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J. Warren Killam School

A T.R.R.F.C.C. Place to Be!

August 15, 2019

Dear Killam Families,

Happy new school year and welcome back to our T.R.R.F.C.C. school! I hope that this summer brought plenty of family time, many laughs, and time to rejuvenate. I was extremely fortunate to enjoy an unbelievable trip to Alaska with my sister. We took advantage of all that we could from glacier walks to kayaking to hikes that brought us face-to-face with the raw wilderness. It was majestic and just what was needed to unplug, recharge, and get me excited about a new year!

We are about to begin yet another wonderful school year here at Killam. The first day of school is always such an exciting day for our entire community. I am eagerly awaiting greeting many of you in the morning drop-off line or as you walk up to the playground. With 12 new students moving into District and our incoming Kindergarten children, we are welcoming 96 new students to the Killam community. It will be such a welcomed sound to hear children laughing and chatting as they enter the school. The hallways have been very quiet this summer!

Our students enter the doors to the school to see shiny hallways, spotless classrooms, freshly painted walls, new spaces, and sparkling windows. This incredible hard work is accomplished by our maintenance and custodian staff. Mr. Ken and Mr. Ben worked tirelessly throughout the heat of the summer months to prepare our building for the start of the 2019 school year. Volunteers from the high school have helped us check-in new classroom book libraries, math materials for grade K-2, special education instructional materials, and science materials for all classrooms. Our front hallway has been overflowing with new curriculum materials for our students to get their hands on in the year ahead!

Ms. Melissa Hotchkiss will continue in her role as Assistant Principal and special education teacher for the upcoming year, and I am grateful for all her support and guidance! As with each summer, we do have some staffing changes. Our school secretary, Mrs. Jo-Ann Moriarty has decided to retire. With the birth of her 7th grandchild, she, understandably, wants to be more available to her family so she can enjoy this time with them. One of the things we all know and love about Mrs. Moriarty is that her family is her pride and joy and we are thrilled for her. Those little ones will be spoiled with so much love and goodies they won't know what to do with themselves!

We had a large pool of applicants and after many interviews, I am excited to introduce Ms. Jaculen (Jackie) Maglio as our new administrative assistant. Her personality, warmth, and experience had her quickly rise above other candidates! Ms. Maglio joins us with experience in the private sector and as a former administrative assistant to the Superintendent, as well as principal, of the Minuteman Regional Vocational Technical High School in Lexington. Ms. Maglio comes with tremendous experience in a school office and her references referred to her as "who I would want parents to first see when they walk into the building" and someone who is patient, open, fair, and has a "very calming influence over others." Please introduce yourself when you visit Killam!

Additionally, I am pleased to announce that Ms. Melissa Greenberg will be our new Therapeutic Support Program (TSP) Social Worker. Ms. Greenberg has been working in a residential therapeutic setting as a school clinician, providing trauma-informed individual, group, and family therapy, as well as managing teams of staff as the case worker for many. Her experience will bring a new perspective on strength-based models of supporting our students and families in the Program. The hiring committee was impressed with her presentation, demeanor, knowledge, and passion. Her references

refer to her as “a joy to work with” and “an incredible person” who “leads by example.” We are fortunate to have her joining our team!

As you know, our school has a many dedicated staff members who fulfill necessary roles behind the scenes and in capacities beyond that of a classroom teacher. Please help me in welcoming the following staff members:

- Mrs. Amy Albrecht, Kindergarten Paraeducator (Ms. Binns’ class)
- Ms. Lisa Frechette, Kindergarten Paraeducator (Mrs. Wheaton’s class)
- Mrs. Michele Sanphy, Literacy Tutor
- Mrs. Cristina Prior, Math Tutor
- Mrs. Christine Bridges, Learning Center Paraeducator
- Mrs. Dana Levin, TSP Paraeducator
- Ms. Katrina Kataftos, TSP Paraeducator
- Ms. Meghan McClune, TSP Paraeducator

Be sure to say “hello” when you see them the first day of school. We know with many changes comes questions about classroom locations. A school map is included and will be posted on the school homepage so that you can find your child’s classroom. External doors will also be marked for the first weeks of school.

Many of our teachers spent much of their summer vacation serving on district-wide curriculum committees, teaching summer programs, and working in their classrooms to prepare for the school year. I was honored to present at the Massachusetts School Administrators’ Association Annual Conference, promoting the work that Killam does every day. Our first two professional development days together will be spent reviewing our core values and norms, revisiting our district and school missions, looking at updated curricula, and addressing our shared vision, all in spirit of strengthening our community. I am incredibly thankful for the work that our staff has done this summer, all in anticipation of the students return. Our technology specialists have worked to update SMART boards and computers so that they are ready to go the first day of school. We will be starting the year with 6 new SMART boards, 63 new student laptops, and 5 new teacher laptops. Wow!

Just as our school cannot prosper without the heart and work of our school staff, we also cannot do it without the support of our entire parent population. You help set the tone of a positive Killam community that is committed to our children. Many of you will serve as volunteers by assisting our staff, donating to our PTO, chaperoning our field trips, serving on various school-based committees, and chairing our PTO committees. The work that you do is critical in helping us be successful. Thank you in advance for your continued support.

Please be sure to review all the important information that you will be receiving in our Killam School T.R.R.F.C.C. Family Folders. Many of the forms must be returned. Be sure to mark these dates on your calendar:

Wednesday, August 28: First Day of School. All K-5 students dismissed at 12:45 p.m.

Thursday, August 29: Full day of school for all classes, grades K-5 (half-day K dismissal at 11:30)

Friday, August 30: No School

Monday, September 2: No School (Labor Day)

Tuesday, September 3: Full day of school for all classes, grades K-5 (half-day K dismissal at 11:30)

Wednesday, September 4: Regular Wednesday schedule; All K-5 students dismissed at 12:45 p.m.

Parent Only Curriculum Night Open House:

- 6:00-6:40 pm (Gr. K-2 parents/guardians)
- 6:45-7:15 pm (Ms. Leveque's Presentation for all families)
- 7:20-8:00 pm (Gr. 3-5 parents/guardians)

Friday, September 6: PTO Welcome Coffee
8:30-10:00 a.m. at Caffe Nero, Reading Center

Safety Reminders:

The safety of our students is the school's top priority. Take careful note of our arrival and dismissal procedures. A map of our arrival and dismissal traffic plan is included. This year, we are fortunate to have three crossing guards located at the following intersections: Charles Street at Boswell Rd, Charles Street at Dana Road, and Charles Street at Haverhill Street.

Parking Along Charles Street: Please be mindful of our neighbors and do not park on the grass or sidewalk curbing along Charles Street. We want to encourage walking to and from school and it is extremely dangerous to be encroaching onto the sidewalks. Doing so blocks our view of the children and creates an unsafe walking path.

Arrival: Students may arrive starting at 8:10 am, when adult supervision is present outside. No child should be left unattended by a parent before 8:10 am. Students in Grades 1-5 proceed to the playground when they arrive. Kindergarten students meet in the side courtyard by the gymnasium in the mornings. The exception to this is half-day kindergarten in which drop-off begins at 8:05 am directly at the Room 3 external classroom door.

Please remember that the students will continue to enter from the double doors which are located around the building every morning during the nice weather. Grade level teachers have identified the set of double doors that your children will be using and signs will be posted on each of the doors. Parking for families and visitors is along Charles Street, on the side closet to the school. Alternatively, rolling car drop-off is open for all students, grades K-5. Please follow the safety rules listed below when using rolling car drop-off and proceed all the way up the driveway, waiting for staff to open your child's door. Moving all the way up the driveway will allow for a fast and smooth drop-off flow.

Dismissal: Students are dismissed at 2:45, except on Wednesdays when they are dismissed at 12:45. Half-day kindergarten runs until 11:30, except on Wednesdays when they are dismissed at 12:45. All classes will be released directly from their outside classroom door at the end of the school day. Please be prepared to meet your child at their classroom door if s/he is in grades K-2. Have a plan in place of where you will meet your child if s/he is in grades 3-5. Included with this letter is a map of our school so that you can find your child's classroom. Please note that the driveway is CLOSED to all vehicles, except school buses, from 2:30-3:00 pm (12:30-1:00 on Wednesdays). Parking for families and visitors is along Charles Street, on the side closet to the school. Staff will be outside to help with supervision from 2:45-3:00 pm. Be respectful of their presence and know that they are out there to help remind students and families of the rules so that we can keep all children safe.

Arrival and Dismissal Safety Rules:

- Dogs, except service animals, are NOT allowed on school grounds;
- Please WALK inside the crosswalk lines and follow the direction of the crossing guards. Be good models for your children;
- Do not walk between cars or buses—use the cross walks in the driveway;
- Pull ALL the way forward in the rolling car drop-off lane, allowing staff to help your child out of the car;
- Children MUST exit cars at the curb side of the lane;
- Parents do NOT exit their vehicles during rolling car drop-off;
- Cell phone use is NOT permitted at any time during drop-off or pick-up;
- Right turn ONLY at the end of driveway from 7:30-8:30 a.m.;
- Children in grades 3-5 who opt to ride their bikes or scooters to school MUST wear helmets and MUST walk once on school grounds. NO RIDING of a bike or scooter is allowed on school grounds;
- During inclement weather days, specifically snow days, please remind your child(ren) not to climb on snow banks or to pick up/throw snow on school grounds. (This is a school wide rule that is also enforced during recess times.)

Volunteering:

Throughout the school year, there will be numerous opportunities for you to get involved in your child's classroom and the greater school community. We appreciate all your efforts and your support! If you plan to volunteer in ANY way, including special events in the classrooms, field trips, and the media center, you MUST complete a CORI form. Cori checks are valid for two years, so if you filled one out last year, you are all set. These forms will be sent home in the T.R.R.F.C.C. folders and are available in the main office. BEFORE you return the form, please make a copy of your

driver's license/ID on the back of the form. ALL forms must be turned into the main office in person. Once we receive word that your form has been cleared, you can begin volunteering.

Ways to Volunteer:

- Killam has a very active PTO. They are always looking for new members and volunteers. PTO is a great way to stay informed and involved in the school community. We have a wonderful PTO Board that hosts great events, activities, and fund raising opportunities planned to benefit Killam. You'll hear more about how to get involved at the back to school night and receive information in your child's folder the first full week of school.
- There are always odd office jobs that need to be completed. Some of these jobs can even be completed at home!
- Our Media Center specialist, Ms. Adamo, is looking for people to assist her with book checkout and returns. If you are interested in volunteering, please reach out to Ms. Adamo (Kimberly.adamo@reading.k12.ma.us).
- There are many ways to support the classroom teachers. Please be sure to check in with your child's teacher and your classroom room parents as well.

Parent/Staff Communication:

It is essential that we have strong and consistent communication between home and school. Our children do best when we are all informed and working together. Bookmark the Killam School website as it will provide you with a wealth of information and the most current calendar of events. The weekly Principal's Newsletter, school lunch menu, PTO page, and quick links such as adding lunch money to your child's account is all available on the website. You can find the Killam School website at <http://reading.k12.ma.us/killam/>.

Additionally, there are many ways that you can reach members of our staff: by email, phone, notes, and face-to-face. If you would like to meet with your child's teacher during the school year, please do not hesitate to reach out to them to schedule a time. Please remember that if there is a change in dismissal during the day to call the office, rather than email a teacher with the information. Teachers do not always see their emails during the day as they are focused on instruction. Thank you for understanding. We are all here to make the 2019-2020 school year a successful one!

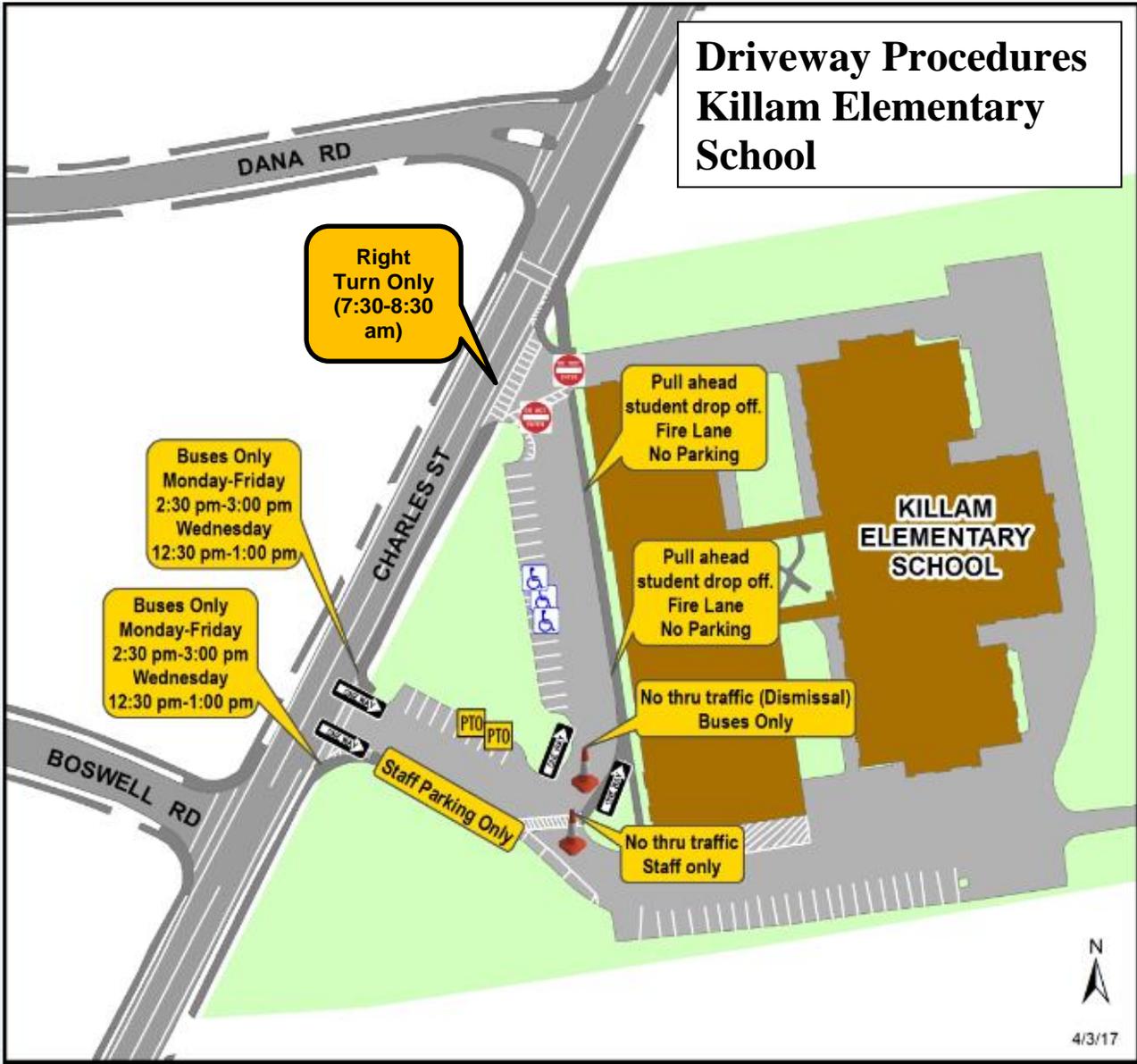
Enjoy the rest of summer vacation!

Best,



Sarah Leveque, Principal

Driveway Procedures Killam Elementary School



**J.W. Killam Elementary School
2019-2020**

Kindergarten Room 2 Binns	Kindergarten Room 1 Boran
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Grade 4 Room 10 McGuire	Grade 4 Room 11 Veral
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**4/5 Hi-D
M. Sorphy**

Grade 5 Room 9 Gustafson	Grade 5 Room 6 Sweeney-White	Therapeutic Support Program Room 3 Thuesdale
Grade 4 Room 8 Encarnacao	Grade 5 Room 7 Palmieri	

Kindergarten Room 4 Cole	Half-Day Kindergarten Room 3 Wheaton
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PE Office Baldie	Storage	PT/OT Goldner Redard
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Gym

Grade 1 Room 13 Pegoraro	Grade 1 Room 14 Rice	Grade 1 Room 15 Carmata	Therapeutic Support Program Room 16 epiaine
Grade 1 Room 12 Walker	Testing Room & Bike Room Room B	Therapeutic Support P. Room C Greentary	Grade 2 Room 17 McMahon
Therapeutic Support Program Room			

The Library Adamo		The Media Center	
ELL Room A Hall	Work Room & Copy Room	Learning Center Room D Kalyanides	Staff Bathroom
Head End Room		Reading Room Room E Mullins	
Staff Bathroom	Speech Room F MacMillan		

WOW Center			
Nurse's Office Grotthau	Supply Closet	Principal's Office Leroque	Conference Room
Main Office Maglio Callahan Tazzo		Team Chair Goldwyn	Mail Room

Grade 2 Room 18 Nawrocki	Grade 4 Room 19 Rees
2/3 Hi-D L. Farrell, M. Williams & T. Kopko	
Grade 2 Room 20 Gramolini	Grade 3 Room 21 Treacy
Grade 3 Room 23 McGinnity	Grade 3 Room 22 Brano
Learning Center Room 24 Horchlitz Kelly Caffrey	

Staff Room	Kitchen O'Brien	School Psychologist Room 6 Gomez-Silani	Custodian Office Room 4 Mr. Kan Mr. Ben
The Kids' Cafe		The Music Room Room 2 Gallant	The Arts Room Room 1 Hussey
Stage Extended Day		District Psychologist Office Johnson	Storage / PTO Closet