

John Winthrop Middle School

STUDENT HANDBOOK

2023-2024



Ignite Your Spark

Ms. Melissa Morgan-Hostetler
Principal

Mr. Peter Foxen
Dean of Students



John Winthrop Middle School
1 Winthrop Rd.
Deep River, CT 06417
Phone: 860.526.9546
Fax: 860.526.3721

<https://jwms.reg4.k12.ct.us/>

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Contact Information

Main Office: 860.526.9546

Fax: 860.526.3721

Attendance: email: jwmsattendance@reg4.k12.ct.us

Superintendent: 860.526.2417

First Student Bus Co: 860.526.5833

School Hours

Regular Day: 7:45 a.m. - 2:17 p.m.

Early Dismissal: 7:45 a.m. - 12:12 p.m.

Two Hour Delay: 9:45 a.m. - 2:17 p.m.

Closings

In the event of an unplanned school delay, early dismissal or school closing, you will receive notification through the SwiftReach system and you should check the local television stations. We will be using phone numbers and email addresses provided on our Student Information Sheet.

When there is a delayed opening, schools will close at their regularly scheduled time.

*Since the above service is provided, students should not call the school for this information.

**In the event school is closed for an emergency. All activities are automatically canceled. The school will not be open on these days.

Faculty and Staff

Administration

Melissa Morgan-Hostettler
Peter Foxen

Principal
Dean of Students

Pupil Personnel

Doug Gagne
Jennifer Sullivan
Mallory Cappabianca
Lydia Ryan
Emily Telensky

8th grade School Counselor
7th grade School Counselor
School Psychologist
BCBA
School Nurse

Grade 7

Marco Aguiar
Allison Carr
John Iacobellis
Mike McAuliffe
Courtney O'Dell-Piper
Nikki Whaley
Anne Pollock

Social Studies, *Team Leader*
Wellness
Mathematics, *Department Head*
Language Arts, *Department Head*
Science, *Department Head*
Special Education, *Special Ed Team Leader*
Special Education

Grade 8

Christy Coppola
Rebecca Ingmundson
Kelli Murphy
Matt Schenck
Tim Tredwell
John Voitovich
Anne Pollock

Language Arts
Social Studies, *Team Leader*
Science
Mathematics
Wellness
Special Education
Special Education

Exploratory

Marybeth Acevedo
Heather Cassidy
Marla Kosenski
Jenn Blalock
Barbara Free
Chris Lutjen
Sarah Minor
Laura Traver
Kevin Lam

Spanish
Spanish
French
Technology Education
Life Management
Art
Library
Music
Music

Paraprofessionals

Connie Brown
Trish Brick
Deb Campbell
Nicole Grechika

Kim Meluzzo
Shannon Nygard
Dan Warren
Wendy Waterbury

Teacher Assistants

Nancy Tighe

Secretaries

Adele McAndrew
Cindy Sadlowski

Administrative Assistant
Administrative Assistant to the Principal

Custodial Staff

Jim Jake
Fred Copeland
Henry VanWyngaarden
Bill Campbell
Manny Matute

Maintenance Supervisor
Maintenance
Head Night Custodian
Night Custodian
Custodian

School Openings & Closings
 High School 7:40 AM - 2:23 PM
 Middle School 7:45 AM - 2:17 PM
 Elementary Schools 8:25 AM - 3:00 PM

Regional School District No. 4
Chester, Deep River, & Essex Elementary
Academic Calendar
August 2023-July 2024

Early Dismissal Time
 High School 12:20 PM
 Middle School 12:12 PM
 Elementary Schools 1:00 PM

Approved by Supervision District on 01/11/23

August 2023 (2) (2)

S	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September 2023 (19) (21)

S	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October 2023 (21) (42)

S	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November 2023 (18) (60)

S	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December 2023 (16) (76)

S	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January 2024 (20) (96)

S	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 28-29 Professional Development Day (Staff Only-No Students)

August 30 Students' First Day of School

September 4 Labor Day

September 16 Rosh Hashanah (School Closed If weekday) (Holiday begins sundown the 19th)

September 25 Yom Kippur (School Closed If weekday) (Holiday begins sundown the 24th)

October 9 Columbus Day (School Closed)

October 25 Early Dismissal for ALL Schools (Prof. Development for Staff)

October 26-27 Early Dismissal Elem ONLY (gr. K-6) for Parent Conf.

November 3 End of Quarter Grades 7-12

November 7 Professional Development Day (Staff Only - No Students)

November 10 Veterans Day Observed (School In Session)

November 22-24 Thanksgiving Break (School Closed)

November 30 End of Trimester Grades 1-6

December 22 Early Dismissal for ALL Schools

December 23-31 Holiday Break (School Closed)

December 25 Christmas (School Closed If weekday)

January 1 New Year's Day (School Closed If weekday)

January 15 Martin Luther King Jr. Day (School Closed)

January 16 Professional Development Day (Staff Only - No Students)

January 23 End of Quarter Grades 7-12

February 14 Early Dismissal for ALL Schools (Prof. Development for Staff)

February 19 Presidents' Day (School Closed)

February 20 February Break (School Closed)

March 7 End of Trimester Grades 1-6

March 13 Professional Development Day (Staff Only - No Students)

March 21-22 Early Dismissal Elem ONLY (gr. K-6) for Parent Conf.

March 29 Good Friday (School Closed)

April 1 End of Quarter Grades 7-12

April 8-12 Spring Recess (School Closed)

April 23 - April 30 Passover (Holiday begins sundown the 22nd)

April 24 Early Dismissal for ALL Schools (Prof. Development for Staff)

May 27 Memorial Day (School Closed)

June 11 Last Day of School (Early Dismissal ALL Schools)

End of Trimester Grades 1-6 / End of Quarter Grades 7-12

June 11 GRADUATION Fixed Date- will not change (early dismissal for VRHS ONLY, if last day of school moves beyond June 11)

(180) Total Student Days	
★ Students' First/Last Day of School	○ Professional Development Day No School for Students
◇ School Holidays	□ School Breaks
◊ Early Dismissal Elem. ONLY (gr.K-6) for Parent Conferences	▽ Early Dismissal ALL Schools
Date in BOLD - End of Quarter Grades for 7-12	
Date in italicized BOLD - End of Trimester Grades for 1-6	

February 2024 (19) (115)

S	M	Tu	W	Th	F	S
			1	2	3	
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

March 2024 (19) (134)

S	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2024 (17) (151)

S	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2024 (22) (173)

S	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2024 (7) (180)

S	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July 2024 (0) (0)

S	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Spring Recess Subject to Change: If on March 1, 2024 we have exceeded our Make-up Days for Emergency Closings, each additional day will be deducted from the end of Spring Recess, starting with April 12 and working back to April 8

High School Graduation is a fixed date of June 11th.

Make-up Days for Emergency Closings in this order: June 12,13,14,17,18,19,20,21 (April 12,11,10,9,8)

Approved by the Regional Supervision District Committee on 01/11/23

School Events, BOE Meeting schedules, agendas and minutes are available through the district website at www.reg4.k12.ct.us

Student Arrival & Dismissal

The student day begins at 7:40 am and supervision is provided beginning at 7:25 am.

Drop Off/Pick Up

- The doors will open at 7:25 am
- Students who are dropped off should use the main entrance doors while bus students should use the doors in the back of the building.
- Students arriving to school late or are being dismissed early will report to the main office. Parents dropping students off after 7:40 should enter through the back busway door and report to the main office to sign their child in tardy. Parents picking students up before dismissal will enter the building through the back busway door and report to the main office.

Bus Protocol

School bus transportation is provided for every student. Bus routes are typically published about one week before school starts and will be posted on the district website.

Buses arrive by 7:25 am and students will enter and exit the buses along the designated bus drop off behind the school.

Students should only ride their assigned bus unless they have a note from a parent or guardian. Notes must be turned in to the JWMS front office. Students will receive a bus pass that needs to be given to the bus driver. Bus drivers will not accept parent notes.

All school rules apply to students while on the bus. Any student who commits an infraction is subject to discipline which can include suspension from the bus and/or school. All students must abide by the bus driver's rules and requests.

Late Bus

The late bus runs on Monday, Wednesday, Thursday and Friday. The bus arrives at 4:00 pm for students who wish to participate in after-school activities and/or seek academic help. The late bus(es) do not follow the same route as the regular buses, therefore, your child may not be dropped off at the same location as their regular bus.

If you have any questions, please contact First Student Bus Company at 860.526.5833.

School Building After Hours

When students stay after school, they must have a designated destination. This might include a teacher classroom if they are getting extra help or participating in a club or other school sponsored activity. Students who stay after school but are not in a designated area will be asked to report to the main office. Repeated violations of this policy may result in disciplinary action.

Attendance

Late for School

If possible, email our attendance email (jwmsattendance@reg4.k12.ct.us) or call the main office to let us know when your child is going to be late for school. The automated call goes out at 8:45 a.m. to notify families of the child's absence. You will receive this call if you do not contact the main office. If you bring your child to school after 7:40 a.m, enter through the back busway entrance. We ask you to **accompany your child into the main office and sign them in**. This will ensure that we, as staff, know that your child has arrived tardy to school and that you are aware of the situation.

Early Dismissal

If your child needs to leave school early, please let the office know ahead of time either by email, by sending in a

note or by calling the office. Please let us know the reason and the time you will be picking your child up. Students should report to the main office first thing in the morning to pick up an early dismissal pass. When you arrive at school, **please park in the back busway parking lot and report to the main office to sign your child out.**

If a student leaves school early due to an illness, they may not return to school to participate in extracurricular activities for that same day.

Attendance Procedure:

Email jwmsattendance@reg4.k12.ct.us or call the school office if your child will be absent.

- **ONE THRU NINE DAYS ABSENT:** Acceptable reasons for a student absence to be considered excused would be any reason that the student's parent or guardian approves. A email or note from the parent or guardian is required and should be turned into the main office when your child returns to school.
- **TEN OR MORE DAYS ABSENT:** Acceptable reasons for a student absence to be considered excused are the following:
 - student illness (verified by an appropriately licenced medical professional);
 - religious holidays;
 - mandated court appearances (documentation required);
 - funeral or death in the family, or other emergency beyond the control of the student's family;
 - lack of transportation that is normally provided by a district other than the one the student attends;
 - extraordinary educational opportunities pre-approved by the building principal and in accordance with Connecticut Department of Education guidelines.

Procedures for Student's Extended Absence

Any student who is absent for an extended period during the school year, inevitably loses a substantial amount of instruction. For this reason, we encourage parents to carefully consider any extended vacations and trips during the school year. Students taken out of school for a family vacation will be given an unexcused absence. Family's must inform the school and see that missed schoolwork is completed.

School Meals

Lunch

There are two grade-level lunches. Students may bring their own lunch to school or they may order a hot lunch, salad, sandwich or bagel platter for \$3.25. A La carte items, such as ice cream and snacks are available for an additional charge in the cafeteria.

Breakfast

Breakfast is available in the cafeteria between 7:25-7:40. This year there is no charge for breakfast.

Cafeteria Payments

Students can use cash, check (payable to "JWMS Cafeteria" or parents can access the online web portal for credit card payment. Cash or check must be brought to the main office. For using our Web Store portal for online breakfast or lunch payments, please go to Regional School District #4 website (<https://region4schools.ss3.sharpschool.com>).

Click on the "For Parents" button on the lower right hand side of the page. Click on the "Signing on to the WebStore Portal for Online Lunch Payments" for more information on how to sign up through PowerSchool.

Make-Up Work

When absent, students should check Google Classroom for their assignments, and they can email teachers directly with any questions or concerns.

Visitors

All doors will be locked during the school day. JWMS utilizes a visitor management system, RAPTOR, and outside visitors must provide identification in order to be screened.

Students who do not attend JWMS will not be allowed visitation during the school day, unless authorized by administration.

Lockers

Students are assigned one locker at the beginning of each academic year. Students are able to go to their locker periodically throughout the day. Students may carry a backpack that contains their school materials for the day.

Students should not have a large amount of money or other valuables in school.

Smartphones/tablets/lpads/electronic games or devices are not permitted to be used during school hours at JWMS. Students will be asked to bring them to their locker. JWMS assumes no responsibility for lost, stolen or damaged devices brought to school. Students are also reminded not to leave valuables in classrooms or cubbies; items of significant monetary or sentimental value should be kept at home for safekeeping.

Lost and Found

Lost and Found is located in the cafeteria. If you have lost something, report it at once to the office. Unclaimed items will be donated to charitable organizations throughout the year.

Emergency Drills

Drills are required by state law. Students are taught lockdown procedures and they should be aware of the fire exits for each of their classrooms. When leaving the room, students are expected to be quiet, follow teacher directions, and proceed to the designated area. Directions for evacuating the building can be found in each room. In addition to lockdown and fire drills, we periodically conduct other drills for emergency preparation.

Telephone

There is a telephone in the main office for students to use either before or after school hours. At other times, students are allowed to use the phone per request, as long as it is during an appropriate time.

Closed Campus

JWMS is a closed campus. Once students arrive on campus, they must stay and cannot leave without a prearranged early release, or if their parent or guardian come to pick them up or sign them out at the main office. This applies to the normal school day and certain evening events, such as dances and other school sponsored activities where parents/guardians are not present.

Team Teaching

Each teaching team at JWMS works collaboratively and assumes responsibility for their assigned students to support transitions and the education of the “whole child”. Teams work in a collegial manner to find and share instructional strategies that enhance opportunities for student success. Each grade level provides a comprehensive instructional program that builds upon skills, connects curriculum areas, promotes critical problem solving and provides students with strategies for active learning. The Exploratory classes, Art, Life Management, Tech Ed, Computer Ed, Library, Spanish, French and Music including band and chorus, are a component of each student’s schedule and are considered integral components of a well-balanced educational program.

If you have questions, concerns, or a problem, we urge you to begin with your child’s teacher. Very often your questions and/or concerns can be solved with direct communication with the teacher. Teachers are available to meet with parents/guardians individually before or after school or as a team during designated times during the school day. Parents/Guardians can arrange meetings by calling or emailing the teacher or team leader directly.

Wellness Program

The wellness program at JWMS is based on the care and development of the mind and body. Educational objectives introduce a variety of skills, activities, games, and sports to encourage students to be life-long participants in fitness and physical activity.

Students are not required to change for Wellness classes. Students are required to wear proper footwear and clothing that is suitable and appropriate for being active in class.

If a student is injured, a signed note from a parent or guardian will excuse a student with a minor injury for up to 2 days from participating in class. For an injury lasting longer than 2 days, a note from a doctor must be on file with the Wellness teacher. If the note does not indicate a date of return to activity, another doctor’s note must be on file to clear the child to participate.

Homework

Homework is any activity or assignment performed outside the classroom that is directly connected to standards being taught in the classroom. Homework is an integral part of learning that supports practice, time management, collaboration, and academic achievement. As a community, we value teaching and learning and therefore value:

- Student independence on homework completion.
- Relevant and meaningful homework.
- Feedback to support teaching/learning.
- Clear and consistent expectations.
- The need for balance.

Homework Guidelines

Homework is assigned on a regular basis. Assignments are designed so most students can complete all homework, including time for studying and preparing for tests or quizzes in the average minutes shown. JWMS believes that every learner is different and the need for balance. If you have any questions or concerns regarding your child, please contact the teacher or team leader.

Grade 7- 70 minutes
Grade 8- 80 minutes

Please note that students taking an extra class that requires practice, such as band, should expect to exceed the daily minutes in a proportional manner. Also for accelerated math, students should expect homework for that class to be consistent with a time expectation for the higher grade level.

Student Guidelines

- Complete homework with best effort.
- Use resources to access homework assignments (planner, Google classroom).
- Seek clarification from teachers when unclear about homework/concepts.
- Use class time or other time for starting or completing homework.
- Use resources to complete homework (after school at Homework Helpers, extra teacher help).

Teacher Guidelines

- Provide clear directions/expectations for homework.
- Team communication on assigned work/assessments/projects.
- Provide a consistent means of communicating homework to students.
- Communicate how/what types of feedback students will receive on homework.
- Communicate with parents to inform them about homework expectations, policies, and procedures.
- Ensure homework is meaningful and reinforces standards being taught in the classroom.

Parent/Guardian Guidelines

- Create the conditions for homework completion appropriate to your child.
- Teach techniques to develop good personal study habits.
- Help with organization.
- Help to instill advocacy skills/encourage students to self-advocate and communicate directly with teachers.
- Contact teachers if concerns persist.

Section 504

Regional School District 4 schools are in full compliance with Section 504 of the Rehabilitation Act of 1973, and the ADA Amendments Act of 2008. Section 504 provides necessary accommodations for students who have a disability which substantially limits a major life activity. Questions should be directed to the school counselors.

Grade Reporting & Honor Roll

Information regarding your child's academic performance is available at any time on the district PowerSchool link, which is accessible through our district website (<https://www.reg4.k12.ct.us>). Students and parents/guardians

may monitor progress in each class throughout the marking period as they wish. Report cards are posted in PowerSchool after each of the four marking periods (November, January, April and June).

Parents may contact teachers at any time during the school year for progress reports on their child. Parents may also arrange a meeting with their child's teacher or team of teachers by contacting the teacher or the team leader.

Honor Roll

An honor roll is published at the end of each marking period. To qualify for High Honors, you must have a quarter average of 92 or higher. To qualify for Honors, you must have a quarter average of 85 to 91.99.

Marking Periods, Progress Report Dates, and Report Card Dates, 2023-2024

MARKING PERIODS	PROGRESS REPORT DATES	REPORT CARD DISTRIBUTION DATE
<u>August 30- November 3</u> 45 days	<u>October 6</u> 3:00 pm View in PowerSchool	<u>November 17</u> 3:00 pm View in PowerSchool
<u>November 4- January 23*</u> 45 days	<u>December 7</u> 3:00 pm View in PowerSchool	<u>February 2</u> 3:00 pm View in PowerSchool
<u>January 24- April 1*</u> 45 days	<u>February 16</u> 3:00 pm View in PowerSchool	<u>April 5 or 15</u> 3:00 pm View in PowerSchool
<u>April 2- June 11*</u> 45 days	<u>May 6</u> 3:00 pm View in PowerSchool	<u>June 11*</u> 3:00 pm View in PowerSchool

*Contingent on snow days. Dates could be adjusted to account for school cancellations.

Special Services and Special Education

Regional School District 4 provides a continuum of services and programs for students with disabilities based on their specifically identified needs. These programs range from self-contained classes in which students receive instruction in fundamental academic courses from certified special education teachers to individual and small group instruction designed to supplement or reinforce the regular classroom curriculum.

Related services are provided to support a student's special education program as needed. They include: speech and language therapy, counseling, occupational therapy, physical therapy, assessment and evaluation, school health services, and homebound instruction.

School Counseling Department

The School Counseling Department is primarily a support-based service designed to help students be successful during their middle school experience. Duties that the department oversees and coordinates include:

- Orientation and transition programs
- Student schedules
- Short-term individual counseling
- Academic monitoring
- Scheduling and facilitating meetings for parents/guardians
- Crisis team participation
- Resource for teachers, parents/guardians, and students
- Participation in team meetings

Additionally, the School Counseling Office offers lunchtime discussion groups during which students can connect with their peers. The discussions focus on adolescent issues that tend to come up in a typical middle school. The range of topics has included interpersonal communication, social media, self-esteem, executive functioning skills, divorce, peer pressure, as well as many other relevant topics that young teens face on a regular basis.

The School Psychologist is also a member of the School Counseling Department, who reviews student referrals and helps in the facilitation of the PPT process, and offers counseling and lunchtime discussion groups.

Extra Help

Students who are experiencing difficulty academically are urged to seek extra help. Teachers make every effort to be available after-school in order to assist students who need extra help. We recommend communication through email or a phone call to keep all parties informed of the arrangement and progress.

Schedule Changes

At JWMS, we try to avoid schedule changes, but under very rare circumstances, a schedule change may be necessary. A schedule change request must be (1) for substantive academic reasons or (2) hardship situations. Requests will be reviewed by the appropriate school counselor with final approval given by the administration. Schedule change requests will be denied if they are simply to meet the personal preference of the student, or if class size limits or other scheduling parameters make the change impossible or ill advised.

District Issued Chromebook Student Expectations

Regional School District 4 views the use of electronic resources as central to the delivery of its educational program and expects that all students will use electronic resources as an essential part of their learning experience. It is the policy of Regional School District 4 to maintain an environment that promotes ethical and responsible conduct in all electronic resource activities. With this privilege, comes responsibilities for the parent and for the student.

Student/Parent Expectations

- Students will be expected to use and take care of this Chromebook throughout their tenure with Regional School District 4. Students will be expected to return their Chromebook in good working condition upon request or when leaving the district.
- The student issued Chromebook is the property of Regional School District 4 and is on loan to the student.
- The use of electronic resources is a privilege, not a right, and may be revoked at any time.
- The student/parent will be held financially responsible for the replacement and/or repair of the device if damaged/lost.
- In order to safeguard this device while in your child's possession you may wish to consider the following at your own expense:
 - Insurance: Parents may wish to contact your personal insurance agent regarding options for protecting the district issued device.
 - Device Protection: Parents may also wish to purchase backpacks with padded laptop compartments, and/or a padded laptop sleeve.

Student Responsibility

Each student is responsible for bringing their fully charged Chromebook and charger to school daily. If there is a technical issue with the Chromebook that renders it unusable, it is the responsibility of the student to report the issue to the technology department located at the back of the Library Media Center. Teachers and/or administrative consequences may result if students consistently fail to bring their charged Chromebook to class.

Availability of Loaners

A small number of loaner Chromebooks will be available for those rare times a Chromebook is under repair.

Acceptable Use Guidelines for Before, During and After School Hours

It is understood that the use of electronic information resources must be in support of education, research, and the educational goal and objective of Regional School District 4.

- A school issued Chromebook is not private; all electronic mail and all files stored on the Regional School District 4 equipment, the network, or cloud services are the property of the district and may be subject to review and monitoring.
- It is the student's personal responsibility to report any misuse of the network to the system administrator.
- Students will not submit, publish, display, or retrieve any defamatory, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material.
- Students will abide by all copyright regulations.
- Students will not reveal home addresses or personal phone numbers of themselves or others.
- Students will not use the network in any way that disrupts the use of the network by others.
- Students will not use the network for commercial purposes.
- Students will follow all of the rules of Regional School District 4 while using electronic information resources.
- Students will not attempt to harm, modify, or destroy hardware or software, or interfere with system security.

District Consequences: The use of district technology is a privilege and not a right. Students are expected to use all technology, including district issued Chromebooks, in accordance with these guidelines, the District Acceptable Use Policy and any applicable laws. Failure to use district technology appropriately will result in the following consequences, as determined by district staff and administration.

- Limit student use or access privileges
- Loss of the privilege of taking a district issued laptop home
- Financial restitution
- Disciplinary action or restorative practice
- Suspension from school
- Expulsion from school
- Civil or criminal liability under applicable laws

Technology Use

CHROMEBOOK RECEIPT AND RESPONSIBILITY FORM link below

https://docs.google.com/document/d/1mckID9EF_f85qSxfxgVBNmSqABdSJAFP2nz7ZdE6qVI/view

Phones and Electronic Devices

JWMS recognizes the need for students to be able to contact parents/guardians. A phone is available in the main office for student use. If a parent prefers a student to carry a cell phone, they must be silenced and stored in a locker during school hours. Students should not be calling or texting between the hours of 7:25 am and 2:17 pm. Students who do not manage their phone/device use properly will need to have their phone kept in the main office for the day and returned to them at 2:17 pm. Repeated offenses are subject to further action.

Electronic devices such as, but not limited to, Smartphones/IPads/Tablets, must be placed in lockers after 7:25 am. Staff will notify students if such electronic devices will be used during the school day for educational purposes only. Regional School District 4 is not responsible for lost or stolen phones, Ipods, or other such devices.

Health Services

School Nurse

Each school has a registered nurse on duty during school hours to attend to student health needs. First aid measures for illness and injury occurring in school will be performed according to first aid guidelines and the written standing orders approved and signed by our medical advisor. Treatment for injuries occurring at home and off school premises are the responsibility of the parent/guardian and family physician.

At the beginning of each school year or upon school entry, each student will require a parent/guardian to update current demographic, emergency contact, and health information on the Student Information Update form that goes home on the first day of school. This **mandatory** annual update is critical for school personnel to be able to contact families and for the school nurse to be able to meet the medical needs of students. It is imperative that

emergency contacts be people who have agreed to be contacted if a parent/guardian is unavailable. It is the responsibility of the parent to arrange for pick-up of the student if deemed appropriate by the school nurse or administration.

Immunizations and Physicals

State regulations require each child to be immunized according to current immunization requirements. Proof of immunizations is to be provided to the health office **prior to the start of school**. The State also requires a physical examination for students prior to the start of 7th grade, with the result to be recorded on the blue State of Connecticut Health Assessment record with all mandatory screening items completed by the physician's office. The front page is to be completed by the parent/guardian and the completed form can be turned into the main office or the health office. New entrants from within the United States are to complete a release of records in order to obtain health records from the previous school. The nurse will review these records and notify the parent/guardian if anything further is needed. New entrants from outside of the United States must submit a recent physical examination completed, signed, and dated by a U.S. licensed physician within 12 months of entry.

Physical Examination Policy

All students entering Grade 7 shall have a physical examination conducted by a physician, physician's assistant, or an advanced practice registered nurse. This assessment is to include all mandated screening items such as height, weight, blood pressure, postural, vision, hearing, hemoglobin and/or hematocrit, chronic disease assessment, and any updated immunization records.

This examination should take place between June 1st of their 5th grade year and before starting Grade 7, allowing thirteen months to meet this requirement.

Noncompliance with this state required examination will ultimately result in exclusion of the student from classes. If the parent/guardian of any student is unable to pay for a physician's examination, the expense thereof, shall, on the recommendation of the administration, be paid for by the Board of Education.

Athletic Physicals

For eligibility purposes, students must have an annual physical exam on file with the school nurse. This exam will expire after 13 months, at which time a student will become ineligible to participate in athletics without a new medical examination.

Student Illness

A student should remain at home from school with the following symptoms of communicable disease or illness:

- A temperature of 100 degrees or greater. Students should be fever free without the use of a fever reducing medication for a minimum of 24 hours before returning to school.
- Vomiting and/or diarrhea. Students should remain at home for at least 24 hours without repeated episodes of vomiting and/or diarrhea. They should be able to tolerate fluids and solid food before returning to school.
- A cough that is persistent and disruptive.
- Any skin rash suggestive of a communicable disease.
- Eye discomfort suggestive of a possible bacterial or viral infection that includes symptoms such as drainage, itching, redness and pain.
- Other non-specific symptoms that have been associated with possible Covid-19 infection such as sore throat, headache, muscle and body aches, runny nose, or sudden loss of taste/smell.

Emergency Epinephrine Administration to students who may be exhibiting signs of a severe allergic reaction who have no previous history of anaphylaxis.

Connecticut State Medication Regulations now require that our schools designate and train nonmedical qualified staff who have volunteered to administer emergency epinephrine in cartridge injectors to students who are exhibiting signs of having a severe allergic reaction who have not been previously identified by a physician as having a severe allergy. It authorizes the emergency use of Epipens by nonmedical staff if the nurse is absent or unavailable during the school day hours on school grounds. The qualified staff must meet annual training requirements.

Any parent/guardian of a student who does **NOT** want epinephrine given to their child who has **NO PREVIOUS HISTORY OR DIAGNOSIS** in the event of a severe allergic reaction must submit a letter in writing to the school nurse.

Medical Administration

State regulations and Board of Education policy mandate that medication shall be administered to students during school hours **only** when it is not possible to achieve desired effects by administering the medication at home. If medication administration of prescribed or over the counter medication is necessary during school hours or school activities, the following criteria must be met:

- A medication authorization form for each medication is to be completed by the physician, Dentist, APRN, or PA with written authorization by the parent/guardian and be on file in the health office. Medication authorization forms are available from the school health office or your child's physician. The forms are to be renewed annually.
- The medication must be in its original container, properly labeled with the student's name, medication name, time of administration, dosage, and not more than a 90 day supply. Any remaining medication is to be picked up at the end of the school year
- Self administration of medications for treatment of asthma and life threatening allergies are appropriate when approved by the physician, and the parent/guardian.
- All medication, except those approved for transport by students for self administration, shall be delivered to the school by the parent/guardian or other responsible adult and shall be received by the school nurse, or in their absence, the principal or designee.
- All medication, except for those approved for self administration, will be administered by the nurse or trained staff.
- Students may not carry or maintain any unauthorized or unidentified medication in school or on the school bus.

Medical Exclusion for Wellness Class

If a student is ill or injured and unable to participate in Wellness class, a parent may submit a written excuse that will be accepted for a maximum of two classes. Students who require a longer exclusion from class must have a physician's note excluding them from class that includes date parameters of a maximum of six weeks. Students requiring additional exclusion time will be required to obtain a written extension time from their physician.

Spark Expectations

JWMS students are expected to be good citizens and to embody our school's core values. **Success, Perseverance, Accountability, Respect, and Kindness (SPARK). "SPARK" MATRIX**

The matrix on the next page explicitly states that our SPARK. expectations, by location, which will be modeled, taught and reinforced throughout the school year. We believe this will contribute to maintaining our positive school culture and climate at JWMS.

⚡ JW CHARGERS ⚡
IGNITE YOUR...

S Success	P Perseverance	A Accountability	R Respect	K Kindness
In all settings we will...	<ul style="list-style-type: none"> • Give best effort • Keep going despite difficulty or delay in achieving success • Expect to make mistakes and learn from them 	<ul style="list-style-type: none"> • Care for school property • Make safe decisions & report unsafe behavior • Accept consequences for actions 	<ul style="list-style-type: none"> • Use appropriate language • Care for others' things & school property • Use good manners • Be flexible • Share meaningful feedback in a supportive manner 	<ul style="list-style-type: none"> • Take care of ourselves • Engage in positive self-talk • Treat others as we would want to be treated
In classrooms & library we will...	<ul style="list-style-type: none"> • Have a positive attitude • Embrace challenges & push ourselves 	<ul style="list-style-type: none"> • Come to class on time & prepared • Take time to complete quality work • Self-advocate • Ask for help & accept feedback 	<ul style="list-style-type: none"> • Follow classroom directions • Speak at the appropriate time • Be courteous in the learning environment 	<ul style="list-style-type: none"> • Be open-minded of different ideas • Work together
In restrooms & locker rooms we will...	<ul style="list-style-type: none"> • Plan stops wisely & be mindful of time 	<ul style="list-style-type: none"> • Ask before leaving class • Sign out & sign in • Practice appropriate hygiene • Use the bathroom in a timely manner 	<ul style="list-style-type: none"> • Use facilities appropriately • Keep facilities clean 	<ul style="list-style-type: none"> • Give privacy and space to others • Understand personal limits & boundaries of others
In cafeteria & hallways we will...	<ul style="list-style-type: none"> • Model appropriate, positive behavior • Wait patiently 	<ul style="list-style-type: none"> • Clean up trash on table or floor • Take directions from supervising adults 	<ul style="list-style-type: none"> • Keep voices at acceptable levels • Walk safely & keep traffic moving • Follow expectations without reminders 	<ul style="list-style-type: none"> • Invite or allow someone new to sit at our table • Speak kindly to others
With technology we will...	<ul style="list-style-type: none"> • Stay focused on assignments • Be patient learning a new skill or platform 	<ul style="list-style-type: none"> • Care for Chromebooks • Charge Chromebook to be prepared for class • Keep cell phones off & in locker • Follow the acceptable use policy 	<ul style="list-style-type: none"> • Use our own, school-issued technology only, and with permission • Navigate Internet appropriately • Use proper email & messaging etiquette 	<ul style="list-style-type: none"> • Think before posting: Is it true? Is it kind? Is it necessary?

Dress Code for Students

Dress Code Policy link below:

<http://z2policy.cabe.org/cabe/browse/region4/region4/z20000178>

Restorative Practices

JWMS employs Restorative Practices to support our students through situations that require administrative intervention. Students referred to administration for disciplinary reasons will meet with a school administrator to discuss concerns. Whenever possible and appropriate, JWMS uses restorative practices to address student behaviors that require educational intervention. We encourage parents/guardians to take an active role in the process.

Detention

Detention for violation of school rules will be conducted from 2:17-3:30 pm Monday, Wednesday, Thursday or Friday. This is designated as a time of personal reflection and silent study. Most often, a child will be asked to complete a reflective assignment or develop a plan to restore a relationship broken by the student's actions and to participate in a post conference with a teacher or administrator. Failure to report to an assigned detention without proper authorization could result in further disciplinary action.

In School Suspension (ISS)

A student who habitually violates rules or exhibits inappropriate behavior that is disruptive or dangerous may be assigned an in-school suspension at the discretion of the administrator. ISS provides a disciplinary alternative within the structured environment of the school day. Parents will be notified of a child's assignment to ISS. While in ISS the student may be provided with all academic work in a monitored and restricted setting. The student will also receive counseling and reflective, restorative work to complete before returning to the general school setting. Students serving an ISS are not allowed to participate or attend school related activities after school on the day(s) of their suspension.

Out of School Suspension (OSS)

Out of School Suspension is the exclusion from the school building and activities for disciplinary reasons by administrative staff up to, but no more than, 10 consecutive days. Out of school suspensions are served by the student off of school grounds and are assigned only for those deemed too serious for in-school suspension. Students serving an OSS are not allowed to participate in school related activities after school on the day(s) of their suspension.

Expulsion Policy

Expulsion policy link below:

<http://z2policy.cabe.org/cabe/browse/region4/region4/z20000143>

Police Referral

Notification of student behavior/actions/violations to the local and state police may be necessary, depending upon the violation and/or the safety of the student and/or the school community (e.g. possession of illegal substances or weapons or school grounds).

Bullying Prevention and Intervention Policy

Bullying Prevention Policy link below:

<http://z2policy.cabe.org/cabe/browse/region4/region4/z20000176>

Sexual Harassment Policy

STUDENT Sexual Harassment Policy link below:

<http://z2policy.cabe.org/cabe/browse/region4/region4/z20000209>

Programs, Services, and Activities

Extracurricular Activities

JWMS offers a wide variety of clubs and activities for student participation after school. Extracurricular offerings are subject to change based on staffing and student interests/participation levels. Club offerings and sign up information will be sent home by email in the Charger Chatter newsletter as well as announced on the morning news.

Extracurricular Participation- School Attendance

A student must be in attendance for 3 hours and 45 minutes in order to participate in an afterschool/evening activity including practices/games/dances/events etc. This rule also applies to weekend events, except that the

student must be in attendance at school for at least 3 hours and 45 minutes on the preceding school day. Any excused absences must be cleared by administration in order to participate.

Dances

Dances and social events are scheduled periodically during the school year. In order to attend, the student must have the "Dance Rules" permission form signed by a parent/guardian before purchasing a ticket. They are for JWMS students only, and admission costs will be announced prior to the event. Tickets for these events must be purchased during school hours. No tickets are sold at the door. Students must have a ride to and from the event, remain at the event until it is over, and be aware that all school rules are in effect during the dance. Because teachers and staff members are giving up personal time to chaperone these events, it is critical that students are picked up at dismissal time. Students are not allowed to leave the cafeteria, lobby or gym area once you have arrived at the dance. If a student is absent from school the day of the dance, they may not attend, unless pre-approved by Administration.

Athletics

JWMS offers an education-based athletic program. There are many interscholastic and intramural athletic opportunities. All students are eligible to participate in the sports listed below. The Athletic Director and coaches will schedule information sessions for the students prior to the start of each season. All parties will receive tryout dates and athletic program procedures. Each coach will provide a team schedule to all students participating. For more information please view the [JWMS Athletic Website](#).

Fall Interscholastics:

Boys Soccer
Girls Soccer
CoEd Cross Country

Winter Interscholastics:

Boys Basketball
Girls Basketball

Spring Interscholastics:

Baseball
Softball

Fall Intramurals:

Flag Football
Hockey/Volleyball (girls)

Winter Intramurals:

Volleyball (Co-Ed)

Spring Intramurals:

Track & Field (Co-Ed) Field

Interscholastic Registration

- ALL student-athletes **must** register on [FamilyID](#)
- ALL student-athletes **must** have a physical on file (within 13 months) with the school nurse.
- ALL student-athletes **must** read the [Sports Tryout Policy](#) before the first tryout session.

JWMS interscholastic sport registration is offered via online registration through Familyid.com. FamilyID is a secure registration platform that provides you with an easy, user-friendly way to register for our programs, and helps us to be more administratively efficient. When you register through FamilyID, the system keeps track of your information in your FamilyID profile. You enter your information only once for each family member for multiple uses and multiple programs, you will only ever need to update information and resubmit each athletic season.

As part of the registration process, parents/guardians will be providing an electronic signature to required forms and agreements. A parent/guardian will be provided a registration link in the Athletic Department Newsletter. The registration link can also be found at the [JWMS Athletic Website](#). At any time, you may log in at www.familyid.com to update your information and to check your registration(s) and athletic status. To view a completed registration, select the 'Registration' tab on the blue bar. For support with registration or questions regarding FamilyID, Contact FamilyID at: support@familyid.com or 888-800-5583 X1. Support is available 7 days per week and messages will be returned promptly.

Intramural Registration

The following forms are required before a student is able to participate in intramurals. The forms are available in the main office or may be downloaded below. Each coach will hold an informational meeting and explain the sign-up process, season schedule and team expectations.

- [Intramural Sports Emergency Permission Form](#)
- [Concussion Education Plan & Consent Form](#)
- [Sudden Cardiac Arrest Awareness Form](#)

Academic Requirements for Participation

Middle school students may not participate for a period of two weeks if they receive an F or two D's on their report card or progress report. If, at the end of two weeks, the student has brought the F grade to a passing level, they may resume play. If they continue to have 2 D's at that time, they will become ineligible until the next report card.

Transportation to and from athletic events

All students must ride the bus to and from an athletic event. In exceptional circumstances, if an athlete must ride with their parent(s), they must complete the [Transportation Waiver](#) process. Please note, the form should be completed and submitted 24 hours in advance of the event.

Communication

Each coach will establish a communication platform to communicate with the student-athletes on the team. All parties should review the [Athletic Department Communication Procedure](#) regarding changes/updates to the schedule. Importantly, student-athletes will be notified by 1pm, by their coach, if there is a schedule change. Student-athletes are responsible for communicating those changes to their respective families. Please [CLICK HERE](#) to add a team's schedule to your calendar.

Behavioral Requirements for Participation

All Board of Education and school rules present in the student handbook apply to athletic participation. Being that JWMS athletes are a reflection of the team and school as a whole, any conduct unbecoming of a student-athlete both on and off the field, and school campus, at any time will not be tolerated. Any incident will be reviewed on an individual basis and shall not set precedent for any future decision. Violation of any of these terms will result in consequences determined by the Head Coach and/or the School Administration/Athletic Director and a final decision will be made, up to and including dismissal from the team.

Drug & Alcohol Policy

Drug & Alcohol Policy link below:

http://z2policy.cabe.org/cabe/browse/region4/region4/z20000169/JD_5131.6

2. Unsportsmanlike conduct

BOE Policy #5131 ~ Students shall be properly instructed in rules and regulations of acceptable conduct; they shall then be responsible for understanding and complying with the standards of behavior described therein. Any student who fails to comply with these rules and regulations concerning student behavior is liable to suspension, exclusion, or expulsion.

Contact Information

For more information about the athletic program, please contact Athletic Director Lewis Pappariella at lpappariella@reg4.k12.ct.us or 860-526-5328 x2570.