

# Reed Intermediate School



## Family & Student Handbook 2021 - 2022

Dr. Matt Correia, Principal  
Ms. Jenna Connors, Assistant Principal

# Welcome To Reed Intermediate School!

Dear Reed Students, Parents, and Families,

Welcome to Reed Intermediate School! We are very excited to welcome you to our school and allow you to experience a dynamic “intermediate experience” within our walls. Reed Intermediate School is home to all of Newtown’s Fifth and Sixth Grade Students. Our school offers students many opportunities to grow academically, as well as socially and emotionally. Each and every day, we will do our best to ensure that your child is happy, feels safe, and enjoys learning within our school.

The purpose of this handbook is to provide you with essential information about Reed Intermediate School. This handbook is designed to be a reference and provide you with the answers you need about our school practices, policies, and protocols.

We ask that families and students review this book together. This will allow for a discussion to occur regarding expectations that we have for all students when they are in our classrooms, hallways, and on the bus. It will also inform them of the rules and regulations that they must follow in order to ensure safety for others.

We know it will be a great year for your child and family at Reed Intermediate School. Our doors are always open and we will do whatever we can to support you.

Again, thank you for your trust in our leadership and welcome to Reed Intermediate School!

Dr. Correia  
Principal

Ms. Connors  
Assistant Principal



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# Reed Intermediate School

## Mission Statement

The mission of the Newtown Public Schools, a partnership of students, families, educators and community, is to **INSPIRE EACH STUDENT TO EXCEL** in attaining and applying the knowledge, skills and attributes that lead to personal success while becoming a contributing member of a dynamic global community. We accomplish this by creating an unparalleled learning environment characterized by:

- \* High Expectations
- \* Quality Instruction
- \* Continuous Improvement
- \* Civic Responsibility

**Reed Intermediate School** is a CARING COMMUNITY .....

Every individual at Reed Intermediate School is an important member of the school community. Our beliefs and practices utilize strategies from both Responsive Classroom and Restorative Practices to support social and emotional learning. Together, these practices allow our staff to work with students and support all levels of social and emotional learning, while fostering positive relationship building, trust, and meaningful connections. Classroom lessons integrate real-world experiences and scenarios to enhance our student's understanding of problem-solving, showing empathy toward others, and sharing kindness, whenever possible. At Reed, we believe "it is always possible".

# #ReedPride

At Reed, our students learn about two important phrases you will hear about often: ReedPride Full Values and #ReedPride. At Reed, we follow a 'Full Value Contract', which is our process by which students and staff set behavioral expectations for the entire school community, adhere to the group goals, and regularly review and reflect on their progress. Our 'Full Value Contract' is an active contract for all areas of the school environment including our classrooms, hallways, the cafetorium, playgrounds, and buses. We utilize the core components of our ReedPride Full Values as monthly or bi-monthly school goals. Each day over Morning Announcements, Dr. Correia discusses our monthly goal and shares helpful strategies, tips, and anecdotes for teachers to further expand upon during daily Community Meetings.

## ReedPride Full Value Topics Include:

- ★ Be Here
- ★ Be Safe
- ★ Be Honest
- ★ Set Goals
- ★ Let Go & Move On
- ★ Care For Self and Others
- ★ Choose Kind

When students are following the rules, successfully practicing and modeling our ReedPride Full Value topics, and being kind to others, we let them know they are showing their #ReedPride! At Reed, we highlight student successes, praise hard work and perseverance, and teach students about the importance of having grit. When these actions are observed, we tell our students that we are proud of them... and of course, that they are showing their #ReedPride!

#ReedPride  
#ReedPrideFullValues

# Reed Intermediate School Staff Directory

**Contact Information:** Parents and families may contact Reed Intermediate School by phone at any time. The Main Office Staff will ensure you are directed to the correct personnel. Below, you will find the telephone numbers for the Main Office, Health Office, Attendance Line, and School Counseling Office:

Main Office	(203) 270-4880
Attendance Line	(203) 270 - 4882
Health Office	(203) 270 - 4883
School Counseling Office	(203) 270 - 4884

**Staff Email:** Staff may be contacted via email at any time. Staff emails are set up using an individual's last name followed by the first initial of their first name, followed by @newtown.k12.ct.us. For example, a staff member with the name of Max Smith would be [smithm@newtown.k12.ct.us](mailto:smithm@newtown.k12.ct.us).

You may also access our Staff directory online, which includes the live links to an individual's email address. Click here to go to our Reed Intermediate School "Contact Us" page: <https://ris.newtown.k12.ct.us/ContactUs>

## Reed Intermediate School Staff Directory

### Main Office

Principial	Dr. Matt Correia
Assistant Principal	Ms. Jenna Connors
Executive Secretary to the Principal	Mrs. Mandi Poseno
Secretary to the Assistant Principal	Mrs. Margaret Rocca
Office Clerk (Main Office)	Mrs. Joan Schumitz
Security	Mr. Jim Pacific

### Support Staff

Secretary to the School Counselors	Ms. Mary Donnelly
School Counselors	Mrs. Jennifer Welton Mrs. Jenny Grustas Mrs. Amy McGoldrick
School Psychologists	Mrs. Emily DeGrand Dr. Sarah Martin
School Social Workers	Mrs. Hope Bray Miss Anjali Illescas

### Health Office

School Nurses	Mrs. Deirdre Murphy Mrs. Jocelyn Taweh
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### Custodians

Head Custodian	Mr. Darren Pierre
School Custodians	Mr. Rey Medina Mr. Rich Mills

### Math Department

Math Specialist	Mrs. Jess Fonovic
Math Intervention Teacher	Mrs. Induk Song

### Language Arts Department

Language Arts Consultant	Mrs. Marlo Ruggerio
Literacy Instructional Coach	Mrs. Peggy Kennedy

### Science Department

Science Instructional Coach	Mr. Todd Stentiford
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### Grade 5 Teachers

Cluster Partnerships	Mrs. Dina Mastroni Mr. Jon Hull	ELA / SS Math / Science
	Mrs. Elvina Rugovac Mr. Matt Dalton	ELA / SS Math / Science
	Mrs. Noreen Guman Mrs. Kelly Marcoux	ELA / SS Math / Science
	Miss Becky Simon Mrs. Amanda Eide	ELA / SS Math / Science
	Ms. Jacky Johansson Mr. Rich Neeb	ELA / SS Math / Science
	Mrs. Lisa Valinsky Mrs. Lara Brown	ELA / SS Math / Science
	Ms. Kirsten Strobel Mrs. Denise Strong	ELA / SS Math / Science

## Grade 6 Teachers

Cluster Partnerships	Mrs. Julie Shull Mrs. Jessica O'Connell	ELA / SS Math / Science
	Mrs. Myranda Panagrosso Mrs. Dawn Ford	ELA / SS Math / Science
	Miss Meghan Quinn Mrs. Ellen Buckley	ELA / SS Math / Science
	Mrs. Laura Wyman Mr. John Sicbaldi	ELA / SS Math / Science
	Miss Stephanie Finik Miss Lauren Moore	ELA / SS Math / Science
	Mrs. Erika Bell Mrs. Shannon Ottowell	ELA / SS Math / Science
	Ms. Karen King Mr. Matt Brown	ELA / SS Math / Science

## ESOL

ESL Teacher	Mrs. Miki Theodosiou
ESL Teacher	Mrs. Cristina Montanez

## Project Challenge

Project Challenge Teacher	Mrs. Cheryl McCaffrey
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## Special Education Teachers

Special Education Teachers	Miss Anita Fox	Grade 6
	Mrs. Holly Bartlett	Grade 6
	Mrs. Sharon Vetrano	Grade 5
	Mrs. Tracy Ryan	Grade 6
	Mrs. Nancy Cedor	Grade 6
	Mrs. Kathy Papp	Grade 5
	Miss Melissa Janco	Grade 5

## SLP

Speech and Language Pathologist	Miss Katerina Marlin
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## Unified Arts Teachers

Art	Mrs. Michelle Ginand Miss Lindsey Maillet
Physical Education	Mrs. Beth Gattey Mr. Aaron Blank
Health	Mrs. Michelle Failla
Project Adventure	Mrs. Sara Strait
STEM	Mr. Peter Bernson
Technology Education	Mr. Michael Corvello Miss Sabrina Watson
Spanish	Miss Nicole Justiniano
Library	Mrs. Sara Wasley Mrs. Sarah Beier
Chorus	Mrs. Leanna Hinger
Orchestra	Miss Teresa Peters
Band	Mr. Bob Nolte Mr. Phil Beierle

## OT/PT

OT	Natalie Kaiser
PT	Kristen Espitee

## Attendance/Absences

Students are expected to attend school each day. Of course, we understand that illness and family situations may prevent a student from being present everyday.

The attendance policy followed at Reed Intermediate School and the Newtown Public Schools is in alignment with the State Board of Education policy. This includes:

- For absences 1 - 9, a student's absence will be considered excused by the parent or guardian contacting the school. Upon return, the student must bring a note signed from the parent which will be sent to the Main Office
- For absences 10 +, the absence will ONLY be considered excused for the following reasons:
  - Student illness documented by a licensed medical professional
  - Student's observance of a religious holiday
  - Death in the student's family or other emergency beyond the control of the student's family
  - Mandated court appearance
  - Lack of transportation that is normally provided by a district
  - Extraordinary education opportunities pre-approved by district administrators and in accordance with Connecticut State Department of Education guidelines

Please be advised that if your child's absence total reaches 10, absences will be excused only if documentation is provided for one of the above stated reasons. If documentation is not provided, the absence will be considered unexcused. Students who accumulate 4 unexcused absences in a month or ten in a year are considered truant under Connecticut state statute and appropriate steps to rectify the situation will be initiated.

If your child will be absent from school, the parent/guardian must report the absence to the main office by calling (203) 270-4882. Once calling, please leave a message indicating the student's name, classroom teacher and why the student is absent.

### Student Make Up Work:

On the 3rd day of a student's absence, a parent may request make-up assignments for their child to complete. This can be done when your child is feeling better! We understand that some of the work may be difficult for your child to complete... no problem! When your child returns to school, our teachers will ensure that they receive the instruction that was missed and guided support to complete any missed assignments. Students will be given reasonable amounts of time to complete all graded assignments.

### Tardies:

Any student arriving at school after 9:05am will be considered tardy. The student should report to the main office, where they will receive a "late pass" which allows them to enter the classroom late. When a student arrives late to school, it does impact their morning and prevent them from taking part in essential morning routines, such as Community Meetings. Community Meetings begin in each classroom, everyday, at 9:10am. This time is sacred at Reed Intermediate School as it allows for essential Social and Emotional Learning (SEL) to occur within the classroom. These are times when students work on core values, relationship building activities, goal setting, and take part in important discussions with their classmates.

If you are having difficulty getting your child to school on time, please contact your child's school counselor and they will provide you with support.

## **Arrival**

Our morning drop off by parents/guardians begins at 8:40am. Parents/guardians should drop students off using the front entrance of the building and proceed through the drop-off circle. Students may only be let off at the sidewalk and will be directed to enter in the Cafetorium until 8:55am. After 8:55am, students will enter through the main entrance and proceed to their homeroom classrooms.

Any student being dropped off past 9:05am must report to the main office to receive a late pass before going to their homeroom.

Any students being dropped off early for morning activities, music practice, or clubs, should also be dropped off using the main entrance and let out of their cars at the sidewalk directly in front of the main entrance of the school.

## **Buses**

All Newtown Students have access to bus transportation. If you have any questions regarding bus transportation, please call All Star (our bus provider) at 203-304-9778.

Students riding the bus to school will be dropped off in the back of the building at 8:55am. Students will enter directly into the building and go to their homeroom classrooms.

At the end of the day, any student taking the bus home will access their bus in the back of the building. Our buses are assigned to specific parking spots, making it easier for students to remember where their bus is located. Students are called for bus dismissal at 3:26pm.

\*Please note that students are only allowed to ride their assigned bus home each day. We do **NOT** give bus passes for students to ride alternative buses with friends.

## **Bus Expectations (Students)**

Students are expected to behave responsibly and in a way that ensures the safety for themselves and others while riding the bus. All students must:

- Remain seated at all times
- Keep their hands, arms, legs, head, and any materials inside the bus at all times
- Observe all safety rules when entering or exiting the bus
- NOT eat or drink on the bus. This becomes dangerous to others with food allergies
- Know and understand that the Bus Driver may require assigned seats
- Know that bus privileges will be revoked for students who do not demonstrate responsible bus behavior that interferes with the safety of other students or the Bus Drivers
- Keep cell phones and/or other electronics in the backpacks at all times. Students are not allowed to make phone calls and/or videotape/record other students or the Bus Driver while on the school bus

## **Bicycles**

We strongly discourage students from riding bikes to Reed Intermediate School due to the dangerous traffic on Wasserman Way. Furthermore, we do not have bike lockers or racks on the property as we have not had students ride their bikes to school in the past.

## **Chromebooks**

Every student at Reed Intermediate School will be issued a student Chromebook. Students will be responsible for taking their Chromebook home each night and making sure they bring it back to

school the next day fully charged. While at school, students are responsible for taking care of their Chromebooks and using them appropriately. Students are not allowed to send emails to friends, play games or visit any unapproved websites during the school day. If a student is caught using a Chromebook inappropriately, the incident must be reported to the Assistant Principal. If a parent emails the classroom teacher and requests that the Chromebook remain at school, the teacher may approve of this request. The student will be responsible for setting up/removing their Chromebook from the docking station and getting it prepared for the day.

### **Classrooms**

Every classroom at Reed has been designed and is equipped to support the needs of our intermediate students. Similar to the elementary school model, every student is assigned to a homeroom classroom. In addition to homeroom, students are part of a “cluster”, which means that they are taught by two teachers for their academic content areas. One teacher will teach ELA / SS (reading, writing, social studies) and the other teacher will teach Math / Science. Students travel from one classroom to the other with their homeroom class of students.

For some Unified Arts classes, students are mixed with other students from their hallway. This allows for students to develop friendships outside of their academic content area classes.

### **Classroom Celebrations**

At Reed Intermediate School (as well as at the elementary schools), 3 planned celebrations may occur during the school year. They include:

- Winter Break Celebration (December)
- Valentines Day Celebration (February)
- End of Year Celebration (June)

Classroom Teachers are encouraged to be sensitive to differing student and family beliefs, especially during the holiday season(s).

### **Clubs & Activities**

We are proud to offer our Fifth and Sixth Grade Students dynamic intermediate experiences, including being part of a number of clubs and activities. Clubs and activities occur throughout the school year and are shared with students during Morning Announcements. Students are encouraged to pick up a permission form for any clubs they are interested in within the Main Office.

Some typical clubs and activities at Reed Intermediate school include (may vary from year to year):

- Drama Club
- Math Olympiads
- Walking Club
- Gardening Club
- Ski Club
- Comic Book Club
- Computer Club
- American Sign Language Club
- Intramural Sports
- Theatre Club
- Various music clubs
- And More!

## **Communication**

Parent/guardian and family communications between the home and school are critical to ensuring student success. There are many ways a parent/guardians can communicate with school personnel:

- Emails
- Phone calls
- Notes sent in with students

We also understand that at times, it may feel essential to speak with a teacher or staff member immediately. If it is an emergency, we ask that you call the Main Office so that your message can be shared as soon as possible.

Typically, the best ways of reaching our teachers would be email or phone call. Our school and district policy is that our staff does whatever they can to return your email or phone call within 24-hours. At times, certain obstacles can get in the way, so we ask that you be patient in waiting for your response from school personnel. If possible, we suggest emailing classroom teachers as it may be easier and more efficient for them to respond to any questions or requests.

## **Community Meetings**

Community Meetings are part of who we are at Reed. **Community Meetings are required in all classrooms, everyday, from 9:10am - 9:25am.** Community Meeting time should be spent talking with students about the messages shared during morning announcements, discussing Reed's Full Value Contract, and/or participating in team building activities.

## **Counseling**

Reed Intermediate School has support staff trained to support the needs of our students. Our support staff includes school counselors, psychologists, and social workers. Parents/guardians with concerns or in need of support/guidance should contact their child's school counselor via phone or email. The School Counseling Office can be reached at (203) 270-4884.

## **Disciplinary Guidelines**

Our goal here at Reed Intermediate School is to provide all students with a safe and enjoyable learning environment every day. In order to do this, it is essential that all staff, including teachers, administrators, and our support team, be consistent in their expectations for students. Typically, most disciplinary behaviors are handled by a student's classroom teacher(s). While we believe this to be the best approach to correcting any inappropriate behaviors or clarifying expectations, we also recognize the need for administration to work with students and support their understanding and acceptance of any unkind behaviors.

Here at Reed, we see student discipline as an opportunity to teach and encourage students to engage in more appropriate behaviors and make better choices in their daily lives.

While the Assistant Principal will typically manage discipline cases, the school Principal, Counselors, and Support Team will become involved, whenever necessary, to ensure a successful outcome for all students.

Typical approaches from teachers and administration at Reed Intermediate School include:

- When a student violates school rules, teachers and other school personnel will help them develop a plan to correct their mistakes and/or to make restitution. Depending upon the nature of the error that the student made, an administrator may be involved in developing the plan

- Reflection and restitution may be part of the student's plan. The intent is to help a child recognize and make up for his or her behavior by helping others. In doing so, students gain, rather than lose, self-esteem in the process and are less likely to repeat a behavioral offense
- Contact with parents/guardians. Whenever a student is sent to the office to speak with an administrator, we will contact you and share what occurred, as well as what we can do together in partnership to ensure better student outcomes in the future
- When appropriate, a consequence for a particular behavior will be assigned to a student. This may be lunch detention, loss of privilege, assigned seat on the bus/classroom, etc.
- If behavioral concerns persist, parents will be asked to join the school team in creating a new plan to support the student

### **Dismissal**

All students will be dismissed from their homeroom classrooms beginning at 3:26pm. Dismissal at Reed takes place in waves:

- Parent Pick Up
  - Grade 5 Students will be picked up in the Cafetorium
  - Grade 6 Students will be picked up in the Gym

\*For parents with children in both grade levels, your children will be dismissed in the Cafetorium.

- Buses - We have 3 bus waves, which allows our students to safely walk to their buses with other classes. Buses are called directly after Parent Pick Up.
- After school clubs and/or activities: Any student staying after school for a club or activity will be called to their assigned location once all buses have been called.

### **Parent Pick Up Information:**

Parents will need to send a note to school with their child if they are going to be picked up after school. Each morning, parent notes are sent to the Main Office so that our staff is aware of all students being picked up in either the Cafetorium or Gymnasium. Typically, parents park in the front of the building and will line up outside at either the Cafetorium or Gym doors. Please know, **ALL PARENTS/GUARDIANS must have photo identification at the time of picking students up from school.** Once our staff becomes familiar with you, they may not require it, however, please keep in mind that we have various staff members who support our Parent Pick-Up process and they may not be familiar with you and ask for identification.

If you are sending in a pick-up note for your child, please include the following information:

- Student name
- Date of pick-up (Include the time if you must pick up the student before dismissal)
- Teacher's name
- The name of the person picking up your child

If a parent/guardian will be picking up a child every day from school, please send one note at the beginning of the school year indicating this in writing and it will be recorded within our Main Office.

**We do not allow students to be picked up at school after 3:00pm as this interrupts our dismissal process and impacts our safety protocols at the end of the school day. We appreciate your understanding of this policy.**

## **Walkers**

We strongly discourage students from walking home from Reed Intermediate School due to the dangerous traffic on Wasserman Way. Only students who live less than 1 mile are permitted to walk home from school with a signed note from a parent. Please know that this “mile” is tracked from door to door and only includes the use of roads (no shortcuts through parking lots, woods, etc.).

## **Dress Code(Students)**

All students must adhere to all dress code protocols while at Reed Intermediate School. This protocol requires that all students be appropriately and safely dressed each day. If clothing does not follow dress code protocols, a parent/guardian will be contacted by the School Nurse and asked to bring a change of clothes to the school as soon as possible.

Important Dress Code Reminders Include:

- Students may not wear shirts, shorts, or dresses that are overly revealing
- Students may not wear clothing with revealing necklines and/or strapless tops
- Underwear should not be visible at any time
- Students must wear shoes at all times
- Closed-toe footwear is strongly recommended. For the safety of our students, in addition to closed-toe footwear, pants or shorts are required for climbing on playground equipment. Sneakers with wheelies are not allowed
- Articles of clothing which have inappropriate words/ pictures, weapons, alcohol/ tobacco references, or phrases with inappropriate meanings may not be worn to school
- Outerwear, including jackets, coats, headgear (including hats) and sunglasses may not be worn inside the building
- Students are prohibited from wearing hats or having their hoods up (from a sweatshirt) while in the building

## **Education Connection**

The Newtown Public Schools offers families a before/after school program for students that is designed to be reasonable in cost. This program does **NOT** take place at Reed Intermediate School. Fifth or Sixth Grade Students attending Education Connection will take a bus to their “home” elementary school, where they will be picked up by their parent/guardian at the end of the school day. This program is offered Monday-Fridays when school is in session. On school days where a planned early dismissal occurs, the program will begin immediately after the school day ends.

## **Electronic Devices**

The Newtown Public Schools recognize technology as a way to support and enhance the student learning experience. As a school we understand the many educational benefits of using technology in the classroom and the importance of the integration of technology in our curriculum.

## **Chromebooks**

All students at Reed Intermediate school will be issued a Chromebook for the year. Chromebooks should be taken home each night and properly charged so that it is ready for use the next school day. Students are responsible for proper care of their Chromebooks. When using their Chromebooks at school or at home, students must remember:

- Chromebooks should be used for educational use only
- During the school day, students are allowed to access school-related and approved websites and platforms. Students who are using their Chromebooks during the school day to access games or unapproved sites will lose Chromebook privileges

- During the school day, students are not allowed to use email to contact parents, family members or friends. Students are only allowed to email teachers during the school day
- Students should not access any social media accounts when using their Chromebook at home
- Any student mishandling their Chromebook or intentionally damaging their Chromebook will have their Chromebook removed

Since we are a 1:1 school with technology, students are NOT allowed to use a device from home during the school day. Student devices have been designed to protect students during the day from unsecure sites and contain pre-installed programs needed to access grade level curriculum.

### Cell Phones

Students are allowed to bring cellphones to school as a result of after school clubs and activities. In this case, students may contact their parents/guardians after school hours if needing to share a message or concern related to the club or activity.

If a student bring their cell phone to school, it must:

- Remain in their backpack at all times
- Must be “off” during the school day
- Not be used during the school day to call, text, or contact friends, parents/guardians, or family members

If a student is caught checking or using their cell phone during the school day, it will be confiscated by administration and require a parent/guardian coming to the school to pick up the device.

### SmartWatches

Students are allowed to wear “smartwatches” to school. If a student wears a smartwatch to school, they should remember:

- The watch should only be used to tell time
- The watch cannot be used to access apps, games, or social media platforms
- Cannot be used during the school day to call, text, or contact friends, parents/guardians, or family members

If a student is caught using their SmartWatch inappropriately, it will be confiscated by administration and require a parent/guardian coming to the school to pick up the device.

**Parents/Guardians should keep in mind that the school is NOT responsible for any damaged or missing personal devices that students are allowed or choose to bring to school. Our recommendation would be that cellphones and Smartwatches remain at home.**

### Emergency Closings / Delayed School Openings

It is critical that the school has all emergency contact information for every child on file. Parents/guardians will be notified immediately if there is an emergency at school and/or if there will be an emergency school closing. Furthermore, in the event of a delayed opening, parents/guardians will be notified as soon as possible.

The Superintendent of Schools will send out an automated message to all families in the event of an emergency closing and/or delayed opening. Again, it is critical that the district and school have all contact information for families. Messages are shared via email and phone call.

### Field Trips

Field Trips are designed to provide students with cultural experiences and to help them connect classroom learning with the real world. The following procedures will apply with field trips:



- Parents will be notified in writing of any field trip. Parents must provide permission for students to participate in field trips
- The cost of field trips will vary depending on the nature of the trip. No child shall be excluded from participation due to inability to pay. In these circumstances, parents should contact the Principal directly and the matter will be handled confidentially
- The school nurse will review all proposed field trips. When necessary, she will work with students, parents, and teachers to arrange for the administration of medication and/or make appropriately, parent approved, accommodations

### **Grades and Gradebooks**

We understand that this may be our students first time receiving typical grades on assignments and on a progress report (report card). We are committed to making sure that our parents and families understand the transition when moving from a standards-based report card (elementary level) to a traditional letter grade report card. If at any time parents/guardians have questions about grading, they should reach out to their child’s teacher(s) and school counselor.

Gradebooks are visible to parents through the Parent Portal. It is expected that teachers enter grades for graded assignments within 2 weeks of the due date. Grading expectations should be similar in all classrooms.

The Parent Portal shall be used as a communication tool of a student’s ongoing progress. Parents are expected to create a user logon with the information provided to them regarding Parent Portal upon entering Reed. Parents are expected to review student grades on a periodic basis.

At Reed, we follow the traditional letter grade reporting system where an “F” is Below 65:

Grading System			
Outstanding Progress	A+ (97-100)	A (93-96)	A- (90-92)
Very Good Progress	B+ (87-89)	B (83-86)	B- (80-82)
Satisfactory Progress	C+ (77-79)	C (73-76)	C- (70-72)
Needs Improvement/Poor Progress/Passing	D+ (69)	D (66-68)	D- (65)
Unsatisfactory/Work not acceptable with respect to individual ability/Failing	F (Below 65)		

### **Content Area Grade Weights**

Content Area	Formative	Summative	Homework	Classwork
Reading	30%	30%	10%	30%
Language Arts	30%	30%	10%	30%

Mathematics	45%	45%	10%	NA
Science	50%	50%	NA	NA
Social Studies	50%	50%	NA	NA

### Health Office (School Nurse) Information and Protocols

State law requires a physical examination prior to school entrance (if coming from out of the state) as well as in 6<sup>th</sup> and 9<sup>th</sup> grade. All physicals must be performed by a qualified practitioner of medicine and should include an immunization record. State and local law require the following immunizations before entry into school:

- Polio: At least three doses. The last dose must be given on or after the 4<sup>th</sup> birthday
- DTaP/Td/Tdap: At least four doses. The last dose must be given on or after the 4<sup>th</sup> birthday
- Measles/Mumps/Rubella (MMR): 2 doses separated by at least 28 days, 1<sup>st</sup> dose on or after the 1<sup>st</sup> birthday
- HIB: Verification of immunization on entry to kindergarten – exempt if passed his/her 5<sup>th</sup> birthday
- Hepatitis B (HBV): 3 doses, the last dose on or after 24 weeks of age
- Varicella (Chicken Pox): 1 dose on or after the 1<sup>st</sup> birthday or verification of disease. This includes confirmation in writing by a MD, PA or APRN that the child has a previous history of disease, based on family or medical history
- Tuberculin Testing: This applies only to foreign born students and students entering from a high-risk country – physician’s verification of a tuberculin test (Mantoux) given in the USA, including the date given and the results
- Exemptions: Religious or medical exemptions are honored with the appropriate documentation

### Emergency Health Information and Medication Permission Form

This form is sent home at the beginning of each school year. It should be filled out completely and returned to the Health Office. Tylenol, Ibuprofen or Tums will only be given to your child with this written parent permission. It is the parent’s responsibility to notify the school nurse of any changes to your child’s health during the school year.

### Health Screenings

Grade 5: Vision, hearing and scoliosis

Grade 6: No screenings

### Administration of Medication

School personnel may only administer medications during school hours with the written permission of a parent and the written order of a physician (This includes over the counter medication). Medication forms can be obtained from the School Nurse. Medication should be brought to school by the parent in its original container. Prescription drugs should be properly labeled by a Pharmacist with the student’s name, doctor’s name, name of medication, and directions for administration. Medication should never be sent in with a student or placed in a lunch box or backpack. Students who wish to carry asthma inhalers also need the appropriate medical authorization on record in the health office.

### General Student Health Guidelines

- Children who have a temperature of 100 degrees or more, or who are vomiting will be sent home at the discretion of the School Nurse and/or school personnel. School policy is that a

child should remain at home for 24 hours after his or her temperature has returned to normal without the use of medications

- First aid will be given if your child is injured at school. If the ambulance or further medical attention is necessary, parents/guardians will be notified by the School Nurse immediately
- Children with a rash may be excluded pending diagnosis. A written diagnosis from the physician may be required on the student's return to school
- Parents are required to call the school in the morning to report their child's absence. Please report all contagious diseases such as strep throat, pneumonia, conjunctivitis, mono and impetigo
- Parents are responsible for reporting any special health problems and allergies to the school nurse. If medication is required, a written request from the parent is required
- All children who have had an injury, an operation, or an illness that may require modification of their Physical Education (PE) classes, must have a doctor's note to excuse them from class, as well as a note when they are able to resume PE classes

### Food Allergies

It is the parents' responsibility to notify the school if their child has any food allergies. Written documentation, instructions, and medications should be provided to the school nurse before the first day of school. According to the Newtown Board of Education Food Allergy Management Policy, parents may request a Nut Free Classroom/Cluster for their child. The child who is in a nut free classroom must also sit at a nut free cafeteria table. Teachers/school personnel are not responsible for determining safe foods. We suggest that students with food allergies:

- Not trade food or share food with others
- Not eat anything with unknown ingredients or known to contain any allergen
- Notify an adult immediately if they eat something they believe may contain the food to which they are allergic

### Homework

The purpose of homework is to help students become self-directed, independent learners. Homework is expected to allow students to continue their practice of content that was taught/practiced during the school day, as well as extend their learning and exploration with meaningful, purposeful work at home. If at any time a student is struggling with their homework, we ask that parents send a note to the teacher and make them aware of their child's difficulties. The classroom teacher will support your child with small group instruction the next school day.

### Homework Expectations at Reed

<p style="text-align: center;"><b>Grade 5</b></p> <p style="text-align: center;">50 Total Minutes Per Night</p>	<p>Reading - 15 minutes per night Writing - 15 minutes per night Math - 20 minutes per night</p>	<p>Science / Social Studies *If homework is assigned in science and/or social studies, it must be deducted from reading, writing, or math.</p>
<p style="text-align: center;"><b>Grade 6</b></p> <p style="text-align: center;">60 Total Minutes Per Night</p>	<p>Reading - 15 minutes per night Writing - 15 minutes per night Math - 30 minutes per night</p>	<p>Science / Social Studies *If homework is assigned in science and/or social studies, it must be deducted from reading,</p>

		writing, or math.
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**Homework Grading**

- Homework at Reed will count for 10% of a marking period grade in any given subject
- Homework grades will be entered into PowerSchool within two weeks of the due date of an assignment
- Homework will be accepted for up to two days late (unless due to absence). The penalty for late homework is 10 points per day. After the two days (third day and beyond), the grade will be a zero along with an appropriate comment (Day 1, 90, Day 2, 80, Day 3 and on, 0)
- Classroom Teachers are expected to contact parents if students are missing 2 consecutive homework assignments and let the parent know the student received a grade of 0 on these assignments

\*Students will not be penalized for homework assignments missed due to religious holidays.

**Houses**

Here at Reed, students will be placed in either Blue House or Green House. Blue House and Green House refers to the two fifth grade hallways and two sixth grade hallways at our school. Simply put, each hallway is painted a specific color (green or blue) and half of our grade level students are in one hallway and the other half is in the other hallway.

**Lockers**

Every student at Reed Intermediate School will receive and be required to use a locker. Students will be taught how to lock/unlock their lockers when they arrive at school (typically the first week of the school year). Lockers are located outside of students' homerooms. Students should not share their locker combinations with anyone else. No adhesive decorations may be attached to the outside of the locker. Students are free to decorate the inside of their locker with removable items such as magnets (no tape).

**Lost and Found**

The lost and found can be located in the Cafetorium. Lost items remain in the Lost and Found for 1 month before being donated to charity. Lost jewelry or glasses will be kept in the Main Office.

**Lunch Program**

Whitsons Culinary Group provides the Food Service Program in the Newtown Schools. A pre-pay program is available. Parents pre-pay on an account and students can "charge" against this account when buying lunch and/or snacks. The direct line to the Food Service Director is (203) 426-7637.

**PTA**

At Reed, we are fortunate to be supported by such a great community of parents and families. The PTA at Reed supports our students and staff with purchases to enhance and better the student learning experience.

PTA Meetings occur bi-monthly and a newsletter is shared with families throughout the year. The following table includes information regarding PTA Meetings and submission dates for the PTA Newsletter:

RIS PTA Meetings (Bi-monthly)

Meeting Time: 6:30pm – 7:30pm  
Meeting Location: Reed Faculty Lounge

**2021-22 Meeting Dates**

September 21, 2021  
November 16, 2021  
January 11, 2022  
March 22, 2022  
May 24, 2022

RIS Family Newsletters (5 per year)

**October** (Newsletter emailed to families in early October)

**December** (Newsletter emailed to families in mid December)

**February** (Newsletter emailed to families in mid February)

**April** (Newsletter emailed to families in mid April)

**June** (Newsletter emailed to families at the end of the school year)

PTA Executive Board

President	Kathleen Shope	rispta2006@gmail.com
Vice President	Lara Clouden	
Secretary	Janet Kuzma	
Treasurer	Stefanie Perez	

**Parking**

Parking for parents/guardians and families is available in the front of the building. Please do not use the back lot as that is reserved for staff parking.

**Progress Reports (Report Cards)**

All students in fifth and sixth grade will receive a progress report (report card) three times per year. Parents can access their child's progress report on Newtown Schools' Parent Portal. The Parent Portal is available online and remains current throughout the school year. Parents of students in both Fifth and Sixth Grades are encouraged to check their child's grades every two weeks.

**Recess**

Students at Reed Intermediate School will have recess for 20 minutes per day. During recess, students are allowed to use the playground, blacktop area, or field.

Important recess rules include:

- Students will follow the directions of the recess monitors at all times
- Equipment must be used for the intended purpose so that it is safe (e.g. no jumping from top of equipment, etc.)

- Students must wear the type of clothing and closed toe footwear that allow them to play safely. Shorts or pants are required to play on climbing equipment

### **Scientific Research-based Intervention (SRBI)**

The SRBI Program provides a process to identify and monitor forms of support that the school will provide to students and parents to address a range of concerns that they may encounter. When a student is experiencing difficulty of any type, whether it be social, emotional or academic, the members of the SRBI Team gather information to assess a concern and work with families to develop an action plan to increase student success. Once a plan is developed and implemented, the SRBI Team monitors the success of the plan and frequently communicates with parents/guardians.

### **Visitors**

Visitors are welcome at Reed Intermediate School and must adhere to the following guidelines:

- Visitors must be buzzed-in to the school by security personnel and must present adequate ID in order to gain entrance
- All visitors must sign-in at the security desk and obtain a visitor's badge to be worn at all times throughout the building visit
- All visitors must sign out when exiting the building