

Dr. Robert H. Brown Middle School

Student Planner 2016 - 2017



980 Durham Road
Madison, Connecticut 06443

Julianne Phelps, Principal
Rebecca Coiteux, Assistant Principal
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School Website: www.brownmiddleschool.org
District Website: www.madison.k12.ct.us

This Planner belongs to:

Name_____

Address_____

City, State, Zip_____

Phone_____



*Cover Design by
Rebe Wahl- Grade 6*

Brown Middle School Mission Statement

Our mission is to provide a middle school educational 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, we will expect increased independence and hold students accountable to models of behavior that encourage core values promoting 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.

Madison Public Schools Board of Education Belief Statement

We, the members of the Madison Board of Education, are committed to educational excellence. In order to achieve this goal, the Madison Public School System must have students as its superseding focus.

We recognize that the process of education is a partnership among students, parents, educators, and community members. We believe that it is the responsibility of the professional educator to seek all possible avenues to ensure the success of the student. We must strive to make the school serve the student.

We advocate positive growth and development of every student's self-esteem as a primary task of the educational system. Excellent educational programs, designed to meet the individual's needs and aspirations, must be provided to students of all abilities.

We embrace the Connecticut State Board of Education's Common Core of Learning, which describes the qualities that a student should possess upon graduation from high school. In particular, we desire to instill in our students such characteristics as responsible citizenship, respect for oneself, and empathy for others.

We will strive to develop students who are enthusiastic, motivated, and self-reliant. It is our goal to have graduates who will be capable of embracing the challenges of the twenty-first century armed with critical thinking skills; the desire and ability to be life-long learners; and the capacity to be responsible and contributing adults.

Brown Middle School

Fundamental Rights and Freedoms

In order to guarantee a positive, respectful, and effective learning environment, all members of the Brown Middle School community will enjoy and uphold the following rights and freedoms throughout the entire school day, including travel to and from school:

1. The right to an education, in which teachers are free to teach and students are free to learn without being interrupted.
2. The right to be treated respectfully, to be safe, and to feel safe with freedom from physical and emotional abuse.
3. Freedom from being set apart or mocked because of individual difference.
4. The right to trust that personal information will be handled in a respectful manner.
5. The right to have personal and school property respected.

Standards of Behavior

In addition to the rights and freedoms to which all Brown School students are entitled, there are corresponding responsibilities and expectations. All students and faculty have a responsibility to promote academic integrity and personal integrity, and students are expected to abide by the Brown School Standards of Behavior.

Brown Middle School students are held to high standards of academic integrity, personal responsibility, and honesty. Consequences will vary according to the infraction and are intended to help students correct their mistakes, provide opportunities for restitution, and most importantly, to create a lesson for life-long learning.

The following **Standards of Behavior**, composed by teachers at Brown School, provide a clear overview of expected behavior at Brown School:

- Treat fellow students and staff courteously.
- Respect personal and school property.
- Be punctual.
- Complete and submit all work on time.
- Promptly complete all work missed due to absence.
- Meet teacher expectations concerning quality of work.
- Participate positively in class.

Table of Contents

Important Phone Numbers	4
Brown Staff	5
Code of Conduct	6
Attendance, Vacations	6-7
Make-up Work, Changes in Routine, Bus Policy	8
Daily Schedule, Homework, Conferences	9
Report Cards, Honor Roll	10
Dress Code, Visitors	11
Bookbags, Musical Instruments	11
Cafeteria, Food, School Lunch, Study Period Requirements	12
Field Trips, Insurance, Library Media Center	13
Use of On-Line Services	14
Lockers, Bicycles	14
Health Services, Medication Administration	15-16
Media Coverage	16
Textbooks and Supplies	17
Lost & Found	17
Pesticide Application	17
Safe School Climate, Grievance Procedures	18
Board of Education Policies	19
PTO	20
After School Program	21

Important 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

Elizabeth Battaglia
(203) 245-6300

Brown School Attendance Hotline (To report student absences and tardies)

(203) 245-6404

Parents are required to leave a message regarding their child's absence or tardiness. **Please call by 8:00 a.m.** and leave a brief message with the reason for your child's absence or tardiness. Please note that this is a 24-hour hotline.

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

Office for Civil Rights/ED

8th Floor
5 Post Office Square, Suite 900
Boston, MA 02109-3921

Brown School Phone Numbers

Main Office	(203) 245-6400
Attendance Hotline	(203) 245-6404
Attendance/Guidance Office	(203) 245-6405
Nurse's Office	(203) 245-6407
Fax Line	(203) 245-6425



2016 - 2017 Brown School Faculty & Staff

GRADE 5

Grade Level Administrator: Julie Phelps

Math & Science	<u>Team 5-1</u> Holly Bannon	<u>Team 5-2</u> John Pluchino	<u>Team 5-3</u> Greg Pfaffenbichler	<u>Team 5-4</u> Gay Tomasevich	<u>Team 5-5</u> Carissa Connell (Math) Rachel Leonard (Sci)
LA & Soc. Stud.	Stephanie Sulkowski	Lauren Warner	Lynn Prendergast	Peter Bizier	Travis LaPointe
Spec. Ed.	Linda Wade	Mary Callaghan	Tracey McGinley	Mary Callaghan	Linda Wade

GRADE 6

Grade Level Administrator: Rebecca Coiteux

Math Science LA Soc. Stud. Sped	<u>Team 6-1 Teachers</u> Janet Dielman Erin Bickelhaupt Bryan Augustine Jenny Coniff Sarah Carlson	<u>Team 6-2 Teachers</u> Nancy Kahrmanis/Mary Rao Nancy Kahrmanis/Deb Thomas Beth Micciche/Meghan Pagliuco Nicole Sypher/Beth Micciche Chris Gabriele/ Trish Docker
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DEPARTMENT LEADS

English Martha Curran	Math Carol Sullivan	Science John Pluchino	Social Studies Peter Bizier	Special Ed. CJ Gladstone
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RELATED ARTS

Art Clare Stone Lauren Woods Computers Ricki Briggs Library Media Noel Heimer	Physical Education Michael Battipaglia David DeLise Stephanie Jarvis Jennifer Spring Health Jennifer Spring	Performing Arts Heather Meachen Christine Murphy Matthew Price Jessica Shaver Barbara Soderberg Reading Intervention Cindy Armor	World Language Kathy Gonzalez Minette Junkins Amanda Romatzick TBD Math Intervention Jan Dwyer
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STUDENT SUPPORT SERVICES

School Psychologist Maria Hainer Social Worker Claire Keenan Jennifer Winalski, MYFS Speech & Language Samantha Venditto	Secretaries Karen Beckwith Judy Warfel Carol Sawicki Joanna Flanagan	Health Office Valerie Alberti, R.N. Patricia Drake, Para School Counselors Eliza Hayes – Gr. 6 Rachel Kilian – Gr. 5	Custodian Mark DeBrino, Head Custodian Cafeteria Angela Iaquinto, Supervisor
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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 Reports & Publications section and/or on individual school homepages. We ask that you review this information with your child/children.

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.

The faculty and administration of the Madison Public Schools maintains that attendance to assigned classes is essential, and therefore has established an attendance requirement for all courses offered. A student should not be absent from school without the parents' knowledge and consent. Verification of absences should be communicated by telephone, email, or in writing by parent or guardian. Teachers, administrators, and pupil personal staff members will work together to enhance attendance and motivate a student to attend school on a regular basis.

ABSENCES

When a student is absent, his or her parent should call the school attendance line, 203 245-6404, 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 (census verification form, emergency information form) to the student's homeroom teacher within the first week of school.

A student must be in school by 11:30 A.M. to be considered present for the day.

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 (203 245-6407) or by email (albertiv@madison.k12.ct.us) before the student returns to school.

Excused Absences

In accordance with **Section 10-210 of the Connecticut General Statutes:**

- A. For absences **one through nine**, a student's absences from school are considered excused when the student's parent/guardian approves such absence by providing verification (phone call or email) on the date of the absence or submits appropriate written documentation of the reason for the absence, submitted within ten school days of the student's return to school.; 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.

Truancy

“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)**.”

According to Madison Board of Education policy, a student who is identified as a “truant” (four unexcused absences in any one month or ten in any school year) may be subject to the following consequences: A. Retention. B. Referral to state agency. 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

Tardy to School

Being in school and in class on time are part of the responsibilities and expectations of middle school students. If a student arrives late to school, he/she should proceed to the Main Office and sign in at the Attendance Office. This will be recorded as a tardy on the attendance record. Four tardies to school per trimester may result in an office detention. A student is considered tardy if not in homeroom by 8:05 a.m. Parents are asked to call our attendance hotline, (203) 245-6404, before 8:00 a.m. to report their child tardy.

Vacations

The faculty and staff at Brown 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.

Written notification to the Principal for vacations occurring while school is in session is required at least two weeks (ten school days) in advance of the planned vacation. Make-up opportunities may be denied in the event that no advance notification of vacation is received by the school. Students are responsible for making up all work missed while on vacation.

Makeup Work

Students who have been absent are required to consult their classroom teachers' websites on *Finalsite* about work missed. Students with excused absences will be expected to complete work in the time specified by the classroom teacher. Classroom teachers will use their discretion in making judgments concerning time needed to complete missed work.

For an absence of three days or more, due to illness, teachers will supply assignments. In such cases, a parent should contact the teachers as early as possible to request assignments. At that time, the teacher will indicate how long it will take for assignments to be collected. He/she will notify the parent when work can be picked up at school. For absences of one or two days, students should call classmates or check teachers' websites to procure the assignments.

Changes in Routine

It is sometimes necessary to **delay the opening of school or to completely cancel school** due to inclement weather or other emergency situation. Information regarding the delay/closing of school may be secured from:

ENotify

An email will be sent to parents if they are signed up with our eNotify system. Please go to our website for instructions on how to sign up.

Madison Public School Website

www.madison.k12.ct.us

Radio Stations

Tune into the following stations beginning at 6:30 a.m.

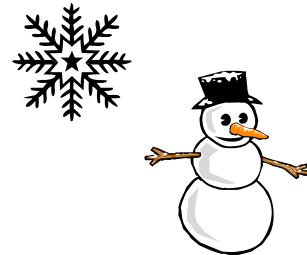
WELI (960 AM), WKSS (105.9 FM), WDRC (1360 AM)

WPLR (99.1 FM) WEZN (99.9 FM) WNHC (1340 AM)

TV Stations

Channel **19** (Madison Education Public Access Channel)

WTIC Channel **3**, WTNH Channel **8**, and Channel **30**



Please **do not** call the Superintendent's Office, the Police Department, or the Fire Department to inquire about school closings. Such calls interfere with the handling of emergency calls.

When we have an early dismissal due to weather, the After School Program is **canceled**. When school is completely canceled, there is **no** After School Program. Please call the Madison Recreation Department at (203) 245-5624 for further information.

Bus Policy

For safety purposes, students may only ride their assigned bus, and students will only be discharged at their assigned stop. Exceptions are made for regularly scheduled daycare. Parents may contact Durham School Services, 203-318-0777, if necessary.

Morning Drop-Off

If a student needs to be dropped off at school in the morning, it should be **after 7:50 a.m. and before 8:05 a.m.**

Parents should enter using the lower parking area and proceed to the upper parking lot. Students may be dropped off at the sidewalk **BEFORE** the handicap parking spaces. Please follow the traffic flow. Drop off cannot take place from the visitor parking spaces, or any other area of the parking lot. **The front circular driveway is reserved solely for bus arrivals between 7:30 a.m. and 8:30 a.m. daily. Parents should not use the circle for drop-off.** This area must be kept clear of traffic so that our buses can enter and exit in a safe and timely manner. These procedures are designed to ensure safety and to avoid confusion.

Afternoon Pick-Up

In order to ensure that afternoon buses exit the premises safely and efficiently, parent pick-up will begin no earlier than 2:50 p.m.

- Students will be picked up from the side cafeteria entrance.
- Parents should not park their cars, but should drive through the lower parking lot to the upper parking lot and students will exit the cafeteria for pick-up. **Parents do not need to sign students out.** Pick up cannot take place from the visitor parking spaces, or any other area of the parking lot.
- Upon leaving, please allow buses to exit first.

Student pick up prior to 2:50 p.m. must take place in the Main Office **before 2:35**. Parents should send a note to school indicating the time of pick up and the name of the person picking up their child. Cars should not enter the front circle after 2:30 pm. The person picking up the child should park in the lower parking lot and enter the front entrance of the building; students picked up prior to 2:50 MUST be signed out in the Main Office.

Daily Schedule

Grade 5				Grade 6			
HR	8:05	8:10	Homeroom	HR	8:05	8:10	Homeroom
1	8:12	8:53	Related Arts	1	8:12	9:07	Core
2	8:55	10:05	Core	2	9:09	9:54	Related Arts
3	10:07	10:48	Related Arts	3	9:56	10:51	Core
4	10:50	11:15	Lunch	4	10:53	11:38	Related Arts
5	11:17	12:27	Core	5	11:40	12:05	Lunch
6	12:29	12:49	PEP/Core Study	6	12:07	1:02	Core
7	12:51	1:33	Related Arts	7	1:04	2:04	Core/Closure
8	1:35	2:50	Core / Closure	8	2:06	2:50	Related Arts

Homework

Homework is an important part of a child's school experience. The primary purpose of homework at Brown School is to provide practice for students in acquiring the skills, knowledge, and attitudes directly related to the curriculum followed in the classroom. Student homework planners are provided to all students to help organize the assigned work. Questions about homework should be directed to the assigning teacher.

Conferences

Parents may request a conference at any time with their child's team by contacting the homeroom teacher or any team member. Additional information related to student progress will be communicated to parents by phone calls, or emails. Parents may also log into *Infinite Campus* to review their child's current grades.

Report Cards

The primary purpose of the report card is to inform parents of student progress. Report cards are distributed approximately ten school days after the end of each marking period. Marking periods close on the following dates:

Trimester #1 ends December 7

Report Cards distributed week of December 12

Trimester #2 ends March 15

Report Cards distributed week of March 20

Trimester # 3

Report Cards distributed on last day of school

Students are responsible for seeing that their parents receive the report cards. Acknowledgment of receipt of the card by parent or legal guardian is signified by the return of the report card envelope that has been signed by the parent or guardian. **It is important to note that if a student owes money for lost or damaged books or materials, the student's final report card will not be sent home until all financial obligations have been met.**

Honor Roll

Honors and High Honors will be computed using a grade point average on a marking term basis. Grades are rounded to the nearest whole number.

Honors and High Honors requirements are listed below:

Honors – GPA of 9.00 – 9.99

High Honors – GPA of 10.00 – 12.00

Any student who earns below a C is not eligible for the honor roll.

Grade Values:

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

Grade Equivalents:

A+	97-100	C+	77-79
A	93-96	C	73-76
A-	90-92	C-	70-72
B+	87-89	D	65-69
B	83-86	F	<65
B-	80-82		

Brown School Course Weights:

Course	Weight	Course	Weight	Course	Weight
Language Arts	1.0	Art	.5	Band	.5
Math	1.0	Health	.5	Orchestra	.5
Science	.5	Computer	.5	Chorus	.5
Social Studies	.5	PE	.5	Theater	.5
Spanish	1.0			Musical Theater	.5

To Determine Grade Point Average:

1. Multiply Letter Grade Value by Course Weight
2. Add course totals (from #1)
3. Add Total Credits earned (Weight)
4. Divide sum of #2 by #3.



Dress Code

Please remember that despite some of the fashion trends in magazines and television, there is a Brown School Dress Code that is likely more restrictive than what is portrayed in the media.

Our goal is to create an environment that is conducive to learning and does not present students with distractions. It is also important from a developmental stance that students understand that *part* of showing self-respect is how we present to others; young adults in fifth and sixth grade may need adult direction in defining themselves in a way that does not interfere with their purpose at school or with how they want to begin to define themselves to their peers and teachers.

Girls should be able to move comfortably in school in shorts, shirts, and skirts – this movement includes reaching, raising hands, and bending down to get materials out of the locker. Shirts should cover the torso and stomach, and bra straps should not be visible. For all students, pants or shorts should cover all underwear. Shirts should not be imprinted with graphics or text that relates to alcohol, tobacco, or drugs, or offensive slogans or sayings.

We realize that it can be difficult to shop for school appropriate clothing given what is on display at many department stores, but sometimes just adding a layer, under or over, to what is currently being sold can make it appropriate for school. Below are guidelines for appropriate dress at Brown:

- No hats, head coverings, or bandanas
- Appropriate undergarments should be worn and not visible
- No bare midriffs
- Shorts and skirts should be reasonable length (mid-thigh)
- No clothing displaying inappropriate messages
- No extremely tight, loose or revealing clothing – no tube tops, tops with spaghetti straps, halter tops, single shoulder, low-cut, or backless apparel

Visitors

At Brown School, the safety and security of all of our staff and students is our top priority. The front door of the building is the only entrance for all visitors. When visiting, you will need to ring the bell and may be prompted to identify yourself and your purpose for the visit.

As a general rule, students are not allowed to bring friends from other school districts to Brown during the school day or to after school activities. Parents must make all requests for exceptions to the Principal. Only when there is a clear educational purpose for the visit will this request be approved.

Bookbag Use

Our goal is to teach students to organize materials and bring what is needed to each class instead of carrying all belongings throughout the day. All students are assigned locking lockers to be used throughout the day to store class items, school materials, and valuables. So that students develop these critical organizational skills, students are not allowed to carry backpacks, quilted shoulder book bags, string bags or other storage bags during the day.

Musical Instruments

Many Brown students participate in the band or orchestra music program. Most of the instruments do NOT fit into the lockers. In order to protect the instruments, all students carrying an instrument must drop it off in the music room during morning homeroom and may pick it up from the music room at the end of each day, during dismissal. Because of safety concerns, instruments may not be stored in the hallways or in the classrooms.

Cafeteria

The cafeteria is perhaps one of the busiest areas within our school. A high quality of service and cleanliness can only be maintained with the cooperation of all students in order to ensure a safe and secure environment.

In the cafeteria, students are expected to:

- clean table areas after eating
- remain at tables until dismissed by an adult
- consume all food and / or beverages within the cafeteria area
 - no glass containers are allowed
- sit appropriately at tables - one chair per student, maximum of eight per table
- notify cafeteria staff of accidental food spills
- maintain conversational voice levels
- obtain permission from staff to visit lavatory or leave the area
- refrain from soliciting money or food for any reason
- eat only food they bring or purchase themselves. Students are not permitted to share food with any other student(s).

Food

Due to special dietary needs and food allergies among students and staff at Brown School, the following guidelines regarding food from home are in place:

- Only food that has been pre-approved by teacher and nurse may be brought into the building for consumption by any students. Food brought into school for groups may not be transported on the bus.
- Students should not bring any food, drink, or candy into the building other than their own lunch or snack.
- Students are not permitted to share food or drinks with other students.
- Gum chewing is not permitted in school.

School Lunch Program

Calendars outlining the daily menu are available on the district website. Parents are encouraged to set up a lunch account for their child. Lunch cost for the 2016-17 school year is \$3.25 per day. Information for setting up a lunch account through **mypaymentsplus.com** can be found on the district website.

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.

Study Period Requirements

The purpose of supervised study periods is to supplement and reinforce the study habits and content taught in the classroom. Study periods provide students with quiet and structured work time. Teachers use this time to help students become organized and efficient in their study habits; therefore, it is critical that students follow the rules set forth by the study period teacher. For some students, study hall time is used to gain access to intervention support, and independent work in the library or computer labs.

Field Trip Eligibility

Field trips are considered to be an important extension of the regular instructional program of Brown Middle School. All eligible students are encouraged to participate in field trips and financial assistance is available to ensure that all eligible students who want to participate are able to do so.

It must be recognized that some field trips, particularly those that are out of state, or those that extend beyond the school day, place a greater responsibility on the chaperones. Deadlines for permission slips for each field trip will be communicated to parents and students when the trip is announced. All school rules, including rules for dress code and use of electronics, apply for field trips. In certain cases, an administrator may review the student's disciplinary record in order to determine his or her eligibility for a field trip.

Insurance

Student health and dental 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. We recognize the importance of flexible and generous student access to the media center and its wealth of print and electronic library resources, as well as library personnel. 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 center has established guidelines for use and access. To reach the Library/Media Center, call (203) 245-6408.

While in the media center conducting independent research, or using the media center during study halls, students are under the supervision of the media center staff. Please check with the Media Specialist for special arrangements.

Hours 7:50 – 3:05

Students are expected to:

- sign in at the circulation desk when they arrive

Library Circulation Guidelines:

In order to ensure 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.
- Books that have been put on reserve by a teacher may be used in the Library Media Center or checked out at the close of school and returned in the morning.
- Lost or damaged books will be paid for at the replacement cost.

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 Main Office. 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 library, computer lab or classroom.
- Utilize 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.

Mobile Learning Devices

At Brown School students are expected to use mobile learning devices (cell phones, tablets, laptops, etc.) responsibly and with respect toward fellow members of the Brown community. Mobile learning devices are subject to the Network Use Agreement and Brown 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 will never be required to bring a personal mobile learning device to school. Students are not to use 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 or send text messages at any point during the school day. Students who are ill or injured and wish to contact home to be picked up must go through the Health Office. Students who bring cell phones and other mobile learning devices to school are to leave them in student lockers when not being used in classrooms for educational reasons.

Brown School is not responsible for students' lost, stolen, or damaged personal mobile learning devices.

Lockers

Students will be assigned lockers during homeroom during the first week of school. Each student will be given a locker for which he or she will be responsible until the end of the year. Each student may use only the locker which he or she has been assigned and students should **not** give out their combination. All personal belongings, including textbooks, must be kept in the student's locked locker. It is expected that lockers will be kept clean, in good order, and locked at all times. Students are asked not to use glue or permanent markers in decorating their lockers. **If a locker is broken at any time during the school year, the student should report the problem to the Main Office immediately. At no time should students share their combinations with anyone.**

Students may decorate the insides of their lockers with photographs and other personal belongings as long as the decorations do not interfere with the closing of the locker and are appropriate to the school setting. For safety reasons, breakable mirrors may not be attached to locker doors.

Bicycles

Students riding bicycles must exercise caution when riding on the driveway leading to and from school. Bicycle racks are located at the front of the parking lot. 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.**

Health Office

General Information

The Health Office is staffed with a Registered Nurse and a health paraprofessional from 8:00 a.m. to 3:00 p.m. The Health Office provides health and emergency services to students at Brown 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 these records are maintained in Infinite Campus.

Parents/guardians will be notified if their child is to be sent home. A student with a temperature of 100 degrees or greater, or who is vomiting or has diarrhea, 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 complete an emergency information form. Please list all available numbers where you can be reached (home, work, beeper, cell phones) and local persons to contact if you are not available. Please update all changes during the school year.
- At the beginning of the school year, parents may sign an authorization for the school nurse to administer Acetaminophen.
- **Children may return to school 24 hours after vomiting, diarrhea, or fever have subsided.**
- 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. If more than two classes are missed, a note from the treating health care provider is needed to excuse the student.
- 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 returns so that the nurse can make a plan for the child's safety.
- To ensure safety, students returning to school with any limitation of mobility (crutches, casts, wheelchairs or sutures) must provide a MD note in order to use those devices and then first report to health office before attending any classes.
- The school nurse will make recommendations to the school administration regarding students with health problems participating in field trips.
- Any products containing latex are not permitted in the building.
- The State of Connecticut has created definitive regulations regarding administration of medication in schools. Medications (prescription or over-the-counter) are NOT to be carried on the student's person or kept in lockers (with the exception of Epipens and inhalers, see below). 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/guardian must be submitted annually. These forms are available from the Health Office, the healthcare provider, or the Madison Public Schools website.
 - The parent/guardian must deliver the medication directly to the school nurse.
 - The medication container must be labeled by the pharmacy 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 unopened container from the store.
 - The amount of medication is limited to a forty-five (45) day supply.

- A student may be allowed to self-administer an inhaler or medication for anaphylaxis with approval of the School Nurse, Principal, parent and prescribing health care provider. The child may carry his/her own inhaler or EpiPen and parents will need to provide an additional supply of these meds for the Health Office.

The medical advisor for the Madison Public Schools has approved the following medications and preparations for use in the Health Office.

Emergency Medications

- EpiPen: Anaphylactic shock
- Benadryl: for hives, allergic reaction, or motion sickness

Over the counter preparations

- Acetaminophen: for general pain/discomfort, headache, dysmenorrhea, dental pain or temperature greater than 101°
- Bacitracin: topical application for minor abrasions and lacerations
- Calagel: topical application for itching
- Bactine: topical application to clean wounds
- Petroleum jelly/Medicated lip ointment--chapped lips
- Sunscreen: topical application

Screenings

The State of Connecticut and Madison Board of Education require that all grade five students receive vision and hearing screening in the fall. All fifth grade girls require scoliosis screening which is routinely done in January or February. Grade 5 students will have these screenings performed at school by the school nurse. Grade 6 students will have these screenings completed during their grade 6 physical exam by their health care provider.

Physical Examinations

All newly enrolled students from out of state are mandated by the State of Connecticut to submit a physical exam, which includes immunizations prior to attending class.

Madison Board of Education policy and Connecticut State Law, Section 10-206-C requires a physical examination for all students in grade 6 for entry into grade 7. This physical examination needs to be completed by your child's health care provider on or after June 1, 2016 and submitted to the Health Office by June 1, 2017. The Connecticut State Blue Form (HAR-3) is available in the Health Office or at your child's health care provider.

If this presents a financial difficulty or if your child is eligible for the National School Lunch Program or the Special Milk Program, please contact the main office for assistance.

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, 2016.

Textbooks and Supplies

Within the first week of school, students will be issued books and materials that are required in each course. Each teacher records textbook numbers and book conditions, and students are 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 should report the loss immediately to the teacher or to the Library Media Specialist. Each student is advised to check the Book Lost and Found for missing textbooks. If texts or materials are lost at the end of the school year, **students must meet their financial obligations in order to receive report cards. Textbook fees will be set at the replacement cost of the textbook.** Refunds will be made if the book is eventually found. Worn and damaged textbook bindings or pages must be paid for at the end of the school year, if books are returned with excessive damage. A fee scale for damage will be communicated with parents in early June.

Lost and Found

Lost and found items can be found in the cafeteria and the gym. Students and parents are encouraged to check if clothing and other items have been lost. Those items not claimed will be donated to charity two times per year. Students and parents are encouraged to label outdoor wear and student lunch boxes. Found articles such as glasses, jewelry and watches should be brought to the Main Office. Students who lose items are urged to check with the Office and the lost and found several times for missing items.

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, 2016. The Central Office, Facilities Department and each school maintain 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 Madison Public Schools may request to read the Asbestos Management Plan which is on file in the School Facilities Office (203-245-6470).

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 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 inter-district programs, and vocational agriculture centers. Contact the School Counselors 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) 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	Student Absences
#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
#5090.3.6.1.1	Bullying
#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
#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
#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 / Make Up Work
6141.312	Migrant Students
#7120	Hazardous Materials in Schools

PTO

The PTO mailbox is located in the Attendance Office. Please feel free to place your ideas in the mailbox or contact one of the co-presidents directly.

Annual membership dues of \$30.00 per family and money raised by our fundraisers are used for enrichment programs. Membership forms are available throughout the year and parents are encouraged to join and support our common goal—our children and their education.

Meetings are held monthly in the cafeteria and your attendance and participation is welcomed. There are alternate morning and evening meeting dates to encourage parent attendance. The dates and times for the 2016-17 school year are listed on the Brown School events calendar and school website.

Philosophy

We believe that the best way to improve education is to strengthen the partnership among parents, teachers, school administrators, and the school community.

An effective partnership shall strengthen understanding of the school's goals, needs and accomplishments. It shall invite involvement in improving the school's programs and services, and it must help and encourage all in the critical job of teaching the young.

Purpose

The purpose shall be to establish a partnership between home and school in the education of our children by:

- encouraging a positive home atmosphere that will facilitate in-school learning;
- keeping parents informed of school programs and curriculum;
- encouraging the presence of parents at school functions, as well as within the school building as volunteers.
- encouraging parental input in the decision-making process through school and district committees;
- serving as advocates for our school and our children; and
- working to increase public support for Brown School through the provision of information about our school and about educational issues in general.

Executive Board

Co-Presidents: Denise Fogleman and Chris McSweeney

Tri-Vice Presidents: Sarah Valentine, Diane Infantine-Vyce, Nicole Wiles

Treasurer: Sarah Hansen

Secretary: Liz Kench

www.brownmiddleschool.org

Beach and Recreation After School Program

The After School Program follows the Madison school calendar and is held at Brown School. To register, call the Madison Beach & Recreation Department, (203) 245-5624.

Hours of Operation

After School	2:50 – 6:00 p.m.
Early Dismissal Days	12:15 – 6:00 p.m.

Enrollment

Applications must be filled out and on file at the Recreation Department office for any child to be part of the program.

Fees

Monthly fees as follows:

1 day per week	\$48.00
2 days per week	\$85.00
3 days per week	\$120.00
4 days per week	\$161.00
5 days per week	\$199.00

Drop-in Program

\$5.75 per hour
Drop-in Pass - \$174.00 for 30 hours
\$ 91.00 for 15 hours

Please call the Beach & Recreation Department, (203) 245-5624 with any questions.

