

STUDENT/FAMILY HANDBOOK 2026-2027

Nathan Hale-Ray Middle School



Mission Statement

The Nathan Hale-Ray Middle School is dedicated to the education and development of the young adolescent in transition. By providing a nurturing environment, the administration and staff value their roles in developing capable, enthusiastic, and independent learners.

**73 Clark Gates Rd.
PO Box 363**

Moodus, CT 06469
860-873-5081

www.easthaddamschools.org

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BOARD OF EDUCATION POLICIES

<u>Non-Discrimination – B.O.E. 0521</u>	
<u>Harassment – B.O.E. 5145.5</u>	
<u>Removal / Suspension / Expulsion – B.O.E. 5114.1</u>	
<u>Non-Discrimination – B.O.E. 5145.4.</u>	
<u>Hazing and Bullying – B.O.E. 5131.911</u>	
<u>Bullying/Cyberbullying – B.O.E. 5131.913</u>	

[Copyrighted Materials – B.O.E. 6162.6](#)
[Homework – B.O.E. 6154](#)
[Students Dress and Grooming – B.O.E. 5132](#)
Transportation - B.O.E. [3541.31](#) / [3541.35](#) / [3541.5](#)
[Truancy– B.O.E 5113.2](#)
[Community Relations – B.O.E. 1110.1](#)
Model Notification of Rights under the Protection of Pupil Rights Amendment (PPRA)
Model Notification of Rights under FERPA for Elementary and Secondary Schools
[Students Records/Confidentiality – B.O.E 5125](#)
[Students Health Services – B.O.E 5141](#)
[Adminstrating Medication – 5141.2](#)
[Instruction/Surveys of Student – B.O.E. 6162.51](#)
[Instruction Special Education – B.O.E. 6171](#)
[Individualized Education Program/ Special Education Program – B.O.E. 6159](#)
[Student Nutrition / Wellness – B.O.E. 6142.101](#)
Required Parental Notification

EQUAL OPPORTUNITY/TITLE IX

East Haddam Public Schools does not discriminate on the basis of: race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability (including but not limited to) intellectual disability, past or present history of mental disorder, physical disability or learning disability, genetic information, or any other basis prohibited by state and/or federal nondiscrimination laws: and equal access to school facilities and school premises to Boy Scouts and other designated youth programs
(REF: Board Policy: 4000.1)

The following person has been designated as to district compliance officer who will coordinate compliance with the non-discrimination requirement of Title IX and 504.

Director of Pupil Services
Title IX Compliance Officer/ Title IX Coordinator and Section 504 Coordinator.
East Haddam Board of Education
1 Plains Road Moodus, Ct. 06469
860 873-5046



Dr. Rayna Northcutt, Principal
Rayna.Northcutt@easthaddamschools.org

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Moodus, CT 06469
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Bridget Erlandson, Assistant Principal
Bridget.Erlandson@easthaddamschools.org

Fall 2025

Dear Nathan Hale-Ray Middle School Students and Families,

Welcome to a new school year at Nathan Hale-Ray Middle School! We are excited to begin this journey with you and look forward to all the opportunities the year ahead will bring. At NHRMS, we take pride in fostering an inclusive and supportive environment where each student is encouraged to explore their strengths, follow their interests, and grow into confident, capable individuals. Our dedicated staff works hard to fulfill our mission of cultivating lifelong learners who are prepared to become thoughtful, creative, and productive citizens in a diverse and ever-evolving world.

We know that strong partnerships between school and home are essential to student success. We encourage families to stay involved and engaged in their child's education. Our open-door policy reflects our belief in transparent communication, and we welcome your questions, ideas, and feedback at any time. Working together, we can create a positive and collaborative learning community that helps every student thrive.

To maintain a safe, respectful, and consistent learning environment, it is important that students and families are familiar with the school's expectations, policies, and procedures. Please take time to review the student handbook and discuss its contents with your child. It contains helpful information that will answer many of your questions throughout the year. For additional details about our school, district, or Board of Education policies, please feel free to contact our main office at 860-873-5081 or visit our website at www.easthaddamschools.org.

Once you've reviewed the handbook, please acknowledge it digitally through ParentSquare using the Handbook Verification Form. If you prefer to complete a hard copy, just let us know and we will be happy to provide one.

We are excited to welcome you back to NHRMS and are looking forward to a year filled with learning, growth, and meaningful experiences. Let's work together to make it a great one!

Warmest regards,

Rayna Northcutt, Ed. D
Principal

Bridget Erlandson
Assistant Principal

EAST HADDAM PUBLIC SCHOOLS

East Haddam Board of Education
Office of the Superintendent
1 Plains Road
P.O. Box 401
Moodus, CT 06469

Telephone: 860-873-5090

Fax: 860-873-5092

CENTRAL OFFICE ADMINISTRATION

BOARD OF EDUCATION

Mrs. Teresa DeBrito Superintendent of Schools
Jankys
Director of Pupil Services
Mr. Donald Angersola Director of Facilities and Operations
Pisciotti
Ms. Kiera Thompson

Ms. Patricia Stricker, Chairperson Ms. Thea
Ms. Laurel White, Secretary Mr. Sean Morrissey
Mr. Jacqui Endorf Mr. Marc
Mr. Jim Francese
Ms. Terri Garrity

EAST HADDAM PUBLIC SCHOOLS DISTRICT MISSION STATEMENT

The mission of the East Haddam School District is to develop a community of lifelong learners who are prepared to become independent, creative and productive citizens for our diverse and ever-changing global society.

DISTRICT BELIEF STATEMENTS

- We value every child and respect every individual.
- We recognize individuals learn through dynamic and diverse learning experiences.
- We promote quality education through the active partnerships of the community, school, and home.
- We believe individuals should learn in a safe and positive environment.
- We support personal growth through risk taking, mutual respect and openness to innovation.
- We believe fostering pride and self-worth promotes educational excellence.
- We respect expertise and promote educational excellence.
- We accept the responsibility to provide all children with access to equal education.
- We value critical thinking, problem solving, and creativity.

DISTRICT GOALS

The district will:

- Support emotional, social, and academic needs of the school community
- Challenge individual potential and take pride in each member of the community

Individuals will:

- Develop a sense of personal responsibility, sense of community, and citizenship
- Develop lifelong learning skills
- Value learning
- Function in a global environment
- Be an active participant in their learning

- Develop self-worth

SCHOOL HOURS

Grades 6 – 8

Regular Day: 7:40 am start – 2:10 pm dismissal
3:10 pm dismissal
Late Opening: 9:40 am start – 2:10 pm dismissal
3:10 dismissal
Early Dismissal: 7:40 am start – 12:10 pm dismissal
1:10 pm dismissal
Due to Weather: 7:40 am start – 11:10 pm dismissal
12:10 pm dismissal

Grades 4 & 5

Regular Day: 8:40 am start –
Late Opening: 10:40 am start –
Early Dismissal 8:40 am start –
Due to Weather: 8:40 am start –

MORNING ARRIVAL AND SUPERVISION

Grades 6-8 should arrive between 7:15 - 7:30. Students who are not present in class by 7:40 am are considered tardy and must report to the office for a late pass.

Grades 4-5 should arrive between 8:15 - 8:30. Students who are not present in class by 8:40 am are considered tardy and must report to the office for a late pass.

Students are not allowed in the building prior to the times posted above. Please make every attempt to adhere to the posted arrival times. We appreciate your cooperation for the safety of all students.

BUS DROP OFF PROCEDURE

The bus will drop students off in the bus loop and students will enter at designated areas depending on their grade level.

- 4th grade and 5th grade east corner (by soccer field) entrance
- 6th, 7th & 8th grade bus entrance

Drop-off will be in family loop and students will enter through their designated entrance.

EMERGENCY SCHOOL CLOSINGS OR DELAYS

In case of inclement weather or school conditions which would make it impossible to hold classes, school may be canceled or delayed. You should listen to the following radio or television stations for such announcements:

RADIO:

WTIC 1080 AM NMRD 1150 AM
WHCN 106 FM WDRC 1360 AM & 103 FM
WWYZ 92.5 FM WKSS 95.7 FM
WRCH 100.5 FM

TELEVISION:

WFSB - Channel 3
WVIT - Channel 30
WTNH - Channel 8

In addition, there will also be an announcement that will be distributed through the Alert Now System.

2023-2024 STAFF ROSTER

PRINCIPAL

Ms. Rayna Northcutt Ed. D. 2101

ASSISTANT PRINCIPAL

Ms. Bridget Erlandson 2102

4th GRADE TEAM			PUPIL SERVICES		
Ms. Jenna DeMartino		2408	Ms. Amy Assante	Speech/Language	2504
Ms. Grace Adams		2506	Ms. Lauren Masterson	Enrichment	2122
Ms. Alyssa Lemke		2507	Ms. Katherine Bristol	Physical Therapy	2501
Ms. Jody Quinn		2409	Ms. Kristen Colella	Speech/Language	2504
Ms. Allie Mesite		2407	Ms.	Occupational Therapy	2501
5th GRADE TEAM			Ms. Amanda Cappelli	School Psychologist	2302
Ms. Veronica Pytlik		2404	Ms. Abby Lally	Social Worker (K-5)	2410
Ms. Lauren Fulton		2503	Ms. Deanna Tart	Social Worker (6-8)	2302
Ms. Amy Gerrish		2405	Ms. Tina Mackenzie	Language Arts Consultant	2406
Mr. Ryan West		2502	Ms. Kim Towle	Math Consultant	2505
Ms. Angela Seigfried	Pupil Services	2508	SCHOOL COUNSELORS		
6th GRADE TEAM			Ms. Kristy Spinetti (4th, 5th, 7th)		2113
Ms. Alison Akehurst	Mathematics	2603	Ms. Lindsay Knox (4th, 6th, 8th)		2114
Ms. Kelly Braza	Social Studies	2608	PARAPROFESSIONALS		
Ms. Danielle Michaud	Language Arts	2607	Ms. Lisa Cassenti	Ms. Skylar Vumback	
Mr. Kevin Miller	Science	2601	Ms. Melinda Nuzzo	Mr. Ethan Lucas	
Ms. Briana D'Amelia	World Language	2606	Ms. Briana Goff	Ms. Beverly Racine	
Ms. Elizabeth Rovetti	Pupil Services	2307	Ms. McKenzie Caso	Ms. Carly Brown	
7th GRADE TEAM			Ms. Jenna Masci		
Mr. Carl Mayhew	Mathematics	2703	NURSES		
Mr. Matt Hopkins	Language Arts	2704	Ms. Angela Oakes		2106
Mr. Andrew Riccio	Social Studies	2706	Ms. Suzy Miner		2106
Ms. Lara Sullivan	Science	2701	OFFICE STAFF		
Ms. Amanda Romatnick	World Language	2705	Ms. Cheryl Hurlbut		2118
	Pupil Services	2707	Ms. Ciara Sikorski		2119
8th GRADE TEAM			Ms. Kristen Weaver		2117
Mr. Glenn Anderson	Language Arts	2804	CUSTODIAL STAFF		
Ms. Nicole DiFabio	Social Studies	2808	Mr. Steve Quinn		2222
Ms. Katelyn Annino	Mathematics	2807	Mr. Mark Agnew		
Ms. Courtney Harris	Science	2801	Mr. David Alford		
	Pupil Service	2809	Ms. Laura Weileba		
			Mr. Mike Antoncich		
UNIFIED ARTS TEAM			CAFETERIA		
Ms. Emma Blair	Music/Chorus	2218	Ms. Natalie Mather		
Mr. Zachary Blain	Music/Band	2213	Ms. Jennifer Sansalone		
Mr. Steve Pernal	Health/PE	2202	Ms. Aisha Jandreau		
Ms. Tricia Rafala	Library Media Spec.	2129			
Mr. Joe Badala	Computer Education	2130			
Ms. Shaleen Thody	STEM	2605			
Ms. Laurie Tuohey	Health/PE	2306			
Ms. Beverly Ventres	Art	2210			

EAST HADDAM SCHOOL DISTRICT

2025-2026 School Calendar

Approved 2/12/2025

H = Holiday - Schools Closed  = Early Dismissal  = No School  = No School/Make-up day

July 2025				
M	T	W	T	F
	1	2	3	H 4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

4 Independence Day

January 2026				
M	T	W	T	F
			H 2	
5	6	7	8	9
12	13	14	15	16
H 20	21	22	23	
26	27	28	29	30

1 New Year's Day/No School
19 Martin Luther King Day/No School
20 Professional Dev./No School

August 2025				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29


21 & 22 Professional Development
26 - School Begins for Students

February 2026				
M	T	W	T	F
				6
9	 10	11	12	13
H 17	H 18	19	20	
23	24	25	26	27

10 Professional Dev./Early Dismissal
16 Presidents' Day/No School
17 & 18 Vacation Days

September 2025				
M	T	W	T	F
H 1	2	3	4	5
8	 9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

1 Labor Day/No School
9 - Professional Dev./Early Dismissal

March 2026				
M	T	W	T	F
2	3	4	5	6
9	 10	 11	 12	 13
16	17	18	19	20
23	24	25	26	27
30	31			

10 Professional Dev./Early Dismissal
11, 12, 13 - Parent/Teacher Conferences/Early Dismissal/PD

October 2025				
M	T	W	T	F
		1	2	3
6	7	8	9	10
H 14	 15	 16	 17	
20	21	22	23	24
27	28	29	30	31

13 - Columbus Day/Indigenous People's Day/No School
14 - Professional Dev./Early Dismissal
15, 16, 17 - Parent/Teacher Conferences/Early Dismissal

April 2026				
M	T	W	T	F
		1	2	H 3
6	 7	8	9	10
H 13	H 14	H 15	H 16	H 17
20	21	22	23	24
27	28	29	30	

3 - Good Friday/No School
7 Professional Dev./Early Dismissal
13-17 Spring Break

November 2025				
M	T	W	T	F
				1
3	4	5	6	7
 10	11	12	13	14
17	18	19	20	21
24	25	26	H 27	H 28

10 Professional Dev./Early Dismissal
11 Veterans Day/School in Session
26 Vacation Day
27 & 28 Thanksgiving Recess

May 2026				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
H 26	27	28	29	

22 Professional Dev./No School
25 Memorial Day/No School

December 2025				
M	T	W	T	F
1	2	3	4	5
8	 9	10	11	12
15	16	17	18	19
22	23	24	H 25	26
29	30	31		

9 Professional Dev./Early Dismissal
22-Jan. 2/ Winter Holiday Break

June 2026				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	 12
 15	 16	 17	 18	19
22	23	24	25	26
29	30			

12 Last Day/Early Dismissal
12 School Ends for Students/ High School Graduation
16,17,18,19 Make-up days #1-4
19 Juneteenth

NOTE: School closure days shall be scheduled on Make-Up Days starting with June 15
Additional closure days will then be taken from April vacation beginning with Monday, April 13
February 17 & 18, 2025 may also be used as school closure make-up days.
Board of Education reserves the right to make changes as needed due to unforeseen circumstances affecting school closures.

After school meetings will occur on Tuesdays unless adjusted by Principals

2025-2026 SCHOOL CALENDAR BREAKDOWN

July 2025

4 Independence Day

August

21 & 22 Professional Development
26 First Day for Students

September

1 Labor Day (Schools Closed)
9 Early Dismissal/PD

October

13 Columbus Day/Indigenous People's Day (Schools Closed)
14 Early Dismissal/PD
15-17 Parent/Teacher Conferences, Grades PreK-8 (Early Dismissal)
Professional Development, Grades 9-12 (Early Dismissal)

November

10 Early Dismissal/PD
11 Veteran's Day, school in session
26 Vacation Day
27 & 28 Thanksgiving Recess (Schools Closed)

December

9 Early Dismissal/ PD
22-Jan. 2 Winter Holiday Break

January 2026

1 New Year's Day observed (Schools Closed)
2 Winter Holiday Break
19 Martin Luther King Day (Schools Closed)
20 Early Dismissal/PD

February

10 Early Dismissal/PD
16 Presidents' Day (Schools Closed)
17 & 18 Vacation Days (No School)

March

10 Early Dismissal/PD
11-13 Parent/Teacher Conferences, PreK-8 (Early Dismissal)
Professional Development, Grades 9-12 (Early Dismissal)

April

3 Good Friday (No School)
7 Early Dismissal/PD
13-17 Spring Break (No School)

May

22 Professional Development (No School)
25 Memorial Day (Schools Closed)

June

12 Early Dismissal/
School Ends for Students/High School Graduation
(pending snow days)

2025-2026 SCHOOL TIMES

SCHOOL	Regular Hours	Early Dismissals	2 hr. Delay	3 hr. Delay
ELEMENTARY SCHOOL	8:50a - 3:20p	8:50a-1:20p	10:50a - 3:20p	11:50a - 3:20p
MIDDLE SCHOOL	4-5th 6-8th	8:40a - 3:10p 7:40a - 2:10p	8:40a - 1:10p 7:40a - 12:10p	10:40a - 3:10p 9:40a - 2:10p 10:40a - 2:10p
HIGH SCHOOL	7:30a - 2:00p	7:30a - 12:00p	9:30a - 2:00p	10:30a - 2:00p

2025-2026 EMERGENCY CLOSURES

School days lost to weather or other emergencies conditions will be made up in the following order:

* End of school year up to and including June 19th

* April 13-17 (5 days)

* February 17 & 18 (may be used at discretion of BOE)

The Board of Education reserves the right to make changes as needed due to unforeseen circumstances

	School Closing Date:	Make-Up Date:	Last Day for Students:
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

ORGANIZATIONAL STRUCTURE

WHAT IS A MIDDLE SCHOOL?

Our school is unique because it is a combination of a 4/5 upper elementary school and a 6-8 middle school. Our school is designed with the emerging adolescent in mind. Middle school students are experiencing changes during these dynamic years that are physical, mental, social, and emotional. The program at the middle school has been planned to help students grow and mature during these important transitional years.

Students will be assisted in developing a better understanding of themselves through their maturity in decision making, seeking help, organizing time and materials, following directions, developing new academic skills, gaining new knowledge, and finding new interests. In their experience at Nathan Hale-Ray Middle School students will have the opportunity to explore core academic areas as well as the unified arts offerings. The middle school experience is one of growth, choice, new friends, new learning, and managing greater responsibility and independence.

TEAMING

The students at Nathan Hale-Ray Middle School are divided into grade level teams. Each team has its own group of teachers. A special education teacher (or teachers) is assigned to each grade level team. In this way, teachers and students have the opportunity to get to know each other better.

The teachers on each team meet regularly during a common planning period to:

- Plan ways to assist individual students
- Agree on common expectations for students on the team
- Monitor student progress
- Plan team activities such as interdisciplinary projects, units, field trips, and assemblies
- Discuss student issues including recognition and behavior.

Each team works collaboratively to plan and share instructional strategies that enhance opportunities for student success. We are striving for a comprehensive instructional program that stresses basic skills, connects curricular areas, and provides students with a relevant, differentiated and engaging approach to learning. Fine arts, wellness, technology, and developmental issues are also integral components of each student's schedule that completes the delivery of a well-balanced educational program.

The teachers put in great effort to make the years at Nathan Hale-Ray Middle School the best they can be for each student. Students are expected to do their part as well. This handbook outlines responsibilities students will be expected to assume.

PUPIL SERVICES

Guidance and School Counseling Department

The Guidance and School Counseling Department consists of two school counselors, a school psychologist, a 4th/5th grade social worker, 6th-8th grade social worker and a full-time secretary. This department provides invaluable resources for all. The Guidance and School Counseling Department provides vital services designed to help students be successful during their middle school experience. These services include:

- Orientation and transition programs.
- Student scheduling.
- Group and individual counseling.
- Academic monitoring.

- Progress reports, report card process, honor roll, etc.
- Arranging parent meeting(s).
- Coordination of 504 and PPT meetings.
- Participation in weekly pupil services meeting.
- Assist with coordination and participation on crisis team on an as needed basis.
- Resource for students, teachers, and parents.
- Development and implementation of developmental guidance curriculum.
- Educational testing.

Student groups will be conducted on an as needed basis to assist our students with issues that affect their academic and personal/social development. Your child may participate in groups throughout the year. Signing the Handbook Verification Form permits our counselors to include your student in these groups. Counselors will also call to confirm student participation with parents.

The special education decision-making body, the Planning and Placement Team, always consists of an administrator or administrative representative, a teacher(s), and a representative from pupil services. A parent or guardian is also a vital PPT member and every attempt is made to ensure parent involvement. Other PPT members may be additional school personnel who would be helpful in planning; programming and/or evaluation and other people the parents may wish to have in attendance. Students are also important PPT members and they are encouraged to attend. Beginning in grade 6, student participation becomes integral into the development of post-school planning that is part of their IEP.

Grade level teams meet regularly to review student progress toward grade level expectations. When students struggle to meet these expectations after provided with varying levels of instructional supports, a team may refer the student to a PPT to determine if special education services are necessary. Similarly, parents are encouraged to reach out and discuss concerns with their child's teacher(s). If they feel that their child is not making progress after this conversation, or continue to have concerns, they are encouraged to contact their child's guidance counselor or building administrator to discuss concerns further and seek other supports that may be available through an IEP or 504 plan.

CODE OF CONDUCT

1. Nathan Hale-Ray Middle School has developed behavior expectations/rules that will be reviewed by the administrators and teams of teachers during the first two weeks of school. The community recognizes and values the uniqueness and importance of each student. You are expected to show respect and consideration for others at all times. Successful students exhibit the following characteristics:

- Attend school and class regularly and punctually.
- Consult with the teacher about work to be completed in the case of absence(s).
- Know and understand the purpose and requirements of the assignments.
- Understand and follow directions, ask for clarification if needed.
- Know and understand the methods of evaluation and assessment (tests, quizzes, long-projects, etc.).
- Understand that content, structure, and appearance of all written assignments are important elements in the grading process.
- Assume responsibility for obtaining and returning if appropriate the proper resources and materials.
- Budget time effectively.
- Maintain the integrity of assignments.
- Meet deadlines.
- Being Respectful to others.

2. Six non-negotiable and essential expectations serve as an umbrella for all other rules/regulations in place.

- Maintain the physical and emotional well-being of all students, staff, and faculty.
- Respect all individuals, school property, and the property of others.
- Refrain from verbal defiance at all times.
- Avoid all illegal substances, i.e. drugs, tobacco, and alcohol.
- Maintain academic and social honesty.
- Refrain from behaviors or items of dress that could interfere with learning.

ACADEMIC HONOR CODE

Any student who knowingly uses or copies the academic work of another student or plagiarizes and presents it as his/her own without proper credit will be subject to appropriate disciplinary sanctions. The expectation is for integrity to always be observed.

ACADEMIC AND UNIFIED ARTS PROGRAMS

The curriculum of Nathan Hale-Ray Middle School has been planned to help students continue to develop the knowledge, attitudes, and skills learned in elementary school. Students will recognize familiar areas of study such as language arts, social studies, math, science, and reading. The content of these areas will build on prior learning while introducing students to new information as well. Students will develop interests and skills in new areas of learning. They will also find new opportunities in developmental guidance, computer education, enrichment, fine arts, physical education, health, world language, and other skills important to developing adolescents. Health education is an approved and required curriculum taught to all students in the East Haddam Public School District. In accordance with Public Act 88-112 instruction on Acquired Immune Deficiency Syndrome is included in the program. Parents/guardians have the right to have their child excused from that portion of the health curriculum dealing with AIDS. This must be done with a written request submitted to the building principal and the health education instructor.

Students entering grades 5, 6, 7, and 8 may choose between band and/or chorus. Please be aware that membership in one of the ensembles (band/chorus) is considered to be a full year commitment. If a family decides the best course of action is for the student to drop the course during the year, those requests will only be honored for the first two weeks of each semester. Dropping band or chorus will require:

1. A conference or note written to the music teacher from a parent or guardian.
2. The approval of the guidance office and/or the school administration.

NATIONAL JUNIOR HONOR SOCIETY – RAY SCHOLARS CHAPTER

The Ray Scholars Chapter of the National Junior Honor Society (NJHS) at Nathan Hale-Ray Middle School recognizes 7th and 8th grade students who demonstrate excellence in scholarship, leadership, service,

character, and citizenship. To be eligible to apply, students must be entering 7th or 8th grade and must have earned High Honors in Trimesters 1, 2, and 3 of the current school year. Please note that meeting eligibility requirements does not guarantee selection. A faculty committee will review all completed applications, and those selected will be inducted as members of the Ray Scholars Chapter of NJHS.

COMMUNICATION AND INFORMATION

Need to contact somebody at Nathan Hale-Ray Middle School and not sure who?

Academic Concern – Contact the teacher(s) directly

Administration

Social/Emotional Concern – Guidance and School Counseling Department

Front Office

Schedule a PPT – Guidance Secretary

Nurse

Special Education – Case Manager

Discipline Issue –

Absences/Bus Pass –

Health Concern – School

All staff members have access to email and can be contacted with their corresponding email address:

firstname.lastname@easthaddamschools.org

PARENTSQUARE

NHRMS uses ParentSquare to communicate with parents and guardians. ParentSquare provides a simple, fast, and safe way for everyone at school to connect.

With ParentSquare you'll be able to:

- Receive all school and classroom communication via email, text or app
- View and download photos
- View the school and classroom calendar and RSVP for events
- Easily sign up to volunteer and/or bring items

Please activate your account!

HOMEWORK STATEMENT

Homework is an integral component of the Middle School instructional program. The Middle School faculty regularly assigns meaningful homework for the following purposes: to strengthen basic skills; extend classroom learning; stimulate and further interests; reinforce independent study skills; develop initiative, responsibility, and self-direction, stimulate worthwhile use of leisure time; and acquaint parents with the work students do in school. Organizational skills and time management are also reinforced through daily and longer-term assignments. Students are expected to complete all homework assignments on time and in a neat, organized manner. If a student is absent and misses an assignment, he/she is required to confer with the classroom teacher and make arrangements for completion of the assigned work. In the event that a student experiences difficulty with an assignment or topic, he/she is encouraged to ask the teacher for clarification and/or extra help. The faculty members are readily available to help students achieve academic success.

GRADE REPORTING

Students in grades 4-8 will receive a report card with their performance level in each subject at the end of each trimester marking period. Students do not need to return report cards to school, but parents will be asked to sign and return the envelope. Progress reports are issued to students midway through each trimester. These reports point out to students and parents areas of positive achievement and areas where a student may need to improve. In addition, teachers may contact parents if there is a special need to do so in the case of incomplete work or behavioral concerns. Teachers will also make calls on occasion to report on successes or commend students for a job particularly well done. Report cards for all students will be issued on or around 11/26, 3/7, and on the last day of school. Slight adjustments may result from calendar changes due to snow days.

STANDARDS BASED REPORT CARD

Similar to the elementary school, grade 4 will be using a standards based report card. This system of reporting, which is already being used in unified arts classes, has specific standards linked to the curriculum for each course. Instead of a letter grade, students will be assessed in a more detailed and useful manner. For example, language arts progress will be measured with indicators such as reading comprehension and reading fluency. Students will be assessed on a four point scale and will earn a score of "3" if he or she meets the course expectations.

Rating:	4	Exceeds standard
	3	Meets standard
	2	Working to meet standard
	1	Needs improvement

HONOR ROLL CRITERIA

In grades 5-8, an honor roll will be issued for each marking period. Criteria for honor roll:

High Honors - Earn the grades of A- or higher in all classes.

Honors - Earn the grades of B- or higher in all classes.

(Due to Standards Based Report Cards, there is no honor roll for grade 4.)

ACADEMIC BEHAVIOR RECOGNITION

NHRMS 3As All-Stars- In addition to the academic honor roll, students in grades 4-8 are recognized at the end of each trimester for strong academic behaviors including: actions, attitude, awareness. Students who meet (3) or exceed (4) the expectations for all three academic behaviors, in all classes, will be celebrated on the NHRMS 3As All-Stars Award List.

POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS

We are pleased to be implementing PBIS at our school. "Positive Behavioral Interventions and Supports is a prevention framework for establishing and sustaining effective school-wide and individual behavior supports needed to enhance academic, social, and behavioral outcomes for all students." Our focus will be on people's Actions, Attitude, and Awareness. Our motto is: *At NHRMS, our actions, attitudes, and awareness create a*

positive community of learning and relationships. We have created expectations for the classroom as well as the non-academic parts of the student day such as lunch and recess.

Outdoor Recess Guidelines

For the 2025–2026 school year, we will use 32 degrees Fahrenheit or the “feels like” temperature as a guideline for indoor recess. At our school, decisions about outdoor recess are made with student safety in mind, taking into account both temperature and wind chill factor. When the combined temperature and wind chill fall to levels considered unsafe for prolonged outdoor exposure, recess will be held indoors.

Students are strongly urged to wear coats, gloves, and other necessary clothing to stay warm during the colder months.

RESTORATIVE PRACTICES

In all matters of student accountability, as educators, we take seriously our obligation to teach students better behavioral strategies. Therefore, in all matters requiring behavioral accountability, we will seek first to restore relationships and repair harms done.

Fundamental Principles:

- Acknowledge that relationships are central to building community
- Build systems of that address misbehavior and harm in a way that strengthens relationships
- Focus on the harm done rather than only on rule breaking
- Give voice to the person harmed
- Engage in collaborative problem-solving
- Empower change and growth
- Enhance responsibility

EAST HADDAM SCHOOL DISTRICT ACHIEVEMENT NIGHT

The East Haddam School District may conduct an Academic Achievement Night in late Spring to recognize students in grades 6-12 who achieve academic excellence. Students in grades 6-8 who receive high honors for the first two (2) trimesters will be recognized at this event.

STUDENT PLACEMENT POLICY

In accordance with Board Policy 5122, grade and class placement are very important educational decisions and shall be the responsibility of the administration with consideration of information provided by the grade level team of teachers, the school counselor, and the parents. The decision will be based on general academic achievement, and ability, as well as the mental, physical, emotional, and social maturity of the child. All placement decisions will be made on an individual basis with the best interest of the child as the focal point.

FAMILY MEETINGS / CONFERENCES

The faculty, staff, and administration welcome and encourage familial involvement in their child’s education. If parents/guardians wish to meet with individual or teams of teachers, please contact the individual teacher, team leader, or guidance to arrange the meeting. Please understand that teachers have scheduled obligations before and after school. All teacher conferences must be scheduled ahead of time. Periodically parents/guardians may be invited to attend a teacher conference to discuss their student’s progress. Parents/guardians are encouraged to make every effort to attend such conferences. In addition, specific

parent/guardian-teacher conferences are scheduled for October and March. If you wish to participate in a conference with your student's team of teachers at either of these opportunities, please contact the office to schedule an appointment. Please refer to the district calendar for these dates.

FOOD SERVICES

Hot and cold lunches are available each day and include vegetables, fruit, and milk. Hot lunch price is \$3.75. Sandwiches, salads, and other a la carte items may be purchased separately. Breakfast is also available daily at a cost of \$2.25. We encourage everyone to set up a [MyPaymentsPlus](#) account for their students to charge meal. The [Application for Free and Reduced-price School Meals](#) should be completed for all eligible students. Please be mindful that the CSDE program that offered free breakfast for all students has ended. All meals, breakfast and lunch, will be on a pay per meal basis in 2024-2025.

Rules for cafeteria behavior are as follows:

- o There will be a designated area in the cafeteria for students with food allergies. All food must meet the requirements of that specified area.
- o If a student does not have lunch money, he or she may charge their lunch at the cash register in the café.
- o Students must have a pass from a teacher and sign out in the cafeteria to be dismissed to that teacher's room during lunch. Students should also have a pass when arriving late to lunch.
- o Food and/or beverages are not to be taken from the cafeteria unless prior arrangements have been made.

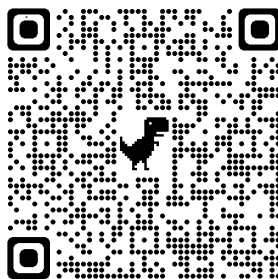
Please visit www.easthaddamschools.org/food-services for more information about our Food Services Department.

PROCEDURES

ATTENDANCE

Time lost from class is irretrievable particularly in terms of opportunity for interaction and exchange of ideas between and among students and teachers. Teachers have traditionally attempted to provide opportunities for make-up work for classes missed but there is no way to reproduce or recapture classroom activities. Regular attendance is essential to the educational process. Please review the following guidelines carefully:

1. Students are required to be present in school a minimum of at least half the day to be considered present. Attendance of less than three point five hours will be considered an absence and will restrict extra-curricular or special event participation.
2. If a student is absent or misses a class for any reason, it is that student's responsibility to see the teacher promptly on returning to school for all the class work missed. If students know in advance that they will miss a class due to a school approved activity (e.g., a field trip), they should notify their teacher beforehand.
3. All absences must be reported to the school. **Parents/guardian are requested to report absences by completing the [NHRMS Attendance Form](#) on the morning of the absence.** This form can be accessed through the school website www.easthaddamschools.org/Nathan-Hale-Ray-Middle-School and click on the "Attendance Form" link. Parents may also call the school office which opens at 7:15 a.m. Messages can be left on the general delivery voice mail system if calling before or after hours.



4. In the case absences that will last for two days or more, (sickness, etc.) parents may request assignments by calling the school before 8:30 a.m. The teachers will prepare assignments and deliver them to the main office where they may be picked up at the conclusion of the school day. It is expected that all assignments will be completed and tests will be taken within a week after returning to school. More extended periods of excused absences may call for special arrangements with teachers.

5. Extended or Family Vacations – Family vacations not scheduled during the school calendar vacation weeks impact a child’s education and are discouraged. If a family situation comes up that is unavoidable, teachers may prepare schoolwork for students to do while they are away. Written notification detailing dates and times of absence and the request for homework assignments must be submitted to the administration and to guidance at least one week in advance in order to properly notify all teachers and allow them the time to assemble the student’s work. Every effort will be made to accommodate absences for unanticipated situations. Absences beyond 9 days due to vacation will be regarded as unexcused.

6. Arriving **late to class** is disruptive to the learning process for the late arriving student as well as other students. Unexcused late arrivals will result in a teacher detention. Note: If a student is more than 15 minutes late to class without an acceptable pass, that student shall be counted as absent and may be referred to the office.

7. Per Board of Education Policy 5113 and Connecticut General Statutes 10-184, 10-198a, 10-199 – 10-202 regarding duties of parents, attendance, and truancy, a student is considered “truant” who has four unexcused absences from school in any school month or ten unexcused absences in a school year. A student would be considered a “habitual truant” who has had 20 unexcused absences within a school year. Attendance will be monitored, disciplinary sanctions will be imposed, and the intervention process will be implemented in the case of truant students. Also in compliance with Board Policy 5113, students who accumulate a significant number of excused absences may also be candidates for the intervention process. The law requires each parent or guardian of a child seven years of age and older and under sixteen years of age to ensure that the child attends school regularly when school is in session – unless such parent or other person shows that the child is receiving equivalent instruction elsewhere. The law also requires that parents/guardians provide a telephone number or other means of contact during the school day. Students who have accumulated several unexcused or excused absences will be reviewed by the administration and the grade level teams for further possible intervention, which could include the local Juvenile Review Board. School staff are obligated to report suspected abuse or neglect, including educational neglect. Students who have unexcused absences may also be referred to the Department of Children and Families.

A brief synopsis of the state law is included below. If you would like further information, you can refer to http://www.sde.ct.gov/sde/lib/sde/pdf/publications/guidelines_excused_and_unexcused_absences.pdf. The State Board of Education definitions establish two levels of criteria for an absence to be considered an excused absence (see table below).

Level	Total # of Days Absent*	Acceptable Reasons for a Student Absence to Be Considered Excused	Documentation Required within 10 Days
1	One through nine	Any reason that the student's parent or guardian approves.	Completion of Attendance Form
2	10 and above	<ul style="list-style-type: none"> ● Student illness (<i>Note: to be deemed excused, an appropriately licensed medical professional must verify all student illness absences, regardless of the absence's length.</i>) ● Student's observance of a religious holiday. ● Death in the student's family or other emergency beyond the control of the student's family. ● Mandated court appearances (additional documentation required). ● The lack of transportation that is normally provided by a district other than the one the student attends (parental documentation is not required for this reason). ● Extraordinary educational opportunities preapproved by district administrators. (Opportunities must meet certain criteria. See below for details). ● Mental Health Day 	Completion of Attendance Form and/or guardian note and in some cases additional documentation (see details of specific reason).

TARDINESS

Students in grades 6-8 are required to be in class at 7:40 for first period. Grade 4 & 5 students are required to be in class at 8:40. Students reporting after this time will be considered tardy and must report to the office for a late pass. Tardiness will only be excused for a legitimate reason and should be submitted by parent/guardian using the Attendance Form. Examples of legitimate excuses include: documented medical appointments; a family emergency; court appearances. Examples of tardiness that will not be excused include: oversleeping; missing the bus. After a student has accumulated three unexcused tardies in a trimester, the student is assigned a lunch detention as per the chart below:

Unexcused Tardies (per trimester)

1 - 3 - Warning

4 – 5 - Lunch detention per Infraction

6 + - Office detention per infraction and parental meeting

EARLY DISMISSAL/SIGNING IN AND OUT FROM SCHOOL

There may be occasions when a student must leave school early in order to meet obligations of a urgent nature. To be dismissed early, students must bring a note from their parent to the office whenever possible. Students will not be dismissed to anyone other than a parent or guardian unless permission to do so has been communicated either in writing or by phone by individuals listed in powerschool. A note or email is required if the student is being picked up by anyone other than those listed in powerschool. **Parents must report to the office to pick up their children. Parents must also sign students back in if they return to school after an appointment or family obligation.** Early dismissals are discouraged unless absolutely unavoidable. If a student is dismissed by the nurse because of illness, the person providing the transportation **must** stop in the office to sign the student out. **Parents/guardian are requested to report absences by completing the [NHRMS Attendance Form](#) on the morning of the tardiness.**

MAKE-UP WORK

When students are absent from school or miss classes, they are responsible for making up any work missed. If students do not make up missed work promptly, the grade in that subject may suffer. Assignments that were due on the first day of a student's absence are due the first day the student returns to school unless there are mitigating circumstances that are communicated by a parent. An extension on this requirement may be granted at the teacher's discretion. If students miss class due to field trips, rehearsals, etc., they are responsible for material covered during the absence. Homework will be made available upon request.

DRESS CODE

Success in school in both academic and extra-curricular areas is influenced by self-image. Clothing must be school appropriate and promote a healthy, safe, and positive learning environment. Keep in mind, what may be appropriate for a weekend outing or a summer day on the beach is not necessarily appropriate for school. *Please refer to policy 5132 (a) for further information.*

HALLWAY BEHAVIOR

Students are expected to pass from class to class in a quiet, respectful and timely manner and refrain at all times from running, pushing, or engaging in other unacceptable behaviors that disrupt other classes or could cause an injury or create an unsafe situation.

FOOD IN HALLS AND CLASSROOMS

There may be designated times/places for snacks for each team that will be announced. Water may be consumed in water bottles only with permission, but otherwise students may not eat, drink or chew gum in classrooms.

If a classroom does have a snack time please note that some students in our school are severely allergic to nuts (both tree and peanuts). Please do not send in any snacks containing nuts or peanuts because **all**

classrooms are designated nut-free. Because there are nut-free tables in the cafeteria your child may bring a lunch containing nuts or peanuts.

CARE OF THE BUILDING

We expect that students will take pride in their school and keep it clean. Students are prohibited from writing on desks, tables, walls, or any area where writing is not allowed. If students witness others writing or damaging property they are encouraged to ask those individuals to stop and/or report it to a teacher or the office.

PARTICIPATION RESTRICTIONS

Students are prohibited from attending or participating in a school sponsored activity during a suspension. Students may also lose their privilege to attend or participate in a designated school sponsored activity if a specific behavioral offense, or a pattern of disappointing behaviors would warrant such action. Such action is at the discretion of the administration. Students who participate in extracurricular activities must be in good standing. Please refer to the Eligibility for Extracurricular Activities form for further information.

FIELD TRIP EXPECTATIONS AND REFUND POLICY

At NHRMS, students are expected to demonstrate positive Actions, a respectful Attitude, and consistent Awareness of how their behavior impacts others. These core values are essential to ensuring a safe and inclusive experience for all participants.

For all field trips, please note that students who receive an In-School Suspension (ISS) or Out-of-School Suspension (OSS) will not be eligible to attend. Additionally, students who accumulate four referrals for Wandering, Being in an Unauthorized Location, Disrespect, or Noncompliance will not be eligible to participate.

Please also note that in the event of a behavioral incident or unforeseen illness, a refund may not be issued. Grade levels may include additional academic or behavioral expectations to support a positive and successful experience for all students.

Field Trip Chaperone Policy

All school-sponsored field trips will be chaperoned by Board of Education (BOE) employees.

PERSONAL PROPERTY, STUDENT ACTIVITIES

Please observe the following guidelines regarding personal items

ELECTRONIC DEVICES

The East Haddam Board of Education established an acceptable use policy for electronic devices. Electronic devices are permissible when used to support education and as a means of communication under approved

circumstances. Repeated infractions to the electronic device policy will be considered insubordination and will be subject to further disciplinary sanctions. Please refer to the Board of Education Policy on electronic devices for further information.

Electronic devices shall include all devices that can take photographs; record audio or video data, store, transmit or receive messages or images; or provide a wireless, filtered or unfiltered connection to the Internet. Examples of these electronic devices include, but shall not be limited to, radios, iPods, MP3 players, DVD players, handheld game consoles, cellular telephones, Smartphones, and laptop computers, as well as any new technology developed with similar capabilities.

Cameras are permitted in school only for the purpose of appropriate participation in a specific project and with teacher/administrative approval. **At no time** should students be taking pictures of other students or staff members without express permission from those people for a school project, permission from the administration and/or a specific teacher, and only for purposes as outlined above.

At Nathan Hale-Ray Middle School, we are committed to maintaining an environment conducive to learning, in line with School Board policies. Students are expected to keep their cell phones and smartwatches in their lockers for the entire school day and may not access them at any time, including passing periods and lunch.

If a student is found with a cell phone on their person or in any location other than their locker during the school day—including in a pocket, sweatshirt, backpack, or other personal item—the device will be confiscated and given to Officer Dave Southworth. A parent or guardian will need to contact Officer Southworth to retrieve the device.

If urgent communication is needed, parents/guardians should contact the main office, and we will ensure the message is delivered. If a student needs to contact a parent or guardian, they may go to the main office and use the school phone.

OTHER PERSONAL PROPERTY

Toys that disrupt a positive learning environment such as squirt guns, any facsimile/toy weapon of any kind, other inappropriate toys, games, laser pointers, etc. are not allowed on school grounds for any reason.

BICYCLES

If a student chooses to ride their bike to school, bikes should be parked in the racks located in the front of the building or next to the basketball courts. Be sure to secure bikes with a lock. Students are encouraged to use caution as they enter the school grounds where buses and cars are also arriving.

LOCKERS

Students will be assigned a locker at the beginning of the school year. It is up to each student to keep their locker in good condition. Students are to keep lockers clean, orderly, and are not to write on the locker. Students may use only magnets to display decorative items, no tape is allowed. Lockers are school property and can be inspected at any time.

Students should never bring large amounts of money or other valuable items to school. Expensive musical instruments should not be stored in lockers; they should be stored with the music teacher. The school does not have insurance to cover any losses a student may suffer if items are stolen. Therefore, students are responsible for any loss of chromebooks, chargers, or other school materials, as well as personal belongings, from unlocked lockers. Students are not to share locker combinations with others and must be sure lockers are locked at all times. Students are not to place additional personal locks on their hallway locker.

LOST AND FOUND

If an item such as a book, article of clothing, glasses, jewelry, etc. is lost, students should look for it in the office or the cafeteria. If students find such an item, they are encouraged to take it to the office for safekeeping until the owner can be found. Areas for lost and found items are located in the office, gymnasium, and in the cafeteria.

CHROMEBOOKS

Students are issued barcoded Chromebooks by the school as well as Chromebook chargers. The Chromebooks and chargers remain the property of the school district. Students are expected to take care of the Chromebooks. Students may not put stickers on them, take off keyboards, or destroy them in any way. If a student loses, defaces, or destroys a Chromebook or charger, the student will be required to pay for the maintenance or replacement of the item before a new item is issued. There is an opportunity for families to ensure their students chromebook please reach out to the office for more information.

UNFULFILLED OBLIGATIONS

If a student owes financial obligations at the end of the year, the student will be given notices of such unfulfilled obligations. These may be library fines, the cost of replacing a lost or defaced chromebook, book, or borrowed equipment that has been lost.

PHONE CALLS

Office phones are not for student use unless in an urgent or emergency situation when it is vitally necessary to reach a parent in the case of legitimate school business. Requests to use office phones for last minute social plans will not be honored.

PHYSICAL EDUCATION ATTIRE / PROCEDURES

Students in grades 4 and 5 are not required to change clothes, however it is expected that they will wear clothing on P.E. day that is appropriate for active movement and sneakers are required. Students in grades 6 – 8 are required to change their clothes for physical education participation. Proper and safe attire consists of a T-shirt or sweatshirt; shorts, sweatpants, or wind pants. Appropriate athletic footwear is required. Clothing should fit comfortably allowing for movement. Students are not allowed to wear jeans, tank tops, halter tops, pajamas, or other apparel that would not be permitted in school. Locks will be provided, however, students may bring their own locks to place on their locker in the locker room. Students are not to share their locker combinations. Items of value should not be brought to the locker room. Students with a legitimate reason who request to be excused for physical education for one day must present a written note from a parent. A doctor's note must accompany requests for excused or limited participation. A doctor's note will also be required to resume physical education in cases of illness or injury that restricted participation. Grades in physical education are based largely on participation and effort; students who are not prepared for physical education class will have the opportunity to make up their class on designated days after school to get credit for the class.

FIRE DRILLS / LOCK DOWN / EMERGENCY PROCEDURES

By state law, schools must hold periodic drills to be able to evacuate and/or secure the building quickly in time of emergency. Remember that these drills are preparing us for rapid evacuation and/ or security should a

need arise. The drills are for our safety. All students must take the drills seriously, and follow the teacher's instructions quickly and quietly. During a lockdown, students will be directed by the teacher regarding where to sit in the classroom.

STUDENT ACTIVITIES

Activities will follow health guidelines

INTERSCHOLASTIC SPORTS FOR GRADES 6-8

Fall Sports – Girls' Soccer, Boys' Soccer, Girls' Cross Country, Boys' Cross Country, Girls' Volleyball
Winter Sports – Girls' Basketball, Boys' Basketball, Cheerleading
Spring Sports – Girls' Softball, Boys' Baseball

Physical exams and parent permission slips are required **prior** to trying out for and participating in the interscholastic athletic programs. Physical exams are valid for 13 months and must be on file in the nurse's office. Athletes will also be issued a copy of the NHRMS Athletic Handbook. Other requirements include: Cardiac Arrest Education Presentation for student-athlete and parent (parent and student-athlete must attend); Sudden Cardiac Arrest Informed Consent (to be signed by parent and student-athlete); Concussion Education Presentation for student-athlete and parent (parent and student-athlete must attend); and Concussion Informed Consent (to be signed by parent and student-athlete). The guidelines in this handbook will be reviewed by coaches with their athletes.

DANCES/SOCIAL EVENTS

One social aspect of life at Nathan Hale-Ray Middle School is the opportunity to attend activities and dances sponsored by appropriate class organizations and/or other approved school groups. Dances, ice cream socials and other social events are held periodically throughout the school year. **NO GUESTS ARE ALLOWED.**

1. In keeping with the attendance guidelines a student must have attended school for a minimum of 4 hours the day of the dance or activity to be eligible to attend. Students who have served a suspension on the day of the dance or activity the day a dance or activity is held are not eligible to attend.
2. Dances and other social events are for NHRMS students only.
3. Students attending evening events should be dropped off and picked up at the back entrance of the school. Parents are asked to pick up students promptly at the conclusion of the event.

STUDENT LEADERSHIP

The Student Council is an organization open to students at Nathan Hale-Ray Middle School. The council is made up of elected members. The Student Council's primary goal is to promote leadership and civic responsibility among students through school and community service.

NOISEMAKERS

This organization is a community service and student advocacy group that engages in service projects designed to help the community and/or enhance the school culture and student life.

MPAC – Middle School Principal’s Advisory Council

a parent support organization that welcomes all parents, grandparents, guardians, teachers, and administrators to be members. This dedicated, active group strives to further the interests of the middle school students through shared understanding and sound cooperation among the major influences in their lives – home, school, and community. Each year specific programs are determined by the needs and goals of the MPAC membership and the school community. Numerous opportunities exist throughout the year when parent participation is welcome, necessary, and encouraged. Opportunities would not be possible without parent support. MPAC sponsors social, academic, and cultural activities for our students as well as after school music lessons. MPAC also partners with faculty, staff, administration and interested community members to deliver a comprehensive after school program of activities to our middle school students. This group of hard working adults is making every effort to expand opportunities for students to participate in positive leisure time activities as part of the mission to support the school district’s strategic plan. Volunteers with ideas for new and ongoing offerings are always welcome. MPAC meets monthly and is always looking for family members to be a part of their team. If you would like to join, please contact the main office for more information or email mpacnhrms@gmail.com

EAST HADDAM YOUTH AND FAMILY SERVICES

The EHYFS is a private non-profit agency dedicated to enhancing the lives of youth and families. The agency is involved with community interventions to reduce and eliminate underage drinking and drug use. A comprehensive counseling component is also a mission of the agency. More information is available by contacting East Haddam Youth and Family Services at 860-873-3296.

EAST HADDAM PARKS AND RECREATION

The East Haddam Parks and Recreation Department offers many athletic programs and a babysitting course throughout the year creating additional opportunities for kids and adults. Information is available through newspaper releases and flyers, and may be obtained by calling the Park and Recreation office at 860-873-5058.

HEALTH PROCEDURES

5SCHOOL NURSE

The school nurse's main emphasis is to maintain the health of our students by providing minor first aid and ensuring that physicals and immunizations are up to date. If the nurse finds there is a health problem in the school, she will call the appropriate parents/guardians and discuss it with them. The nurse is on duty each school day during regular school hours.

ILLNESS OR INJURY

If a student becomes ill or has an accident, the nurse will call parents to come and pick their child up. Please be sure that each school year the nurse has current emergency contacts, phone numbers, as well as up-to-date names of places of employment for parents.

Student Illness:

Students must remain home if they have the following symptoms:

- A fever (a temperature of 100.4°f or greater), vomiting, or diarrhea: Student may return to school 1 day after their last symptom (without the use of fever reducing medication). For example, if a child's last temperature above 100.4°f occurred on Tuesday (regardless of when on Tuesday) they may return to school on Thursday.

- Respiratory infections that include a continuous bronchial (or barking) cough: A student may return to school once the cough has substantially improved.

- Chicken pox: A student may return to school once their rash has scabbed.

- Strep Throat: A student may return to school when they are no longer contagious (typically 24 hours after starting medication treatment) and fever free for at least 1 day.

- Pediculosis or Head Lice: A child must remain home until they are lice-free, meaning there is no evidence of live head lice. Students will be reexamined in 7 days and again in 14 days after first observation or notice to the school of the presence of head lice (whichever is later).

The school district's medical advisor will provide additional guidance for specific other illnesses or diseases.

ACCIDENTS

All accidents, no matter how minor, should be reported to your teacher, principal, assistant principal, nurse, or the office.

VISION, HEARING, SCOLIOSIS

State mandated vision, hearing and scoliosis screenings are done on an on-going basis during the school year. Parents will be contacted if the school nurse has concerns.

SELF-ADMINISTRATION OF MEDICATION BY STUDENTS

Students who have a verified chronic medical condition and are deemed capable to self-administer prescribed emergency medication and other medications, excluding controlled drugs, will be permitted to self-administer such medication provided that:

1. The required documentation for self-administering medication at school includes the following additional items:
 - a. The written order must include the recommendation for self-administration by the authorized prescriber;
 - b. The written authorization of the parent/ guardian for the self-administration of medication;
 - c. An assessment by the school nurse that the student is competent to self-administer in the school setting;
 - d. An appropriate plan for the self-administration of medication including provisions for general supervision developed by the school nurse.
2. In addition, the Principal and appropriate staff must be informed that the student is self-administering prescribed medication.
3. The medication is transported by the student and maintained under the student's control in accordance with school policy and the student's plan.
4. In the case of inhalers for asthma and cartridge injectors for medically diagnosed allergies, the school nurse's review of a student's competency to self-administer shall not be used to prevent a student from retaining and self-administering such medication. In such cases, students may retain possession of inhalers or cartridge injectors at all times while attending school and self-administer such medication with only the written authorization of an authorized prescriber and written authorization from a student's parent or guardian.

ADMINISTRATION OF MEDICATION BY SCHOOL PERSONNEL

- o A completed authorization form from your physician or school nurse must be on file in order for medication to be dispensed to your child. This authorization must also be signed by a parent and renewed annually.
- o Medication must be in the original container properly labeled with no more than a 45-day supply.
- o Medication must be delivered to the school nurse or principal by a parent or guardian.
- o Over the counter medications such as Tylenol, Advil etc. are given when we have a signed permission slip (each year) from parents. Forms are available on Powerschool and listed under Health Authorizations.
- o All necessary forms may be obtained from the school nurse.

Please contact the nurse if your child has any change in their health status during the school year. *Please see Board of Education Policy 5141.21 for more information.*

OTHER IMPORTANT INFORMATION

BUS TRANSPORTATION

Bus transportation is provided to all eligible students in accordance with Connecticut laws and Board of Education policy. Proper conduct on the bus is expected of all students. All students should abide by the same conduct on the bus as they do in the classroom.

- o Students may only ride the bus they are assigned to in accordance with Board Policy 5131.1(b).
- o Bus Passes - If a student needs to exit their own bus at a different stop, a written parent request must be presented to the office for authorization, which will then be presented to the driver. Requests to ride another bus will be considered on a case by case basis. **If a student plans to ride home with another student, both families must contact the main office to provide permission—the parent/guardian of the student requesting the change and the parent/guardian of the home where the student will be getting off the bus. Bus passes will not be issued during the Covid-19 pandemic.**
- o Students in grades 4 & 5 will be transported at dismissal time from the middle school to the elementary school.
- o Parents are discouraged from picking up students in grades 4 & 5 from the elementary school. If an emergency or unforeseen circumstances arise to make this pick up an absolute necessity, then parents can arrange the pick up by contacting the middle school offices **before 2:45 pm** so the appropriate and timely communications are made with the elementary school personnel. Parents should not call the elementary school regarding these arrangements.
- o Sporting Goods: Balls, bats, etc. should be secured in an appropriate sports bag.
- o Large school projects should be transported by parents.

The bus driver is in charge at all times and is responsible for making sure all students observe bus required regulations. Failure to comply with bus regulations may result in the suspension of bus privileges as well as other possible disciplinary sanctions. If students are denied bus privileges due to violation of the above-mentioned regulations, parents will be required to furnish transportation to and from school during the entire suspension of bus privileges. Any transportation safety concerns should be directed to the office of the Assistant Principal. Questions regarding special pick up or drop off arrangements should be directed to the superintendent of schools.

VISITATION

Students may not have guests accompany them to school. Parents and other visitors are asked to sign in and obtain a visitor pass when they arrive to volunteer, visit a classroom, or participate in a conference in an area of our building other than the administrative offices.

Parent/Guardian Visitation and Observation Procedure

At times, a parent/guardian may wish to better understand what experiences their child is participating in at school, and a parent/guardian may wish to observe such experiences. The following procedures are established to support a parents request while ensuring minimal impact on the educational process.

- No later than 2 school days prior to the proposed date of observation, a parent or guardian must submit a written request to the building principal. This request must contain the following information:
 - The name of the student
 - A timeframe, not to exceed two hours. (i.e. 12:00pm until 2:00pm)
 - Such requests must be approved by the building principal prior to the parent entering to observe their student.
 - Parents and/or guardians will be permitted to observe their student's experience no more than one time per month, per student.
- The right to observe is for the parent to better understand the experiences their student has at school. It is not for the purposes of evaluating a teacher's practice and is not transferable to someone other than the parent or guardian.

The building principal will consider all requests that meet the above guidelines and expectations. The parent will be informed no later than one school day prior to the date of observation of the decision to allow, disallow, or seek an alternate date and time. Generally, parent requests will be granted as long as the request meets the following criteria.

- There is minimal impact to the educational process.
- Confidentiality obligations as outlined in 34CFR Part 99 (FERPA) and 34CFR Part 300 (IDEA) are maintained.

MEDIA RELEASE / RESTRICTIONS

A student's photo is considered directory information (BOE Policy 5125). Parents/Guardians can opt out of directory information if they send this request by September 15th of each school year. Students may only photograph or take video footage of other students or staff with special permission for an approved school project. We ask that all students, staff, and visitors honor this to respect the rights and privacy of others.

DISTRIBUTIONS / FUND RAISING PROCEDURES AND RESTRICTIONS

All distributions or fundraising initiatives must be approved by the administration.

PESTICIDES

Only certified pesticide applicators shall be used in schools for any non-emergency pesticide use in school buildings or on school grounds. Areas to receive pesticide application will be posted and a written record of all pesticide applications will be maintained for five years. Parents/guardians and staff who want to receive advance notice of all pesticide use will be listed on a registry and such notice will be provided as required by law. Parents/guardians who want to be notified prior to any pesticide applications inside their child(ren)'s school assignment area may contact the business manager.

ASBESTOS

In 1985, the State of Connecticut enacted legislation that required all public school buildings to be inspected to determine if asbestos is/was present and to evaluate the potential for human exposure to airborne fibers of asbestos. This was an ongoing removal and monitoring process at the old school. An Asbestos Management Program was developed to guarantee that these materials are maintained in a condition in which they do not pose a health hazard. As part of the program, these materials are inspected every six months. The new school does not fit in the same category for asbestos monitoring. Anyone wishing to know more about the Asbestos Management Program or the asbestos-containing materials found in the schools may ask to see the Asbestos Management Plan which is on file in the Board of Education office.

YEARBOOK

Interested students may apply for a position on the Yearbook staff. Yearbook pictures are taken between September and February and the book begins production in March for an early June delivery. Information for ordering a yearbook is available by calling the main office.

EHSD COMPUTER CONTRACT

All students and staff members must complete a contract in order to be eligible for access to our district network. Contracts will be distributed to students who have not completed one. Students are expected to follow the guidelines outlined in the contract at all times. Violation of a computer contract will result in disciplinary action and possible loss of privileges.