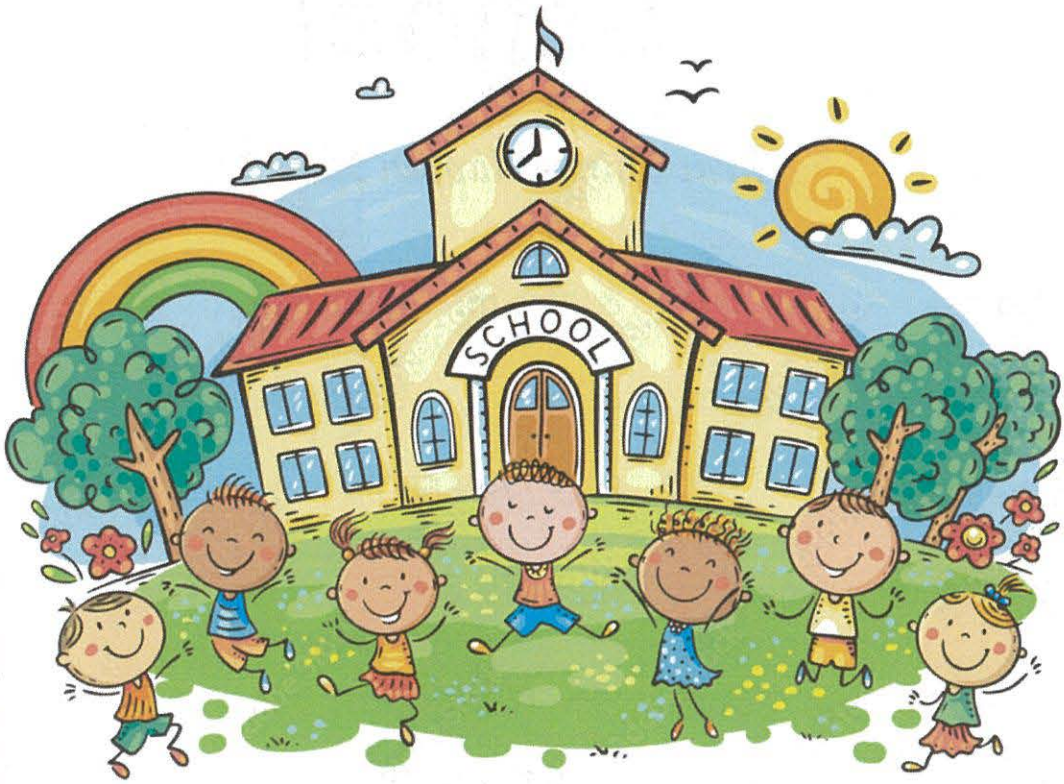
Killingly Memorial School



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Parent-Student Handbook 2026-2027

"Great Things Happen Here!"



Killingly Memorial School

"Great Things Happen Here!"

Office Hours:	8:00 a.m. – 4:00 p.m.
School Hours for Students:	8:35 a.m. – 3:20 p.m.
KMS School Office:	860-779-6680
24-Hour Absentee Line:	860-779-6699
Nurse:	860-779-6685
KMS Fax:	860-774-6028

E-mail: kmsoffice@killinglyschools.org

Website: www.killinglyschools.org

Mrs. Tina Chahanovich
Principal

Mr. Timothy Jonasch
Assistant Principal



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Killingly Public Schools

Mission Statement

It is the mission of the Killingly Public Schools to improve the quality of life and self-esteem of all students.

It will do so by:

- Creating and maintaining an enthusiastic educational environment
- Challenging all students to achieve their highest potential
- Fostering respect for human differences
- Adjusting to an ever-changing world
- Maintaining a partnership with the community

Killingly Memorial School

Mission Statement

The mission of Killingly Memorial School, a partnership of school, family, and community, is to nurture a safe, caring, responsible, respectful, positive environment where all children can learn and achieve academic and social success.

Shared Vision

We believe that the most promising strategies for achieving the mission of Killingly Memorial School is to further develop our capacity to function as a professional learning community and to foster social-emotional growth through a continuum of positive support. At Killingly Memorial School we will continue to:

- Unite to achieve a common purpose and clear goals
- Collaborate to share ideas and to learn best teaching practices to improve student learning
- Collaborate to define essential knowledge and skills at each grade level
- Monitor each student's learning using assessments on a continual basis, using the results to drive instruction
- Develop a relationship with each child that empowers him/her to achieve academic and social success
- Demonstrate a commitment to a parent and community partnership to enhance children's learning
- Provide opportunities for all students to achieve social and learning success through Positive Behavior Support

KMS
School Calendar
Special Dates

Open House

Wednesday, August 26, 2026
1:30p.m. - 3:00p.m. and 5:00p.m. – 6:30p.m.
Scholastic Book Fair Open

Parent Teacher Conference

Report Cards will be given to parents at conferences.

Tuesday, December 1, 2026 (full day of school)
5:00 p.m. – 7:00 p.m.
Scholastic Book Fair Open

Thursday, December 3, 2026 (half-day of school) for KMS only
1:45 p.m. – 3:45 p.m. and 5:00 p.m. – 7:00 p.m.
Scholastic Book Fair Open

Tuesday, March 16, 2027 (full day of school)
5:00 p.m. – 7:00 p.m.
Scholastic Book Fair Open House

Thursday, March 18, 2027 (half-day of school) for KMS only
1:45 p.m. – 3:45 p.m. and 5:00 p.m. – 7:00 p.m.
Scholastic Book Fair Open

Marking Period Ends

November 20, 2026
March 5, 2027
Last Day of School

Progress Reports sent home

October 9, 2026
January 15, 2027
April 30, 2027

KMS 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. Deborah Pasay, School Secretary	dpasay@killinglyschools.org
Mrs. Noel Coraccio, School Nurse	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. Elizabeth Riordan	eriordan@killinglyschools.org	203
Ms. Annette Sakidovitch	asakidovitch@killinglyschools.org	209

Grade 3

Mrs. Carol Bitgood	cbitgood@killinglyschools.org	404
Ms. Nicole Gaulin	ngaulin@killinglyschools.org	408
Ms. Sarah McMerriman	smcmerriman@killinglyschools.org	406
Ms. Jamie Moulton	jmoulton@killinglyschools.org	407
Ms. Karissa Paul	kpaul@killinglyschools.org	405
Ms. Lisa Siegmund	lsiegmund@killinglyschools.org	309
Ms. Paige Swartzel	pswartzel@killinglyschools.org	402
Ms. Ashley Tillinghast	atillinghast@killinglyschools.org	403

Grade 4

Ms. Caitlin Breen	cbreen@killinglyschools.org	300
Mrs. Sarah Burdick	sburdick@killinglyschools.org	303
Mrs. Bethany Campbell	bcampbell@killinglyschools.org	302
Mrs. Rachel 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
Mrs. Christine Boyle/Speech	cboyle@killinglyschools.org	310
Mrs. Megan Corrado/Counselor	mcorrado@killinglyschools.org	314
Ms. Erica Fitzgibbons/Resource	efitzgibbons@killinglyschools.org	422C
Mrs. Miranda Freeman/AILP	mfreeman@killinglyschools.org	201
Ms. Lucy Garcia/OT	lgarcia@killinglyschools.org	422E
Mr. Steven DiFormato/SELP	sdiformato@killinglyschools.org	202
Mrs. Melissa Felice/Resource	mfelice@killinglyschools.org	422G
Ms. Peggy Kent/COTA	mkent@killinglyschools.org	422E
Mrs. Kimberly Low/Social Worker	klow@killinglyschools.org	315
Mrs. Tiffany O'Leary/PT	toleary@killinglyschools.org	422F
Mrs. Danielle Orbegozo/Speech	dorbegozo@killinglyschools.org	310
Ms. Kandace Richmond/Resource	krichmond@killinglyschoools.org	422B
Mrs. Shaina Vezina/PTA	svezina@killinglyschools.org	422F

Resource		
Ms. Tracilynn Breen/Pyramid	tbreen@killinglyschools.org	308
Mrs. Keri Costa/Math	kcosta@killinglyschools.org	313
Ms. Renee Reyes/Math	rreyes@killinglyschools.org	312
Mrs. Sarah Morrone/Reading	smorrone@killinglyschools.org	101
Ms. Bailey Hosko/Reading	bhosko@killinglyschools.org	102

Science		
Ms. Kimberly Vincent	kvincent@killinglyschools.org	415

Unified Arts		
Mrs. Amy Austin/Media Special	aaustin@killinglyschools.org	Library
Ms. Sarah Gallagher/Physical Education	sgallagher@killinglyschools.org	Gym/311
Mrs. Laura Powers/Art	lpowers@killinglyschools.org	416
Ms. Julianna Larson/Music	jlarson@killinglyschools.org	414

ARRIVAL PROCEDURE

Students who arrive at school on the bus will remain on the bus until 8:20 a.m. Children being dropped off by parents may enter the school at 8:20 a.m. We ask that all parents remain in their vehicles as students are dropped off. Parents that walk their children to school are asked to escort their children to the front door. Staff members will be on duty to escort students into the building.

ASSEMBLIES

Assemblies are planned periodically as special events on the school calendar. Special attention to etiquette and good citizenship is expected of all students and adults. 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 requires a written note be sent to the office on the morning of the assembly.

ATTENDANCE/TRUANCY/CHRONICALLY ABSENT

Connecticut Statutes (Section 10-184) requires that "each parent or other person having control of a child five (5) years of age and under eighteen (18) years of age shall cause such a child to attend a public day school regularly during the hours of and in the town where such child resides..." Effective July 1, 2001, students under the age of eighteen (18) may not withdraw without written consent from their parent/guardian.

Daily School Attendance

Daily attendance is essential for students to thrive in school, both academically and socially. There are reasons why a student needs to be out, but there are different types of absences, and depending on the number of absences, this may impact how the absence is reported. The differences, requirements, and consequences of absences are explained below.

Excused Absence

Absences 1-9: will be excused if a parent notifies the main office of the absence. These can be for ANY reason.

Absences 10 and beyond: will be excused if a parent notifies the main office AND provides documentation. See below for examples:

Student illness or injury with proper verification

1. Medical appointments with proper verification (this may also include school nurse)
2. Court proceedings with proper verification
3. School sponsored field trips

4. Death of immediate family member
5. Observance of a religious holiday
6. Lack of transportation normally provided by district (verified through sending town)

Note: "Proper verification" means an official card/letter from a professional office.

Effective July 1, 2021, Section 19 of Public Act No. 21-46 requires local and regional boards of education to allow any student enrolled in kindergarten through grade twelve to take two non-consecutive days each school year as mental health wellness days. These days will be excused in addition to the nine excused absences listed above.

Unexcused Absences and Truancy

When a family does not notify the school of their student's absence, it will be marked as **UNEXCUSED**. If a student has **4 unexcused absences in a 30-day period or 10 in a school year, they are defined as TRUANT and** will be reported as such.

Chronically Absent

A student who misses 10% of the school year will be defined as Chronically Absent and be reported as such. Over an entire school year, 10% equals 18 days. These days can be either excused or unexcused absences.

Communication

Parents will be notified **after the 5th absence** of their child. This notification will simply explain that "Proper Verification" will now be required to excuse the absence. Parents will be notified if their child is Chronically Absent (missed **10% of the school year to date)**. A meeting *may* be scheduled with the school and family to discuss support.

Parents will be notified if their child is Truant (**4 unexcused in 30 days or 10 in a year**). A meeting *will* be scheduled with the family to discuss support.

How to Report an Absence

1. Call the absentee line to report your child absent. This is voicemail so you may call anytime, but before school is best (see below for phone numbers).
2. Email the office. Before school starts is best. State your child's full name, grade, teacher's name, date, and reason for absence (see below for emails).
3. Complete the absentee form via the school website prior to the start of the school day. This reports to each school that your child will be absent that day.

a. Go to www.killinglyschools.org via computer or cell phone.
b. Click on the Attendance block on the homepage.
c. Scroll to the section for your child's school: "For Pre-K thru Grade 8 (GECC, KCS, KMS, KIS)" or "For grades 9-12 (KHS)" and click the appropriate link.
d. Complete the online absentee form.

School Absentee Phone & Emails:
Killingly High School: 860-779-6669 (khsabsence@killinglyschools.org)
Killingly Intermediate School: 860-779-6739 (kisoffice@killinglyschools.org)
Killingly Memorial School: 860-779-6699 (kmsoffice@killinglyschools.org)
Killingly Central School: 860-779-6769 (kcsoffice@killinglyschools.org)
Goodyear Early Childhood Center: 860-779-6770
(bdespathy@killinglyschools.org)

ATTENDANCE: RESIDENCY

The Board of Education determines the boundaries for attending Killingly Public schools by residence. We cannot allow any student who does not live within the town of Killingly to attend Killingly Memorial School unless written permission from the Superintendent of Schools is on file in our office. If you wish to request a waiver of district residence, you must contact the Superintendent in writing.
The Superintendent will consider the Board of Education policy that allows Waivers; Waivers are sometimes granted for students who have moved, allowing them to finish the school year in our school. However, parents must provide transportation.

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. It is important that accurate and up to date telephone numbers be on file in the KMS office.

BEHAVIOR EXPECTATIONS

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

- **Be Responsible**
- **Be Respectful**
- **Be Safe**

Rules

All adults need to provide reasonable and logical consequences when behavior expectations are not met. The goal of the consequences is to help the child develop self-control and the ability to make good choices.
The following are general guidelines to behavior expectations. Students are expected to follow rules in specific settings, i.e., the dining hall, assemblies, lavatories, etc.

Be Responsible

Own your own behaviors: follow expectations; be ready to learn, be a friend, be helpful.

Be Respectful

Show concern or consideration: use behaviors that help people feel calmer, safer, friendlier, and more cooperative.

Be Safe

Control behavior, absence of harm to self/others; keep yourself and others free from harm. Use behavior that helps others feel calm and secure.

We will help to define and teach the expected behaviors by:

- Making rules public
- Articulate and model to students what is expected behavior
- Practice, practice, practice!

We will help to reinforce and respond to behaviors by:

- Catching students "being good"
- Correcting or re-teaching
- Responding to behaviors of concern

It is our strong belief that a cooperative home and school team approach is essential to ensure that our children learn the necessary skills to enhance their academic learning as well as their emotional growth.

Severe Misconduct

Severe misconduct may lead to immediate administrative involvement and parental contact. Severe misconduct includes the following behaviors:

- Showing disrespect toward an adult
- Refusal to follow an adult's directions/requests
- Leaving school grounds without permission
- Destroying and/or misusing school property
- Fighting
- Using profanity or obscene language
- Willfully intending to inflict physical harm to self or others
- Possession of potentially dangerous objects

Consequences

When a student is sent to administration, the following consequences may be implemented:

- Lunch detention
- After school detention
- Removal from class
- Parent contact
- Suspension
- Bus Suspension-number of days at the discretion of administration
- School community service

Federal and state laws regarding students with disabilities require special procedures and considerations for long-term suspensions and expulsions.
All suspensions are handled by administration.
Students receiving numerous detentions, or one or more suspensions may lose the privilege of participating in extra-curricular activities and/or field trips at the discretion of the administration.
An orderly, consistent, and predictable approach to discipline nurtures the Positive Behavior Support elements of responsibility, safety and respect. Together, we need to prepare our children to examine questions of right and wrong for themselves, and to see the consequences of their choices.

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/LUNCH PROGRAM

Students can participate in the Breakfast Program from 8:20 a.m. - 8:35 a.m. every school day. **Please note that when there is a two-hour delay NO breakfast will be served.** In addition to the Breakfast Program, a daily student lunch may be purchased in our Dining Hall. The lunch time blocks are the following:
No Free Breakfast for all student next year.
Paid Breakfast: FREE for All Students
Paid Lunch: $3.50 Reduced Lunch: Free

GRADE	LUNCH
2	Team A 10:50am-11:20am Team B 11:20am-11:50pm
4	Team A 11:55pm-12:25pm Team B 12:25pm-12:55pm
3	Team A 1:00pm-1:30pm Team B 1:30pm-2:00pm

Menus are sent home at the beginning of each month and posted on the KMS website

BULLYING

Bullying behavior by students in the Killingly Public Schools is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. "Bullying" means any overt acts by a student, or a group of students directed against another student with the intent to ridicule, harass, humiliate, or intimidate the other student while on school grounds, at a school-sponsored activity, or on a school bus, which acts are committed more than once against any student during the school year. Bullying outside of the school setting may also be addressed

if it has a direct and negative impact on a student's academic performance or safety in school. Students and/or parents may file verbal or written complaints concerning suspected bullying behavior, and students shall be permitted to anonymously report acts of bullying to teachers and school administrators. Any report of suspected bullying behavior will be promptly reviewed. If acts of bullying are verified, prompt disciplinary action may be taken against the perpetrator, consistent with his/her rights of due process. Board policy and regulation #5131.911 set forth this prohibition and the related procedures in detail are available to students and parents/guardians on the Killingly Public School's website.

BUS SAFETY EXPECTATIONS

Cross in front of the bus (NEVER behind the bus)

- Remain in the seat with feet on the floor facing forward
- Keep hands, feet, and objects to yourself
- Backpacks should be placed on the lap while on the bus
- No name-calling, teasing, swearing, or loud disruptive noises
- Keep hands, arms, and all other objects inside the bus
- Emergency doors are only to be used in case of emergency
- No pets of any kind are allowed on the bus
- All aisles, emergency exits, and normal traffic areas are to be kept clear
- No gum chewing is allowed on the bus
- Students must get on and off at their designated stop. Drivers will not allow alternative stops without a bus pass
- Unauthorized adults are not allowed on the bus

Bus misconduct is reported by the bus driver directly to the school. Bus misconduct may result in consequences like those for school misconduct, including the possibility of suspension from KPS bus transportation.

CELL PHONES/ELECTRONIC DEVICES (Personal)

It is the strong recommendation of Killingly Memorial School that students and parents carefully weigh the choice of whether students bring personal cell phones, smart watches, 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 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.

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 the first and second marking periods.
Conference Dates and Times:

- December 1, 2026 5:00pm - 7:00pm
- December 3, 2026 1:45pm - 3:45pm and 5:00pm - 7:00pm
- March 16, 2027 5:00pm - 7:00pm
- March 18, 2027 1:45pm - 3:45pm and 5:00pm - 7:00pm

During this Report Card Conference time, our staff makes every effort to accommodate the parents' schedule. There are times that these conferences must be rescheduled due to conflicts. **However, no report card will be sent home without a Parent-Teacher-Student conference.**

CURRICULUM

The philosophy at KMS is to instill the love of learning in each student in a safe, nurturing, and positive school setting which focuses on a child-centered and developmentally appropriate learning environment. We are committed to matching the styles of teaching to reflect the variety of individual learning patterns.

Learning is increased when the teaching is presented at a developmentally appropriate setting with active student participation.
Our elementary curriculum, as prescribed by the Killingly Board of Education, includes reading, writing, mathematics, penmanship, health, science, social studies, library, art, physical education, and SEL.

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

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

*Remedial Reading
*Remedial Math
*Special Education Programs (see Special Education Section)
*Title I Supplementary Instruction
*Special Education/Related Services consultation

It is imperative that parents and teachers work together to make sure the teaching/learning is matched with the child's learning style. Please keep in close contact with the school staff.

DRESS GUIDELINES

Parents' guidance and discretion are essential for assisting children to dress appropriately for school. Clothing should be neat and clean in appearance, **not disruptive to the educational process and contribute no threat to the health or safety of other students.** Items such as short-shorts or skirts, muscle shirts, midriff shirts, spaghetti straps, and flip flops are not appropriate. In the interest of safety, **sneakers** ***must be worn in the Gym. Hats may be worn to school; however, we ask our students to remove them when they enter the building.***

EARLY DISMISSAL

It is important that students remain in school until the end of our academic day at 3:20 p.m. 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 earlier in the school day should use discretion.

No routine daily parent pick-up should occur before 3:20 p.m.

If you must dismiss your child early for any reason (doctor, dentist, etc.):

1. A student note must be turned into the teacher/office and must include date, child's name, the 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 she/he is dismissed from class.
3. In the event of a family emergency in which your child needs to be picked up prior to the 3:20 p.m. dismissal you must report to the office and present proper identification.

FIELD TRIPS

All our students have the opportunity to go on a field trip. Field trips are intended to be an integral part of our elementary curriculum, and it is expected all students will participate in these activities.

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 sent to the teacher at least three days prior to the scheduled field trip.

If we do not have written parent permission for a student to attend a field trip, the student will remain at school. The only exception to this rule will be field trips to Killingly Public Library, local nursing homes and senior centers, Owen Bell Park, and other schools in Killingly.

On rare occasions, it may be necessary for administration to decide to exclude a student from a field trip if he/she demonstrates disruptive behaviors that would be considered extremely detrimental or dangerous on a field trip.

FIRE DRILLS / SAFETY DRILLS

Fire drills and other safety drills are conducted on an average of once a month. Instructions for evacuating the building are posted in each room and EXIT signs help guide occupants out of the building.

GRADING

The issuance of grades on a regular basis serves to promote a process of continuous evaluation of student performance. Grades inform both the student and the student's parents of his/her progress. Report cards are issued three times a year and progress reports are issued twice a year. Please contact your child's teacher if you have any questions or concerns. **If the student receives Special Education services, please refer to his/her IEP for additional information on grading.*

Grading and Effort Key

1 **Emerging** – beginning to understand and use concepts
2 **Progressing** – making progress with use of concepts
3 **Proficient** – consistently able to meet end of year grade level expectations
N/A **Not assessed at this time**

HALF DAY SESSIONS

The following are the scheduled half days of school:

- November 25, 2026 – Thanksgiving Holiday
- December 3, 2026 – Parent Teacher Conference Day
- December 23, 2026 – Winter Vacation
- March 18, 2027 – Parent Teacher Conference Day
- June 11, 2027—Tentative Last Day of School

Students will attend from 8:35 a.m. - 1:20 p.m. - Lunch will be served as usual.

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 because 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 homes, 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

- Medication will be given by the school nurse or administration. Medication to be administered in school shall not be sent to and from school with pupils. These medications will be brought to school by parents/guardians in a properly labeled pharmacy bottle. A written medication authorization form must be completed by physician and accompany medication. Without this form medication will not be given. All medications must be kept in a double locked box or cabinet (cf. 5141 21-Administering Medication).
- Pupils shall not medicate themselves in school. The Board of Education and school personnel will not be responsible for self-administration of medication by pupils. All students found taking medication will be referred to the nurse and the principal.

- 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.

Headlice

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

1. Only one day is authorized as an excused absence for headlice.
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 headlice is always available in the nurse's office.

HOMELESS

If you are temporarily doubled up (living with someone), an unaccompanied youth or are in a condition of homelessness, you may be eligible for benefits under the McKinney Vento Act. Please contact our school office at 779-6680 for confidential information.

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 or Accommodation Plan.)

The following list represents the purpose of homework:

- Homework will provide opportunities for students to engage in practice previously mastered skills/concepts.
- Homework will provide opportunities for students to extend their thinking on information/concepts previously mastered.
- Homework will provide opportunities for students to develop responsibility for their own learning.
- Homework will provide the teacher with frequent diagnostic information, thus allowing for continuous monitoring of student learning.
- 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 experience success in a non-testing situation and build skills and self-confidence through achievement.
2. Students should use homework 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 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 Time Requirements by Grade

Grade	Time	Times Per Week
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 above-mentioned time requirements 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

All students, faculty, staff, and visitors are expected to abide by the Technology Acceptable Use Policy, especially when making use of computing devices, network access, and Internet resources provided by the district. Failure to abide by the policies set forth in this document may result in the loss of network and Internet access privileges. Especially egregious misuse could result in further disciplinary action by school or district administration and/or law enforcement.

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, throughout the summer. Fees for the program are based on income. Details can be obtained by calling KCP 779-6696 or on the KPS website under "Departments" and "KCP". The KCP hours are as follows:

Mon.-Fri.	**A.M. Session**	**6:30 a.m. - beginning of day**
Mon.-Fri.	**P.M. Session**	**School Dismissal - 6:00 p.m.**

KILLINGLY PUBLIC SCHOOLS HOMEPAGE

The KPS Homepage is a wealth of information about ALL Killingly schools including Meetings, Weather Alerts, and general events such as Early Release Days. By selecting the Killingly Memorial School tab, you will be able to view events specific to KMS as well as access the Parent Student handbook, the KMS Parent Page, the monthly menu, and KMS teacher pages. Please visit us on-line at www.killinglyschools.org.

LIBRARY

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

The following guidelines apply to the use of the library:

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

LOCKERS

Lockers and other storage spaces are provided for 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.

LOST AND FOUND

A Lost and Found Trunk is in the alcove of the gym at KMS. Lost and Found items will also be displayed during Parent Teacher Conferences in November, March and during the last week of school. Any items left after each of these times will be discarded/donated, per Killingly Fire Marshal.

MORNING MEETING

Morning meeting is the Responsive Classroom teaching approach used daily in all Killingly Memorial School classrooms - classrooms where the social curriculum and the academic curriculum are fully integrated. As a daily format, "Morning Meeting" has the following aims:

1. To create community - providing a sense of belonging, significance, and fun/investment.
2. To foster responsive interactions - sharing, listening, inclusion and participation.
3. To teach the skills needed to be a responsive member of a classroom and school through a daily meeting and established patterns.

NOTICES HOME

Be sure to teach your child to present you with notices as soon as they are sent home. Our RED Teacher Parent COMMUNICATOR folders/FRIDAY FOLDERS are sent home every Friday. Please read materials carefully and return the folder to school on Monday with your child. Most Friday Folder flyers are also available at the KMS homepage under Friday Folders.

NUTRITION REGULATIONS

The Killingly Board of Education Nutrition Regulations have been formulated to ensure that all students always 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 item 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 fund raising.

OPEN HOUSE

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

PARENT PICKUP PROCEDURES

Daily dismissal begins at 3:20 p.m. Please enter from the parking lot off Mechanic's Street, this is located directly across from EverSource. You will follow the signs and cones and drive through the parking lot. You will stay on the paved driveway. You must stay in one lane.

In the event a child will be picked up by someone other than the parent, he/she must have written permission. The following information must be included in the note: date of pickup, child's name, the full name of the person picking up your child and your signature or must be listed on Transportation Form as someone allowed to pick up. **All persons** will be asked to produce picture identification **on every occasion**. If a child becomes ill at school, and if we cannot get in touch with the parent, the emergency contacts 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. Students will not be released to a minor even if a permission note is sent in from a parent. Students will only be released to an adult.

PARENT TEACHER COMMUNITY ASSOCIATION (PTCA)

The purpose of the Parent Teacher Community Association is to provide programs and activities, which encourage the involvement of parents, teachers, and community members in supporting the education and development of our children.
The business and planning meetings are held monthly, and all parents are welcome to attend these monthly planning meetings. These meetings are held in conjunction with the KCS PTO. You can visit us on the Killingly Public Schools Homepage by choosing KMS, Families, and then PTCA.

PARTIES IN SCHOOL

Classroom parties are held at the discretion of the classroom teacher.
Refreshments served at parties will be determined by the individual teacher (see BOE Nutrition Regulations).

PERSONAL BELONGINGS

Outerwear, backpacks, and lunch boxes should all be labeled with your child's name. Anything of personal or sentimental value should not be brought to school. KMS will not be responsible for lost, stolen or damaged property belonging to students. For this reason, students should refrain from bringing such things as personal electronic devices, toys, or other valuable items to school. Any toy resembling a weapon is not allowed on school property at any time. This includes after-school programs and school/district sponsored events. All clothing, backpacks, lunch boxes should be clearly labeled with your child's name. KMS has two a lost and found boxes located near the front entry of the school. Please check this area regularly when you visit the school. Lost and found is also displayed during Parent Teacher Conferences in December and March.

RECESS

Children (Grades 2 - 4) have one recess a day, a 30-minute session. Recess is held outdoors unless there is precipitation or a temperature below 25° F. Please be sure to have children dressed appropriately for the weather. Unless there are specific instructions from a doctor, all children MUST participate in outdoor recess.
Certain behaviors are expected of all students during recess time. Students should show positive self-control, be cooperative and considerate of 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 regular or touch football will be allowed due to rough play.
Hard ball types such as baseballs, softballs and footballs are not permitted at recess time. Recess equipment is supplied at school by our PTCA. No sport equipment should be brought to school unless requested by the child's teacher or the Physical Education teacher.

SCHOOL MASCOT

KMS school mascot is the **koala**.

SCHOOL PICTURES

Student pictures are taken annually by an independent professional photography agency. Information concerning these pictures will be sent home with your child. Problems with pictures are to be directly handled with the photography agency.

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 a monitored locked door security system. A doorbell is located outside the main door, and all visitors must be buzzed in. ALL visitors must report to the main office immediately. Valid identification must be presented, and a photo visitor's pass will be temporarily issued and needs to be worn in plain sight while the visitor is in the building. The visitor pass must be returned to the office when exiting the building. At KMS we do have a full time Armed Security Officer (ASO) on the premises during school hours to oversee the safety of the students and adults.

SNACKS

Students may bring a healthy snack to eat at a time designated by the classroom teacher. Children are encouraged to bring snacks such as fruit, vegetables, cheese and crackers, pretzels and juices which are considered "healthy snacks" and consistent with healthy teaching. We discourage snacks containing tree nuts (peanuts, cashews, etc.) or peanut oils due to concern about exposure to students with severe allergies. Tree nut free classroom families will be notified by the teacher of the specific need to be a TREE NUT FREE environment. We ask for your cooperation in this effort.

SPECIAL SERVICES

Killingly Support for Success Team - MTSS

The Killingly Multi-Tiered System of Supports consists 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.

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.

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.

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, Grade 3 and 4 SBAC Test 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 DEVELOPMENT/EARLY RELEASE DAYS

September 25, 2026	October 23, 2026	December 4, 2026
January 15, 2027	February 12, 2027	March 12, 2027
April 9, 2027	May 14, 2027	

1. Students can enter building 8:20 a.m.----School Begins at 8:35 a.m.
2. Lunch will be served as usual.
3. Dismissal at 1:25 p.m.

STAFF DEVELOPMENT - FULL DAYS

January 19, 2027 and March 25, 2027 **No School for Students**

STUDENT INFORMATION

It is of the utmost importance to keep the school office informed of your child's current address, telephone number, and emergency contact person. Please notify the office in writing immediately of any changes during the year.

STUDENT-ISSUED COMPUTING DEVICES AND TECHNOLOGY

-Devices are KPS property and must be returned to the issuing school if a student leaves the district.
-Each student receives one device tracked by serial number, and KPS (red) tag. This is not theirs to keep, but on loan to them for the school year. As a standard process, the device is collected each year and cleaned/updated.
-Misuse, damage, or loss may result in fees and/or disciplinary action.
-Device issuance and use is a privilege and can be revoked.
-Special Education student devices are issued on case-by-case basis. In the absence of a special device plan, support will default to the standard framework.

Process and Violations

-It is the responsibility of the student to keep their device charged and secure. Devices (if issued directly to the student) are not to be loaned to other students, family members, or anyone other than the issued student.
-Students are not allowed to alter the managed configuration of the device, either settings or software.
-Do not attempt to install unauthorized apps or extensions, or use prohibited platforms or games (e.g., Zoom, Discord, Roblox, etc).
-Follow all district internet safety and acceptable use policies.
-Tampering or disabling installed filtering software is a violation of the device agreement.
-Devices are subject to inspections and monitoring and may be reviewed at any time. There is to be no expectation of privacy.

Damage & Loss Procedures/Assessment Costs

-Purposeful/Negligent: If determined purposeful/negligent, reviewed by IT and administration, charged based on severity of damage. A bill will be sent home, with damage treated no different than damage of school property.
-Accidental: No charge if verified by staff and/or approved in good faith by admin.
-Malfunction: Treated as regular wear-and-tear; must be assessed by IT, no charge.

Item	Cost
Broken screen	$75
Battery	$60
Keyboard/Touchpad/USB	$50
Missing charger	$40
Defaced/removed KPS tag	$25
Missing/Broken Chromebook(First offense)	14" Device - $150 ; 11" Device - $100
Missing/Broken Chromebook(Repeat offenses)	14" Device - $300 ; 11" Device - $225
Stolen device	Police report required

Technology-related fees may affect graduation eligibility and are tracked in the student's record.

SUBSTITUTE TEACHERS

Every student will periodically be taught by a Substitute teacher. The most common reason for using guest teachers occurs when the regular teacher is ill. However, Substitute 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 Substitute teacher in the classroom.

TRANSPORTATION

Bus transportation is supervised by Mr. Joseph Boulanger. Any questions/problems concerning the bus should be directed to Mr. Boulanger at **(860) 779-6790.** Transportation notes are only good for the current school year. Notes from previous years are not valid.

The following transportation guidelines must be followed:

1. Parents are strongly urged to periodically review Bus Rules with their children and provide appropriate supervision at the bus stops.
2. Parents are required to complete the Transportation/Designation 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, walker, parent pick-up, special education busing. In addition, parents are also asked to write special instructions (if any) to be followed for their child when school closes early due to weather conditions.
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/e-mailed to the school. Any request for a change in buses MUST include the following information:
    - Date
    - Teacher's name
    - Child's full name and Regular bus number
    - Where the child is to be dropped off
    - The person's full name
    - The person's street address
    - The person's telephone number

Please Note: The Transportation Department requires 72 hours' notice of any request to place a student on a bus that they do not ride on either to or from school on a regular basis.

The written letter should be given to the teacher or e-mailed to kmsoffice@killinglyschools.org and then brought to the office. Transportation will be notified of request. Availability of space on the bus will be checked and if approved by transportation (72-hour notice) a bus pass will be issued to your child. **Please do not tell your child to take a different bus without following these guidelines.**

These procedures ensure the safety of your child. We appreciate parents cooperation with this important task.

4. Students making social arrangements (going to a friend's house) needing to go on a different bus are discouraged and may not be accommodated due to limited space on our buses.
5. Mini-bus service is available for special education students requiring this type of transportation. Parents wanting more information regarding their child's eligibility should call the school and speak to the Administration.
6. Transportation for students who have after-school clubs will be provided as district budget permits.

VISITOR AND PARENT VISITS

ALL VISITORS AND PARENTS MUST ENTER THROUGH THE MAIN STREET DOOR AND CHECK IN AT THE MAIN OFFICE TRANSACTION WINDOW LOCATED IN THE FOYER.

Valid identification must be presented, and a photo visitor's pass will be issued which needs to be worn in plain sight while you are in the building. The visitor pass must be returned to the main office when exiting the building.

WEATHER CANCELLATIONS, DELAYED OPENING, & EARLY DISMISSAL PROCEDURES

In the event of stormy weather school cancellations and delayed openings will be posted on the KPS website, www.killinglyschools.org and announced on the radio and TV as early as possible to help you prepare for morning childcare and/or supervision.

TV Stations: Channel 3, Channel 8, Fox 61, NBC 30.

Radio Stations: WINY 1350AM, WILI 98.3FM, WCTY 97.7FM

You can also call the KPS Weather line, 860 779-6666, for a recorded announcement. Our automated telephone call system will contact you if there is a delay, cancellation, or early dismissal. Please be sure that schools have your correct telephone number on file.

**********DELAYED OPENING**********

All Delayed Openings Will Be Two (2) Hours

When there is a 2-hour delay, there is NO breakfast program and NO morning preschool.

In the event of a delay, a child's bus transportation will be delayed by the same amount of time. For example, when school is delayed for 2- hours, a student who is usually picked up at 7:00 a.m. will be picked up at 9:00 a.m.

Delayed Opening hours are:
KMS - 10:35 a.m.
Early dismissal hours are:
KMS - 1:20 p.m.
Special Early dismissal hours are:
KMS - 12:05 p.m.

**********EARLY DISMISSAL PROCEDURES**********

Should a storm develop while school is in session and we feel it is in the interest of safety to dismiss students early, announcements will also be on radio and TV stations. The Superintendent of Schools will determine whether we have an Early Dismissal, or a Special Early dismissal based on the weather report.

KCP at KCS and KMS: On days when schools are closed for students, KCP will open at 8:30 a.m. If the entire District is closed (no office staff) there is no childcare program. If there is an early dismissal, KCP is open until 6:00 p.m. unless otherwise directed by the Superintendent.

Killingly Memorial School



Great Things Happen Here!!!

KILLINGLY
PUBLIC SCHOOLS
Great Things Happen Here!

Kenneth DiPietro
Interim Superintendent
kdipietro@killinglyschools.org

Andrea Drake
Assistant Superintendent
adrake@killinglyschools.org

SAFETY RESPONSE PROTOCOLS & EMERGENCY RESPONSE PROCEDURES

8/25/2026

Dear KPS Families,

The safety and well-being of our students and staff remain our highest priority. As part of our ongoing commitment to maintaining a safe and supportive school environment, we have recently strengthened our self-harm and threat assessment protocols. We are sharing this update not in response to any specific incident, but to keep you informed about the comprehensive steps we take to support a safe school community. Having clear, consistent protocols in place allows us to respond thoughtfully, provide appropriate support, and ensure the safety of all students.

Please know that at the start of this school year, Principals and teachers will be informing students how to report safety concerns, whether it is concern for a friend or a threat made to the school. When students and teachers know that there is a clear mechanism for reporting safety concerns, they feel safer in schools. Below are procedures that are in place should such concerns be reported:

Self-Harm Assessment:
In cases where a student threatens to harm themselves or manifests the signs of his/her intent for self-harm, we have an assessment process that our mental health providers follow. It is an evidence-based protocol, grounded in best practice and research. The school counselor or social worker gathers student background information and conducts an interview with the student that addresses imminent warning signs as well as risk factors. The school counselor or social worker assesses for imminent risk of self-harm. If there are concerns that the student is at imminent risk of self-harm, they are referred for further assessment. Depending on the situation, further assessment can take place through 211, at an urgent crisis center, or at the local emergency room. In all cases, regardless of assessment outcome, parents are notified when the school mental health provider conducts a self-harm assessment for their child. Building administrators are notified as well. For students needing further evaluation due to imminent risk, a re-entry meeting is to take place when the student is able to return back to school. This involves a meeting with the student, parent, mental health provider, and the building administrator. The purpose is to develop a plan to best transition the student back to school and to ensure appropriate supports are in place for the student. It also involves reviewing discharge paperwork to ensure the student is cleared to return to school and to review any recommendations from the outside clinical providers.

Threat Assessment:
In cases where there is a threat to harm another student or the school, we have an assessment process that involves a multi-disciplinary effort between school administrators and mental health providers. A

threat is a communication of intent to harm others that may be spoken, written, gestured, or expressed in some form. An expression of intent to harm someone is considered a threat regardless of whether it is communicated to the intended target(s) and regardless of whether the intended target is aware of the threat. All threats need to be taken seriously and all threats require a threat assessment. Threats can be made towards specific individuals or locations, such as schools.

The threat assessment process is comprehensive and follows an evidence-based protocol, grounded in best practice and research. The threat assessment process may include student interviews, witness interviews, a review of relevant background information, and is always a coordinated effort among school administrators and mental health staff. In some cases, the threat assessment process may also involve our School Resource Officer (SRO) and, when appropriate, local law enforcement or a larger, multi-disciplinary team. These procedures are designed to help us carefully evaluate and respond to any reported concerns involving student safety or potential threats to the school. In all cases, regardless of assessment outcome, parents are notified when a threat assessment is conducted of their child. The parents of the intended target of the threat are also informed as well, a process known as *Duty to Warn*. For the student who made the threat, disciplinary and restorative actions may take place as well as a required re-entry meeting to assess readiness to return to school. Some restorative actions may include problem-solving, mediation, and safety plan interventions. Depending on the severity and nature of the threat, more severe consequences may take place, including expulsion or consequences imposed by law enforcement.

As always, we encourage students and families to report any concerns about student or school safety to school personnel so they can be addressed appropriately.

Emergency Response Procedures

In addition to the above safety protocols, this letter also shares procedures for emergency response procedures for Killingly Public Schools:

Killingly Public Schools is committed to the safety and security of our school communities. Should an emergency or disaster situation ever arise in our area while school is in session, we want you to be aware that the schools have made preparations to respond effectively to such situations.

Should we have a major disaster during school hours, your student(s) will be cared for at our school. Killingly Public Schools has a detailed emergency operations plan which has been formulated to respond to all hazards.

Your cooperation is necessary in any emergency.

- Do not come to the school or telephone the school. Telephone lines may be needed for emergency communication. You will be notified of a reunification location, if necessary.
- In the event of a serious emergency, students will be kept at their schools until they are picked up by an identified, responsible adult who has been identified as an emergency contact within PowerSchool. Please be sure you consider the following criteria when you authorize another person to pick up your child at school:
    - He/she is 18 years of age or older.
    - He/she is known to your child.
    - He/she is both aware and able to assume this responsibility.

- Emergency notifications occur through a variety of means. Some examples include a mass email, text, and/or voice message. When appropriate, we also notify local radio and news outlets. There may be times when notifications occur on our website or the district social media pages.
- Impress upon your children the need for them to follow the directions of any school personnel in times of an emergency.

Students will be released only to parents and persons identified as an emergency contact within PowerSchool. During an extreme emergency, students will be released at designated reunion locations on the school campus or elsewhere if necessary. Please be patient and understanding with the student release process.

Please discuss these matters with your immediate family. Planning ahead will help alleviate concern during emergencies.

Types of Emergency Drill Procedures

The safety of your child and all children in our schools as well as the safety of the school staff and support personnel is very important to us. In order to maintain a safe environment for our children to study and learn, it is necessary that we practice our emergency and crisis response plans by having drills designed to exercise our procedures.

We will be conducting various drills throughout the school year. This letter is to help you understand the importance of this as well as to understand each type of drill. The students and staff of our schools will be practicing 4 primary emergency drills each year. They are Fire Drills, Lockdown Drills, Stay Put Drills, and Evacuation Drills. Each type of drill is explained below. Please know that advanced notice will be provided to families for Lockdown, Stay Put, and Evacuation drills.

FIRE DRILLS

The school will conduct regular fire drills during months that school is in session. This is a Fire Code requirement as well as a requirement for all Connecticut public schools. In KPS, we want each student to understand and be aware of the importance of this drill and not be afraid when the fire alarm sounds. By practicing, they will know what to do and how to do it.

LOCKDOWN DRILLS

In addition to fire drills, our schools will conduct Lockdown Drills periodically throughout each school year. This type of drill will secure the school building and safely shelter all students, staff and visitors inside the building. The purpose of this drill is to keep the students safe from any danger outside or inside the building. During a Lockdown Drill all of the perimeter doors to the school building will be locked and will remain locked until the danger or issue outside or inside the building is removed. During the Lockdown Drill classroom instruction pauses, as students and teachers move to locations of the classroom that are not visible from the hallways. To enable everyone to remain safe, no one will be allowed to enter the building or leave the building until the drill is completed.

STAY PUT DRILLS

In addition to Lockdown Drills, our schools will conduct Stay Put Drills (also known as lockout drills) periodically throughout each school year. This type of drill will secure the school building and safely shelter all students, staff and visitors inside the classroom of the building. The purpose of this drill is

to eliminate traffic from the hallways and restrooms and keep the students safe inside of their classrooms. During a Stay Put Drill all of the perimeter doors to the school building will be locked and will remain locked until the issue causing the lockout is resolved. During the Stay Put Drill classroom instruction continues, however students are expected to remain in classrooms, and movement between instructional spaces is not permitted. To enable everyone to remain safe, no one will be allowed to enter the building or leave the building until the drill is completed.

EVACUATION DRILLS

During an Evacuation Drill, students will be safely escorted along a designated evacuation route to one of our pre determined evacuation sites. At the conclusion of the drill, all students will be escorted back to the school.

For the safety of everyone involved and to maintain order, we respectfully ask that you abide by the following during these drills:

- Please recognize if you do arrive on campus during a drill, you may be asked to wait outside until the drill is complete.
- Please do not contact students or staff members via cell phone or social media during drills (as they will be busy with the drill or actual emergency)
- Please avoid social media posts. Accurate information will be disseminated through our automated system as soon as possible.
- Please make sure that your contact information is current at all times so that you can be reached without delay in the event of an emergency.
- In the event of an actual emergency evacuation, you will receive notification where to pick up your child as soon as practicable.

These safety practice drills are done to help maintain our schools as a safe place to learn and work. If you have any questions regarding any of these safety drills or other safety concerns, please contact your school office, or the office of the Superintendent of Killingly Public Schools.

We hope this message helps provide clarity and transparency around our safety procedures and protocols. Thank you for your continued partnership in supporting a safe, caring environment for all students.

Sincerely,

KPS Administration