necessitates staff coming in late or leaving before the designated end of the day. Leaving the building early for regularly scheduled routine appointments is discouraged and must be approved by the administration. When you need to leave the building early (15-20 minutes early) a written request needs to be submitted to administration on the Time Adjustment Request (TAR) form. It is expected staff will find coverage for any assigned duties. If you are taking a college course that requires you to leave early, one note (to administration) for the semester will suffice.

STAFF DEVELOPMENT DAYS/EARLY RELEASE DAYS

Early Release Days are specific days during the school year that are set aside for Staff Development activities. Most of our activities will be provided locally and some out of district. Details regarding these days will be made available during the year.

STAFF MAIL ROOM

The KMS Work Room is located next to the Staff Room on the Main Office hallway. It houses staff mailboxes, a shredding bin, a telephone for staff use, the Frontline laptop and Exemption log.

STAFF ROOM

The Staff Rooms are available for all personnel. They house a refrigerator for storing lunches, beverages, etc., a microwave oven, a toaster and a general lounge area. A soda and snack machine are located in the staff room on the Main Office hallway. An area for postings of conferences, job vacancies, etc. It is incumbent that each person who uses this area does his/her part in keeping it neat and presentable (this includes the refrigerator and microwaves).

STUDENT ATTENDANCE/ABSENCES/TARDINESS AND TRUANCY

The State of Connecticut has enacted strict laws and guidelines regarding student absenteeism, tardiness, and truancy.

Parents are required by law to call the school each day that their child is absent, stating the reason for the absence. Parents are to call the schools' answering machine number at 779-6699 to report their child's absence.

Upon hearing the message, parents are asked to provide specific information.

The requested information includes:

- a) the parent/guardian's FULL name,
- b) the child's FULL name, grade, and teacher,
- c) the reason for the absence and the date of the absence

Student absences are kept as a part of the students' records. Absences are categorized as Excused (e.g., illness, religious observance, unforeseen emergency, death in the immediate family) and Unexcused.

If parents do not call the school, an automated message will be sent at 9:30 a.m. to advise them their child is absent.

For the absence to be considered excused, a written note from the parent/guardian must accompany the child upon return to school. Follow-up written excuse notes are required to verify the authenticity of the telephone message. Failure to send a written note to the school will result in an unexcused absence.

A child is allowed nine absences, by state law, for any reason during the school year. At the tenth absence, and every concurrent absence, needs to be excused by Doctor's note. Letters are mailed home to parents indicating their child's

approach to the tenth absence. If a student has 10 unexcused absences or runs of absences an SSRB meeting will be scheduled by the KPS truant officer. The teacher is invited to these meetings to present academic progress.

Tardiness - A student is tardy if he/she arrives after 8:35 a.m. Students arriving at school after 12:00 p.m. are considered absent unexcused. Students arriving at school after 12:00 p.m. with a doctor's note are considered absent excused. When a student is late for school, he/she must come to the office accompanied by a parent or guardian and obtain a late slip. If a student arrives in a classroom without a tardy slip, he/she must return to the office whether attendance has been completed by the teacher.

The requirements for school attendance are mandated as a part of state law. Teachers are required to take attendance daily and enter information into PowerSchool by 9:15 a.m.

Notes explaining reasons for absence written by parents should be forwarded to the office daily, by 9:15 a.m. for evaluation and dated with student's full name and teacher's name.

It is imperative that an accurate attendance is taken each day so that parents are not mistakenly called pertaining to the attendance of their child. Phone calls are place via automated system for all children that are marked absent in PowerSchool at 9:15 a.m. (Please see Board of Education policy on Student Attendance in the policy section of this Handbook).

STUDENT EARLY DISMISSAL

It is important that students remain in school until it closes each day. Earlier dismissal from school is discouraged because of the obvious interruption of the teaching/learning process.

Students are expected to be in school every day and in all classes. Parents desiring to have their children dismissed during the normal school day are asked to use discretion. No routine daily parent pick-up should occur before 3:20 p.m.

1. A student note must be turned into the office and must include date, child's name, a reason for dismissal, the time to be dismissed, a telephone number for verification, and a parental signature.
2. The parent must report to the office and sign out the student before picking him/her up.
3. In the event a child is being picked up by someone other than the parent, he/she must have written permission. The following information must be included in the note: date, child's name, the name of the person picking up your child and your signature. All people will be asked to produce picture identification.

A telephone call is not acceptable, as we cannot verify the identity of the caller.

4. Teachers are not to dismiss students early from their classroom, playground, or Dining Hall. All early dismissals must take place from the office.
5. Teachers need to send any early dismissal parent notes to the office by 9:15 a.m. All notes sent to the office should contain the first and last name of the student, as well as the name of the teacher.

STUDENT DISMISSAL PROCEDURES

Daily dismissal begins at 3:10 p.m. Grade 2 parent pick-up will take place at the back of the building. Grades 3 & 4 will be dismissed on the west side of the building where the new addition connects to the Main building.

1. Students taking buses will exit the building from the front of the building.
2. In the event a child is being picked up by someone other than the parent, he/she must have written permission. The following information must be included in the note: date, child's name, the name of the person picking up child and your signature. A telephone call is not acceptable, as we cannot verify the identity of the caller.
3. If a child becomes ill at school, and if we cannot get in touch with the parent, the emergency contact listed on the registration form will be called. It is imperative that all emergency contacts are listed on the registration form. If a person's name is not on this form, we will not release the child to them without written permission from the parents. A telephone call is not acceptable, as we cannot verify the identity of the caller.
4. **TEACHERS ARE NOT TO RELEASE ANY STUDENTS TO PARENTS DIRECTLY FROM THEIR CLASSROOM, PLAYGROUND OR DINING HALL. ALL STUDENT DISMISSALS WILL TAKE PLACE THROUGH THE OFFICE.**

STUDENT INFORMATION

It is of the utmost importance to keep the school office informed of all students' current address, telephone number and emergency contact person. Please notify the office immediately of any changes that are brought to your attention.

STUDENT SUCCESS PROGRAM

Student Success Program (SSP) meetings are held to discuss chronic student absenteeism and are held bi-monthly. Any student with chronic absenteeism (excused or unexcused) should be brought to the attention of the administration. The SSP team consists of the Assistant Principal, Attendance Secretary, School Nurse, School Social Worker, School Counselor, and the District Attendance Coordinator.

SUPERVISORY DUTIES

Supervising student activities is a part of all staff members' responsibilities. It is important to be punctual and to remain at assigned duty until appropriately

relieved or until such time as the duty ends automatically. It is expected that all duty staff will be actively supervising our students. Active supervision is defined as consistently circulating where the students are eating, playing, etc., aiding where needed, to be alert to any unusual happenings especially on the playground, and to model appropriate responses.

Any changes of assigned duties need administration approval in advance. It is absolutely required that students never be left unsupervised.

SUPPORT FOR SUCCESS PROCESS (SST)

When a student is experiencing difficulty in the learning process or has behavioral concerns, teachers may seek guidance from ancillary services through the Support for Success Team (SST) process. Teachers are requested to complete the SST Referral Form and submit it to the Office.

SUSPENSION

Federal and state laws regarding students with disabilities require special procedures and considerations for long-term suspensions and expulsions. All suspensions are handled by the Administration.

TEACHER EVALUATIONS

Teacher evaluation will be conducted in accordance with the guideline set for Killingly Public Schools. It is the teacher's responsibility to be thoroughly familiar with the district's Evaluation Plan.

TECHNOLOGY

It is expected that teachers will enhance lessons and learning using current technology.

TELEPHONES

Students are not allowed to call home for lunch money, homework, or general information. They may see the nurse if they leave their glasses at home.

Student emergency calls must go through administration or office staff.

The office staff will not disturb instruction for any professional and/or personal telephone calls unless it is an emergency.

Students should come to school prepared for all the activities that they are involved in at school. We have asked parents to help their children by reviewing their daily activities with them before leaving for school. Since the telephones are intended for essential school office business, students will be allowed to use the telephone only when the teacher or office personnel deem it necessary.

TEXTBOOKS AND SCHOOL PROPERTY

Once a student has been issued an item of school property, the full responsibility for the care of that item rests with the student. Any textbooks used are to be covered. Reimbursement will be required for damaged and lost

textbooks, library books, paperbacks, and other educational materials. Proper care must be exercised for all school property at all times, including furniture, lockers, equipment, and the building itself. It is the teacher's responsibility to develop a listing of all textbook numbers and the assigned student's name.

TRAVEL EXPENSES

Travel expenses must be submitted immediately using the travel voucher available online. The form must be completed in full, original receipts attached and forwarded to the principal.

UNIFIED ARTS STAFF

The staff included in this category are: Physical Education, Art, Library, Music, and Science. Classroom teachers are responsible for their class and must stay with them until the special teachers relieve them of that responsibility. Likewise, the special teacher must stay with the group of students until the classroom teacher returns. Teachers are expected to provide updated seating charts for all special teachers that provide instruction in the classroom. When students are taken to another instructional area, the classroom teacher is responsible for bringing and picking up their students according to the school-wide special schedule. Adherence to the master schedule is necessary for all.

USE OF ONLINE PROGRAMS

Staff may use online entertainment as a resource when the subject content is clearly tied to an instructional objective or as a means of group reinforcement. Only online entertainment bearing a "G" "General Audience" rating may be shown without parent notification or prior administrative approval. Online entertainment with a "PG" "Parental Guidance" rating must be approved prior to showing by school administration and a notice must be sent home to parents.

VISITOR AND PARENT VISITS

ALL VISITORS AND PARENTS MUST CHECK-IN AND OUT THROUGH THE OFFICE.
ALL VISITORS AND PARENTS MUST WEAR PHOTO ID BADGES WHILE IN THE BUILDING. Staff are requested to assist in the implementation of this rule. If a visitor has no photo badge, please escort/direct them to the office, and notify the office of unauthorized person in the building.

Visits to any classroom must be prearranged with the teacher. As a courtesy, parents have been requested to contact the teacher at least 24 hours in advance.

If a child mistakenly leaves at home anything he must have for school (e.g., lunch, musical instrument), parents have been requested to bring the item to the school office, not to the classroom.

WEATHER INFORMATION

When changes are made to the school day because of the weather, the following are possible outcomes of a decision to postpone or cancel school:

1. School is cancelled.
2. School is postponed for Two Hours.
3. School is postponed for Two Hours and then cancelled if weather conditions warrant.
4. School is dismissed early.
5. School is dismissed extra early - Special Early Dismissal Day.

The announcement for one of the above will be listed on Killingly's Education/Government Access Channel 20, Channel 30 WVIT-TV, Channel 8 WTNH-TV and the following radio stations: WINY 1350 AM, WILI 98.3 FM, WDRC 103 FM, WTIC 1080 AM and WKSS 95.7 FM. You may also call the snow line 779-6666 as well as being posted on the KPS Homepage.