

# **John Read Middle School**

## **2019-2020 Student/Parent/Legal Guardian Handbook**

**John Read Middle School  
486 Redding Road  
Redding, CT 06896**

**Phone: 203-938-2533  
Fax: 203-938-8667**

**Website: [www.johnreadps.org](http://www.johnreadps.org)**

The Easton, Redding and Region 9 schools are committed to creating and maintaining a physically, emotionally, and intellectually safe educational environment free from bullying, harassment and discrimination. We define School Climate as the quality of relationships in schools and how we treat one another – physically, emotionally and intellectually.

The Redding School district does not discriminate on the basis of race, color, national origin, sex, disability, religion, ancestry, marital status, sexual orientation, gender identity, genetic information or age in its programs and activities and provides equal access to the Boy Scouts, Girl Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies: Darlene Wallin, Assistant Principal.

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**Redding School District  
Board of Education**



Dr. Melinda Irwin, Chairperson  
Mrs. Laura Hoeing, Board Member  
Mrs. Colleen Pilato, Board Member

Mr. Michael Hoffman, Vice Chairperson  
Mr. John Reilly, Board Member

Mr. Chris Parkin, Secretary  
Mrs. Heather Whaley, Board Member

Dr. Thomas McMorran  
Superintendent of Schools

Easton, Redding, Region 9 Central Office  
645 Morehouse Road  
Easton, CT 06612  
(203) 261-2513  
FAX (203) 261-4549

The Board of Education meets once a month at 7:30 PM at John Read Middle School.  
Meeting dates are posted.

**Administration**

Dr. Thomas McMorran  
Superintendent

Dr. Stephanie Pierson-Ugol  
Assistant Superintendent of Curriculum and Instruction

Mr. Scott Reiss  
Director, Finance and Operations

Dr. Phyllis Amori  
Interim Principal, John Read Middle School

Mrs. Darlene Wallin  
Assistant Principal, John Read Middle School

Ms. Jennifer Del Conte  
Director, Special Services

Ms. Jennifer Hankla  
Special Education Supervisor

**Important School Numbers:**

JRMS	Phone: 203-938-2533	Fax: 203-938-8667
JRMS Website	<a href="http://www.johnreadps.org">http://www.johnreadps.org</a>	
To Report Student Absences	203-938-2533; Press 4	
School Nurse	203-938-2533 Ext. 3306/3307 or 203-938-4982	
Special Services	203-938-9026	
Board of Education	203-261-2513	
First Student Transportation	475-470-0373	

# Parent/Legal Guardian Permissions 2019-2020

[https://docs.google.com/document/d/1b50DoTs7GW8j3UEZxTJiBFh5W\\_rtu3idy5BftgVSw/edit?usp=sharing](https://docs.google.com/document/d/1b50DoTs7GW8j3UEZxTJiBFh5W_rtu3idy5BftgVSw/edit?usp=sharing)

# **WELCOME TO JOHN READ MIDDLE SCHOOL**

**Dear Students and Parents/Guardians,**

**Welcome back to another year at John Read Middle School. We are looking forward to an exciting and productive year.**

**We have designed this handbook to provide you with information about John Read, including academic and behavioral expectations. Please take the time to read and discuss the information provided with your child. Doing so will be important to starting a successful school year.**

**John Read Middle School is structured to meet the unique developmental needs of middle level students. This includes giving students the opportunity to enjoy a challenging curriculum, to explore the fine and practical arts, to learn about their personal strengths and interests and to thrive in a safe and healthy environment.**

**At JRMS, we teach students about the importance of community. As a member of the JRMS community, students are expected to "Take Care: of self, of others, of this place." Students are introduced to this motto when they enter John Read in September and this frames our interactions with each other throughout the year. Students who take care of self work to get the most out of their educational opportunities by being prepared for and open to new learning. Students take care of others by treating people kindly, respecting their feelings, and standing up for each other. Students take care of this place by working to keep our school clean and pleasant, and in a broader sense, caring for our global community.**

**We share with you the continued goal of educating excellent students and responsible young citizens. We look forward to the creation and maintenance of home-school partnerships based on communication and mutual respect. We encourage you to contact teachers, counselors, or administrators with questions or concerns.**

**We are looking forward to a wonderful year.**

**Sincerely,**

**Phyllis Amori  
Darlene Wallin**



# EASTON, REDDING, AND REGION 9 SCHOOL DISTRICTS

654 MOREHOUSE ROAD, P.O. BOX 500 EASTON, CONNECTICUT 06612  
OFFICE (203) 261-2513 FAX (203) 261-7936  
WEB SITE: WWW.ER9.ORG

**THOMAS MCMORRAN, Ed.D.**  
SUPERINTENDENT OF SCHOOLS

**STEPHANIE PIERSON UGOL, Ed.D.**  
ASSISTANT SUPERINTENDENT  
FOR CURRICULUM & INSTRUCTION

**SCOTT REISS**  
DIRECTOR OF FINANCE & OPERATIONS

Dear Parents:

Should an emergency or disaster situation ever arise in our area while school is in session, we want you to be aware that the schools have made preparations to respond effectively to such situations.

Should we have a major event during school hours, your student(s) will be cared for at their school. Our School District has a detailed emergency operations plan which has been formulated to respond to all hazards.

Your cooperation is necessary in any emergency.

1. In order to allow access for emergency vehicles and to maintain the safety of your children, please do not come to the school or telephone the school. We realize this would be your initial instinct. Telephone lines may be needed for emergency communication. You will be notified of a reunification location, if necessary.
2. We use an emergency notification system, SchoolMessenger, to notify parents when necessary. This system will phone you, email you, and send a text message to the numbers that you have provided to us through PowerSchool. Also, please turn on your radio for emergency announcements. If students are to be kept at school, radio stations will be notified. In addition, information regarding day-to-day school operations will be available by calling the Central Office, 203-261-2513.
3. In the event of a serious emergency, students will be kept at their schools until they are picked up by an identified, responsible adult who has been identified as such on the school emergency card which is required to be filled out by parents at the beginning of every school year. You will be notified of the reunification location if your child is relocated. Please be sure you consider the following criteria when you authorize another person to pick up your child at school:
  - He/she is 18 years of age or older.
  - He/she is usually home during the day.
  - He/she is known to your child.
  - He/she is both aware and able to assume this responsibility.
4. Impress upon your children the need for them to follow the directions of any school personnel in times of an emergency.

Students will be released only to parents and persons identified as emergency contacts on the School District Emergency Card. During an extreme emergency, students will be released at designated reunion locations on the school campus or elsewhere if necessary. Please be patient and understanding with the student release process. Please instruct your student to remain at school until you or a designee arrives.

Because local telephone service may be disrupted, also list an out-of-State contact on the emergency card, as calls may still be made out of the area while incoming calls are affected. When the dangerous incident has subsided, an all-clear signal will be given.

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

Sincerely,



Thomas McMorran, Ed.D  
Superintendent of Schools



## FACULTY AND STAFF

### Grade 5

Donnelly, Bryan  
Green, Lena  
Rimkunas, Liz\*  
Spies, Bonnie\*  
Steeves, Jessica

### Grade 6

Asendorf, Brenda\*  
Hafkemeyer, Laurie  
Rooney, Meg  
Rossi, Janet

### Grade 7

Ciuffetelli, Michelle  
Goodwin, Matthew\*  
Harrison, David  
Hopper, Kristin

### Grade 8

Antipas, Christine  
Buck, Sara\*  
Iwanicki, Keith  
Lingo, Danielle\*

### \*Team Leaders

#### Special Education

Alvarez, Meredith  
Fabiani, Rosa  
Gallant, Mary  
Papallo, Courtney  
Pranger, Michelle  
Sam, Heather  
Wielk, Amanda

#### World Language

Cowherd, Cheryl\*  
Laboon, Victoria  
Torres, Renee  
Young, Christine

#### Related Services

Ball, Lanny\*  
Fisher, Jennifer  
Flockhart, Kara  
Gurzi, Kristen  
Langlois, Laura  
Minor, Paula\*  
Richards, Rebecca  
Stewart, Suzen\*  
Schmidt, Eric  
Shalett, Jesse  
Squitieri, Joy

Literacy Specialist  
School Psychologist  
Social Worker  
Speech & Language Pathologist  
Assistive Technology Specialist  
School Psychologist  
Science Technology Instructional Coach/Coordinator  
Math Specialist  
Speech & Language Pathologist  
School Counselor (Gr 5 & 6)  
School Counselor (Gr 7 & 8)

#### Fine & Practical Arts

BonTempo, Michael P.E./Prj. Adv./Health/Wellness  
Carollo, Joseph P.E./Prj. Adv.  
Collentine, Judy P.E./Prj. Adv./Health/Wellness  
Ebert, David Music/Choral  
Indorf, Nathanael P.E./Prj. Adv./Health  
Kelly, Michael Robotics/STEAM/STEM  
Weiss, Mimi\* Art/MCA/STEAM

#### Behavior Therapists

Damascus, Karra  
Eaker, Diane  
Ellwood, Jennifer  
McCasland, Jessica  
Szwec, Darcie  
Tavares, Maria

#### Paraeducators

D'Eramo, Adrienne  
England, Melanie  
Gaynor-Filgate, Bernadette  
Richards, Anne  
Sullivan, Susan  
Urban, Mary  
Zitnay, Nelly

#### Cafeteria Supervisors

Dossmann, Leticia  
Meschi, Michele  
Strilowich, Lola

#### Learning Resources and Technology

Frederick, Maria Library Media Specialist

#### Network

Russell, Damien Network Administrator  
Sheridan, Mark Technical Assistant

#### Health Office

Distler, Cori School Nurse

#### SSO

Molnar, Curt School Security Officer

#### Administrative Support Staff

Clement, Lori Administrative Assistant/Registrar  
Crane, Cordy Administrative Assistant  
Santorella, Susan Office Paraprofessional  
Ungar, Gale Secretary, Special Education

#### Maintenance Staff

Cook, William Custodian  
Guzman, Enrique Custodian  
Larkin, Kenneth Head Custodian  
Montesdeoca, Luis Custodian  
Silva, Maria Custodian

# SECTION ONE – BEHAVIORAL EXPECTATIONS AND RELATED POLICIES

## **CODE OF CONDUCT AND RESPONSIBILITY**

Students at John Read Middle School are expected to demonstrate standards of personal conduct that are reflected in socially appropriate behavior. Each student is expected to accept responsibility for his/her actions, respect the rights of others, comply with the directions of school staff, and follow the rules and regulations of the school. The responsibility to follow school rules extends to students' conduct to and from school, in and outside of the school building, and during school-related activities.

Students at John Read Middle School **take care of self, others, and this place** by demonstrating standards of personal conduct and responsibility including:

- Using respectful language when communicating with other members of the school community.
- Being courteous in addressing and responding to staff and other students.
- Treating others with kindness, compassion, generosity, and a forgiving spirit.
- Showing courage by doing the right thing in the face of difficulty. Follow your conscience instead of the crowd and stand up for others.
- Respecting those in authority as well as other students and yourself.
- Cooperating with teachers and classmates to achieve common goals.
- Being responsible and accountable in word and deed. Fulfilling assigned responsibilities/tasks with reliability, dependability, and commitment.
- Being trustworthy. Telling the truth and accepting responsibility for your actions.
- Demonstrating intellectual integrity by submitting only your own work.
- Demonstrating self-control in words and actions.
- Pursuing schoolwork with determination and give it your best effort.
- Demonstrating pride concerning the school environment.
- Dressing appropriately in the school environment.

## **ACADEMIC HONESTY**

An important part of the program at John Read Middle School is the expectation that students will maintain the highest standard of academic honesty. There are two factors that are contrary to this goal: cheating and plagiarism. Cheating is defined as the intentional use of someone else's work or material on any test or assignment, or the use of any prohibited means to enhance the performance on an examination. Plagiarism is defined as the appropriating and putting forth as one's own the ideas, language, or creations of another without citing their source.

All parties have the responsibility to promote academic honesty. Teachers will make every effort to create an environment that reduces the pressure to cheat and plagiarize and which makes cheating and plagiarism, if not impossible, at least very difficult. Likewise, students have the obligation to support academic honesty. Students who improperly share their thoughts and materials with others are just as accountable for their actions as those who receive that information. If a teacher recognizes cheating or plagiarism, or even suspects such a case, he/she must take immediate steps to deal with it. Each case will be treated individually. The methods for handling each situation will be the teacher's own. However, in the case of proven cheating or plagiarism, the student may receive a "0" for the particular test or project, the teacher will have a conference with the student, the school counselor will be informed, and the matter will be reported to the administration and parents.

We expect that all students at John Read Middle School will **take care of themselves** and live up to the highest standards of academic honesty.

## **GUIDELINES FOR APPROPRIATE ATTIRE**

The Redding Schools encourage students to dress in a manner that demonstrates pride in themselves and in their school. The school district requires that attire be safe, appropriate to the activity, and not distracting or disruptive of the educational program.

The following guidelines apply to all regular school activities:

- Clothing and jewelry should be safe and free of writing, pictures, or any other insignia which are crude, vulgar, profane, or sexually suggestive or which advocate violence, racial, ethnic, or religious prejudice, or the use of drugs or alcohol.
- No clothing, article of clothing, or manner of wearing clothes that is inappropriately revealing is permitted. Underwear should not be visible.
- Clothing or jewelry which is distracting, or disruptive to the educational program, or which poses a threat to the physical well-being and safety of the student or others, shall not be worn on campus or at school activities.
- Hats may be worn outside of the building.
- Pajama pants may be worn only on designated school spirit days.

The principal and staff at each school may establish additional dress and grooming regulations, when necessary, for regular school activities and /or for times when students are engaged in extracurricular or other special school activities. Teachers may impose more stringent dress requirements to accommodate the special needs of certain sports and/or classes.

School-directed changes to a student's attire or grooming should be the least restrictive and disruptive to the student's school day. Any school dress code enforcement actions should minimize the potential loss of educational time.

Appropriate dress will not be restricted on the basis of ethnicity, religion, gender identification, or personal style.

## **CAFETERIA**

Children in grades 5-8 eat lunch in the cafeteria. Menus can be accessed online on the homepage of our school website, [www.johnreadps.org](http://www.johnreadps.org). On early dismissal days, lunch *will* be served.

The District participates in the National School Lunch Program and all foods served meet or exceed the Connecticut Nutrition Standards. Chartwells School Dining Services is the vendor used by John Read Middle School to handle our school lunch program. A full student lunch includes a choice of entrée supplying protein and grain, up to three (3) vegetable side dishes, one (1) fruit side dish, and milk. Milk choices include 1% white and skim chocolate. The price for a hot lunch for is \$3.20. Milk purchased separately is \$0.50. There are a variety of snacks, ranging in price from \$0.50 to \$1.00.

Free or reduced price lunches are available to qualifying families. Information and forms are available at Central Office by calling 203-261-2513 or downloading the letter and application at the district website, [www.er9.org](http://www.er9.org).

### **Lunch Payment System:**

The Easton, Redding & Region 9 food service program uses the NutriKids point-of-sale system in the school cafeterias. All students enrolled in the school are automatically set up with an account in the NutriKids system based on his/her student ID number. Parents may opt out of this system by completing the "Add/Remove Block to Student Account" form on the ER9 website. Parents may also request that restrictions be placed on what their child may purchase. The function of the account is for it to be a pre-paid account ("Dining Dollars"), and the cost of the meals to be deducted from the balance. When the "Dining Dollars" get low, additional funds should be added to avoid a negative balance status. Funds can be prepaid to the account by either sending into school (1) cash, (2) a check made payable to Easton/Redding School Lunch Program, or (3) by using the secure online prepayment service through [mySchoolBucks.com](http://mySchoolBucks.com) and pre-paying the account with a credit card, debit card or e-check payment up to a maximum of \$120 per student. This program is designed to be a convenient and secure tool that parents may use to manage their child(ren)'s school meal account(s). In addition to monitoring your student's balance, you will be able to view a personal history report of your child's purchases, and set up an email notification for when the "Dining Dollars" get low. There is a nominal convenience fee (\$1.95) for each deposit transaction to cover bank charges. Parents making deposits for more than one child will be charged once. Please refer to the registration instructions which may be accessed at [www.er9.org](http://www.er9.org) and click on "school information" or you may go directly to [www.myschoolbucks.com](http://www.myschoolbucks.com).

If your child's account balance reaches zero, he/she will be permitted to charge up to 3 additional meals or until the balance reaches -\$10. At this point, the parent/guardian will be contacted for payment. The student will receive a "sandwich" lunch – sandwich, fruit and milk in place of the regular/hot lunch. This meal maintains the USDA standards surrounding reimbursable meals and will be charged at full price to the student's account. Snacks, water, juice or ice cream cannot be charged if there is a zero or negative balance in the account. For further information, visit the ER9 website or our school website. Effective with school year 2017-18, the Connecticut State Department of Education requires that the household pays all delinquent student debts no later than June 30 to ensure that students' accounts are closed. Any delinquent debts that have not been recovered by June 30 will be considered bad debt. Negative balances cannot be carried over to the next school year. Student meal accounts must be at a zero balance for the next school year.

## **CAFETERIA RULES**

We all look forward to the lunch period as one of pleasure, refreshment, relaxation, and an opportunity to chat with friends.

### **Students take care in the cafeteria by:**

1. Proceeding to the cafeteria promptly and without running.
2. Finding a seat and remaining in it for the entire lunch period. It is not acceptable to reserve seats or tables.
3. Being responsible for bringing lunch money. There will be no borrowing, lending or giving money to classmates.
4. Following directions given by the lunch supervisor, including becoming quiet when the lights are switched off.
5. Mindfully walking and standing in line.
6. Eating all food in the cafeteria. **No food is permitted to leave the cafeteria unless the item is unopened.**
7. Keeping your table and surrounding area neat and clean. Each student is responsible for putting his/her trash into the receptacle.
8. Keeping your voice at a reasonable level. Shouting is not permitted.
9. Waiting for the lunch supervisor to dismiss students by tables, provided the area is neat and clean.
10. Eating only the food that you have brought or purchased. It is not acceptable to sell personal food to peers.

## **HALLWAY BEHAVIOR**

Between classes, many people are moving through our halls. In order to ensure everyone's safety, we ask students to cooperate with our policies of hall conduct. To avoid congestion, students are asked to move from class to class *by walking on the right side of the hallway*. Remember: running, pushing, and shouting are not courteous or safe behaviors and are, therefore, not permitted. In addition, litter should be disposed of in classroom wastebaskets to keep our halls clean and neat.

Any display of affection including holding hands is inappropriate in school and is not permitted.

## **STUDENT DISCIPLINE GUIDELINES**

Discipline at John Read Middle School is designed to ensure a safe and orderly learning environment for students. Good discipline is imperative for success at school. All students at John Read Middle School are expected to behave in a courteous manner and show respect to staff and students. Policies, procedures and rules of the school are expected to be followed at school, at school-sponsored activities, and on the bus to and from school. The purpose of discipline is twofold:

1. To protect the rights of all members of the school community to ensure an education free of disruptive influences.
2. To promote the development of responsible attitudes on the part of students through experiencing the consequences of acts which violate the rights of others.

The major goal of all disciplinary action is to bring about a positive change in the student's behavior, with the ultimate goal of developing self-discipline in each student.

There are several types of discipline. Most common among these are: conference with student, phone call to parent, warning, detention, school community service, removal from class, loss of privilege, or suspension.

Teachers may deal with discipline in their classroom. However, students may be called to the office for further discussion. If the matter is serious enough to warrant a suspension, all due process rights will be maintained:

1. An informal hearing will be held (unless an emergency exists) and the student will be informed of the problem and given an opportunity to explain what occurred.
2. If a suspension is forthcoming, the student and parent/legal guardian will be informed verbally and in writing.
3. There is a right to appeal.
4. Students have the opportunity to make up all missed work (including tests and quizzes) during a suspension.

The following examples of behavior may lead to discipline, including suspensions and expulsions on all such matters occurring on school property, school transportation vehicles, or at any school-related or sponsored activity on or off school grounds. The conduct listed below is provided for informational purposes and is not an inclusive list, nor is it in any particular order.

1. Willfully striking or assaulting others.
2. Theft of property of the school, staff, a student, or others.
3. The use of profane or obscene language or gestures.
4. Refusal to obey a member of the school staff or disruptive behavior.
5. Blackmailing, threatening, or intimidating behavior.
6. Possession, sale or use of nicotine or Juul.
7. Possession, sale or use of alcoholic beverages or drugs. This includes, but is not limited to alcohol, marijuana, cocaine, LSD, inhalants, barbiturates, stimulants, "look-alike drugs," hallucinogens, and anabolic steroids. \*
8. Possession, sale, or use of weapons. This includes, but is not limited to pistols, revolvers, rifles, shotguns, deadly weapons, dangerous instruments, or martial arts weapons. \*
9. The destruction or threat of destruction of real or personal property, i.e., cutting, defacing, or otherwise injuring property in any way.
10. Possession, sale, or use of fireworks, explosives, or other incendiary devices. \*
11. Creating a disturbance.
12. Defiance of school rules or the authority of teachers, supervisors, or administrators.

\* Will also result in police referral and recommendation for expulsion.

A meeting of the Crisis Team and a psychiatric/psychological evaluation of a student may also be required in some of the aforementioned situations.

Please refer to the JRMS website ([www.johnreadps.org](http://www.johnreadps.org)) for Board of Education Policy #5114(a-g), Student Discipline and Due Process.

## **VIOLENT AND AGGRESSIVE BEHAVIOR, BULLYING**

Behaviors that are violent and aggressive will not be tolerated and shall result in immediate action by the school system. Please refer to the JRMS website ([www.johnreadps.org](http://www.johnreadps.org)) for Board of Education Policy #5131, 5131.21(a), 5131.7, 5131.9 Violent and Aggressive Behavior, Bullying.

## **BULLYING**

The Board of Education is committed to creating and maintaining an educational environment that is physically, emotionally and intellectually safe and thus free from bullying, harassment and discrimination. In accordance with state law and the Board of Education's Safe School Climate Plan, the Board expressly prohibits any form of bullying behavior. Discrimination or retaliation against an individual who reports or assists in the investigation of an act of bullying is likewise prohibited.

For purposes of this policy, "Bullying" means the repeated use by one or more students of a written, verbal or electronic communication, such as cyber-bullying, directed at or referring to another student attending school in the ER9 school districts, or a physical act or gesture by one or more students repeatedly directed at another student attending school in the ER9 school districts, that:

1. Causes physical or emotional harm to such student or damage to such student's property;
2. Places such student in reasonable fear of harm to himself or herself, or of damage to his or her property;
3. Creates a hostile environment at school for such student;
4. Infringes on the rights of such student at school; or
5. Substantially disrupts the education process or the orderly operation of a school.

Consistent with the requirements under state law, the school district will:

1. Enable students to anonymously report acts of bullying to school employees;
2. Enable parents or guardians of students to file written reports of suspected bullying;
3. Require school employees who witness acts of bullying or receive reports of bullying to notify the safe school climate specialist.
4. Require the safe school climate specialist to investigate or supervise the investigation of all reports of bullying and ensure that such investigation is completed promptly after receipt of any written reports made under this section;
5. Require the safe school climate specialist to review any anonymous reports, except that no disciplinary action shall be taken solely on the basis of an anonymous report;
6. Include a prevention and intervention strategy for school employees to deal with bullying;
7. Provide for the inclusion of language in student codes of conduct concerning bullying;
8. Require each school to notify parents or guardians of students who commit any verified acts of bullying and the parents or guardians of students against whom such acts were directed not later than forty-eight hours after the completion of the investigation;
9. Require each school to invite the parents or guardians of a student who commits any verified act of bullying and the parents or guardians of the student against whom such act was directed to a meeting to communicate to such parents or guardians the measures being taken by the school to ensure the safety of the students against whom such act was directed and to prevent further acts of bullying;
10. Establish a procedure for each school to document and maintain records relating to reports and investigations of bullying in such school and to maintain a list of the number of verified acts of bullying in such school and make such list available for public inspection, and annually report such number to the Department of Education and in such manner as prescribed by the Commissioner of Education;
11. Direct the development of case-by-case interventions for addressing repeated incidents of bullying against a single individual or recurrently perpetrated bullying incidents by the same individual that may include both counseling and intervention;
12. Prohibit discrimination and retaliation against an individual who reports or assists in the investigation of an act of bullying;
13. Direct the development of student safety support plans for students against whom an act of bullying was directed that address safety measures the school will take to protect such students against further acts of bullying;
14. Require the principal of a school, or the principal's designee, to notify the appropriate local law enforcement agency when such principal, or the principal's designee, believes that any acts of bullying constitute criminal conduct;
15. Prohibit bullying (A) on school grounds, at a school-sponsored or school-related activity, function or program, whether on or off school grounds; at a school bus stop; on a school bus or other vehicle owned, leased or used by a local or regional board of education; or through the use of an electronic mobile device owned, leased or used by the ER9 Boards of Education, and (B) outside of the school setting if such bullying (i) creates a hostile environment at school for the student against whom such bullying was directed, (ii) infringes on the rights of the student against whom such bullying was directed at school, or (iii) substantially disrupts the education process or the orderly operation of a school;
16. Require, at the beginning of each school year, each school to provide all school employees with a written or electronic copy of the school district's safe school climate plan; and
17. Require that all school employees annually complete the training described in Conn. Gen. Stat. §10-220a.

## **DETENTIONS ASSIGNED BY CLASSROOM TEACHERS**

Teachers may detain students for several reasons including incomplete homework, failure to complete assigned work, or disruptive behavior during class. A detention must be served on the day required by the teacher. 24-hour notice will be given for detentions. Students may waive the 24-hour notice and serve the detention on the same day.

## **CONDUCT ON SCHOOL BUSES**

Students transported by bus are expected to **take care of self, others and place** by being courteous to the bus driver and peers and not interfering with the driver's ability to proceed safely. All school rules are in effect on the ride to and from school. The bus driver has a teacher's authority and responsibility over all students on the bus. School transportation privileges are extended to students conditional upon satisfactory behavior on the bus. Disciplinary actions will result from misconduct on the bus and may include withdrawal of bus-riding privileges. Students take care on the bus by:

1. Arriving at the bus stop on time and waiting for the bus in a safe place.
2. Entering the bus in an orderly manner without pushing and shoving.
3. Following the instructions of the bus driver.
4. Remaining seated with a seatbelt and facing forward when the bus is in motion.
5. Keeping head and arms inside the bus.
6. Keeping aisles clear at all times.
7. Remaining quiet and acting in an orderly manner.
8. Behaving courteously towards the driver and peers.
9. Keeping the bus clean without any damage.
10. Being alert to traffic when approaching or leaving the bus.
11. Riding the assigned bus and exiting at the regular stop.
12. Following all general school rules.
13. Not eating on the bus.
14. Refraining from making startling noises.
15. Knowing what to do in case of emergency:
  - Listen for instructions of the driver.
  - Do not touch emergency equipment unless told to do so.
  - If it is necessary to exit through the emergency door, students should:
    - ❖ Be careful (duck head, flex knees).
    - ❖ Get away from the bus - others are following.
    - ❖ Have hands free. Leave books, etc. on the bus.
  - In the event of a bus accident, stay on the bus until other instructions are given.
  - Do not exit the emergency door unless told to do so.

***ANY DAMAGE DONE BY A STUDENT TO THE BUS MUST BE PAID FOR BY THE STUDENT.***

**A written request signed by a parent/legal guardian is required in order for any student to be dropped off anywhere but his/her regular bus stop. These may be renewed and approved by the principal.**

Please refer to the JRMS website ([www.johnreadps.org](http://www.johnreadps.org)) for Board of Education Policy #5131.1, Bus Conduct; 3541.35, Bus Driver Safety.

## **VIDEO CAMERAS ON BUSES**

Video cameras are installed on school buses. Video recordings of students may be used by school administrators to verify complaints about student behavior on the buses.

## **SECURITY**

Buildings and parking lots may be under video surveillance.

## **SMOKING/USE OF TOBACCO PRODUCTS**

JRMS maintains a smoke-free environment. The Board of Education policy prohibits smoking or the use of tobacco products by anyone on the JRMS campus. This includes staff, students, or visitors to JRMS.

Please refer to the JRMS website ([www.johnreadps.org](http://www.johnreadps.org)) for Board of Education Policy #5131.61, Smoking and the Use of Tobacco.

## **SUBSTANCE ABUSE**

It is the policy of the Board of Education to prevent and prohibit the possession, use, and/or distribution of any drug (except as duly authorized through the nurse), or drug paraphernalia at any time on school property, at school-sponsored events or on school-provided transportation.

All violations of this policy will be dealt with in accordance with the Policy #5114 and #5131.6, which can be located on the JRMS website ([www.johnreadps.org](http://www.johnreadps.org)). Disciplinary procedures should be administered according to the situations described in the regulations.

## **SEARCH AND SEIZURE**

Policy and regulations regarding Search and Seizure, (#5145.12) can be found on the JRMS website (<http://www.johnreadps.org>).

## **DISCRIMINATION AND HARASSMENT**

**Title IX** of the Education Amendments of 1972 states that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

**Title VI** of the Education Amendments of 1972 requires that the district promote nondiscrimination and have an environment free of harassment based upon an individual's race, color, religion, sex, sexual orientation, national origin, disability, marital status or age of any other persons with whom the individual associates. Please refer to the JRMS website ([www.johnreadps.org](http://www.johnreadps.org)) for Board of Education Policy #0521.

**Sexual harassment** is against state and federal laws. It is defined as unwelcome sexual attention from peers, teachers, staff or anyone with whom the victim may interact. Any person who believes that he or she has been subjected to sexual harassment should report the alleged misconduct immediately to a trusted adult.

Please refer to the JRMS website ([www.johnreadps.org](http://www.johnreadps.org)) for Board of Education Policy #4118.1 (a-d), Prohibition of Discrimination and Harassment.

Please refer to the JRMS website ([www.johnreadps.org](http://www.johnreadps.org)) for Board of Education Policy # 5145.51, Sexual Harassment.

## **ELECTRONIC DEVICES**

There are opportunities for students to use electronic devices such as Kindles, iPads, laptops, and cell phones for educational purposes. Said devices are to be utilized only for these purposes in the classroom where this has been designated. Electronic devices that are not being used should be locked in a student's locker or out of sight. Violation of these policies may result in loss of privileges during the school day. **The cafeteria is a cell phone free zone, as are all restrooms.**

## **PERSONAL PROPERTY/VALUABLES**

Students should not come to school with excessive amounts of money or valuables. If a student is bringing in money for a school activity, please have a check made payable to: **JOHN READ MIDDLE SCHOOL ACTIVITY FUND.**

If personal items are lost, damaged or stolen, or money is missing, please understand that the school carries NO INSURANCE to cover the loss. Therefore, we advise the utmost care be taken with personal property, the property of other students, the staff and the school. Students must use their lockers to protect personal property.

Handheld video games or toys of any kind are not allowed in school. Students may not play non-educational video games on personal devices. Skateboards are prohibited on school property. Such items will be confiscated and brought to the office and parents may be asked to retrieve items.

## **LOCKERS AND SCHOOL PROPERTY**

Corridor lockers may be used at any time during class break or as designated by a grade level team; however, this is not an acceptable excuse for tardiness. During class, a teacher's permission is required (pass) to go to one's locker.

It is the responsibility of the student to keep lockers neat and clean and in good repair. Locker doors should be closed quietly and securely. It is also the student's responsibility to keep his/her locker locked at all times with the school provided combination lock. Lockers may be inspected if the administration has reason to suspect that materials that are illegal or potentially injurious to members of the school community are kept on school property. Students are not permitted to open or use another student's locker or a vacant locker. All textbooks are the property of the Town of Redding and are expected to be given proper care. Each student is responsible for his/her assigned books. Students defacing school property will be responsible for replacement costs and subject to disciplinary action.

## **COMPUTER USAGE GUIDELINES**

Guidelines for ethical use of computers at John Read Middle School are based on guidelines from the Easton/Redding/Region 9 District Policies and from the Computer Ethics Institute's suggestions for schools.

**Every student and his/her parent or legal guardian is required to sign an Acceptable Use Agreement found in the front of this handbook. Failure to adhere to this policy will result in restriction of access to the Internet and/or disciplinary actions. This policy applies to all computer use in the building, whether the technology is school or personally owned.**

Please refer to the JRMS website (<http://www.johnreadps.org>) for Board of Education Policy # 6141.321, Acceptable Use in School of the Internet and Other Networks.

### **Show consideration and respect in all computer use.**

- Do not drink or eat near computers/chromebooks.
- Be considerate of students working near you – do not interrupt their work.
- Respect security systems in place on computers and the network – do not attempt to bypass security or tamper with other student's files.
- Passwords may not be shared.
- ONLY software provided by the school may be used on school computers.
- Avoid damaging hardware, software or peripheral equipment, including speakers, headphones, mice, printers, keyboards or any other accessories that are used for accessing computers or network.
- Return all mobile notebook carts, LCD projector carts or other equipment in clean and orderly condition, and ensure that it is **plugged in.**
- Use software and hardware appropriately for school projects. Inappropriate or disrespectful use may result in restriction of network access and privileges.
- Avoid plagiarism. Document all information gathered from the Internet and do not present words and ideas of others as your own.
- Preferred methods of transporting student work between home and school is by Google classroom or drive.

## **COMPUTER AND INTERNET USE**

Computers should be viewed as an educational tool similar to books, videos, CD-ROMs, periodicals and other information sources. Because it is impossible to predict or contract what information might be accessed, it is the responsibility of students and staff to adhere to this Acceptable Use Policy.

Responsible use of the computer and Internet includes, but is not limited to:

- Research
- Instructional activities
- Electronic mail

Irresponsible use includes, but is not limited to:

- Any illegal activity
- Using electronic mail to harass others
- Using the Internet for monetary gain
- Vandalism of hardware or software
- Using inappropriate or abusive language/behavior
- Unauthorized access to network, files or Internet
- Misusing and abusing passwords
- Violating copyright law or engaging in plagiarism
- Pornography
- Video games

The professional staff will supervise Internet access. Failure to adhere to this policy will result in restricted computer access and/or disciplinary action.



## **FILMING OF STUDENTS**

During the school year, for a variety of reasons, filming of students and/or classrooms may occur. There may be instances where these videos are viewed by staff, specialists, parents/legal guardians and their representatives, as well as others. If, for any reason, parents/legal guardians do not want their child to be filmed, the school principal should be notified in writing and appropriate arrangements will be made. Otherwise, the videotaping may occur.

We also request that parents who take photographs/videos of JRMS students and/or staff in school and at school activities and who plan to submit such photos to the press or media or online, discuss this with school administration before the photos/videos are submitted. This will help protect families who do not wish photos of their children published or used in the media.

**Students may not take photos of others in the building without permission connected to a specific assignment.**

## **FINES**

Students are responsible for returning all books, materials, and equipment issued to them in appropriate condition. Fines will be issued for any lost, missing, overdue or damaged items.

## **PARTICIPATION IN EXTRACURRICULAR ACTIVITIES**

Participation in extracurricular activities is a privilege, intended to complement the academic experience. Students must maintain passing grades, as well as acceptable discipline and attendance records in order to participate.

## **GIFTS TO SCHOOL PERSONNEL**

Gifts between students and/or parents/legal guardians and school personnel shall be discouraged. Teachers and school personnel do not expect gifts. Rather, they feel rewarded when students work up to their potential. At JRMS if a student or family feels compelled to present a staff member with a gift, please make it a gift of learning such as a poem or story written by the student, a picture or card drawn by the child, or a novel read by the student and shared with the teacher. Another way to honor a staff member is by giving the gift of a good deed done in the name of the person. Please respect our strong belief that the best gift a teacher can receive is the gift of a student's accomplishments.

## SECTION TWO – ACADEMIC INFORMATION

### HOMEWORK

Homework is an important aspect of a student's education. It is a necessary and effective means of reinforcing the classroom learning experience.

Homework usually falls into the following general classifications:

- written assignment
- reviewing class work
- reading homework
- activities/projects

One of the goals of middle school is to learn effective time management skills. Therefore, students need to learn to pace long-term assignments to avoid multiple hours of work on any given night. Teachers provide instruction on strategies to help students gain these skills.

While the type and amount of homework will vary by grade level and by subject, it is expected that all students will complete assignments to the best of their ability and in a timely manner. Criteria and specific expectations will be provided for each class by individual teachers. Although written homework may not always be assigned, students are responsible for reviewing material on a nightly basis.

Students are responsible for knowing what assignments need to be done. Students are given homework logs and are required to use them to write down daily and long-term assignments. Parents can check these planners to help monitor their child's homework. Homework assignments are also posted on the JRMS website by team/teacher.

Parent assistance is needed to ensure a quiet time and study area for their child as well as to monitor homework assignments on a regular basis. If concerns regarding homework arise, parents are encouraged to contact the team leader or individual teachers.

The following are **guidelines** for the amount of homework that middle school students should expect:

- Grade 5: 30-60 minutes 3-4 times weekly
- Grade 6: 60-75 minutes daily
- Grade 7: 60-90 minutes daily
- Grade 8: 75-120 minutes daily

Please note that these are simply guidelines. Each student works at his or her own pace, and individual time spent on homework may vary. Refer to the attendance section of this handbook for guidelines regarding make-up work due to absence.

Please refer to the JRMS website ([www.johnreadps.org](http://www.johnreadps.org)) for Board of Education Policy #6154, Homework.

### REPORT CARDS

Through the PowerSchool Parent Portal, parents are able to monitor their child's academic progress at all times. The Parent Portal is open at all times so that parents and students can see how well students are meeting classroom expectations throughout the school year.

On a quarterly basis, report cards will be available for viewing via the PowerSchool Parent Portal. **Hard copies of report cards will not be sent in the mail.** If a parent wishes to receive a hard copy, please contact Assistant Principal, Darlene Wallin. Grades reflect achievement of specific criteria in each class.

### WEIGHTED GRADING

Grades are not weighted for any purpose in the Easton and Redding Schools.

Please refer to the JRMS website ([www.johnreadps.org](http://www.johnreadps.org)) for Board of Education Policy #6146, Weighted Grading.

### AWARDS

- The Scholar Leader Award is given to two eighth-grade students who have distinguished themselves with outstanding scholarship and leadership in school and the community. The students are selected by members of the faculty. Their awards are given at an annual banquet sponsored by the Connecticut Association of Schools.
- CAS Leadership Award is given to two eighth-grade students who are nominated as students of the year.

- The Western Connecticut Superintendents' Association Award goes to two eighth-grade students chosen by the faculty. Criteria for this award include scholarship, leadership, and service to school.
- Additional grade 8 awards include:
  - the State of Connecticut Citizenship Award
  - the Town of Redding Citizenship Award
  - the Student Leadership Award
  - the Patricia Tuzzio Memorial Writer's Award
  - the Redding Garden Club Environmental Award
  - the Redding Education Association Scholar Award
  - the Laurie Anderson Memorial Award
  - the Scholar-Leader Award
  - the Superintendent's Award
- The Beacon Award is awarded twice a year to two students at each grade level for leadership, scholarship and citizenship.
- The Wingman Recognition is awarded twice a year for staff or students who go above and beyond.

## **STUDENT LED CONFERENCES**

Conferences are held in the fall for all students. Parents may call the school counselor or team leader to set up a team meeting at any other time.

## **EXEMPTION FROM INSTRUCTION**

A student will be exempted from instruction on Acquired Immune Deficiency Syndrome (AIDS), Bilingual Education or Family Life and Sex Education upon receipt of written request for such exemption from his/her parent or legal guardian.

Please refer to the JRMS website ([www.johnreadps.org](http://www.johnreadps.org)) for Board of Education Policy #6144.1, Exemption from instruction.

## **TESTING PROGRAMS**

### TESTING PROGRAMS

Each spring the Smarter Balanced Assessments are administered to all students in grades three through eight. These assessments are designed to provide valid, reliable and fair measures of students' progress toward the attainment of knowledge and skills as outlined by the Common Core State Standards in Math and English Language Arts. To access student growth in science, fifth and eighth grade students will take the Next Generation Science Standards Test in Spring. It is important for students to be present for all testing sessions. Parents should plan vacations and/or medical appointments around the school calendar to avoid students missing testing sessions.

Please refer to the JRMS website ([www.johnreadps.org](http://www.johnreadps.org)) for Board of Education Policy #6162.3(a), Testing Program and #6162.31, Test Exclusion.

### *Common Benchmark Assessments*

Students are assessed throughout the year using a series of Common Benchmark Assessments including, but not limited to district writing prompts and NWEA MAP testing.

Each fall and spring the Preliminary Scholastic Aptitude Test is administered to eighth-grade students. Eighth

## **THE HOMEWORK CENTER**

The Homework Center provides a place where students can do homework, study for upcoming tests and quizzes, work on long term projects, and get assistance with all of their tasks. Teachers will be present to help students organize materials, check homework agendas, assist in understanding the subject matter, and prepare for tests by helping to create study guides and quizzing students on the material. Students must sign up and submit a signed permission slip. The Homework Center is offered three times a week after school.

## **COMPARABILITY OF SERVICES**

It is the policy of the Board of Education to ensure comparability of services funded by state and local sources in both Title I project schools and non-project schools. Please refer to the JRMS website ([www.johnreadps.org](http://www.johnreadps.org)) for Board of Education Policy #6161.3, Comparability of Services.

## **FIELD TRIPS**

School trips for educational purposes will occasionally be sponsored by teams or individual teachers in the school. For any off-campus trip, a student will receive a permission slip, which must be signed by a parent/legal guardian and returned by the date specified. A student must obtain written permission from a parent/legal guardian to participate in a field trip.

Since field trips are considered a privilege, the administration reserves the right to select students for trips based upon their record of self-discipline and classroom behavior. **All school rules and regulations apply to students attending field trips.** Teams may also host in-house field trips in which the experience comes to JRMS.

Please contact the principal if you have financial difficulty in paying for the field trip.

Please refer to the JRMS website ([www.johnreadps.org](http://www.johnreadps.org)) for Board of Education Policy #6153, Field Trips.

## **FINANCIAL ASSISTANCE**

Students will not be denied opportunity to participate in any class or school-sponsored activity because of inability to pay for material fees, transportation costs, admission prices, or any other related expenses. Any student who needs financial assistance for school activities should contact the assistant principal to request confidential assistance.

## **STUDENT RECORDS**

The district complies with state and federal regulations regarding confidentiality and access to student records. Both custodial and non-custodial parents have access to student records unless the school is in possession of a court order stating otherwise. The Family Educational Rights and Privacy Act (FERPA) requires that eligible students and parents have the right to:

1. Inspect the student's education records.
2. Request amendments to those records if they are believed to be inaccurate, misleading, or otherwise in violation of the student's privacy acts.
3. Consent to disclosures of personally identifiable information contained in the student's records, except to the extent that the law allows disclosure without consent. FERPA specifically authorizes the district to forward school records to school officials of a district where the student seeks or intends to enroll without the permission of the parents or an eligible student.
4. File a complaint with the U. S. Department of Education that the district is not complying with the FERPA law.
5. Obtain a copy of the district's policies for student education records. Copies of these policies are located in the office of the superintendent of schools, in the principal's office of each school in the district, and on the JRMS website ([www.johnreadps.org](http://www.johnreadps.org)) for Board of Education Policy #5125 (a-d), Student Records.

## **DIRECTORY INFORMATION**

The middle school will release directory information from student records if appropriate. Directory information means one or more of the following items: student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, photograph, grade levels, electronic mail address, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous public or private school attended by the student.

Except in the cases cited in BOE policy, no personally identifiable information will be disclosed from a student's education records without the prior written consent of the student's parent/legal guardian or an eligible student.

Please refer to the JRMS website ([www.johnreadps.org](http://www.johnreadps.org)) for Board of Education Policy #5125(b), Student Records – Confidentiality.

## **PLEDGE OF ALLEGIANCE**

See JRMS website ([www.johnreadps.org](http://www.johnreadps.org)) for Policy #6115 regarding the Pledge of Allegiance.

## **SECTION THREE – STUDENT SERVICES AND RELATED POLICIES**

### **SCHOOL COUNSELING**

Counseling services at John Read Middle School are available to assist students and parents in making a successful adjustment to middle school and developing the necessary skills to make the transition to high school. Students who are experiencing any problems or concerns are encouraged to seek the aid of the school counselor. Parents are also encouraged to contact the school counselor to help them navigate through this exciting period in their child's development.

Counseling is an opportunity to talk with someone about things that are important to students. These opportunities to talk may be personal, social, educational or vocational. Counselors will listen and be open and honest with students.

Both Mrs. Squitieri and Mr. Shalett subscribe to the code of ethics determined by the American School Counselor Association. These standards dictate that counselors keep information confidential unless disclosure is required to prevent imminent harm to the student or others or when legally necessary.

### **SPECIAL EDUCATION SERVICES**

The Special Education Department at John Read Middle School provides a range of programs and services for students who have been identified as having special education needs according to federal and state guidelines. The continuum of available services includes, but is not limited to, consultation with classroom teachers, assistance in the regular classroom, and small group or individualized instruction within the special education setting.

Parents and teachers who believe a child has a disability and requires special education and related services should contact the Director of Special Services at 203-938-9026 so that a referral to special education can be made.

Prior to a referral being made for special education, an individual student may receive general education interventions in the area(s) of concern. Once a referral to special education has been received, a Planning and Placement Team ("PPT"), which includes professional staff members and the child's parent(s), will convene to review the student's referral to special education. The team will determine whether any assessments or evaluations are needed to determine whether the child is a child qualifies for special education and related services under federal and state law.

Through this PPT process, a wide range of services, assessments and evaluations may be offered by the school psychologist, special education teachers, the social worker, the speech and language therapist, occupational therapist, physical therapist and/or other appropriate staff members in order to assess the student's needs, determine whether the student is eligible for special education and plan an appropriate educational program if the student is found eligible for services. Once the evaluations and assessments are completed, the PPT will review the evaluations at a PPT meeting and make the determination of whether the student qualifies for special education and related services. If the student is found eligible for special education services, the PPT will develop an appropriate individualized education program for the student that addresses his or her needs.

### **SIT (Student Intervention Team)**

The SIT program at John Read Middle School provides support and instruction to children who are struggling to learn. This support is based on classroom assessments, district-wide assessments and/or state assessments. A child's progress is studied and findings are used to make decisions about teaching and other learning supports. Students about whom we are concerned could be assessed further regarding areas of concern and interventions provided.

This process is most commonly used in addressing needs in the areas of reading, math, and behavior. A "continuum of support" has been developed to meet the needs of the children.

Interventions are provided for students in terms of learning strategies and organizational skills as well as specific academic skills. These workshops are not special education programs and are designed to support students who need reinforcement of specific skills and concepts in order to meet grade level academic expectations.

Please contact the assistant principal at 203-938-2533 ext. 3303 if you would like more information about this program.

## **504 GRIEVANCE POLICY**

Section 504 of the Federal Rehabilitation Act of 1973 ensures that no individual will be discriminated against based upon a disability, as that term is defined by the law. The statute also provides that any student with a disability who qualifies under Section 504 and needs or is believed to need accommodations, modifications or services not available through the regular education program is entitled to receive a free appropriate public education. The Redding Public Schools have adopted procedures allowing for individuals with disabilities and their parents or guardians to request accommodations for public meetings and other events, as well as grievance procedures for individuals who wish to file a complaint with the district under Section 504.

Complaints about facilities or services offered by the Redding Public Schools may be filed with the Section 504 Coordinator. The following information is required when completing a complaint: name(s) of person(s) or group making the complaint, whether the person(s) represents an individual group, whether the person(s) making the complaint has discussed the problem with the site administrator, and a summary of the complaint and suggested solution(s).

If you have any questions about this grievance procedure or would like more information, please feel free to contact your school principal. A complete copy of the grievance procedures under Section 504 of the Rehabilitation Act is also available at <http://www.johnreadps.org/504.pdf>

## **ENGLISH LANGUAGE LEARNERS (ELL)**

The Board of Education recognizes the need to provide equal educational opportunities for all students in the district. Therefore, if the inability to speak and understand the English language excludes a student from effective participation in the educational programs, the school shall take appropriate action to rectify the English language deficiency in order to provide the students with equal access to its programs. Students who have "limited English proficiency" will be identified, assessed, and provided appropriate services.

Please refer to the JRMS website ([www.johnreadps.org](http://www.johnreadps.org)) for Board of Education Policy #6141.311(a), Programs for Limited English Proficient Students.

## **MIGRANT STUDENTS**

The district has a program to address the needs of migrant students. A full range of services will be provided to migrant students, including applicable Title I programs, special education, vocational education, language programs, counseling and elective classes. Parents/legal guardians of migrant students will be involved in and regularly consulted about the development, implementation, operation, and evaluation of the migrant program.

## **TITLE I PARENT INVOLVEMENT**

Parents/legal guardians of a child in a Title I funded program will receive a copy of the district's parental involvement policy, including provisions of an annual meeting and involvement of parents in the planning, review, and implementation of Title I programs.

Please refer to the JRMS website ([www.johnreadps.org](http://www.johnreadps.org)) for Board of Education Policy #6172.4(a) and 6172.4(b), Title I Parent Involvement.

## **TEACHER AND PARAPROFESSIONAL QUALIFICATIONS**

Parents/legal guardians have the right to request information about the professional qualifications of their child's teacher(s). They can receive information regarding the teacher's licensing and qualifications as it pertains to the grade levels and subject areas in which the teacher provides instruction, whether the teacher is teaching under emergency or provisional status through which state qualification or licensing have been waived, and the baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher as well as their field of discipline. Parents may also ask if their child is being provided services by a paraprofessional and, if so, his/her qualifications.

## **PROMOTION/RETENTION/PLACEMENT**

Students enrolling at JRMS will be placed by the administration at the grade level best suited to them academically, socially, and emotionally. Students shall progress through the grade levels by demonstrating growth in learning and by meeting grade level standards of expected student achievement. Exceptions may be made when, in the judgment of the certified staff, retention or acceleration is in the best interest of the student involved. If an exception is made, there will be prior notification and explanation to the student's parent(s) or legal guardian(s), but the final decision will be that of the principal.

Please refer to the JRMS website ([www.johnreadps.org](http://www.johnreadps.org)) for Board of Education Policy #5123, Promotion/Acceleration/Retention.

## **ENROLLMENT**

Each child entering the district schools for the first time must present a birth certificate or offer legal evidence of birth data as well as proof of a recent physical examination and required immunizations.

Students enrolled in a school identified for school improvement pursuant to federal law may transfer to another public school within the district that has not been identified for school improvement. The transfer will be allowed in accordance with the law. This district will provide transportation.

Please refer to the JRMS website ([www.johnreadps.org](http://www.johnreadps.org)) for Board of Education Policy #5111(a), Admission/Placement.

## **LEARNING COMMONS - GENERAL INFORMATION**

The JRMS Learning Commons hours are 8:00 a.m. to 3:40 p.m. for student and staff use. Students are encouraged to use the Learning Commons during school hours with the permission of their teachers. The circulation desk is open from 8:00 a.m. to 3:40 p.m. for checking out materials. Classes are also scheduled in the Learning Commons for research projects throughout the year.

### Materials

- Over 16,000 books and magazines in print
- E-Book collection of fiction and non-fiction books
- Audiobooks
- Online and print reference collection
- Online databases accessible from school or home
- Chromebooks
- Ipads

The JRMS Learning Commons includes 5 collaborative work stations with display monitors and white boards for student use, a makerspace, a main seating area with space for 30 students, a classroom area with an interactive touchscreen display, a video and audio recording studio, and a reading room with the periodical collection and seating for 25.

# SECTION FOUR– SCHOOL ATTENDANCE, TRANSPORTATION AND RELATED POLICIES

## ATTENDANCE

### REPORTING ABSENCES

**Parents/legal guardians must notify the school's voice mail the evening before or by 9:00 AM on the day of any student absence.** This can be done by dialing the school's voice mail at 203-938-2533, and pressing 4. If the school receives no notice within the above timeframe, all days missed will be counted as unexcused absences from school. If parents/legal guardians are going to be away overnight or for an extended period of time, they must designate in writing a guardian to act on the student's behalf. The school will inform individual teachers whether absences are excused or unexcused. This will include absences for the full day or part of the day. Students with excused absences from school or class will be given an appropriate opportunity to make up whatever work they have missed in order to complete curriculum requirements.

### EXCUSED ABSENCES

In accordance with the regulations from the Connecticut State Board of Education, excused and unexcused absences have been defined and a verification requirement for the tenth illness absence and beyond has been included.

For excused absences, the regulations specify that:

1. For absences one through nine, a student's absences from school are considered excused when the parent/guardian approves such absences, reports the absence to the school and submits appropriate documentation.
2. For the tenth absence and all absences thereafter, a student's absences are considered excused for the following reasons:
  - Illness verified by an appropriately licensed medical professional
  - Religious holiday
  - Death in the family or other emergency beyond the family's control
  - Mandated court appearances
  - Lack of transportation that is normally provided by a district other than the one the student attends
  - Extraordinary educational opportunities pre-approved by district administrators (and in accordance with Connecticut State Department of Education guidance.)

For unexcused absences, the regulations specify that:

A student's absence from school shall be considered unexcused unless it meets the definition of an excused absence and/or unless it results from school or district disciplinary action.

Any requests for excused absences which are not included in the above lists must be made in writing to the assistant principal five (5) school days before the date of the planned absence so that the request can be reviewed and processed. Requests after this deadline will not be honored, and the absences will be recorded as unexcused.

Please understand that family vacations are not considered a valid reason for absence. While teachers will allow students to make up missed assignments, tests and quizzes, the loss of classroom participation and instruction is difficult to recoup and may adversely affect a student's performance and grade. Teachers are not required to prepare work in advance for vacation related absences or to re-teach concepts when the student returns from vacation. Parents are encouraged to schedule vacations when school is not in session.

### ABSENCES AND HOMEWORK

A student with an illness of brief duration should obtain assignments from another student, refer to the weekly homework log, and/or refer to the teacher's page on the JRMS website for updated homework listings.

Unexcused absences such as class cutting or truancy will result in a failing grade for all work missed, loss of makeup privileges, and disciplinary action.

It is the responsibility of the student to make up all assignments missed during the absence within time constraints delineated by the teacher. Usually the student will have three days from the day of return to complete assigned work. In the case of a prolonged absence, special arrangements must be made with the teacher. Please do not request homework assignments for your child unless he/she has been out for three consecutive days.



## CHRONIC ABSENTEEISM

School personnel address the issue of chronic non-attendance by referral to the SIT team to determine causes and make recommendations for intervention. Please refer to the JRMS website ([www.johnreadps.org](http://www.johnreadps.org)) for Board of Education Policy #5113 (a).

## TRUANCY

It is the intent of the Board of Education that district personnel work cooperatively with students and parents/legal guardians to remedy any instances of poor attendance or truancy. Only when all local resources are exhausted is referral to legal authorities recommended.

A "truant" means a child under the age of sixteen (16) who has four (4) unexcused absences in one month, or ten (10) unexcused absences in one academic year. A "habitual truant" means any such child who has twenty (20) unexcused absences within a school year. Please refer to the JRMS website ([www.johnreadps.org](http://www.johnreadps.org)) for Board of Education Policy #5113.2 (a).

## TARDINESS

Time is a resource, and there is a definite correlation between a student's time spent on learning and academic achievement. The following regulations apply in cases of tardiness.

### TARDINESS TO SCHOOL

A student arriving at school after the beginning of homeroom is considered tardy. Any such student must report to the main office to be recorded as tardy to school.

Arrival after the beginning of the first period will be excused only if a late arrival has been previously arranged by a parent/legal guardian by telephone, letter, or personal conference with a school administrator on the preceding school day or, in a medical emergency, on the day of occurrence. A medical emergency requires medical verification.

A note from the parent/legal guardian will not excuse a tardy. Oversleeping, missing the bus, family needs, etc. though unforeseen, are not emergencies and, therefore, are unexcused tardies.

Students are required to be on time for all classes and lunch. Tardiness to classes or lunch will be handled by the teacher in charge. Chronic problems in tardiness will be referred to the school administration and may result in disciplinary action and/or be addressed through the SIT process.

## ARRIVAL AND DISMISSAL

Our normal school day at John Read Middle School is from 8:55 AM to 3:40 PM.  
Our early dismissal school day is from 8:55 AM to 1:40 PM unless otherwise announced.

### EARLY DISMISSAL

In general, early dismissals should be avoided, particularly if they require a student to miss any instructional time.

All requests for early dismissal **must be in writing**, signed by the parent/legal guardian, and submitted to the secretary in the main office before the start of the first class on the day for which early dismissal is requested or via e-mail at [jrmsnotes@er9.org](mailto:jrmsnotes@er9.org). Phone calls by parents/legal guardians to request early dismissals will not be accepted unless there is a clear family emergency situation.

If an emergency occurs during the day and an early departure is necessary, an exception may be granted by the school administration.

Students who have an unexcused early dismissal will have limited options to make up work missed. Students who have an excused early dismissal are eligible to make up work and are eligible thereafter to receive full credit. Each student is responsible for getting missed assignments and submitting them on the next class day.

**Students who are ill may only be excused through the nurse's office.**

### EARLY ARRIVAL

It is important for all families to understand that unless a student is in the paid morning program, a student may **NOT** be dropped off at JRMS before 8:00 AM. The only reason for a student who is not in the paid morning program to be early is if he/she has an appointment with a staff member or is a legitimate participant in a JRMS before-school activity.

Daily temporary supervision is provided at no charge from 8:00 AM in the cafeteria for students who must be dropped off earlier than the start time of a before-school activity. That is, if a student has an appointment at 8:30 AM on a particular day for extra help, a make-up test, or a club activity and, therefore, cannot ride the bus to school and the student's parent must drop the child off before 8:20 AM in order to get to work, then we provide temporary supervision each morning.

Students who walk or ride bikes to or from school are to have written permission signed by a parent. Administration, for safety concerns, strongly discourages walking or bike riding to and from school.

#### DEPARTURE AT 3:40 PM DISMISSAL TIME

JRMS is not staffed to provide supervision for students after school beyond the bus dismissal time. The only reasons for a student to remain after dismissal are for an appointment with a staff member or participation in a JRMS after-school activity. If a student is going to be picked up at the end of a school day by a member of his/her family, the student needs written permission and will be dismissed from the 5<sup>th</sup> grade wing door (Walker's Room). Students are to be picked up between 3:37 and 3:45 PM. Students who abuse this policy by remaining after school without the above reasons will be subject to disciplinary action.

#### PERMANENT WALKER'S PASSES

Permanent Walker's passes can be obtained by writing a permanent note which stays on file in the office indicating the specific day/days of child pick up and who the child is being picked up by on the given day(s). The pass must be permanently and visibly displayed on the student's backpack.

#### DELAYED OPENING/EARLY DISMISSAL/SCHOOL CANCELLATION

Announcements for change of school will be on the following radio and TV stations:

WCFS	AM	260	WINE	AM	94	WTIC	AM	1080
WDAQ	FM	98	WLAD	AM	800	WYNH	Channel	8
WEZN	FM	99.9	WMMM	AM	1260			
WICC	AM	600	WREF	AM	850			

Messages will be sent home through the school communication system which may include e-mail, text messaging and voice messaging.

Delayed openings will generally be 2 or 3 hours later than the normal start time. If a student normally gets the bus at 8:30 AM, the bus will come at 10:30 AM on a 2 hour delayed opening day. On delayed openings, afternoon dismissals are at the normal time. Please be considerate of the situation should bad weather develop or be predicted to develop during the course of the school day. Students are encouraged to ride the bus home should inclement weather develop during the school day.

In the event of a delayed opening, all before-school activities are cancelled with the exception of the paid morning program. The paid morning program will follow the same time delay.

#### HOMELESS STUDENTS

Homeless students, as defined by federal and state statutes, residing within the school district shall be entitled to free school privileges. Students residing in a temporary shelter are entitled to free school privileges from the district in which the shelter is located or from the school district where they would otherwise reside if not for the placement in the temporary shelter. The local liaison for homeless children is the Director of Special Services.

Please refer to the JRMS website ([www.johnreadps.org](http://www.johnreadps.org)) for Board of Education Policy #5118.1, Homeless Students.

#### TRANSPORTATION

Bus transportation is provided for all students by First Student. Refer to page 14 of the student handbook for issues related to student conduct on the bus.

Students who are transported to and from school by a parent/legal guardian or other adult must follow the route for drop-off/pick-up along the side of the school near the cafeteria entrance, **NOT** at the front door or front parking lot. Students should not arrive any earlier than 8:45 AM unless they have a planned before-school activity.

Any complaints regarding bus transportation should first be referred to First Student, 475-470-0373. The contact at Central Office for transportation issues is the business manager, 203- 261-2513.

### CHANGE IN TRANSPORTATION PLANS

Information about bus routes and approximate pick-up times is posted on the district website ([www.er9.org](http://www.er9.org)). If you need to reach the bus company, please call First Student at 475-470-0373. Parents/guardians may complete an Opt-Out form if your child does not require transportation for morning only, afternoon only or for morning and afternoon. The Opt-Out form is available on the ER9 website.

The Redding Board of Education voted to end the practice of providing transportation to groups after school beginning September 2002. The Board took this action because of the following:

- Safety of all children
- Crowding on the buses
- Length of the routes
- Punctual adherence to bus routes
- Additional administrative responsibilities

Students must make plans which effect transportation from school at least one day in advance so that parents can put these plans in writing. Changing plans during the day is disruptive to the educational process. In an emergency, parents may call the office no later than 2:00 PM to inform the school of the change in transportation arrangements. Parents/legal guardians must be prepared to confirm their identity.

Please be sure to have an inclement weather plan with your child.

In **bad weather**, please listen to the radio stations listed previously and read carefully all Listserv messages concerning early dismissals.

### PHONE CALLS/MESSAGES

Students are permitted to use office telephones to contact their parents during their lunch period. **Parents should discuss all appointments and after school arrangements with their children before they leave for school. Please do not text your child during the school day as it is disruptive.**

The office staff is not able to interrupt classes to relay routine messages to students. Only in the event of an emergency will messages be relayed to students while they are in class. For the safety of students, the school will not allow students to change transportation plans without the permission of a parent and not after 2:00 PM.

John Read Middle School does have a voice mail system which can be accessed by contacting the regular phone number 203-938-2533. The main office is staffed to take calls between 8:00 AM and 5:00 PM, Monday through Friday.

## SECTION FIVE – HEALTH AND SAFETY AND RELATED POLICIES

### SCHOOL HEALTH

During regular school hours, the Health Office personnel or designee (a school administrator or an assistant school administrator) will be available to render first aid when accidents occur at school and when children become ill after arrival. To reach the JRMS Health Office, dial 203-938-4892 or 203-938-2533. For general information, you may access the Health Office website via the School Resources tab on the JRMS website.

A student who has been sick at home should not return to school until there is **complete** recovery. A student must be **24-hours fever-free and 24-hours free of vomiting or diarrhea *without the use of medications to control these symptoms*** before he/she returns to school. Students who are absent from school may not participate in after school activities.

#### **Guidelines For Keeping A Child Home From School:**

1. Fever > 100 degrees - Must be fever-free for 24 hrs. before returning to school
2. Nausea and/or vomiting - Must not have vomited within 24 hrs. prior to returning to school
3. Diarrhea - Must not have had diarrhea within 24 hrs. prior to returning to school
4. Confirmed Strep Throat, Conjunctivitis ("pink eye") - Until treated for 24 hours.
5. Mononucleosis – As advised by physician (usual considerations: fever-free for 24 hours, rested, eating normally and able to sustain at least a half day of academic activity).
6. Varicella (Chicken Pox) - Children with chickenpox are contagious for 1-2 days before the rash appears and continue to be contagious until all the blisters are crusted over (usually 6-8 days).
7. Pediculosis (Head Lice) - Up to the discretion of school personnel (school nurse & principal)

**Reporting an Absence:** Parents/legal guardians must notify the school's voice mail of any student absence before the school day begins. The number to call is 203-938-2533. **THE REASON FOR THE ABSENCE MUST BE GIVEN**, as the information is vital in our efforts to assess, monitor and make recommendations for school and community wellness.

**Emergency Contact Form:** Each student must have an "Emergency Medical Authorization and Demographic Confirmation" form on file in the Health Office. Parents/legal guardians are given information on how to complete this form prior to the start of each school year. If an illness or serious injury occurs, the nurse or nurse designee will first contact the parents/legal guardians and, if unable to reach the parents/legal guardians, will then contact the emergency backup person(s) listed. **Please make sure that this information is kept up-to-date.**

#### **Emergencies**

911 will be called in a health or mental health emergency for immediate transportation of a student to the hospital. Public Act 14-176 requires the administration of epinephrine as emergency first aid to students experiencing allergic reactions, even if the student does not have parental authorization or the order of a qualified medical professional. In the absence of the school nurse, the administration of epinephrine may be done by a qualified school personnel who has completed required training,. Please notify the school nurse in writing annually if you do not wish your child to receive epinephrine as emergency first aid by qualified school personnel in the absence of a school nurse.

#### **Leaving School Because of Illness or Injury**

The school nurse or nurse designee will ask a parent/legal guardian to pick up any student who becomes ill or injured during school hours who, in their judgment, needs to be observed at home or assessed by a medical doctor. **If a parent/legal guardian is contacted by their child directly via cell phone because of illness or injury, they should instruct their child to go to the Health Office.** Parents/legal guardians are encouraged to discuss the reason for the child leaving school with the school nurse or nurse designee prior to signing their child out of school.

#### **Coming Back to School After an Injury**

All students attending school with a cast, sling, splint, immobilizer, or on crutches must:

1. Report to the nurse upon arriving at school.
2. Present written orders from a physician specifying injury, any restricted activity, the duration of restriction and if a wheelchair or elevator is needed while in school.

#### **Appropriate Use of the Health Office**

Parents are encouraged to remind students that frequent and/or inappropriate use of the health office will be communicated to the parent, team leader, and administrative staff by the school nurse.

**Medications:** As mandated by Connecticut General Statutes, Section 10-212a, medications (both prescribed and over-the-counter) may only be administered by the school nurse or designated/trained staff member. An *Authorization for Administration of Medication by School Personnel* form must be on file and completed by an authorized practitioner (physician, dentist, advanced practice RN, physician's assistant, optometrist, and for athletic events only, a podiatrist) for both prescribed and over-the-counter medications. The form is available in the Health Office and on the JRMS website. Medications are kept in the Health Office and must be brought to school by the parent/legal guardian/other responsible adult and must be delivered directly to the school nurse or nurse designee. No student may carry or have any medication, including over-the-counter medications, in their locker without the permission of the school nurse. In the event that a student requires self-administration of medication, parents/legal guardians should consult the school nurse.

A parent or responsible adult must pick up medication left at school within 3 days after the last day of school or it will be disposed of by the school nurse.

### **Health Assessment Requirements**

In accordance with Connecticut General Statutes, Section 10-206, the Board of Education requires each sixth-grade student to have a health assessment **during the sixth-grade year**. This mandated health assessment must be performed between June 30<sup>th</sup> immediately following the fifth-grade year and June 30<sup>th</sup> immediately following the sixth-grade year. It must be performed by a legally qualified practitioner of medicine (MD or DO) who is licensed in CT or another state, or by an advanced practice registered nurse or physician assistant licensed to practice in CT. **Completion of the signed health assessment is required for entry into seventh grade.**

The health assessment must be documented on the State Department of Education's required Health Assessment Record (HAR-3) or "blue form," and must include, but is not limited to, all the items designated by an asterisk. The form is available in the Health Office and on the JRMS website.

If a parent/legal guardian objects on religious grounds to the state-mandated health assessment, a written signed statement to that effect must be submitted to the school nurse by June 30<sup>th</sup> immediately following the sixth-grade year.

If a parent/legal guardian objects on religious grounds to the state-mandated immunizations, a signed and notarized copy of the "State of CT Department of Public Health Religious Exemption Statement" must be submitted to the school nurse by June 30<sup>th</sup> immediately following the sixth-grade year. The form is available in the Health Office and on the JRMS website.

If a mandated immunization is contraindicated for medical reasons, the "CT Department of Public Health Medical Exemption Certification Statement" form and a written statement from the health care provider, including the reason for deferment, must be submitted to the school nurse by June 30<sup>th</sup> immediately following the sixth-grade year. The form is available in the Health Office and on the JRMS website.

### **Screenings**

School nurses provide screenings for middle school students, as required by CT General Statutes, Section 10-214 if not already screened by a legally qualified practitioner of medicine within a year of the school screening.

*Vision and Hearing:* Students in Grade 5. *Posture:* Female students in Grades 5 and 7, and male students in Grade 8.

The parents/legal guardians of students who need further evaluation by a physician will be notified. Parents/legal guardians should return the referral form to the school nurse after it has been completed by a physician.

Parents/legal guardians may notify the school nurse if they do not wish their child to participate in these screenings.

### **Communicating with the School Nurse Concerning a Student's Health**

Parents/legal guardians must notify the school nurse if their child has a health condition that may require individualized planning for safety, emergency care, health care services, or evacuation. The school nurse should be notified of changes in a student's health status and of illness, injury, hospitalization or a change in treatment or medication. A physician's note is required to excuse a student from gym for more than three days. A physician's note is also required to resume participation after an injury when gym has been excused by a physician.

Parents/legal guardians should also notify the school nurse immediately if they anticipate that their child may be absent from school for medical reasons for more than three days. The school nurse will obtain the necessary medical information and initiate the process for school/team decision-making and planning, as indicated.

### **Students with Special Health Care Needs**

Redding Public Schools are committed to ensuring that students who have special health care needs due to chronic and acute health conditions receive the support and services necessary to remain safe and, to the extent possible, maintain their baseline health status during school. "Students with special health care needs" refers to those students who have a medically diagnosed chronic health condition such as asthma, diabetes, life-threatening food allergy, cardiac abnormality, juvenile arthritis, celiac disease, migraine headache, seizures, or a significant acute illness or injury requiring treatment and a period of recovery, such as concussion, mononucleosis, Lyme disease, or fractured arm or leg. For students with such conditions, the school team collaborates with the family and student's health care provider to identify school-based needs and develop an appropriate plan of care to meet those needs. That plan is called an "individualized health care plan" (IHCP). For students at high risk for a health or safety emergency in school, an "emergency health care plan" (EHCP) is developed as a part of the IHCP. Parents/legal guardians who have a child with special health care needs are encouraged to speak with the school nurse regarding the appropriateness and process for developing an IHCP. These plans may be incorporated into a student's individualized special education program (IEP) or Section 504 plan if eligible.

### **STUDENT WELLNESS:**

The Easton, Redding and Region 9 School Districts strive to make a significant contribution to the general well-being and the education of each student. It is the conviction of the boards of education that good health optimizes student performance and leads to richer lives. The ER9 School Districts, therefore, support the maintenance of an environment where students learn healthy habits, participate in regular physical activity, and receive proper nutrition as part of their total educational experience. 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. Please refer to JRMS website ([www.johnreadps.org](http://www.johnreadps.org)) for Board of Education Policy #6142.101, School Nutrition and Physical Activity (Student Wellness).

### **Food Practices in the Classroom and School Environment**

The Easton and Redding Wellness Policy states that teachers and parents should be encouraged to limit the frequency of celebrations that include high-sugar, low-nutrient food items.

The promotion of non-food alternatives is strongly encouraged.

In addition, our districts have adopted measures to limit exposure of allergens to students with life-threatening allergies:

- All classrooms are designated as peanut and tree nut free areas.
- In the cafeteria, tables are cleaned before and after each lunch period with a product known to effectively remove food proteins.
- Teachers and staff promote hand-washing practices before and after meals.
- Students are encouraged to engage in safe practice in the cafeteria, which includes refraining from sharing or swapping meals and snacks.
- Students are prohibited from eating on the bus.

- Non-food alternatives and provisions for allergy-free foods are encouraged for school celebrations, such as curriculum based activities, school parties, holiday events, and birthdays.
- Foods made at home or purchased and brought into school to be shared with students must be accompanied by the original packaging so that ingredients can be checked.

### **FIRE DRILLS AND CRISIS RESPONSE DRILLS:**

To comply with fire laws, the school conducts fire drills or a crisis response drill ten times a year. When students hear the signal for a fire drill, they are expected to exit the building quickly, in a silent, and orderly fashion. Under the direction of the teacher in charge, students are to leave the school building in single file, using the designated exit posted in each classroom. Students and school staff may return to the building only when the principal directs them to do so. Students also practice lockdown drills and weather related drills throughout the school year.

### **ASBESTOS MANAGEMENT PLAN**

Formal asbestos management programs have been in place at Regional School District No. 9 and the Public Schools of Easton and Redding since 1987. The purpose of these programs is to identify any Asbestos-Containing Material (ACM) that may be in our schools and to take steps to make sure this material does not present an exposure hazard to the students, faculty, or staff.

The asbestos management program is implemented through asbestos management plans. Separate plans have been developed for each of the following facilities:

Joel Barlow High School  
 Helen Keller Middle School  
 Samuel Staples Elementary School  
 John Read Middle School  
 Redding Elementary School

These management plans identify the locations of the ACM in our schools and detail our ongoing management program. The management plans also include descriptions of previous asbestos inspections and plans for repair or removal of damaged asbestos-containing materials.

Under our asbestos management program, the ACM listed in the management plans is inspected every six months to assure early detection of problem areas. Furthermore, each building is completely re-inspected once every three years by a Connecticut licensed asbestos inspector to make sure that ACM is properly identified and that the asbestos management plans are up to date.

An asbestos management plan is maintained in each school office. Additionally, a complete set of management plans is maintained in the Superintendent's office at 654 Morehouse Road, Easton, Connecticut. These plans are available for review during normal business hours.

Regional School District No. 9 and the Public Schools of Easton and Redding have designated the Director of Finance and Operations as the person responsible for ensuring that the requirements of our asbestos management program are properly implemented. Mr. Reiss can be contacted through the Superintendent's office at 203-261-2513.

### **INTEGRATED PEST MANAGEMENT**

The Easton, Redding and Region No. 9 Boards of Education have adopted an integrated pest management (IPM) policy for pest control within the school buildings and on the grounds. IPM utilizes all available pest control methods such as sanitation, structural maintenance and exclusion, maintaining proper soil pH, fertility and moisture, trapping and/or biological controls along with the judicious use of pesticides, when warranted, to maintain pest populations at or below an acceptable level while decreasing the unnecessary use of pesticides. The primary goal of IPM is to reduce the amounts of pesticides applied by alternate methods of pest control. Pesticides may be applied if a pest population has been identified through periodic monitoring, and alternative methods of control have not been effective. The least toxic pesticide would be used first.

Pesticide applications will not be performed within any building or on the grounds of the school during regular school hours or during planned activities unless an emergency application is necessary to eliminate an immediate threat to human health. When this occurs, all children and staff will be removed from the area and not allowed to return until it is safe to do so according to the pesticide label.

In accordance with state statute, parents, guardians and staff may request notification prior to any pesticide application at the school. If you would like to be notified, please send a letter to the school office requesting to be notified. Please include your email address, if you have one, as we are planning to use email as one way of notifying interested people.

Registrants will be notified of pesticide applications on or before the date of application. Notification will include (1) the name of the active ingredient of the pesticide being applied, (2) the location of the application on school property, (3) the date of the application, and (4) the name of the school administrator or a designee who may be contacted for further information. Registrants will be notified of any emergency pesticide applications that are made to eliminate an immediate threat to human health.

Notice will be sent to any person who registers to be notified if there is any revision or modification to the integrated pest management (IPM) plan. A copy of the record of each pesticide application at the school shall be maintained for a period of 5 years.

### **RADON TESTING IN CT SCHOOLS**

Per CT General Statute 10-220(d), all schools shall be evaluated for radon levels in air and water prior to January 1, 2008 and every five years thereafter. All schools in the Easton, Redding and Region 9 school districts were evaluated for radon in December 2007, November 2012, and November 2017. The next evaluation will be in November 2022. Parents, guardians, and staff will be notified.

### **GREEN CLEANING PROGRAM IN SCHOOLS (CT PUBLIC ACT 09-81)**

The State of Connecticut is requiring that each local and regional Board of Education implement a green cleaning program for all school buildings and facilities in its district. The Easton, Redding and Region 9 Boards of Education are committed to the implementation of this law by providing the staff, and upon request, the parents and guardians of each child enrolled in each school with a written statement of the school district's green cleaning program as well as making it available on its website annually. The statement will also be distributed to new staff hired during the school year, and, upon request, to parents or guardians of students transferring in during the school year.

1. Green cleaning program means the procurement and proper use of environmentally preferable cleaning products as defined by the Department of Administrative Services (DAS) for all state owned buildings, schools and facilities. DAS currently requires that environmentally preferable cleaning products be independently certified by one of two third party certified organizations: ***Green Seal or Eco Logo***.
2. By July 1, 2011 and thereafter no person shall use a cleaning product in a public school unless it meets the DAS standard.
3. The types of cleaning products covered in this legislation include: general purpose, bathroom, and glass cleaners, floor strippers and finishes, hand cleaners and soaps.
4. Disinfectants, disinfectant cleaners, sanitizers or antimicrobial products regulated by the federal insecticide, fungicide and rodenticide act are not covered by this law.

### **NO PARENT, GUARDIAN, TEACHER OR STAFF MEMBER MAY BRING INTO THE SCHOOL FACILITY ANY CONSUMER PRODUCT WHICH IS INTENDED TO CLEAN, DEODORIZE, SANITIZE OR DISINFECT.**

The implementation of this program requires the support and cooperation of everyone, including administrators, faculty, staff, parents, guardians, and facilities staff.

### **PSYCHOTROPIC DRUG USE**

School personnel are prohibited from recommending the use of psychotropic drugs for any student enrolled within the school system. School nurses, nurse practitioners, district medical advisors, school psychologists, school social workers, and school counselors may recommend that a student be evaluated by an appropriate medical practitioner.

### **CHILD ABUSE**

All professional school staff, including but not limited to paraprofessionals, are obligated by law to report suspected child abuse, neglect, and/or if a child is placed in imminent danger of serious harm to the Connecticut State Department of Children and Families Services. Specific procedures governing the reporting of abuse and neglect are in effect, and staff receives yearly training in their use. 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 abuse, sexual exploitation, deprivation of necessities, emotional abuse, cruel punishment, or neglect is also considered child abuse/neglect.

Please refer to the JRMS website ([www.johnreadps.org](http://www.johnreadps.org)) for Board of Education Policy #5141.4(a), Reporting of Child Abuse/Neglect.

### **SUICIDE**

The Board of Education recognizes that suicide is among the three leading causes of death among young people and, consequently, is a concern to this school system and the community it serves. This district wishes to take a proactive stance in preventing the problem of youth suicide. It is the Board's policy to actively respond in any situation where a student verbally or behaviorally indicates an intent to attempt suicide or to do physical harm to himself/herself.

Please refer to the JRMS website ([www.johnreadps.org](http://www.johnreadps.org)) for Board of Education Policy #5141.5, Suicide.

## **SECTION SIX – COMMUNICATION AND RELATED POLICIES**

### **BOARD OF EDUCATION MEETINGS**

The Board of Education meets once a month, the first Tuesday of each month at 7:30 PM in the Community Room at John Read Middle School. Parents, students, and other community members are encouraged to attend. Meeting dates are posted by the PTA, in *The Aspetuck News*, and on the ER9 website.

### **SPECIFIC COMMUNICATION CHANNELS**

To promote student success and help our students develop socially and emotionally, it is important for students, teachers, and parents/legal guardians to communicate throughout the school year. Both formal and informal means of communication are encouraged at John Read Middle School.

- **Open House** - This evening program, which usually occurs early in the school year, is designed to familiarize parents with curricular goals at each grade level and expectations for student performance.
- **Student Led Conferences** – These scheduled conferences occur in the fall.
- **PTA Peek at the Week** – This bi-weekly publication will highlight specific team and school events, interdisciplinary projects, student and teacher accomplishments, and important school news. The *Peek at the Week* can be found on the JRMS website and it is sent by Listserv.
- **Progress Reports and Report Cards** - These are available via the PowerSchool Parent Portal at <http://powerschool.er9.org> quarterly.
- **Personal Contact by phone or e-mail** - Teachers will initiate personal communications via the telephone or e-mail when they are concerned about any aspect of a student's performance. A parent/legal guardian, teacher, student conference or team-parent/legal guardian and/or student conference may be arranged when warranted.
- **JRMS Home Page** – (<http://www.johnreadps.org>) Our website contains up-to-date information about our school as well as the JRMS Handbook and Related Policies.
- **PTA** – The PTA is an active group of parents who volunteer their time and talents to enhance the student's educational experiences at John Read Middle School through a variety of cultural events. Please contact the PTA president(s) for more information.
- **Principal** - Periodic messages from the principal.

### **SURVEY OF STUDENTS**

No student may, without parental consent, take part in a survey, analysis, or evaluation that reveals specific personal or family information. Please refer to the JRMS website ([www.johnreadps.org](http://www.johnreadps.org)) for Board of Education Policy # 6162.51, Survey of Students (Student Privacy).

### **STUDENT/PARENT/LEGAL GUARDIAN COMMUNICATION WITH FACULTY**

Students are encouraged to advocate for themselves and communicate with their teachers and parents/legal guardians, and in doing so will:

- Discuss school successes and challenges with parents/legal guardians openly and honestly.
- Request assistance in a subject area, when needed, directly from the teacher. When you encounter social difficulties, seek assistance from the guidance counselor.
- Keep scheduled appointments with the teacher/school counselor.
- Request a conference with the teacher to discuss academic progress.

Parents/legal guardians are encouraged to communicate with their children, their children's teachers, and school officials, and in doing so will:

- Discuss feelings about school and progress in school with your child on a regular basis.
- Support and encourage your child to learn to the best of his/her ability.
- Promote the development of personal responsibility by setting clear expectations for homework completion and school behavior.
- Support the rules of the school and expectations for student performance and behavior set by teachers.
- Sign all letters, progress reports, and other communications requiring your signature and have your child return them to school within the allotted time.
- Attend school-sponsored meetings, support the PTA, get involved in creating positive change for our school.
- If concerns arise, discuss them directly with your child's teacher(s) or the guidance counselor.
- In communicating with your child or his/her teachers, model a positive attitude about school, one that reflects a home and a school working together to benefit our students.
- Communicate directly with the principal if issues are not satisfactorily resolved in direct communication with teachers or the school counselor.



## **VISITORS**

For your information and for reasons of security, a "visitor" to JRMS is anyone who is not an officially registered student at JRMS or an employee of the Redding Public School system on the active payroll of the day. A "visitor" to JRMS must immediately report to the main office, identify himself/herself, state the reason for the visit, sign in, get a visitor's tag, show license, and receive permission from the principal/designee to be in the building.

- Visitors are not permitted in the classroom at any time of day except by permission of the classroom teacher and the building administrator.
- All visitors are required to sign in with the office when arriving at school.
- Students are not permitted to bring guests to school. Graduates of JRMS who wish to visit former teachers may do so only after 3:40 PM dismissal and, of course, if the teacher is available.
- Visitors who are not authorized are loitering and may face a misdemeanor charge of trespassing.
- Parents are requested to come to the main office when dropping off items for their child or when coming to school for a teacher meeting. We ask that our learning environment be free from interruptions which have a negative impact on our students.