

Reed Intermediate School



Family & Student Handbook 2023 - 2024

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.

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

Principal	Dr. Matt Correia
Assistant Principal	Ms. Jenna Connors
Special Education Supervisor, 5-8	Mrs. Maureen Hall
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. Cliff Sharf Mr. Greg Fasold

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 Ms. Samantha VanSchaick
School Social Workers	Mrs. Hope Bray Mrs. Kim Heran

Health Office

School Nurses	Mrs. Deirdre Murphy
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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
Reading Intervention Teacher	Mrs. Peggy Kennedy

ELL

ESL Teacher	Ms. Patricia Kuna
ESL Teacher	Mrs. Cristina Montanez

Project Challenge

Project Challenge Teacher	Mr. Eric Myhill
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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
	Mrs. Jacqueline Hughes Mrs. Denise Strong	ELA / SS Math / Science
	Mrs. Lisa Valinsky Mrs. Lara Brown	ELA / SS Math / Science
	Ms. Kirsten Strobel Mrs. Jessica O'Connell	ELA / SS Math / Science

Grade 6 Teachers

Cluster Partnerships	Mrs. Julie Shull Mrs. Ellen Buckley	ELA / SS Math / Science
	Mrs. Myranda Panagrosso Mrs. Dawn Ford	ELA / SS Math / Science
	Mrs. Tracy Galassi Mr. Todd Stentiford	ELA / SS Math / Science
	Mrs. Laura Wyman Mr. Ben Brod	ELA / SS Math / Science
	Ms. Stephanie Finik Mr. John Sicbaldi	ELA / SS Math / Science
	Mrs. Erika Bell Mr. Matthew Brown	ELA / SS Math / Science
	Mrs. Jen Pirone Mrs. Shannon Ottowell	ELA / SS Math / Science

SLP

Speech and Language Pathologist	Miss Katerina Marlin
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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
	Miss Ellie Calcavecchio	Grade 6
	Mrs. Julianne Bombero	Grade 5
	Mrs. Suzanne Stephens	Grade 5

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
Spanish	Miss Nicole Justiniano
Library Media Specialist	Mrs. Sara Wasley
Chorus	Mrs. Leanna Hinger
Orchestra	Miss Teresa Peters
Band	Mr. Bob Nolte Mr. Phil Beierle

OT/PT

OT	Mrs. Natalie Kaiser
PT	Mrs. Kristen Espitee

AMERICAN WITH DISABILITIES ACT AND SECTION 504 OF THE REHABILITATION ACT OF 1973

Section 504 of the Rehabilitation Act of 1973 ensures support for individuals with disabilities. Individuals with disabilities are provided a free and appropriate education (FAPE), and are accommodated and employed without discrimination related to their disabilities.

It is the intent of the District to provide a free and appropriate public education to each Section 504/ADA qualified and eligible student with a disability within its jurisdiction, as defined in 28 CFR, Parts 35 and 36, of the Amendments to Americans with Disabilities Act, Title II and Title III.

Section 504 prohibits discrimination against persons with disabilities (both students and staff members) by school districts receiving federal assistance of any kind for any program or activity. Districts may not discriminate against any person with a disability, regardless of whether the program or activity after enrollment, may also take a screening exam.

All individuals who are disabled or “handicapped” are protected under Section 504. However, individuals who have been determined to be “handicapped” under Section 504 may not be considered disabled under IDEA. IDEA, which can be viewed as a subcategory of Section 504, provides for special programming or placement, while Section 504 protects the rights of individuals with handicaps. Under IDEA, students are qualified for services under 13 IDEA disabling conditions; specially designed individual education programs are planned for each student by Individualized Education Program (IEP) teams. Under Section 504, students with “handicaps” are entitled to special accommodations to ensure that they can participate in and benefit from public education and programs, and a 504 accommodation plan is designed for each student according to individual needs.

Section 504 is not an aspect of special education, but is, rather, a responsibility of the comprehensive general public education system. Unlike an eligibility system based on clinic categories of disabilities, Section 504 works on a more functional premise. Under 504 [29 U.S.C. & § 706(8)] a person is considered to have a disability if that person:

1. has a physical or mental impairment which substantially limits one or more of such person’s major life activities;
2. has a record of such an impairment; or
3. is regarded as having such an impairment

While Section 504 provides a means for preventing discrimination against students with disabilities, this does not mean that 504 plans must focus on the disabling condition or on addressing the disability directly. Rather, 504 plans offer a means for focusing on students’ strengths, for capitalizing on what students bring to the instruction process - not on what they lack.

Students with disabilities, pursuant to Section 504 and/or ADA will be provided a free appropriate public education which may include, but is not limited to, providing a structured learning environment; repeating and simplifying

instructions about in-class and homework assignments; supplemented verbal instructions with visual instructions; adjusting class schedules, modifying test delivery; computer-assisted instructions; using modified textbooks and tailoring homework assignments.

ANTI-RACISM

The District rejects all forms of racism as destructive to the mission, vision, values and goals of this school system. All forms of racism must be eliminated from the District. Children must find school a safe and welcoming place, where they are able to achieve success, irrespective of their racial or ethnic background. Racism will not be tolerated in any form. The goal is to enable all students to thrive in a socially cohesive community within a positive, multi-cultural society.

ASSEMBLIES

There are times when classes, grades, teams or the entire school may gather for assembly programs. These programs are arranged to bring information or entertainment to the student community. A student's conduct in assemblies must meet the same standards as in the classroom.

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.

AUTOMATED PHONE MESSAGING SYSTEMS

The Newtown Public School system uses an automated phone messaging system which gives school administrators the ability to easily contact parents/guardians immediately of news that needs to be communicated. Administrators have the ability to send personally prerecorded messages to the entire school community, or they can tailor transmissions to smaller groups, when needed. The system allows the District to program up to three numbers for each parent/guardian of a District student. (home phone, work phone, cell). Such calls are permitted without prior consent if limited to notice of emergency items, such as weather-related closures, issues of student safety and health, and threats of imminent danger. Parental consent will be sought when the messaging system will be used for other informational items.

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
- Keep books, instrument cases, feet, and other objects out of the aisle of the 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.

CHILD ABUSE, NEGLECT AND SEXUAL ASSAULT

All school employees, including teachers, superintendents, administrators, coaches of intramural or interscholastic athletics, paraprofessionals and other professional school staff including guidance counselors, school counselors, paraprofessionals, social workers, psychologists, licensed nurses, physicians, licensed behavior analysts, and substitute teachers are obligated by law (C.G.S. 17a-101) to report suspected child abuse, neglect, or if a child is placed in imminent danger of serious harm or sexual assault by a school employee to the Connecticut State Department of Children and Families Services. Specific procedures governing the reporting of abuse and neglect are in effect, and staff receive training in their use, as required by state law.

Reporting of child abuse, neglect and sexual assault by a school employee is a responsibility which is taken seriously. If there is any doubt about reporting suspected abuse, neglect or a sexual assault a report will be made. The school will work with the parents and appropriate social agencies in all cases.

Child abuse is defined as any physical injury inflicted by other than accidental means or injuries which are not in keeping with the explanation given for their cause. Improper treatment such as malnutrition, sexual molestation, deprivation of necessities, emotional abuse, cruel punishment or neglect are also considered child abuse.

The Board of Education will post in each school the telephone number of the Department of Children and Families' child abuse hotline, Careline, and the Internet web address that provides information about the Careline in a conspicuous location frequented by students. Such posting shall be in various languages appropriate for the students enrolled in the school.

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.

CONDUCT

Students are responsible for conducting themselves properly in a responsible manner appropriate to their age and level of maturity. They must accept responsibility for misbehavior and engage with school staff to identify how a different choice of action could result in a better outcome. The district has authority over students during the regular school day and while going to and from school on district transportation. This jurisdiction includes any school-related activity, regardless of time or location, and any off campus school-related misconduct, regardless of time or location.

Student responsibilities for achieving a positive learning environment in school or school related activities include:

1. Attending all classes, regularly and on time.
2. Being prepared for each class with appropriate materials and assignments.
3. Being dressed appropriately.*
4. Showing respect toward others, engaging in civil discourse.
5. Behaving in a responsible manner.
6. Paying required fees and fines.

7. Abiding by the code of conduct.
8. Obeying all school rules, including safety rules, and rules pertaining to Internet safety.
9. Seeking change in school policies and regulations in an orderly and responsible manner, through appropriate channels.
10. Cooperating with staff investigations of disciplinary cases and volunteering information relating to a serious offense.

Students who violate these rules will be subject to disciplinary action and shall be referred when appropriate to legal authorities for violation of the law.

Students at school or school-related activities are prohibited from:

1. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination and wrongfully obtaining test copies or scores.
2. Throwing objects that can cause bodily injury or damage property.
3. Leaving school grounds or school-sponsored events without permission.
4. Directing profanity, vulgar language, or obscene gestures toward other students or staff.
5. Disobeying directives from school personnel or school policies, rules, and regulations.
6. Being disrespectful or directing profanity, vulgar language, or obscene gestures toward teachers or other school employees.
7. Playing with matches, fire, or committing arson.
8. Committing robbery or theft.
9. Damaging or vandalizing property owned by the school, other students, or school employees.
10. Disobeying school rules on school buses.
11. Fighting, committing physical abuse, or threatening physical abuse.
12. Committing extortion, coercion, or blackmail; that is, forcing an individual to act through the use of force or threat of force.
13. Name-calling, making ethnic or racial slurs or derogatory statements that may substantially disrupt the school program or incite violence.
14. Engaging in inappropriate physical or sexual contact disruptive to the school environment or disturbing to other students.
15. Assaulting a teacher, staff member or other individual.
16. Selling, giving, delivering, possessing, using, or being under the influence of drugs such as: marijuana; a controlled substance or drug; or an alcoholic beverage.
17. Possessing a deadly weapon, dangerous instrument, firearm, martial arts weapon, or weapon facsimile.
18. Possessing prescription drugs which are given to a person other than to whom the drug is prescribed.
19. Smoking or using tobacco products, including electronic nicotine delivery systems (e-cigarettes) and vapor products.
20. Hazing, bullying

21. Behaving in any way that disrupts the school environment or educational process.
22. Using electronic devices during the school day in school buildings, without prior approval of the principal.
23. Violating the district's Internet Safety policy and/or Online Social Networking Policy.
24. Cheating, plagiarizing, including by electronic means.
25. Threatening in any manner, including orally, in writing, or via electronic communication, a member of the school including any teacher, a member of the school administration or another employee, or a fellow student.
26. Taking, storing, disseminating, transferring, viewing or sharing of obscene, pornographic, lewd or otherwise illegal images or photographs, whether by electronic data transfer or other means, including but not limited to texting and emailing.
27. Violating any state or federal law which would indicate that the student presents a danger to any person in the school or to school property.
28. Damaging in a willful manner school electronic equipment and/or software.

Students are urged to participate in efforts to build a positive school climate as well as alternatives to exclusionary discipline such as restorative circles or peer monitoring.

Students are subject to disciplinary action, including suspension and expulsion, for misconduct which is seriously disruptive of the educational process and is a violation of publicized Board of Education policy, even if such conduct occurs off-school property and during non-school time. In determining whether conduct is "seriously disruptive of the education process" for purposes of suspension and expulsion, the administration in cases of suspension, and the Board of Education or impartial hearing board, in matters of expulsion may consider, but consideration is not limited to (1) whether the incident occurred within close proximity of a school, (2) whether other students were involved, or whether there was gang involvement, (3) whether the conduct involved violence, threats of violence, or the unlawful use of a weapon and whether any injuries occurred, and (4) whether the conduct involved the use of alcohol.

CONTACTING TEACHERS

Teachers may be contacted either through voicemail or email. A staff directory is available on each school's website. Please allow teachers 24 hours, during the school week, to respond to your email /voicemail. Please be aware that District policy prevents teachers from discussing confidential information in an email correspondence.

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.

CYBERBULLYING

The District's computer network and the Internet, and the personal electronic devices of students, whether accessed on campus or off campus, during or after school hours, may not be used for the purpose of harassment. All forms of harassment over the Internet, commonly known as cyberbullying, are unacceptable, a violation of District policy and of the District's acceptable computer use policy and procedures. Cyberbullying means any act of bullying through the use of the Internet, interactive and digital technologies, cellular mobile telephone or other mobile electronic devices or any electronic communications.

Cyberbullying includes, but is not limited to, such misuses of technology as harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful e-mail messages, instant messages, text message(s), digital pictures or images, or website postings, including blogs. It is also recognized that the author (poster or sender) of the inappropriate material may be disguised or logged on as someone else.

Students and community members who believe they have been the victims of such misuses of technology as described, should not erase the offending material from the system. A copy of the material should be printed and brought to the attention of the Safe School Climate Specialist, the Principal or Director of Technology. All reports of cyberbullying will be investigated by the Safe School Climate Specialist.

In situations in which the cyberbullying originated from a non-school computer, but brought to the attention of school officials, any disciplinary action shall be based upon whether the conduct is determined to be severely disruptive of the educational process so that it markedly interrupts or severely impedes the day-to-day operation of school. Also, such conduct must be violative of a publicized school policy. Such conduct includes, but is not limited to, threats, or making a threat off school grounds, to kill or hurt a teacher or student.

Disciplinary action may include loss of computer privileges, detention, suspension or expulsion. A communicated threat or a hate crime will be reported to the police.

Students will be provided instruction about appropriate online behavior.

DANGEROUS WEAPONS OR INSTRUMENTS

No guns, knives or any other objects, including martial arts weapons and facsimiles of weapons, capable of threatening or causing injury or death may be brought onto school grounds. Any object used to cause injury will be considered a weapon. Violators will be subject to arrest and prosecution, as well as, appropriate disciplinary action. Any student found to possess a weapon on school grounds or during a school-activity will be expelled from school.

An expelled student may apply for early readmission to school. Such readmission is at the discretion of the Board of Education (unless the Board has delegated authority for readmission decisions to the Superintendent.) The Board or Superintendent, as appropriate, may condition such readmission on specified criteria.

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 of and accountability 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

Detention

A student may be detained outside of school hours for not more than 1 hour on one or more days for violation of the code of conduct. The detention shall not begin, however, until the students' parents have been notified of the reason for the detention (and can make arrangements for the student's transportation on the day(s) of the detention).

Expulsion

A teacher may remove a student from class when the student deliberately causes a serious disruption to the teaching and learning process within the classroom.

Prior to an expulsion hearing, parents will be given notice of at least five (5) business days before such hearing. It will contain information about the legal rights of the student and parent and information concerning legal services that are provided free of charge or at a reduced rate that are available locally and how to access such services shall be provided to the student and his/her parent or guardian. An attorney or other advocate may represent any student subject to expulsion proceedings. The parent/guardian of the student has the right to have the expulsion hearing postponed for up to one week to allow time to obtain representation, except that if an emergency exists, such hearings shall be held as soon as possible after the expulsion.

The Board of Education may expel a student in grades 3 through 12 inclusive, from school privileges if, after a full hearing, the Board finds that the conduct of the student to be both (1) a violation of a Board policy; and (2) either seriously disruptive of the educational process or endangering persons or property. Students who have been expelled for the first time may be eligible for an alternative educational program, as defined in accordance with State Board of Education standards.

Expulsion from school will result in the loss of all extra curricular and social privileges during the period of expulsion.

For any student under 16 years old who are expelled and students between 16 and 18 expelled for the first time and who have never been suspended, the Board of Education may shorten the length of or waive the expulsion period if the student successfully completes a Board specified program and meets any other conditions required by the Board. Such a Board-specified program does not require the student or the parent/guardian of the student to pay for participation in the program. Such students must be offered an alternative educational opportunity that complies with the State Board of Education's "Standards for Alternative Educational Opportunities."

Students in grades kindergarten through grade 12 inclusive are subject to mandatory expulsion for the possession and/or use of weapons, including martial arts weapons, or other dangerous instruments in any school building, on school grounds, in any school vehicle, or at any school sponsored activity for a calendar year. A student in grades kindergarten through grade 12 inclusive, who offers illegal drugs for sale or distribution on or off school grounds is also cause for expulsion for a calendar year. The Board may modify the expulsion period on a case-by-case basis.

Whenever a student is expelled, notice of the expulsion and the conduct for which the student was expelled will be included on the student's cumulative education record. The record will be expunged if the student graduates from high school and the expulsion was not for weapon possession and/or for the sale or distribution of illegal drugs.

If student's expulsion is shortened or the expulsion period waived based upon the fact that the student was expelled for the first time, has never been suspended and successfully completed a Board specified program and/or met other conditions required by the Board, the notice of expulsion will be expunged from the cumulative educational record if

the student graduates from high school or, if the Board so chooses, at the time the student completes the Board specified program and meets other Board required conditions.

Expelled students, under age 16, will be offered an individualized learning plan as part of an alternative education. Students between ages 16 and 18 who are expelled, even for conduct that endangers others, will be offered an alternative educational opportunity if it is the students first expulsion (PA 16-147). Once a student is admitted to an alternative educational placement, an Individualized Learning Plan (ILP) will be developed to govern the programming for the student during the period of expulsion.

A district student who has committed an expellable offense who seeks to return to a District school after having been in a juvenile detention center, the Connecticut Juvenile Training School or any other residential placement for one year or more, in lieu expulsion from the District, shall be permitted to return to the appropriate school setting within the District. Further, the District will not expel the student from any additional time for the offense(s).

Suspension

A teacher may remove a student from a class when the student deliberately causes serious disruption of the teaching and learning process within the classroom. School administrators will determine, using state guidelines, whether the suspension will be in-school or out-of-school.

The administration may suspend a student for infraction of school rules. Suspension is defined as an exclusion from school privileges for not more than ten (10) consecutive days, provided such exclusion shall not extend beyond the end of the school year in which suspension was imposed.

Students in preschool through grade 2, inclusive, may only receive in-school suspensions, unless, after an informal hearing, the administration determines that an out-of-school suspension is appropriate based on evidence that the students conduct on school grounds is of a violent or sexual nature that endangers persons.

However, no student shall be suspended without an informal hearing before the building principal or his/her designee at which time the student shall be informed of the reasons for the disciplinary action and given an opportunity to explain the situation, unless circumstances surrounding the incident require immediate removal. In such instances the informal hearing will be held during the suspension.

Suspension from school will result in loss of extracurricular and social privileges during the period of suspension.

For any student suspended for the first time and who has never been expelled, the administration may shorten the length of or waive the suspension period if the student successfully completes an administration-specified program and meets any other administration-required conditions, which shall not incur an expense to the student or his/her parents.

DISMISSAL

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

- Parent Pick Up - All Reed Students will be dismissed to the Cafeteria for Parent Pick-Up.
- 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 between 3:00pm - 3:26pm 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 offer 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. The Chromebook should be taken home each night and properly charged so that it is ready for use the next school day as students are only issued one. 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 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.

EQUITY AND DIVERSITY

Students deserve a respectful learning environment in which their cultural, racial, and ethnic diversity is valued and contributes to successful academic outcomes. The school learning and work environment is enriched and improved by the contributions, perspectives, and the very presence of diverse participants.

EQUALITY OF OPPORTUNITY STATEMENT

District schools recognize and accept the need to prepare students to live and work productively in an increasingly diverse society. This is an integral part of the school system's commitment to offer an educational program of excellence, which includes teaching students awareness and understanding of the diverse cultures and heritages that form our society.

The school will not tolerate student behavior which insults, degrades or stereotypes any race, religion, gender, sexual orientation, disability, physical or mental condition or ethnic group.

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

GIFTED AND TALENTED PROGRAM

The school's gifted and talented program provides opportunities for students to explore and extend their unique gifts and talents of intellect and talent. Parents/guardians of identified students will be electronically notified with information pertaining to the identification process, district contact person, State Department of Education resources, and state associations providing support to such students.

GRADES & 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%	<i>NA</i>
Science	70%	30%	<i>NA</i>	<i>NA</i>
Social Studies	70%	30%	<i>NA</i>	<i>NA</i>

Unified Arts Grade Weights (Music Only)

Music	Formative (Playing/Singing, Tests, and Quizzes)	Participation	Homework
Chorus, Band, Orchestra	50%	40%	10%

HARASSMENT STATEMENT

Every child has the right to feel safe, valued and comfortable in school. No one else's behavior should ever make children feel afraid or embarrassed because of their race, color, religion, national origin, sex, sexual orientation, gender identity or expression, or any disability they may have. The District prohibits harassment of any kind. Students are expected to treat other students and district employees with courtesy and respect; to avoid any behaviors known to be offensive; and to stop those behaviors when asked or told to stop.

Parents are urged to reinforce with their child(ren) that if he/she is harassed or sees harassment happening to someone else that he/she should report the behavior to a teacher or the principal. To maintain a productive and positive learning environment, the Board of Education will make every attempt to halt any harassment of which they become aware by calling attention to this policy or by direct disciplinary action, if necessary.

A student who believes he/she has been harassed is encouraged to report the incident to the assistant principal. The allegations will be investigated and addressed and appropriate disciplinary action taken, where necessary.

HEALTH OFFICE (SCHOOL NURSE) INFORMATION & PROTOCOL

State law requires a physical examination prior to school entrance (if coming from out of the state) as well as in 6th and 9th 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 4th birthday
- DTaP/Td/Tdap: At least four doses. The last dose must be given on or after the 4th birthday
- Measles/Mumps/Rubella (MMR): 2 doses separated by at least 28 days, 1st dose on or after the 1st birthday
- HIB: Verification of immunization on entry to kindergarten – exempt if passed his/her 5th 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 1st 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

HEALTH RECORDS

School nurses maintain health records using the Connecticut "Health Assessment and Record Form." These records are accessible to certified staff working with the child and to school health aides if permission is granted by the nurse or building administrator. Parents may request to inspect the health records of their child. Copies may be provided if requested. Original copies of the record are sent when a student transfers to another school in the state. If moving out-of-state, a copy will be forwarded. Health records are maintained for at least six years after the student graduates. The District will comply with the requirements of the Health Insurance Portability and Accountability Act (HIPPA) to maintain the privacy of protected health information.

A diabetic student may test his/her own blood glucose level per the written order of a physician or advanced practice nurse stating the need and the capacity of the student to conduct self testing. Such self testing shall be done in accordance with the guidelines issued by the Commissioner of Education.

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

Grade 5 50 Total Minutes Per Night	Reading - 15 minutes per night Writing - 15 minutes per night Math - 20 minutes per night	Science / Social Studies *If homework is assigned in science and/or social studies, it must be deducted from reading, writing, or math.
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<p>Grade 6</p> <p>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</p> <p>*If homework is assigned in science and/or social studies, it must be deducted from reading, writing, or math.</p>
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Homework Grading & Expectations:

- Homework at Reed will count for 10% of a marking period grade in any given subject
- Homework is graded on EFFORT (see below)
- Homework should receive timely and meaningful feedback about performance
- Homework grades must be entered into PowerSchool within two weeks of the due date of an assignment
- Homework that is fully completed with effort will receive a 100%. If the assignment appears to be partially completed, the student will receive a 50%. Homework that is not turned in will receive a 0%.
- 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/guardians if students are missing 2 consecutive homework assignments and let the family know the student received a grade of 0 on these assignments

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

**If a parent emails the classroom that their child had difficulty with the homework and additional support is required the next day, the student can complete the original assignment for full credit.

***Regarding grading on EFFORT:

If homework is completed and the student demonstrated effort, they should receive 100%. If the student completed half of their homework, they should receive a 50%, with the opportunity to complete the rest of the homework assignment up to two additional days. (90% if one day late or 80% if two days late). If the student does not complete the assignment, the grade will remain at 50%. This will be documented in the notes section of PowerSchool for the student's grade.

HOMEBOUND

Home instruction is available to students who are unable to attend school for medical and/or mental health reasons for a period of two weeks or longer as diagnosed by a physician, psychiatrist or the Planning and Placement Team. Home instruction may also be provided for those students who have been excluded from regular school attendance for disciplinary reasons.

HOMELESS STUDENTS

Homeless students, as defined by federal and state legislation, will have all programs, services, and transportation that other students enjoy and may continue to attend the school of origin. The District has reviewed its existing policies and regulations to remove barriers to the enrollment and retention of homeless children and youth. Homeless children and youths are defined as “individuals who lack a fixed, regular and adequate nighttime residence”. Homeless children have the right to attend the school of origin “to the extent feasible,” unless doing so is contrary to the request of such student’s parent/guardian or unaccompanied youth.

Any homeless child or youth denied school accommodations shall continue in attendance or will be immediately enrolled in the school selected by the child in the school district. A written explanation of the reasons for denial of school accommodations in a manner and form understandable to such homeless child or youth, or parent/guardian, will be provided. Information will also be provided regarding the right to appeal the decision of the denial of accommodations. The homeless child or youth is entitled to continue in attendance during all available appeals.

A homeless student who is not in the physical custody of a parent/guardian, shall have full access to his/her educational and medical records in the Board’s possession.

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).

Searches of desks or lockers may be conducted at any time there is reasonable cause to believe that they contain articles or materials prohibited by district policy. Parents will be notified if any prohibited items are found in the student’s desk or locker.

LOST & FOUND

The lost and found is 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

Chartwells 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, John Morris, is (203) 426-7637.

MTSS (FORMERLY KNOWN AS SRBI)

The MTSS approach 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 MTSS 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 MTSS Team monitors the success of the plan and frequently communicates with parents/guardians.

OUT OF SCHOOL MISCONDUCT

Students are subject to discipline, up to and including suspension and expulsion for misconduct which is seriously disruptive of the educational process and is a violation of a publicized board policy, even if such conduct occurs off-school property and during non-school time.

Examples of off-school conduct that may result in such discipline include but are not limited to:

1. Sale, possession, use, or distribution of dangerous weapons, including martial arts weapons;
2. Use, possession, or distribution of illegal drugs;
3. Violent conduct;
4. Making of a bomb threat;
5. Threatening to harm or kill another student or member of the staff; where any such activity has the reasonable likelihood of threatening the health, safety or welfare of school property, individuals thereon, and/or the educational process.

PARENT CONFERENCES

Parents are encouraged to partner with the school to ensure their child’s educational successes. Conferences with teachers may be held at any time during the school year. Parents and students, as well as teachers, counselors or administrators may initiate a conference.

A parent or student may arrange a conference with an individual member of the school staff or a group conference with school staff members. Conferences are held during school hours but every effort will be made to accommodate parent schedules.

PARENT INVOLVEMENT/COMMUNICATIONS

Education succeeds best when there is a strong partnership between home and school based on communications, interactions and engagement. Parents/guardians are urged to encourage their children to put a high priority on


education and to make the most of their educational opportunities available. Parents/guardians should become familiar with all of the child’s school activities and with the District’s academic programs, including special programs. Attendance at parent-teacher conferences, participation in campus parent organizations, attendance at board of education meetings and being a school volunteer are strongly encouraged.

PARENT PORTAL INFORMATION SYSTEM

The Board of Education has enhanced its student information system to include a parent portal. The parent portal will allow a parent/guardian of all Reed Students to 12 to access student records via a secure website. A parent/guardian will be able to view attendance, homework assignments and grades.

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. We are proud that we have such a high number of staff (certified and non-certified) that join the PTA each year with annual membership.

<div>RIS PTA Meetings (Bi-monthly)</div> <div>Meeting Time: 6:30pm – 7:30pm</div> <div>Meeting Location: Reed Faculty Lounge</div> <div>  </div>	<div><u>Scheduled Meeting Dates</u></div> <div> September 19, 2023 November 14, 2023 January 16, 2024 March 12, 2024 May 14, 2024 </div> <div>*June 4, 2024 (optional meeting if needed)</div>
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President	Lauren Shoumlin	rispta2006@gmail.com
Co-Vice Presidents	Lauren Auresto Priscilla Martinez	
Secretary	Meredith Britton	
Treasurer	Rachel Mele	

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

RELIGION AND RELIGIOUS ACCOMMODATIONS

The school district acknowledges each individual's rights to follow or not to follow religious beliefs and practices, free from discriminatory or harassing behavior. The District strives to provide religious accommodations to students in an equitable and appropriate way in accordance with District policies and corresponding guidelines.

RESPECT

All students, teachers, administrators, staff, parents and all who enter our school are expected to treat each other with respect.

SCHOOL CLIMATE

School climate means the quality and character of school life based on patterns of students' parents' and guardians' and school employees' experiences of school life, including, but not limited to, norms, goals, values, interpersonal relationships, teaching and learning practices, and organizational structures.

In order for teaching and learning to occur there must be a positive climate in which students are appreciative and accepting of individual differences and behave responsibly toward others. Students are encouraged to report bullying, discrimination or harassment to any faculty member or administrator and may request anonymity.

SCHOOL CLOSURE OR CANCELLATION OF CLASSES IN AN EMERGENCY SITUATION

In the event of the need to close schools and cancel classes for an extended period of time, as a result of a directive from the Governor's office and/or the federal government, the District will implement a program of instruction using

computers and distance learning. Transportation to schools and school after-school activities will not be available. In addition, students receiving free breakfast and/or lunch programs will continue to receive them. Pickup points or a means of delivery will be announced via the district's emergency notification system and through information posted on district and school websites.

In an extended period of school closure and cancellation of classes, many other items of importance will be brought to the attention of students and parents electronically and mainly through links provided on district and school websites.

SCHOOL SECURITY AND SAFETY

Each school in the District will develop and implement a school security and safety plan based upon the standards issued by the Department of Emergency Services and Public Protection. Each school, as required by law, shall establish a school security and safety committee which will assist in the development and administration of the school's security and safety plan. Each district school will conduct a security and vulnerability assessment every two years and develop a school security and safety plan based upon the standards developed by DESPP.

The District has developed, maintains, an emergency disaster preparedness and response plan for implementation as needed ("School Security and Safety Plan"). The plan is based upon the standards promulgated by the Department of Emergency Services and Public Protection Development and implementation of the plan includes collaboration with local and state emergency responders, (law enforcement, fire department, emergency rescue squads and local public health administrators). The plan, representing an all hazards approach, utilizes the four recognized phases of crisis management: (1) mitigation/prevention, (2) preparedness, (3) response, (4) recovery.

If the school utilizes school resource officers, include here language pertaining to their role, also stressing the use of a graduate/response model in student disciplinary situations.

SEARCH AND SEIZURE

The right to inspect desks, lockers and other equipment assigned to students may be exercised by school officials to safeguard students, their property and school property. An authorized school administrator may search a student's locker or desk under the following conditions:

1. There is reason to believe that the student's desk or locker contains contraband material.
2. The probable presence of contraband material presents a serious threat to the maintenance of discipline, order, safety and health in school.

This document serves as advance notice that school board policy allows desks and lockers to be inspected if the administration has reason to believe that materials injurious to the best interests of students and the school are contained therein.

Under special circumstances, school officials may search students, particularly if there is reasonable suspicion that a student possesses illegal matter, such as a dangerous weapon or illegal drugs. Students must be aware that such items are forbidden both on school property and at school-related activities.

Student vehicles parked on school grounds may be searched if there is reasonable cause to search. The District may use trained dogs to alert school officials to the presence of prohibited or illegal items, including drugs and alcohol. At any time, trained dogs may be used on lockers and vehicles parked on school property. Searches of classrooms, common areas or student belongings may also be conducted by trained dogs when students are not present. Drug-sniffing dogs will not be used to sniff students. A locker, a vehicle, or an item in the classroom to which a trained dog alerts may be searched by school officials.

SECLUSION/RESTRAINT/EXCLUSIONARY TIME OUT, USE OF

List in this section the District's position pertaining to the use of physical restraints, seclusion and exclusionary time outs as specified in PA 15-141 and PA18-51 and the revised policy and administrative regulations required by statute. Indicate when they may be used and the applicable guidelines and reporting requirements. The use of restraint or seclusion will be used only by trained school staff as an emergency intervention only to prevent immediate or imminent injury to a student or others. Restraint or seclusion will not be used to discipline a student or because it is convenient or instead of a less restrictive alternative. Such use will also be constantly monitored by a school employee. When used, parents will be notified within 24 hours, but a reasonable attempt will be made to notify parents/guardians immediately after restraint or seclusion is initiated.

Seclusion will not be used as a planned intervention in a student's behavioral intervention plan, IEP or 504 plan. Seclusion involves the involuntary confinement of a student in a room from which he/she is physically prevented from leaving. Physical restraint includes, among other things, carrying or forcibly moving a person from one location to another. Exclusionary time out is a temporary, continuously monitored separation of a student from an ongoing activity in a non-locked setting, for the purpose of calming such student or de-escalating such student's behavior. It may be used as a planned intervention. However, exclusionary time out may not be used as a form of discipline.

SEXUAL HARASSMENT

The district wants all students to learn in an environment free from all forms of sexual harassment. Sexual harassment is against state and federal laws. It is unwelcome sexual attention from peers, teachers, staff or anyone with whom the victim may interact. Sexual harassment, whether verbal or physical, includes, but is not limited to the following: (Give examples which are age appropriate.) Any student who believes they have been subjected to sexual harassment should report the alleged misconduct immediately to the Title IX Coordinator, Nondiscrimination Coordinator, his/her teacher, social worker, guidance counselor, administrator, school nurse, or any responsible individual with whom the student feels comfortable, either informally or through the filing of a formal complaint. The administration will take action to investigate the allegations.

The district will notify the parents of all students involved in sexual harassment by student(s) and will notify parents of any incident of sexual harassment or sexual abuse by an employee.

A complaint alleging sexual harassment by a student or staff member may be presented by a student and/or parent in a conference with the principal or designee or with the Title IX Coordinator, Anne Uberti, Assistant Superintendent of Schools.

SEXUAL HEALTH EDUCATION

The district has a developmentally-appropriate sexual health education program for students in kindergarten through grade 12, inclusive, with the goal of providing young people with the knowledge and skills to promote their health and well-being while improving student outcomes and reducing risky sexual behavior.

SOCIAL AND EMOTIONAL LEARNING

The District believes children's social and emotional development are essential underpinnings/foundations to school readiness and academic success. Therefore, the District's educational program has included social and emotional learning and development to support the learning of skills needed to prepare students for careers, college and life. SEL teaches the skills we all need to handle ourselves, our relationships, and our work, effectively and ethically. The key characteristics of the SEL program include self-awareness, self-management, social awareness, relationship skills, and responsible decision making.

SOCIAL NETWORKING SITES

Students may not access social media sites using District equipment, while on District property or at District-sponsored activities unless the posting is approved by a District representative/teacher/staff member. Social media websites are websites such as, but not limited to, Facebook, Tik-Tok, YouTube, Instagram, Flickr and Twitter.

The District will not be liable for information/comments posted by students on social media websites when the student is not engaged in District activities and not using District equipment. For safety purposes, the district employs both Internet filters and firewalls.

The School District reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the School District and no user shall have any expectation of privacy regarding such materials.

STUDENT DATA PRIVACY

Connecticut legislation, PA 16-189, (C.G.S. 10-234bb (a)) An Act Concerning Student Data Privacy, as amended by PA 17-200 and PA 18-125, restricts how student information may be used by (1) entities that contract to provide educational software and electronic storage of student records ("contractors") and (2) operators of websites, online services or mobile applications (i.e., apps). Not later than five (5) business days after executing a contract with such

contractors, the contract will be posted on the District's website. The notice will include a brief description of the content and the purpose of the contract and will state what student information, student records or student-generated content may be collected as a result of the contract. Student information will be deleted by operators of websites, online services, or mobile apps upon student, parent, guardian or board of education request. Such operators may not create student profiles for use in targeted advertising and for purposes unrelated to school. Parents and students will be notified of data breaches. Students and parents/guardians will be notified not later than two business days upon notice of a breach of security by a contractor to the Board of Education.

STUDENT RECORDS

A student's school records are confidential and are protected by federal and state law from unauthorized inspection or use. A cumulative record is maintained for each student from the time the student enters the district until the student withdraws or graduates. This record moves with the student from school to school.

By law, both parents, whether married, separated, or divorced, have access to the records of a student who is under 18 or a dependent for tax purposes. A parent whose rights have been legally terminated will be denied access to the records if the school is given a copy of the court order terminating these rights.

The principal is custodian of all records for currently enrolled students at the assigned school. The (*Superintendent*) is the custodian of all records for students who have withdrawn or graduated. Records may be reviewed during regular school hours upon completion of the written request form. The record's custodian or designee will respond to reasonable requests for explanation and interpretation of the records.

Parents of a minor or of a student who is a dependent for tax purposes, the student (if 18 or older), and school officials with legitimate educational interests are the only persons who have general access to a student's records. "School officials with legitimate educational interests" include any employee such as an administrator, teacher, support staff, Board of Education member, attorney, agents, or facilities with which the district contracts for the placement of students with disabilities, as well as their attorneys and consultants, who are:

1. Working with the student;
2. Considering disciplinary or academic actions, the student's case, an Individual Education Plan (IEP) for a student with disabilities under IDEA or an individually designed program for a student with disabilities under Section 504;
3. Compiling statistical data; or
4. Investigating or evaluating programs.

Certain other officials from various governmental agencies may have limited access to the records. Parental consent is required to release the records to anyone else. When the student reaches 18 years of age, only the student has the right to consent to release of records.

The parent's or student's right of access to, and copies of, student records does not extend to all records. Materials that are not considered educational records, such as teachers' personal notes on a student that are shared only with a substitute teacher and records pertaining to former students after they are no longer students in the district, do not have to be made available to the parents or student.

A student over 18 and parents of minor students may inspect the student's records and request a correction if the records are inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. If the district refuses the request to amend the records, the requester has the right to a hearing. If the records are not amended as a result of the hearing, the requester has 30 school days to exercise the right to place a statement commenting on the information in the student's record. Although improperly recorded grades may be challenged, parents and the student are not allowed to contest a student's grade in a course through this process. Parents or the student have the right to file a complaint with the U.S. Department of Education if they believe the district is not in compliance with the law regarding student records. The district's policy regarding student records is available from the principals or superintendent's office.

Copies of student records are available at a cost of (TBD) per page, payable in advance. Parents may be denied copies of a student's records (1) after the student reaches age 18 and is no longer a dependent for tax purposes; (2) when the student is attending an institution of post-secondary education; (3) if the parent fails to follow proper procedures and pay the copying charge; or (4) when the district is given a copy of a court order terminating the parental rights. If the student qualifies for free or reduced-price meals and the parents are unable to view the records during regular school hours, upon written request of the parent, one copy of the record will be provided at no charge.

Certain information about district students is considered directory information and will be released to anyone who follows procedures for requesting it, unless the parent objects to the release of any or all directory information about the child. This objection must be made in writing to the principal within ten school days after the issuance of this handbook. Directory information includes a student's name, address, telephone number, date and place of birth, major field of study, grade levels, photograph, e-mail address, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, awards received in school, and most recent previous school attended.

Military recruiters or institutions of higher learning shall have access to secondary school students names, addresses and telephone listings, unless a parent/guardian or secondary student aged 18 or over requests in writing that such information not be released.

The District will release to the Parent Teacher Association the names, addresses, telephone number and grade levels of students (unless the District is informed by September 15 of the school year that designation of such directory

information has been refused as to a particular student) provided such information is to be used by the PTA for its own school activities or school business.

The District, when a student moves to a new school system or charter school, will send the student's records to the new district or charter school within ten business days of receiving written notice of the move from the new district. Unless the parents/guardians of the student authorize the record transfer in writing, the sending District is required to send a notice when the records are sent to the new district.

Parents and eligible students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the Requirements of FERPA. Complaints may be addressed to: Family Policy Compliance Office, U.S. Department of Education, 5400 Maryland Avenue, S.W., Washington, DC 20202-4605.

SUBSTITUTE TEACHERS

Students are required to maintain high standards of behavior when being taught by a substitute teacher. Substitute teachers must be given the cooperation, courtesy and respect of all students. Misbehavior for a substitute teacher will result in teacher and office disciplinary action.

TESTING

All students in grades 3 through 8 inclusive and grade 11 shall annually take a statewide mastery examination in reading, language arts and mathematics. Students in grades 5, 8 and 11 shall annually take a statewide mastery examination in science. Special education students participate in mastery testing programs except in the rare case when participation in an alternate assessment is detrimental to the student's IEP. In order to graduate students must meet District standards for graduation, in addition to required course credits. The mastery examination test is one of the measures to be used to determine if students have met the identified standards. Student scores on each component of the statewide grade 11 state assessment test may/shall be included on transcripts and permanent records. All English learners are required to participate in all content areas of the state summative assessment.

TRANSFERS AND WITHDRAWALS

Students withdrawing from school must notify the guidance office one week in advance of their last day. At that time, they will be given forms for their parents to complete. Included will be a formal written statement of withdrawal and release of records form.

On their last day of attendance, students will be given a form that must be signed by each of their teachers. This form will indicate their grade at the time of withdrawal and that all materials have been returned. Records cannot be forwarded until all materials have been returned.

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
- Visitors may only go to their scheduled/assigned location during their visit. Visitors may **NOT** walk through the school unaccompanied, visit their child's classroom, and/or search for staff (unscheduled). It is essential that we protect and respect the confidentiality and privacy of our staff and students and we request that appointments be made if you are in need of speaking to a staff member at Reed during the school day
- All visitors must sign out when exiting the building

WELLNESS

Student wellness, including good nutrition and physical activity, is promoted through the District's educational program, school activities, and meal programs. Federal and state standards will be met pertaining to all foods and beverages available for sale to students. A sequential program of physical education is provided, in addition to time in the elementary school day for supervised recess.

WITHDRAWAL FROM SCHOOL

If a student needs to withdraw from school during the school year, the student's parent/guardian must complete a withdrawal form and obtain all necessary signatures. All books, materials, athletic equipment and other equipment loaned by the school must be returned or paid for by the student or his/her parents/guardians.