

# Walter C. Polson Middle School

## 2022 – 2023 Student Handbook



Principal: Kathryn Hart  
Assistant Principal: Martha Curran

Grade 6 Counselor: Rachel Kilian  
Grade 7 Counselor: Maryssa Romano  
Grade 8 Counselor: Charlene Doane

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)



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# IMPORTANT PHONE NUMBERS



## **Superintendent of Schools**

Dr. Craig Cooke  
(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

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## **Polson School Phone Numbers**

Main Office	(203) 245-6480
Main Office Fax	(203) 245-6494
School Counselor 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 2:30 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.

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.

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 main office.

## 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. – 2:30 P.M.

### Delayed Openings

**2 Hour Delay** 10:00 A.M. – 2:30 P.M.

**3 Hour Delay** 11:00 A.M. – 2:30 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, their 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 main office 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 health information form to the student's homeroom teacher within the first week of school.

If a student is absent from school or suspended, they 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, Covid), 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 has 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 main 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 needs to be dismissed for an appointment during the school day, parents are asked to call the office upon arrival and the student will be dismissed through the front door. Students should also remember to talk to teachers about assignments for any classes that they may miss as a result of their early dismissal. Additionally, students returning to school must check in at the main office.

## **After School Activities**

To ensure that each student is appropriately supervised, 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.

## **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. Students should check Google Classroom and make arrangements with teachers to complete missing work.

## 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		<b>M</b> = Medical
<b>B+</b> = 87-89	<b>C-</b> = 70-72	Minimum passing grade is 65 (D)	<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 they receive 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 that meet every day are assigned a 1.0 credit.

## Progress Reports

The parent portal is used to inform parents of their child's 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 at the end of the year only and can be seen on Infinite Campus during the year. Trimesters **close** on the following dates:

<b>1<sup>st</sup> Trimester</b>	December 2, 2022
<b>2<sup>nd</sup> Trimester</b>	March 8, 2023
<b>3<sup>rd</sup> Trimester</b>	June 12, 2023

*\*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 that 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 Intramural 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.

## School Closings

When schools are closed, all school community activities scheduled in the schools are canceled. When school is closed, delayed, dismissed early or converted to remote learning, the information will be communicated by:

- Notification on our smartphone app
- Notification on the district and individual school homepages
- eNotify email message to parent s from the school district
- Social Media: Facebook and Twitter

In addition, the following news media stations will broadcast the information:

- WFSB-3
- WTNH-8
- NBC-30
- FOX-61

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

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. Visitors will be required to provide identification to the office before entering the building.

## 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 in these racks and locked with the student's own lock. It is important to note that bicycles are left at the student's own risk. Students under the age of fifteen 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, they 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 7:30 A.M. to 2:45 P.M. 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;
- reference books may not be removed from the Library Media Center.

## Lockers

All students are assigned an individual locker. The expectation is that students use their locker for personal belongings (e.g. coat, lunch box, backpack, phone, books, etc.) during the school day. Please note backpacks are not 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, ear pods, 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. 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 their personal possessions.*

## Lunch Program

Both hot and cold lunches are served in the cafeteria. Menus and lunch prices are posted on the Madison Public Schools 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).

## Cell Phone Policy

The Polson administration expects that mobile learning devices (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 permitted to bring personal cell phones to school and may use them between 7:30 – 7:45 A.M. in the cafeteria. They are not to be used anywhere else in the building during that time. Phones should be placed in lockers (into backpacks) prior to the start of the academic school day (7:45 A.M.). Cell phones should not be carried by students throughout the day. At dismissal (2:30 P.M.), students may access and use personal cell phones.

## School Counseling Department

The school counseling staff keeps a close check on the progress of individual students and helps them as they move 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 all three years at Polson School. This year's counselors are as follows:

**Grade 6:** Rachel Kilian  
**Grade 7:** Maryssa Romano  
**Grade 8:** Charlene Doane

In addition, Ivana Sain, school psychologist, Missy Hartmann, social worker, and Taylor Pisano, Madison Youth and Family Services Counselor are available.

## Telephones

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

## 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, they 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 their 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 may result in the loss of Internet privileges and consequences outlined in the Code of Conduct. 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.*
- *Utilize the resources of specific websites 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. Per school policy, students who are ill or injured need to come to the Health Office to see the nurse before calling or texting parents.

### Additional Guidelines

- At the beginning of the school year, the health office will request that each parent or guardian fill out a **Census Verification 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. **Please update all changes during the school year.** On the health information form, it will request your permission to give Tylenol during the school year and trained staff to administer an EpiPen to an UNKNOWN reactor experiencing anaphylaxis.

- Parents are asked to contact the school nurse if their child is unable to participate in a Physical Education class, due to illness or injury. If the student is unable to participate for more than one week, 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 the child's 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. **The medical note from the health care provider must indicate that crutches are necessary in school.**
- 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 qualified school personnel. 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. (Go to the main **District** webpage, click **Departments**, click **Health Services**, click **Medication at School**, and click **Authorization for Medication at School** or **Food Allergy**, whichever is applicable.)
- For 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 student, 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 State of CT Public Act 14-176 requires the school to ask parents if you give permission for trained staff to administer Epinephrine (EpiPen, AuviQ, or Generic Epinephrine) in an emergency situation if your child is having a severe allergic reaction and has not been previously diagnosed with a severe allergy and does not have medicine prescribed.

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

- **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 100.4° (**grades 5-12**)
- **Bacitracin:** topical application for minor abrasions and lacerations
- **Calagel:** topical application for itching
- **Bactine:** 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 screening females in Grade 7 and males in Grade 8 or 9. In the **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 they stand and bend 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 require an updated physical and immunizations for **entry into seventh grade**. In addition, the following recommendations are required or suggested.

- Physical Examination must be **from June of the previous year (15 months) before entering 7<sup>th</sup> grade**.
- Part 3 - Oral Health Assessment: State law requires that each local board of education request that an oral health assessment be conducted prior to public school enrollment, in either grade six or grade seven, and in either grade nine or grade ten (Public Act No. 18-168). The specific grade levels will be determined by the local board of education. The oral health assessment shall include a dental examination by a dentist or a visual screening and risk assessment for oral health conditions by a dental hygienist, or by a legally qualified practitioner of medicine, physician assistant or advanced practice registered nurse who has been trained in conducting an oral health assessment as part of a training program approved by the Commissioner of Public Health.
- Required for entry into 7<sup>th</sup> grade: Hep A: 2 doses; Varicella (chicken pox): 2 doses; Meningococcal (meningitis): 1 dose; Tdap (tetanus, diphtheria, attenuated pertussis): 1 dose
- Human papillomavirus vaccine (HPV) is *recommended*, a series of **two doses**
- HUSKY Health insurance provides low-cost or free health insurance to eligible families; information is available in the health office or online: <http://www.ct.gov/husky>

# BOARD OF EDUCATION POLICY INFORMATION

## Lunch Charging

In accordance with Board of Education Policy #3542.4 (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 \$20 in meal charges. 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 of \$20 they will be offered an alternate meal, which will be identified at the discretion of the District.

## Students and 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 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. 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 themselves, if they have 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 has the right to request in writing that this information **not** be released. If you do **not** want this information released, please complete the Recruitment Refusal electronic form on the Madison Public Schools website in the Back to School Information section.

## 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 have revised the 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 #5121.911) 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 Board that any form of discrimination or harassment on the basis of race, color, religion, age, sex, sexual orientation, marital status, national origin, alienage, ancestry, disability, pregnancy, gender identity or expression, or veteran status, or any other basis prohibited by state or federal law is prohibited, whether by students, Board employees or third parties subject to the control of the Board. (In accordance with Section 504 of the Rehabilitation Act of 1973 and Title IX of the 1972 Education Amendments) 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, religion, age, sex, sexual orientation, marital status, national origin, alienage, ancestry, disability, pregnancy, gender identity or expression, or veteran status, or any other basis prohibited by state or federal law, may contact such coordinator at any time. 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 school counseling office 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
#4010	Prohibition on Recommendations for Psychotropic Drugs
#5020	Equal Educational Opportunity
#5070	Promotion / Acceleration / Retention
#5080.1	Tardiness
#5090.1.4	Student Misconduct in Schools
#5090.3	General Rules of Student Conduct
#5090.3.3	Student Conduct on Buses
#5090.3.4	Out of School Misconduct
#5090.4.2.1	Pledge of Allegiance
#5090.7	Drugs, Alcohol, Tobacco, and Inhalant Use by Students
#5121	Chemical Health for Student Athletes
#5090.8	Weapons and Dangerous Instruments
#5100.9.1	Student Recruitment
#5110.4	Student Discipline
#5113	Student Attendance: Truancy and Chronic Absenteeism
#5120.3	Health Assessments/Screenings & Oral Health Assessments
#5120.3.1	Communicable and Infectious Diseases
#5120.3.2	HIV Infection
#5120.3.3	Administering Medications
#5120.3.4	Managing Student Food Allergies and Glycogen Storage Disease and/or Diabetes
#5120.4.2.1	Suicide Prevention
#5120.4.2.5	Procedures for Reporting Child Sexual Abuse & Sexual Assault
#5120.9	Homeless Students
#5128	Rank in Class
#5131.911	Bullying Prevention & Intervention
#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 Learner Students
#6080.24.2	Magnet Schools
#6100.15.2	Use of Internet/Online Services
#6154	Homework
#6141.312	Migrant Students
#7120	Hazardous Materials in Schools