

# Walter C. Polson Middle School

## 2017 – 2018 Student Handbook



Principal: Frank Henderson  
Assistant Principal: Rebecca Frost

302 Green Hill Road  
Madison, Connecticut 06443

Telephone: 203-245-6480  
Fax: 203-245-6494

School Website: [www.polsonmiddleschool.org](http://www.polsonmiddleschool.org)  
District Website: [www.madison.k12.ct.us](http://www.madison.k12.ct.us)

### This School Agenda belongs to:

Name \_\_\_\_\_

Address \_\_\_\_\_

City/Town \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_

Homeroom Teacher \_\_\_\_\_



# Walter C. Polson Middle School

## 2017 – 2018 Student Handbook



Principal: Frank Henderson  
Assistant Principal: Rebecca Frost

302 Green Hill Road  
Madison, Connecticut 06443

Telephone: 203-245-6480  
Fax: 203-245-6494

School Website: [www.polsonmiddleschool.org](http://www.polsonmiddleschool.org)  
District Website: [www.madison.k12.ct.us](http://www.madison.k12.ct.us)

### This School Agenda belongs to:

Name \_\_\_\_\_

Address \_\_\_\_\_

City/Town \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_

Homeroom Teacher \_\_\_\_\_



## Table of Contents

<b>Important Phone Numbers</b>	1
<b>Mission Statement</b>	2
<b>Polson Core Values</b>	2
<b>General Information</b>	
▪ Arrivals	3
▪ Bus Arrivals	3
▪ Drop Offs	3
▪ Dismissal	3
▪ Bell Schedules	3
▪ Attendance	3
- <i>Absence</i>	4
- <i>Truancy</i>	4
- <i>Excessive Absences</i>	4
- <i>Tardiness</i>	5
- <i>Early Dismissal</i>	5
- <i>After School Activities</i>	5
- <i>Physical Education</i>	5
- <i>Vacations</i>	5
▪ Grading	6
- <i>Marking System</i>	6
- <i>Honor Roll</i>	6
- <i>Grade Seven &amp; Eight Credits</i>	6
- <i>Progress Reports</i>	6
- <i>Report Cards</i>	6
▪ Sports	7
- <i>Medical Requirements/Physicals</i>	7
▪ Storm/Snow Days	7
▪ Visitors	7
<b>Services</b>	
▪ Bicycles	7
▪ Insurance	7
▪ Library Media Center	8
▪ Lockers	8
▪ Lost and Found	8
▪ Lunch Program	8
▪ Mobile Learning Device Policy	8
▪ School Counseling Department	9
▪ Telephones	9
▪ Textbooks and Supplies	9
▪ Use of On-Line Services	9
<b>Health Office</b>	
▪ General Information	9
▪ Additional Health Office Guidelines	10
▪ Medication Administration	10
▪ Scoliosis Screenings	11
▪ Physical Examinations and Required Immunizations	11
<b>Board of Education Policy Information</b>	12
▪ Board of Education Policies	14

**Code of Conduct** (refer to [www.polsonmiddleschool.org](http://www.polsonmiddleschool.org))



# IMPORTANT PHONE NUMBERS

Superintendent of Schools

Thomas Scarice  
(203) 245-6300

Assistant Superintendent of Schools

Gail Dahling-Hench  
(203) 245-6300

Director of Special Education and Student Services

Dr. Elizabeth Battaglia  
(203) 245-6300

Manager of Administrative Services

Art Sickle  
(203) 245-6300

Durham Bus Transportation

Magda Grayson  
(203) 318-0777

Food Service Manager

Joseph Barraco  
(203) 245-6371

\*\*\*\*\*

**Polson School Phone Numbers**

Main Office	(203) 245-6480
Main Office Fax	(203) 245-6494
Guidance Office	(203) 245-6487
<b>Attendance Line*</b>	<b>(203) 245-6485</b>
Health Office	(203) 245-6463
Health Office Fax	(203) 245-6457

**\*Polson School Attendance Line (to report student absences and tardies)**

**Parents are required to leave a message regarding their child's absence or tardiness. Please call by 9:00 A.M. and leave your child's name, the date, grade and reason for your child's absence or tardiness. Please note that this is a 24-hour hotline.**

 **MISSION STATEMENT**

*Our mission is to provide a supportive middle school experience where high academic standards challenge all students to reach their full potential as life-long learners and creative problem solvers. With a collaborative effort among school, family, and community, students will develop increased independence and demonstrate behavior founded on core values that promote empathy and responsibility. Our purpose will be achieved by fostering mutual respect in a safe environment where the arts and sciences unite to produce young people of strong, compassionate character capable of success in a diverse world.*

 **POLSON CORE VALUES**

**P**erseverance  
**R**espect  
**I**ntegrity  
**D**edication  
**E**nthusiasm



## GENERAL INFORMATION

The Polson School day begins at 8:00 A.M., at which time all students are required to be in homeroom. Polson students are dismissed directly from their last period class at 2:38 P.M.

### Arrivals

To ensure that all students are supervised before school begins in the morning, we ask that no students be dropped off or enter school grounds before 7:25 A.M.

Students who arrive after 7:45 A.M. may go directly to their lockers and then to homeroom.

Students who are scheduled to meet with teachers prior to 7:30 A.M. should enter the building through the main entrance and report directly to the teacher's room.

Anyone who is not in homeroom by 8:00 A.M. (except for students on busses that may run late) is considered tardy and must report to the guidance office for a pass.

### Bus Arrivals

Busses drop students off at the main entrance. Students should proceed to the cafeteria and remain there until dismissed to their lockers at 7:45 A.M.

### Drop Offs

Students being driven to school should be dropped off behind the cafeteria and enter the building through the cafeteria doors. Students who walk or who ride bicycles should enter the school through the main entrance. All students should proceed directly to the cafeteria if they arrive prior to 7:45 A.M.

### Dismissal

At dismissal, students should go directly to their lockers and then proceed to

- the bus pick up area in front of the building or;
- the parent pick up area behind the cafeteria or;
- the designated area for after-school activities, extra help, or detention.

### Bell Schedules

#### Regular School Day

8:00 A.M. – 2:38 P.M.

#### Delayed Opening

10:00 A.M. – 2:38 P.M.

#### Early Dismissal

8:00 A.M. – 12:00 Noon (**Lunch is served**)

#### Last Day of School

8:00 A.M. – 12:00 Noon (**Lunch is not served**)

### Attendance

The Madison Board of Education recognizes Connecticut State Law 10-198a that requires parents to cause their children to attend school regularly during the hours and terms the public school is in session. Learning experiences that occur in the classroom are considered to be meaningful and essential components of the learning process. Time lost from class tends to be irretrievable in terms of opportunity for instructional interaction.

## **Absence**

**When a student is absent, his or her parent should call the school attendance line, 245-6485 prior to 9:00 A.M. to notify the school. Please leave a message including your child's name, date, grade and reason for absence. Please note that voicemail is in operation during non-school hours.** The guidance secretary will attempt to contact a parent to verify the absence if a parent has not notified the school.

To ensure that we are able to do so, please update and return student information forms (emergency information forms) to the student's homeroom teacher within the first week of school.

If a student is absent from school or suspended, he or she will not be allowed to participate in any after-school activities on that day. A student must be in school by 12:00 Noon to be considered eligible for after-school activities.

If a student has been absent as a result of a contagious disease (e.g., strep, pneumonia, bronchitis, conjunctivitis, chicken pox), serious injury, or hospitalization, parents must report this information to the school nurse by telephone (245-6463) or by email ([owenk@madison.k12.ct.us](mailto:owenk@madison.k12.ct.us)) before the student returns to school.

## **Truancy**

### **Excused Absences**

- A. For absences one through nine, a student's absences from school are considered excused when the student's parent/guardian approves such absence and submits appropriate documentation; and
- B. For the tenth absence and all absences thereafter, a student's absences from school are considered excused for the following reasons:
  1. Student illness (Note: all student illness absences must be verified by an appropriately licensed medical professional to be deemed excused, regardless of the length of absence);
  2. Student's observance of a religious holiday;
  3. Death in the student's family or other emergency beyond the control of the student's family;
  4. Mandated court appearances (additional documentation required);
  5. The lack of transportation that is normally provided by a district other than the one the student attends (no parental documentation is required for this reason); or
  6. Extraordinary educational opportunities pre-approved by district administrators and in accordance with Connecticut State Department of Education guidance.

### **Unexcused Absences**

A student's absence from school shall be considered unexcused unless they meet one of the following criteria:

- A. The absence meets the definition of an excused absence (including documentation requirements); or
- B. The absence meets the definition of a disciplinary absence.

### **Connecticut State Statutes Section 10-198a:**

**"For the purposes of this section, 'truant' means a child age five to eighteen inclusive, who is enrolled in a public or private school and has four unexcused absences from school in any one month or ten unexcused absences from school in any school year CONN. GEN. STAT. §10-198a(a) (2008)."**

The school will file the required documentation of absences in excess of those allowed by law with the State.

### **Excessive Absences**

#### **Parents/Guardians**

- Must immediately ensure with the main office that any required medical excuses or other documentation have been filed

## School

- Will identify students with poor attendance patterns and refer to:
  - Student's School Counselor
  - Student Support Team (SST) or Planning and Placement Team (PPT)
  - Outside agencies such as the Court (as required by law), and/or Madison Youth Services
- Will notify parents/guardians when a student has exceeded ten absences
- Will comply with the State of Connecticut truancy law and use the State definitions for excused absences

## Tardiness

To ensure uninterrupted instruction, all students are expected to be on time for school and for each class. Anyone who is not in homeroom by 8:00 A.M. (except for students on busses that may run late) is considered tardy and must report to the guidance office for a pass.

**Four tardies to school or to class, per trimester, will result in an office detention. Students will be assigned a detention for each additional tardy after four per trimester.**

## Early Dismissal

Parents are urged to make medical and dental appointments for their children after school hours. In some instances this may be impossible. If a student must be excused for a medical appointment during the school day, **the parent should send a note in with the child on the day of the appointment.** The student should bring the note to the main office or guidance office in the morning during homeroom. Students should also remember to procure the assignments for any classes that they may miss as a result of their early dismissal.

Please note: A student will not be dismissed for an early appointment unless his or her parent has written a note in advance or until his or her parent comes to the office to sign out the child. Additionally, students returning to school must sign in at the main office.

## After School Activities

To ensure that each student is appropriately supervised after his or her activity has ended each student must be picked up at the time the activity ends. Teachers will tell students in advance of club and activity meeting times. Parents are asked to communicate pick up plans with students before the students leave for school. All pickups for after-school activities should be in the front of the building or an area designated by the coach/supervisor.

## Physical Education

Students are required to change into appropriate clothes and participate in physical education class unless they have a written excuse by a parent or a physician. Students participating on any town or school team are expected to participate in physical education on game/practice days. **Students are required to bring a combination lock to school on physical education days.**

## Vacations

The faculty and staff at Polson Middle School believe that time missed from class is irreplaceable. We recognize that, in some instances, family obligations arise requiring absence from school; however, we strongly discourage families from taking vacations during the school year. Loss in continuity in instruction may result in a drop in the student's performance.

In order that an educational plan may be created to best provide for each student's educational progress, **written notification to the school principal of vacations occurring while school is in session will be required at least two weeks (ten school days) in advance of the planned vacation.** An independent study contract must be completed for each student who will be missing three or more days for a family vacation.



## Grading Marking System

Grade Specifications are as listed below:

<b>A+</b> = 97-100	<b>B-</b> = 80-82	<b>D</b> =65-69	<b>I</b> = Incomplete
<b>A</b> = 93-96	<b>C+</b> = 77-79	<b>F</b> = 64 or below	<b>P</b> = Pass
<b>A-</b> = 90-92	<b>C</b> = 73-76	Minimum passing grade is 65 (D)	<b>M</b> = Medical
<b>B+</b> = 87-89	<b>C-</b> =70-72		<b>W</b> = Withdrawn
<b>B</b> = 83-86			

Grade Point Values			
A+ = 12	B+ = 9	C+ = 6	D = 3
A = 11	B = 8	C = 5	F = 0
A- = 10	B- = 7	C- = 4	

### Honor Roll

Honors and high honors will be computed by using a grade point average on a trimester period basis.

#### Honors and high honors requirements

Trimester Honors – Average of 9.00 – 9.99

Trimester High Honors – Average of 10.00 – 12.00

Note: A student will not be eligible for honors if he or she receives a grade below C in any course.

Credits are assigned to each course depending upon the number of times the course meets during the rotation. Courses which meet every day are assigned a 1.0 credit.

### Grade 7 & 8 Credits

#### 1.0 credit (class meets every day)

Mathematics, Science, Social Studies, Language Arts, World Language

#### .50 credit (all other related arts courses)

Art/Computers/Health, Physical Education, Band Chorus, Orchestra, Theatre, Jazz Band, Show Choir, Advanced Theater, Stage Crew, Robotics, Computer Programming, Multimedia Art, Advance Sculpture & Design, Healthy Living.

### Progress Reports

The parent portal is used to inform parents of their child's mid-trimester performance in classes. Paper copies of the progress reports will not be mailed home. If you require a paper copy of your child's grades, or have concerns or questions, please contact your child's teachers.

If you are not currently accessing Infinite Campus, please contact the main office.

### Report Cards

The primary purpose of the report card is to inform parents of student progress. Report cards are distributed to students for the 1<sup>st</sup> and 2<sup>nd</sup> Trimesters. The final report is mailed approximately five school days after the last day of school. Trimesters close on the following dates:

<b>1<sup>st</sup> Trimester</b>	December 5, 2017
<b>2<sup>nd</sup> Trimester</b>	March 12, 2018
<b>3<sup>rd</sup> Trimester</b>	June 13, 2018

\*These dates are subject to change.

## Sports

### Medical Requirements/Physicals

Interscholastic sports require a current physical exam, no more than 13 months old. Physicals expire thirteen months to the day, so parents should make note of physicals which expire during the school year.

Participation in all Interscholastic teams requires a fee. Sign-ups for Interscholastic sports are online through FamilyID. You must create an account in order to register. Please refer to the Polson Middle School Athletic website regarding registration fees and forms.

Intramural sports require a fee and MPS emergency form. Sign-ups for all Intramurals sports are through the Nurse's Office.

Polson athletes are required to follow all policies and procedures outlined in the Madison Athletics Code of Conduct.

## Storm/Snow Days

In the event that school has a delayed opening or has to be cancelled because of bad weather, that information can be found on the following:

### TV Stations

Channel 19 (Madison Education Public Access Channel),  
WTIC Channel 3, WTNH Channel 8, and Channel 30

### Radio Stations

<b>WELI</b> 960 AM	<b>WNHC</b> 1340 AM
<b>WKSS</b> 95.7 FM	<b>WKCI</b> 101.3 FM
<b>WAVZ</b> 1300 AM	<b>WLIS</b> 1420 AM
<b>WHCN</b> 106 FM	<b>WPLR</b> 99.9 FM

Madison Public School Website - [www.madison.k12.ct.us](http://www.madison.k12.ct.us)

Twitter - @PolsonPride

Find us on Facebook at **Walter C. Polson Middle School**

## Visitors

**All visitors to Polson School, including parents, must first sign in at the main office to receive a visitor's pass.**

Students are not allowed to bring friends from other school districts/schools to Polson during the school day, to after-school activities, or to school dances.



## SERVICES

### Bicycles

Students riding bicycles must exercise caution when riding on the driveway leading to and from school. Bicycle racks are located near the front entrance of the building. All bicycles must be parked and locked in these racks. It is important to note that bicycles are left at the student's own risk. Students under the age of fourteen are required by law to wear a helmet.

### Insurance

Student insurance is available at a nominal cost to all families who elect to purchase it at the beginning of the school year. When a student insured under this plan is injured, he or she can obtain a claim form from the main office. This form must be completed by the student's parents and presented to the doctor or hospital.

## Library Media Center

The school library media program is integral to and supportive of the school curriculum. In order to ensure equal access to the program and to maintain an environment conducive to the academic, personal, and intellectual pursuits of the students and staff, the media centers have established guidelines for use and access. Hours for the media center are Monday through Friday from 7:45 A.M. to 2:50 P.M.

### Circulation Guidelines

In order to assure that materials are available to students when they need them and to maintain an accurate inventory of resources:

- all materials must be checked out at the Circulation Desk;
- books may be borrowed for two weeks and renewed;
- students may borrow up to three items at a time;
- reference books may not be removed from the Library Media Center.

### Lockers

All students are assigned an individual locker and personal combination. The expectation is that students use their locker to secure personal belongings (e.g. coat, lunch box, backpack, phone, books, etc.) during the school day. Please note backpacks cannot be allowed in the classroom.

### Lost and Found

The school lost and found locations can be found in the cafeteria area and the entrance to the gymnasium. Found articles such as glasses, jewelry, and watches should be brought to the office. Students who lose articles of clothing are urged to check the lost and found areas for missing items. Lost textbooks can be obtained in the Library Media Center. Those items not claimed will be donated to charity two to three times a year. *It is helpful if the student's name appears on his or her personal possessions.*

### Lunch Program

Both hot and cold lunches are served in the cafeteria. Menus and lunch prices are posted on the Madison Public School website and will be posted in the cafeteria at the beginning of school. Please refer to the district website for information on how to purchase meals online (Point of Sale System).

### Mobile Learning Device Policy

The Polson administration expects that mobile learning devices (cell phones, tablets, laptops, etc.) are used responsibly and with respect toward fellow members of the Polson community. Mobile learning devices are subject to the Network Use Agreement and Polson Code of Conduct. Mobile learning devices must be used within current school regulations (academic integrity/cheating; disrespectful language, gestures, bullying, gambling, etc.)

Students are not permitted to use any electronic device to record audio or video media or take pictures of any student or staff member without teacher permission. All pictures, videos and information shall be related to school curriculum and instruction.

Mobile learning devices will be allowed during class time when approved by the teacher for educational purposes only. The library media center, study halls, and homeroom are also considered academic environments. Students may use their devices for academic purposes, at the discretion of the teacher. Teachers will make expectations clear about classroom policies.

Students should not be using mobile learning devices in hallways or in the cafeteria during school hours. At no time should mobile learning devices be used in the locker rooms or bathrooms. In addition, cell phones should not be used to make phone calls at any point during the school day. **Students who are ill/injured and wish to contact home to be picked up must go through the health office.**

## School Counseling Department

The school counseling staff keeps a close check on the progress of individual students and helps each student as he or she moves through middle school and on to high school. School counselors are available to help any student with educational, vocational, or personal problems. Both students and parents may make appointments with the school counselors by calling 245-6487.

Each class will have the same counselor for both years at Polson School. This year's counselors are as follows:

**Grade 7:** Charlene Doane

**Grade 8:** Donald Cramer

In addition, the school psychologist, social worker, and student assistant counselors are available.

## Telephones

School telephones are for school business and may only be used by students with permission.

## Textbooks and Supplies

In most cases, within the first week of school, students will be issued books and materials that are required in each course. Textbook numbers and book conditions are recorded by each teacher, and the student is responsible for returning each textbook in a condition comparable to what it was when distributed. To avoid unreasonable wear and tear, students should have textbooks covered at all times.

If a student loses a school book or materials, he or she must report the loss immediately to the teacher or to the library media specialist. If texts or materials are lost at the end of the school year, students must meet the financial obligation for replacing the book/materials.

## Use of On-Line Services

In order for a student to use the on-line services in the library media center, an Acceptable User Policy form must be completed and signed by the student and his/her parent or guardian. This form is kept on file in the Library Media Center. The user agreement specifies student responsibilities when using the internet and other types of computer-based research. Misuse of technology or access to sites not specific to school work will result in the loss of internet privileges for one week and/or referral to a school administrator. Copies of the District's Student Internet Policy and Agreement Form are located on the district website. BOE policy 5210

*Students are expected to:*

- *Exhibit exemplary behavior when accessing the Internet whether in the computer lab or in the classroom.*
- *Utilized the resources of specific web sites on the Internet for school-related educational purposes only.*
- *Follow the directions of the adult in charge when working with technology.*
- *Take appropriate care of all equipment.*
- *Follow the district's Technology Acceptable Use Policy.*



## HEALTH OFFICE

### General Information

The health office is staffed with a **Registered Nurse - 7:45 A.M. to 2:45 P.M.** and a **Health Paraprofessional - 8:00 A.M. to 2:30 P.M.** The Health Office provides health and emergency services to students and staff at Polson Middle School. If an emergency should arise while the health office is closed, students will be sent to the main office. All health office visits are documented and are maintained in the child's cumulative health record.

Any newly enrolled student is mandated by the State of Connecticut to submit a physical exam and up-to-date immunizations prior to starting school. State law for enrollment in public schools mandates immunizations and health records. A student may not be enrolled without a complete record of immunizations.

Parents/guardians will be notified if their child is to be sent home. A student, who is vomiting, has diarrhea or a temperature of 100 degrees or greater, will be sent home from school. Individual assessments may also result in exclusion from school.

### **Additional Guidelines**

- At the beginning of the school year, the health office will request that each parent or guardian fill out an **emergency information form**. Please list all available numbers where you can be reached (home, work, cell phones) and local persons to contact if you are not available. In addition, parents/guardians will be asked to update information that is listed in the Infinite Campus (Census Verification Form). Please update all changes during the school year.
- The Physical Education department requires that a parent write a note of explanation if his/her child is unable to participate in a class, due to illness or injury. **This note should be delivered to the Health Office at the beginning of the day.** If the student is unable to participate in more than two classes, a note from the health care provider is needed to excuse the student from physical education class.
- **Parents should contact the school nurse before** their child returns to school after surgery, serious illness, injury or hospitalizations. A note from the treating health care provider is needed before the student may return, so that the nurse may make a plan for his/her safety.
- To ensure safety, students coming to school with any limitation of mobility (crutches, casts, wheelchairs, or sutures) must first report to the health office before attending any classes.
- If a student is not able to participate in regular Physical Education class, they may not participate in elective after-school athletics.
- The school nurse will make recommendations to the school administration regarding students with health problems participating in field trips.

### **Medication Administration**

The State of Connecticut has created definitive regulations regarding administration of medication in schools. **Prescription or over-the-counter medications**, with the exception of emergency medications, i.e. epipens and inhalers, are NOT to be carried on the student's person or kept in lockers. If it is necessary for a student to take any medication during school hours, it must be administered by the school nurse, school administrator, or a designated teacher. The following steps will facilitate the procedure and meet state regulations:

- A medication authorization form signed by the prescribing health care provider and the parent/legal guardian must be submitted **annually**. These forms are available from the health office, the health care provider, or the district webpage. (Click **District** menu, click **Health Services**, click **Health Requirements**, click **Administration of Medication at School**, click **Written Order**, the **Medication Authorization** form pops up.)
- Any medication, other than emergency medications (inhalers and epipens), the parent or guardian must deliver the medication directly to the nurse or school administrator.
- The medication container must be labeled with the pharmacy label with the name of the patient, medication name, strength, dosage and frequency, and the name of the prescriber. Over-the-counter medication must be received in its original container from the store. Please check expiration dates on medication.
- The amount of medication is limited to a three-month supply.
- A self-reliant student will be allowed to self-carry their emergency medications (inhalers and Epipens), with approval of the School Nurse, Principal, Parent and prescribing Health Care Provider. The student is responsible for bringing their emergency medications to after school activities, including interscholastic and intramural sports and Academic intramurals. It is highly recommended that a second set of medications be kept in the health office for the school year; this set will be sent on any school related trips.

The Medical Advisor for the Madison Public Schools has approved the following medications and preparations for use in the health office.

#### Emergency Medications

- **EpiPen:** for Anaphylactic shock  
*The State of CT Public Act 14-176 requires schools to notify parent/guardians that a trained staff member may administer Epinephrine (EpiPen or generic) in an emergency situation if your child is having a severe allergic reaction. This applies to a child who has not been diagnosed with a severe allergy and does not have the medicine prescribed. You may choose to notify the school RN that you do not want this to occur for your child in writing each school year. For more information please visit: <https://www.cga.ct.gov/2014/act/pa/pdg/2014PA-00176-R00HB-05521-PA.pdf>*
- **Benadryl:** for hives or allergic reaction without respiratory distress.

#### Over the counter preparations

- **Acetaminophen:** headache (3 occurrences/month or 3 consecutive days), general pain/discomfort (limit to 5 doses/school year), dysmenorrhea (limit 5 days/month), dental pain (limit 4 days/following dental procedure) or temperature greater than 101° (**grades 5-12**)
- **Bacitracin:** topical application for minor abrasions and lacerations
- **Calagel:** topical application for itching
- **Bacifine:** topical application for wound cleansing
- **Petroleum jelly/medicated lip ointment:** chapped lips
- **Sunscreen:** topical application (SPF 30 as needed) (**grades K-12**)
- **Kaopectate: diarrhea (field trips grades 7-12)**
- **Benadryl:** motion sickness (**field trips grades 4-12**)

### **Scoliosis Screenings**

The State of Connecticut requires that females in Grade 7 and males in Grade 8 or 9 be screened, in **Madison Public Schools District we will screen the boys in Grade 8.** The purpose of postural screenings is to detect signs of spinal curvature at their earliest stages so that the need for treatment can be determined. Screenings are performed during physical education class from December through February.

- The procedure for screening is simple. School nurses, assisted by the health paraprofessional, have been specially trained in postural screening and will evaluate each student's back while he/she stands and bends forward. For this screening, boys and girls will be seen **separately** and **individually**.

**Boys must remove their shirts. Girls must remove their blouses and wear a bathing suit top or bra that exposes the back to examine visually the shoulders, shoulder blades and spine. It is necessary for the entire back to be visible during the screening process. Shoes and sneakers must be removed.**

Students, who have shown documentation of scoliosis screening by their pediatrician, on or after June 1 in the year the student enters seventh and eighth grades, do not need to be rescreened. This documentation must be on file in the health office and be signed and stamped by a medical provider.

### **Physical Examinations and Required Immunizations**

Madison Board of Education policy and Connecticut State Law, Section 10-206-C requires immunizations for **entry into seventh grade.** In addition, the following recommendations are required or suggested.

- Required for entry into 7<sup>th</sup> grade: Varicella: 2 doses; Meningococcal: 1 dose; Tdap: 1 dose
- Human papillomavirus vaccine is *recommended*, a series of three doses
- HUSKY insurance provides low-cost or free health insurance to eligible families; information is available in the health office or online: [www.huskyhealth.com](http://www.huskyhealth.com)



# BOARD OF EDUCATION POLICY INFORMATION

## LUNCH CHARGING

In accordance with Board of Education Policy #3542 (which may be viewed on the District website), the District strongly discourages the charging of meals, but understands that an occasional emergency may occur. In the event a student has no money, or their account balance is insufficient, the student will be allowed to charge up to two (2) reimbursable meals. No snack or a-la-carte items shall be charged. Parents shall be notified of any negative balance and asked for prompt payment. Once a student has reached their charging limit (the value of two reimbursable meals), they will be offered an alternate meal. The District shall determine the alternate meal to be offered.

## STUDENTS & MEDIA COVERAGE

We are very proud of the impressive accomplishments of our Madison Public Schools' students and enjoy sharing our pride in the media and on our website. If you do **not** want your child photographed or videotaped for public relations and / or promotional reasons, please complete the Media Coverage Refusal electronic form on the Madison Public Schools website in the Back to School Information section and return it to the Office of the Superintendent via e-mail or U.S. Mail on or before October 1.

## PEST MANAGEMENT / PESTICIDE APPLICATION

Board of Education Policy #7120 on the use of pesticides in school buildings and on school grounds is a common sense approach rather than routine application. Personnel licensed by the State of Connecticut will apply all pesticides and no pesticides will be applied when school is in session except in emergency situations. Any parent, guardian, or school staff member may register for notice of pesticide application. To register for notice of pesticide application, please go to the Madison Public Schools website in the Back to School Information section, complete the Pesticide Notification Registration electronic form and return it to the Office of the Superintendent via e-mail or U.S. Mail on or before October 1, 2011. The Central Office, Facilities Department and each school maintains a registry of persons requesting notification. Such notice will include the name of the active ingredient of the applied pesticide, the date of the application on the school property, and the name of the person who may be contacted for further information. Notification will be made by either telephone or by e-mail. A record of each pesticide application will be kept in the Facilities Department and the custodian's office.

## ASBESTOS MANAGEMENT PROGRAM

An Asbestos Management Program exists to guarantee that asbestos-containing materials are maintained in a condition in which they do not pose a health hazard. As part of this program, these materials are periodically inspected. Anyone wishing to know more about the Asbestos Management Program or the asbestos-containing materials found in the Madison Public Schools may request to read the Asbestos Management Plan which is on file in the School Facilities Office (203-245-6470).

## RELEASE OF DIRECTORY INFORMATION TO MILITARY RECRUITERS: (DHHS STUDENTS ONLY)

The No Child Left Behind Act of 2001 and the National Defense Authorization Act of 2002 require the Madison Public Schools to provide, upon a request made by military recruiters or an institution of higher education, access to secondary school students' names, addresses, and telephone listings. However, a parent or guardian of a secondary school student or the student himself / herself, if he /she has reached the age of majority ("eligible student") may object to the release this information. Parents, guardians and students who have reached the age of majority who do not want the student's name, address, and telephone number released to military recruiters have the right to request in writing that this information **not** be released. If you do **not** want this information released, please complete the Military Recruiters electronic form on the Madison Public Schools website in the Back to School Information section, and return it to the Office of the Superintendent via e-mail or U.S. Mail on or before October 1, 2011.

## CODE OF CONDUCT

The Madison Public Schools' Student Code of Conduct is approved annually by the Board of Education. The Code of Conduct can be accessed on the homepage of the Madison Public Schools website in the Back to School Information section and / or on individual school homepages. We ask that you review this information with your child / children.

## **SAFE SCHOOL CLIMATE PLAN**

The Madison Board of Education, and all school boards in Connecticut, has revised its policy on bullying to reflect the expanded definition of bullying as required by Public Act No. 11-232 – An Act Concerning the Strengthening of School Bullying Laws, which went into effect on July 1, 2011. In addition to revising the policy on bullying (Policy #5090.3.6.1.1) which is located on the district's website under the Board of Education heading, the law required school districts to develop, implement, and submit to the State Department of Education a safe school climate plan on or before January 2012. In response to Public Act No 11-232, the Madison Public Schools codified the many programs and practices that have been in place in our schools into an official district safe schools climate plan. This new legislation supports and reinforces our school district and community commitment to provide our students with a safe, caring, and successful school experience. The Safe School Climate Plan is posted on the district and school websites.

## **NON-DISCRIMINATION POLICY**

It is the policy of the Madison Board of Education not to discriminate on the basis of race, sex, color, religious creed, age, physical disability (in accordance with Section 504 of the Rehabilitation Act of 1973) and national origin ancestry, marital status or other provisions stated in accordance with Title IX of the 1972 Education Amendments, in any of its educational programs activities or employment policies. The Madison Board of Education is an equal opportunity/ affirmative action employer. Any person wishing to resolve a complaint should contact the Coordinator of Title VI, Title IX, and Section 504, Director of Student Services at the Madison Board of Education, P.O. Drawer 71, 10 Campus Drive, Madison, CT 06443 or telephone (203) 245-6300. The Madison Board of Education is an equal opportunity/ affirmative action employer. Any person wishing to resolve a complaint should contact the Coordinator of Title IX, at the Madison Board of Education, P.O. Drawer 71, 10 Campus Drive, Madison, CT 06443 or telephone (203) 245-6300.

## **GRIEVANCE PROCEDURE FOR TITLE VI, TITLE IX AND SECTION 504**

The Assistant Superintendent is the Coordinator for Title VI and Title IX. The Director of Special Education and Student Services is the Coordinator for Section 504. Any Student or employee of the Madison Board of Education, who feels they have been discriminated against on the basis of race, color, national origin, age, sex, or handicap, may contact such coordinator at any time there be a complaint. The coordinators are located in the Board of Education offices. If the coordinator of Title VI and Title IX is unable to resolve the complaint, the grievance will be taken to mediation. The mediation committee consists of the coordinator and three members of the Title IX Committee who will work within the law and with fairness to find facts and resolve the issue. The final level for the grievance will be with the Superintendent of Schools and the Board of Education. Any individual who feels he or she has been discriminated against in violation of Section 504 should immediately contact the Director of Special Education and Student Services. Additionally, such individual may file a complaint with the Boston Regional Office of the Office of Civil Rights at:

Office for Civil Rights/ED  
8th Floor  
5 Post Office Square, Suite 900  
Boston, MA 02109-3921

## **PUBLIC SCHOOL CHOICE IN CONNECTICUT**

Parents and students are encouraged to explore other educational opportunities that are offered in the school district locally and regionally. These options may include magnet, charter, lighthouse, and vocational-technical schools, Open Choice and interdistrict programs, and vocational agriculture centers. Contact the Guidance Department for further information on these School Choice options.



## BOARD OF EDUCATION POLICIES

As required by law, the Superintendent is required to inform parents about the following policies from the Board of Education Policy Manual and that they are accessible on the homepage of the Madison Public Schools website ([www.madison.k12.ct.us](http://www.madison.k12.ct.us)) in the Back to School Information section and under the Board of Education heading.

### MADISON PUBLIC SCHOOLS BOARD OF EDUCATION POLICIES REQUIRED DUE PROCESS NOTIFICATIONS

#0521 and #5020.1	Nondiscrimination
#3541.5	Transportation Safety Complaints
#4010	Prohibition on Recommendations for Psychotropic Drugs
#4112.1	Certification
#5020	Equal Educational Opportunity
#5070	Promotion / Acceleration / Retention
#5080.1	Tardiness
#5080.2	Truancy
#5090.1.4	Student Misconduct in Schools
#5090.3	General Rules of Student Conduct
#5090.3.3	Student Conduct on School Buses
#5090.3.4	Out of School Misconduct
#5090.4.2.1	Pledge of Allegiance
#5090.7	Drugs, Alcohol, Tobacco, Inhalants, and Performance-Enhancing Substances
#5090.8	Weapons and Dangerous Instruments
#5090.11	Concerns / Issues Procedures
#5100.9.1	Student Recruitment
#5110	Student Discipline
#5110.4	Suspension / Expulsion / Exclusion from School / School Activities
#5113	Student Attendance
#5120.3	Health Services
#5120.3.1	Communicable and Infectious Diseases
#5120.3.2	HIV Infection
#5120.3.3	Administering Medications
#5120.4.2.1	Suicide Prevention
#5120.4.2.5	Child Abuse
#5120.3.4	Managing Student Food Allergies
#5120.9	Homeless Students
#5128	Rank in Class
#5131.911	Annual Bullying Notice
#5180.1	Records / Confidentiality
#5180.1.1	Directory Information
#5180.4	Using Schools or Students for Publicity Purposes
#6080.1.2	Title I Programs / Parental Involvement
#6080.21.1	English as a Second Language
#6080.24.2	Magnet Schools
#6100.15.2	Use of Internet / Online Services
#6154	Homework
#6141.312	Migrant Students
#7120	Hazardous Materials in Schools