



**WELCOME TO  
JEFFREY ELEMENTARY SCHOOL**

We look forward to working together to make your child's year a productive one. Please contact us with any questions and/or concerns. We are here to assist you in any way possible. This parent/student handbook serves to communicate important information between home and school. Please become familiar with its contents and keep it handy for future reference. The information is the most current information available as of August 2017. Please refer to our website at [www.jeffreyschool.org](http://www.jeffreyschool.org) for additional calendar dates and other time sensitive information and to register for the e-notify email system, allowing you to receive updated and/or emergency information.

**SCHOOL HOURS**

|                   |                              |
|-------------------|------------------------------|
| <b>Office</b>     | <b>7:45 a.m. – 4:15 p.m.</b> |
| <b>Grades K-4</b> | <b>8:50 a.m. - 3:25 p.m.</b> |

**A Caring...Respectful...Community of Learners**

## ELEMENTARY EDUCATION MISSION STATEMENT

*The mission of Jeffrey School as a caring, connected, respectful and safe environment is to develop independent life long learners who have an intellectual curiosity and social responsibility. We strive for excellence by fostering and accommodating individual learning styles to master a rigorous foundation of knowledge and provide students with the skills needed to become contributing members in an ever-changing global community.*

### **Jeffrey School Behavior Standards**

We believe it is the right of every student and staff member to work in an environment that is safe, pleasant and conducive to learning. Our ultimate goal is to ensure all students a chance for success, and, therefore, we have expectations for positive, cooperative behavior on the part of everyone. Parents, teachers and administrators work together to guide and support children in their development as responsible, caring, and cooperative members of the school community.

The Responsive Classroom approach consists of a set of practices that build academic and social-emotional skills. The approach focuses on 4 domains:

- Engaging academics
- Positive community
- Effective management
- Developmentally responsive teaching

### **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.

## **STUDENT POLICIES AND PROGRAMS**

### **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**

#### **Excused Absences**

A student's absence from school shall be considered excused if written documentation of the reason for the absence has been submitted within ten school days of the student's return to school or in accordance with **Section 10-210 of the Connecticut General Statutes** and meets the following criteria:

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

#### **Unexcused Absences**

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

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

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

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

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

## **EXCESSIVE ABSENCES**

### **Parents/Guardians**

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

### **School**

- Will identify students with poor attendance patterns and refer to:
  - Student 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

## **PROCEDURES FOR REPORTING ABSENCES**

### **Parents/Guardians**

- Please call 245-6462 no later than 9:15 a.m. to report your child's absence to the School Nurse, Mrs. Maura Cutler. **Please report any significant illness** (strep throat, chicken pox, new medications, etc.) that could impact other children. If your child is going to be out of school over an extended period, please inform us of this as well.
- Must call the main office before 9:00 a.m. on the morning of any absence
- The school may make an exception in cases where extenuating circumstances prevail per decision of administration

## **TARDINESS**

- If a student arrives at school after 8:50 a.m., the student and parent must report to the office to ensure proper attendance is recorded and receive a late pass to enter class. It is imperative for students to start the day with their peers. If your child will be coming into school later than 9:30 a.m., please call to inform the front office at 203-245-6460.

## **FAMILY VACATIONS**

Parents are strongly discouraged from planning vacations that would necessitate students missing school instruction. Also, please schedule medical and dental appointments at times when school is not in session. **If a family trip is planned during school days, please put the information in writing or an e-mail directed to Kathryn Hart. This information will be forwarded to the teacher(s) and office staff.**

After school activities should be scheduled to allow your child to attend a full day of school.

### **Parents/Guardians**

- Should consider the State of Connecticut definitions of excused absences
- Should carefully consider the negative effects that absence from school may have on their children's total educational progress
- Must provide written notification to the school principal at least two weeks in advance of vacations occurring while school is in session

### **School**

- Recommends that family vacations be taken in conjunction with scheduled school vacations

## DRESS AND GROOMING

Please try to dress your child according to the day's weather and the student's schedule. Play clothes are most appropriate, especially on art and gym days. **Sneakers are required for gym.**

During the winter months, students still go outside for recess. Please send them to school with warm clothes, mittens, and boots.

The following items are prohibited from being worn in the public schools during the academic school day:

- Hats, unless a special event is designated
- Footwear such as flip-flops or backless sandals
- Sunglasses (unless required by a doctor's order)
- Any type of article with spikes and/or studs attached
- Attire or accessories which depict logos or emblems that encourage the use of drugs, tobacco products, or alcoholic beverages or portray disruptive writing/pictures
- Shirts and/or blouses which reveal the abdomen, chest or undergarments
- Shorts, miniskirts, or pants which reveal the upper thigh or undergarments
- Backpacks and/or book bags should not pose an obstruction or safe passage in the classroom or in hallways
- Electronic Communication Devices

### ***Students may possess electronic devices subject to the following:***

- Students may only use the devices on school grounds or at school sponsored activities during the instructional day when approved by the teacher
- Cellular phones or other electronic communication may be used on school buses while riding to and from school as long as such use does not impact the safe operation of the school bus
- Students may not use cell phones or other electronic communication devices on the bus during school sponsored activities during the instructional day
- The school is not responsible for any lost or damaged devices

## CAFETERIA, PLAYGROUND, AND HALLWAY RULES

The cafeteria, playground and hallways are considered extensions of the classroom, and the same school standards apply in these areas. Students will follow the instructions of all adults, and adhere to the following school rules:

### CAFETERIA

- Students will be polite and courteous to friends, lunch servers, and the cafeteria staff. Kind words to use are, "please", "Thank you", and "Excuse me".
- Students will follow the directions of adults to use silence/quiet voices and conversational speech when requested
- Students will speak softly while waiting on line or eating
- Students will listen and speak clearly to all adults
- Students will stay seated and raise hands to request assistance
- Students will be quiet when indicated by staff so they may hear all directions
- Students will throw away their own trash and return their trays



## PLAYGROUND RULES

- Students need permission from a staff member on duty to return to the building.
- Students will keep their hands and feet to themselves.
- Gangs or clubs are NOT permitted.
- No physical contact is allowed.
- Flag football is the only acceptable football game and must be played in the designated field area.
- Students should remain seated on the swings. One child should not push another.
- Chasing activities, unless part of an organized game, are prohibited.
- The throwing of foreign objects, i.e. stones, snowballs, etc. is not allowed.
- Fences are NOT to be climbed.
- Play is prohibited under any area of the big toy.
- Gymnastics activities are NOT permitted.

## HALLWAY RULES

**We respect our learning and the learning of others, and therefore, we will....**

- Walk quietly on the right side of the hallway
- Use the right hand door when entering or leaving the building.
- Keep our hands and feet to ourselves while walking in the hall.

## FIRE AND SAFETY DRILLS/LOCKDOWN PROCEDURES

Fire drills are held monthly. When a fire drill begins, students will stand by their desks and await their teacher's signal to walk, without talking, to the assigned area for that room. After reaching the assigned area outside, students will silently remain in lines by classes.

At least three times per year, a safety drill will be held. A safety drill replicates an emergency "lockdown" procedure. Each classroom teacher will discuss the purpose of the safety drill and the process to be followed by the students. Below is a list of the important points that will be reviewed in the classroom. It would be helpful for each parent to review these points with their child and reinforce the purpose of the drill, just as we discuss fire drills and their purpose with the children. In addition, staff may be asked to follow a modified lockdown schedule when it is necessary to stay in the classroom, but teaching can continue.



**Please discuss the following with your children:**

- **One of the jobs of the teacher is to keep each and every student safe**
- **Just as we do with fire drills, it is important to practice our lockdown procedures periodically**
- **During the drill, your teacher or the adult in-charge will tell you what to do**
- **You need to carefully listen to directions and follow them without talking**
- **An adult will stay with you throughout the safety drill**

Safety procedures are carefully reviewed in each classroom prior to any drill occurring. The safety of the children is our foremost concern.

## CAFETERIA

Madison Public Schools is committed to providing nutritious, wholesome meals at affordable prices. Hot lunch choices are served each day to all interested students for \$3.25. Milk is available for \$.50 for those students bringing their lunch. Menus are available on the district website. Lunch cards are issued to each student grades K-4 and stored in the building. Information regarding your child's lunch card account may be accessed at: [mealpayplus.com](http://mealpayplus.com). Ice-cream and a selection of snacks may be purchased for an additional cost using cash only. Checks can be sent directly to school and be made payable to Chartwells or online payments can be made and a transaction fee is charged.

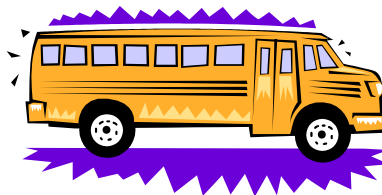
In accordance with Board of Education Policy #3542.4, the Board of Education recognizes that there is no legal requirement to allow students to charge meals; however, the Board approves the establishment of a system to allow a student to charge a meal. The District strongly discourages the charging of 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 up to two (2) reimbursable meal charges. No snack or a-la-carte items are allowed to be charged. Parents will be notified of any negative balance and asked for prompt payment. Once a student has reached their charging limit (the value of two meals), they will be offered an alternate meal. An "alternate meal" refers to a meal served to a student that is different from the day's advertised meal. The District shall determine the alternate meal to be offered.

## LOST AND FOUND

The school's lost and found is located in the rear hallway by the Art Room. Please check the lost and found promptly after a loss. **Remember to label personal belongings for proper identification.**

Twice a year (December and June), items of clothing not claimed are donated to a local charity.

## BUS INFORMATION



Students are assigned to a bus and are expected to take that bus to and from school. Children are not allowed to ride any bus other than the one to which they are assigned, except in cases of emergency or special need and approved by the principal. Parents or a parental designee of any kindergarten student must be present at the bus stop when the child arrives home. If a designated adult is not present, the child will be returned to the Jeffrey School.

## Bus Safety Guidelines

### Boarding the Bus

- When the bus has been sighted, line up in preparation for boarding
- Move toward the bus only after it has stopped
- Do not run to the bus
- Board in an orderly fashion, one at a time
- Be seated; do not block the aisle
- If you cross the road:
  - Wait for the bus to stop
  - Wait for the driver's OK, nod or signal
  - Look both ways before crossing



### Riding the Bus

- Stay in your seat facing the front of the bus
- Remain seated for the entire bus ride
- Do not stand while bus is in motion
- Follow the bus driver's directions
- Do not eat or drink on the bus
- Keep hands and arms inside the bus at all times
- Keep your hands and feet to yourself
- Talk quietly
- Do not throw anything, anytime, either inside or outside the bus

### Leaving the Bus

- Leave the bus only after the bus comes to a complete stop and the bus driver gives you the okay to exit
- After exiting the bus, move away from the bus to a safe distance until bus has left stop
- If you must cross the road:
  - Walk to the front of the bus and stop
  - Wait for the driver's OK, nod or signal
  - Walk in front of the bus and stop again before crossing the road
  - Look both ways and cross when no vehicles are coming

## MORNING DROP OFF PROCEDURES

Students are encouraged to utilize the transportation provided by the Madison Public Schools. If a student needs to be dropped off at school in the morning, please drop the student off between 8:35 – 8:45 a.m. This does not apply to a student who is enrolled in the Before School Supervised Program sponsored by the Beach and Recreation Department.

Parents should use the regular Staff/Visitor Parking area for the morning drop-off to avoid interfering with the arrival of buses around the Front Circular Driveway. Please follow the traffic flow using a counter-clockwise pattern to provide for the most efficient use of the parking area. A staff member on duty will be on the sidewalk at 8:35 a.m., to assist your child in entering the building safely.

The front circular driveway is reserved solely for bus arrivals between 8:30-8:50 a.m. daily. **Parents should not use the side delivery/visitor parking area adjacent to the circle for drop-off.** This area must be kept clear of traffic so that the buses can exit in a safe and timely manner.



## **AFTERNOON PICK-UP**

If it is necessary for you to pick up your child rather than ride the bus, please send a note to the teacher informing him/her of this, noting the date and time. If someone other than the parent is picking up the student this must be noted as well. Please be aware that any adult designated to pick-up a student, will be required to show identification for the safety of our students.

**All children dismissed prior to the scheduled daily dismissal time will be marked “dismissed early.” Such dismissals will be noted on the report card.**

- Students will **not** be dismissed from the class, playground or bus line unless authorized by the office.
- Students in grades K, 1, and 2 will be picked up by room 13. Parents should park their cars in the regular parking lot and wait in line to sign out their child(ren).
- Students in grades 3-4 will be picked-up through the rear library exit. Parents should park their cars on the back blacktop, enter the library, and sign out their child(ren).

**\*If students are being picked up across these grade configurations, the older sibling (Grades 3-4) is asked to wait with the younger sibling in the Grade K-2 pick-up area.**

## **SCHOOL CANCELLATION/EARLY DISMISSAL**

In the event of bad weather that prohibits safe arrival of pupils and their return home, school will be cancelled. On such days, information regarding the closing of school may be secured from local news channels, notify messages, and the Madison Public School website at:

[www.madison.k12.ct.us](http://www.madison.k12.ct.us)

In the event of an early school closing due to inclement weather, children may be dismissed according to the following schedule: **Grades K-4 at 1:00 p.m.**

An announcement will be broadcast on the local news stations, notify, and on Madison Educational TV, channel 19.

Information will also be available Madison's website: [www.madison.k12.ct.us](http://www.madison.k12.ct.us)

**It is strongly recommended that parents subscribe to notify to receive current messages from individual schools and Central Office.**

## **PROGRESS REPORTS AND PARENT CONFERENCE**

For students in grades K-4, report cards will be issued on **December 20<sup>th</sup>, March 29<sup>th</sup> and June 13<sup>th</sup>**, the last day of school.

For Grades K-4, formal parent conferences will be held on Wednesday, October 25<sup>th</sup> and Thursday, October 26<sup>th</sup> AND Wednesday, February 7<sup>th</sup> and Thursday, February 8<sup>th</sup> which will be early dismissal days. Early dismissal will be at 1:00 p.m.

*Informal conferences may be scheduled at any time by contacting your child's teacher.*

## **WEBSITE**

### **Jeffrey School:**

Information about Jeffrey School can be found at the website [www.jeffreyschool.org](http://www.jeffreyschool.org). Parents are encouraged to visit this website on a regular basis to get current information and up-to-the-minute happenings at Jeffrey School. Each teacher has a link on this site that is kept current with classroom activities and instructional topics. In addition, in an effort toward "being green", the Jeffrey School Handbook, including the Code of Conduct, and all newsletters will be sent electronically.

### **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.

### **eNotify:**

Please visit the Madison Public Schools website and register for **eNotify located under the "Parents"** section. This will allow you to receive all pertinent district wide communications, via email, for general and emergency purposes. You can also access this registration by visiting the Jeffrey website @ **jeffreyschool.org**. By registering, you will automatically receive all pertinent and time sensitive notices electronically. For example, you will be immediately notified of any school closing and/or delay information.

**JEFFREY HEALTH OFFICE**  
**Maura Cutler, RN, BSN, School Nurse**

**PLEASE BE AWARE OF THE FOLLOWING INFORMATION:**

- The Health Office hours are 8:40 a.m. to 3:40 p.m.
- To avoid interruptions in your child's classroom time, please take care of minor injuries that occur at home before sending your child to school.
- Routine attendance calls are reported to the Health Office at 245-6462.
- Significant injuries, illnesses, visits to Emergency Departments should be reported to the Health Office, 245-6462.

**MEDICATIONS IN SCHOOL: CT statute 10-212a**

- Written authorization from MD, APRN, PA is required for the nurse to administer medication (prescription or over-the-counter) and the form must also be signed by the parent. Medications (oral, inhaled, injectable, topical) must be transported by parents. **Students may not carry medication of any type.**

**SCHOOL NURSES ARE AUTHORIZED BY THE MEDICAL ADVISOR TO USE THE FOLLOWING OVER-THE-COUNTER PREPARATIONS ON YOUR CHILD IF NEEDED:**

- **Bacitracin:** topical application for minor abrasions and lacerations
- **Calagel:** topical application for itching
- **Bactine:** topical application to clean wounds
- **Petroleum jelly/Medicated lip ointment:** for chapped lips

**EMERGENCY MEDICATIONS ARE AVAILABLE IN SCHOOL FOR AN UNKNOWN REACTOR per Medical Advisor orders:**

- **EpiPen or Epinephrine 1:1000** Anaphylactic shock (severe allergic reaction) for a student without a history of previous reaction or known allergy.
  - **Epinephrine** – The State of CT Public Act 14-176 requires schools to notify parent/guardians that a trained staff member may administer Epinephrine (EpiPen or generic) in an emergency situation if your child is having a severe allergic reaction. This applies to a child who has not been diagnosed with a severe allergy and does not have the medicine prescribed. You may choose to notify the school RN that you do **not** want this to occur for your child in writing each school year. For more information please visit: <https://www.cga.ct.gov/2014/act/pa/pdg/2014PA-00176-R00HB-05521-PA.pdf>
- **Benadryl:** 25mg to 50mg for signs and symptoms of allergic reaction.

**FRACTURES, HEAD INJURIES, LACERATIONS, CRUTCHES:**

- If your child has been injured and evaluated by MD or in an Emergency Department, please contact the nurse before the student re-enters school.
- We attempt to keep injured students safe during the healing period. Often the physician recommends that the student participate in physical education class as tolerated. Depending on the activity, this may be accommodated with consideration for other students' safety, specifically to avoid being struck by a cast. Please present a note from the **treating physician** to specify **restrictions or releases** for physical activity. Students not cleared for PE are also not cleared for recess participation.

**FEVER:**

- If your child is seen in the Health Office and has a temperature of 100 degrees or greater, he/she will be sent home.
- The child needs to be fever-free without the aid of fever reducers for 24 hours in order to return to school.

**SHARING OF HEALTH INFORMATION:**

- This is done on a "need to know" basis with PE teachers, classroom teachers, related arts teachers and paraprofessionals.
- Transportation services will be informed of major health issues that could impact during the bus ride. Parents should also make contact with the transportation company.

**PLEASE KEEP CELL PHONES ON DURING THE DAY IF YOU ARE NOT AVAILABLE ON YOUR HOME OR WORK PHONE. In the event of an emergency, we want to be able to reach you immediately.**

**ELEMENTARY SCHOOL POLICY FOR MANAGED FOOD**

Daily Snacks: A daily snack and drink should be provided. Healthy snacks are greatly appreciated and help to reinforce discussions regarding nutrition.

Due to the increasing number of students experiencing food allergies, the elementary schools adopted the following managed food guideline:

- *Parents will receive prior notification of any activity involving food products.*
- *Parents are expected to notify the school of any allergies/issues related to food products.*
- *Food will not be a part of birthday celebrations. We understand the significance of birthdays and children will be appropriately acknowledged by the school community.*
- *Foods prepared at home may not be accepted for shared consumption.*

**STUDENT INSURANCE**

Accident insurance applications are sent home during the first week of school. This insurance provides coverage for accidents that occur on the school premises during the day when school is in session. In addition, it covers any accident suffered by the student while traveling directly to and from school. A 24-hour policy is also available as explained on the application form. Additional forms may be obtained in the school office.

**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.

## STEPS IN COMMUNICATION

The following channels of communication have been established in order to avoid any misunderstandings. Please refer to the voice mail information contained in this handbook for easy access to all staff members.

Concerns or complaints should be addressed in the sequence indicated:

Teacher

Administrator

Superintendent

Board of Education

## VOLUNTEERS AND VISITORS

There are many opportunities for parents and other adults to visit the school whether to volunteer in the classroom, the library, or to attend special functions. Volunteers and visitors are required to report to the office secretary to sign in and to pick up an appropriate badge.

For the safety of all children, classroom volunteers must make alternative arrangements for younger siblings during their volunteer times. Siblings can not accompany parents on field trips or when volunteering in the school. Your cooperation is appreciated.



## RECREATION BEFORE/AFTER SCHOOL PROGRAM

Before and After School care is provided for students at Jeffrey School. Before School drop off is 7:00 a.m. and After School pick up is at 6:00 p.m.

**EARLY DISMISSAL DAYS:** The After School program is in session on all early dismissal days. However, if there is an early dismissal due to inclement weather, the After School program **will be cancelled**. If school dismisses at regular time, and all after school activities are cancelled, After School will be in operation.

**DELAYED OPENING:** Before School follows the same delayed opening time set by the District. If there is a 2 hour delay, before school will also be delayed by the same time frame.

To register for this program, call the Madison Recreation Department at 245-5624.

### Fee Schedule 2017-18

**Before School:**

|                 |          |
|-----------------|----------|
| 1 day per week  | \$31.00  |
| 2 days per week | \$52.00  |
| 3 days per week | \$74.00  |
| 4 days per week | \$95.00  |
| 5 days per week | \$115.00 |

**After School:**

|                 |          |
|-----------------|----------|
| 1 day per week  | \$46.00  |
| 2 days per week | \$83.00  |
| 3 days per week | \$118.00 |
| 4 days per week | \$159.00 |
| 5 days per week | \$197.00 |

**A nine-month payment system that is pro-rated over the 180 day school year is available.**

|                                       |                 |
|---------------------------------------|-----------------|
| <b>Drop In Program:</b> Before School | \$5.75 per hour |
| After School                          | \$5.75 per hour |

|                               |          |
|-------------------------------|----------|
| <b>Drop In Pass:</b> 15 hours | \$91.00  |
| 30 hours                      | \$174.00 |

## Board of Education

Information about Madison Public Schools can be found at the website [www.madison.k12.ct.us](http://www.madison.k12.ct.us). Parents are encouraged to visit this website to review district policies and to get current school district information. Some specific policies are listed below:

### PEST MANAGEMENT / PESTICIDE APPLICATION

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

### ASBESTOS MANAGEMENT PROGRAM:

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

## **NON-DISCRIMINATION POLICY**

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

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

The Assistant Superintendent is the Coordinator for Title VI, Title IX and Section 504 of the Handicapped Law. 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 coordinator is located in the Board of Education offices. If the coordinator of Title VI, Title IX, and Section 504 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 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 Guidance Department for further information on these School Choice options.

## **BOARD OF EDUCATION POLICIES:**

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

**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   |



# JEFFREY SCHOOL PTO

*Welcome to what promises to be another extraordinary year at Jeffrey School!*

## MISSION STATEMENT

The goals of the Jeffrey School PTO are to create a closer relationship between home and school, to enhance the learning environment, to provide and maintain an open network of communication between school and community, and to foster parent/guardian involvement in the education process.

Our primary mission is to create an environment where parents and educators can work together to enhance your child's scholastic experience. Volunteering is a wonderful way for parents to be directly involved in the school community and it allows us to offer more programs and events to our students. Volunteer opportunities are available both inside and outside of school during days, evenings and weekends. Please contact your Parent Room Coordinator or an Executive Board member if you are interested.

Fundraising is a vital component of the PTO. Proceeds have enabled us to provide numerous programs for grades K-4 including: cultural arts assemblies, science programs, winter workshop classes, field trip stipends, book publishing, and family night events. Our key fundraisers this year are our *Donation Drive, our Fall Fundraiser which includes a parent's night event and Lyman Orchards Pies, Book Fair, Special Family Events, and Square One Art*. We need your help, so please consider offering your time to one of these important events. The PTO welcomes both time and monetary contributions.

Maintaining an active link between home and school is a very important goal of the Jeffrey School PTO. It is a critical effort between parents, teachers and administrators. Thank you in advance for all of your time and support. The PTO has made great strides for our school community and we hope to have another successful year.

## Jeffrey School PTO 2017 - 2018 Executive Board

| <b>Name</b>       | <b>Title</b>    |
|-------------------|-----------------|
| Stephanie Wheeler | Co-President    |
| Liz Kench         | Co-President    |
| Dori Antonetti    | Vice President  |
| Lisa Lee          | Vice President  |
| Sarah Valentine   | Vice President  |
| Nell Speerli      | Treasurer       |
| Elaine Cappiello  | Secretary       |
| Christine Piteo   | Member-at-Large |
|                   |                 |

**Email:** [Jeffreyschoolpto@yahoo.com](mailto:Jeffreyschoolpto@yahoo.com)

## PTO NEWS AND FORMS

The latest PTO news is available online at [www.jeffreyschool.org](http://www.jeffreyschool.org), just click and follow the links to the PTO. Forms are also available online or on the table located in the main lobby. Sign up for **eNotify**, available on the Jeffrey School homepage under the “**Subscribe**” button, and you will be sent the latest news and announcements via email. Follow us on Facebook at [www.facebook.com/jeffreyppto](http://www.facebook.com/jeffreyppto).

## PTO DONATIONS

To make this school year even more successful, please consider making a donation to the PTO to support your child’s educational experience. Any amount is greatly appreciated. Please pay online using our Paypal link at [jeffreyschool.org](http://jeffreyschool.org) and then click on “PTO Donation/Paypal link” or send a check payable to: **Jeffrey School PTO** via your child’s backpack. Donations are tax deductible and eligible for most corporate matching programs. Please check with your employer to see how your payment might be matched. Donations support PTO sponsored events throughout the year that include: cultural arts, special family events, movie nights, winter enrichment workshops, family picnic, directory production, field trip stipends, literary additions to the library, and much, much more.

## VOLUNTEERS

The Jeffrey PTO needs you! Volunteers are essential to the success of the PTO. Your time, ideas, and talents are much needed and appreciated throughout the year. We would like to thank everyone that has volunteered in the past and look forward to working with you again. There are numerous opportunities to help at special events both during the day and evening. Every moment you devote is greatly appreciated. Please contact your Room Coordinator or PTO Executive Board member to get involved.

## ROOM COORDINATORS

The school Principal will anonymously make room coordinator selections through a lottery system in mid-September. Forms for these positions are online on the Jeffrey School website under the PTO tab and must be **returned by Monday, September 5th**. Room Coordinators will be **notified on Thursday, September 7th**. The PTO will host an informational *Room Coordinator* orientation meeting for all of those selected on **Monday, September 11<sup>th</sup> at 7 pm** in the Jeffrey Café.

### Responsibilities of Room Coordinators include:

- Attend PTO General meetings
- Assist in the classroom by organizing special classroom or PTO events
- Recruit volunteers for school fundraisers, Book Fair, field days
- Arrange for chaperones on field trips
- Schedule parent/teacher conferences
- Organize class basket items for Spring Fling Raffle
- Attend school Open House nights
- Collect PTO forms and donations during Open House
- Act as liaison between the PTO Executive Board and classroom families

## PTO MEETING DATES FOR 2017 - 2018

General PTO meetings are held 4 times throughout the school year. Meetings are held in October, January, March, and May (dates and topics to be announced) in the Jeffrey School Library or Jeffrey Café. Babysitting will be available at all meetings, with the following exception: **Executive Board Nominating Meeting held in May 2017**.



## **IMPORTANT TELEPHONE NUMBERS**

### **SUPERINTENDENT OF SCHOOLS**

Mr. Thomas Scarice  
203-245-6320

### **ASSISTANT SUPERINTENDENT OF SCHOOLS**

Mrs. Gail Dahling-Hench  
203-245-6311

### **DIRECTOR OF SPECIAL EDUCATION**

Dr. Elizabeth Battaglia  
203-245-6340

### **MANAGER OF FACILITIES**

Mr. William McMinn  
203-245-6470

### **DURHAM SCHOOL SERVICES**

Ms. Magda Grayson, Terminal Manager  
203-318-0777



## **BOARD OF EDUCATION**

The Madison Board of Education consists of nine members. The members are elected for staggered terms of four years each. Board meetings are held the first and third Tuesdays of the month, September through June at Town Campus at 7:30 p.m. and are open to the public.

### **MEMBERS:**

Jean Fitzgerald, Chairman  
Alison Keating, Vice Chairman  
Jessica Bowler, Secretary  
Galen Cawley  
John Dean  
Matt Keller  
Seth Klaskin  
Happy Marino  
Katie Stein

**VOICE MAIL NUMBERS  
FOR  
JEFFREY ELEMENTARY SCHOOL**

|                            |              |
|----------------------------|--------------|
| Jeffrey Elementary School  | 203-245-6460 |
| Kathryn Hart, Principal    | 203-245-6469 |
| Maura Cutler, School Nurse | 203-245-6462 |
| Denise Harvey, Secretary   | 203-245-6460 |
| Beach and Rec After School | 203-410-6889 |

All staff have email addresses which follow a similar format:

[Lastnamefirstinitial@madison.k12.ct.us](mailto:Lastnamefirstinitial@madison.k12.ct.us)

(Example - Erin Smith would be: smithe@madison.k12.ct.us)

**VOICE MAIL:  
245-6475  
FOLLOW THE PROMPTS**

|   |  |   |  |  |
|---|--|---|--|--|
| <p><b>Kindergarten</b></p> <p>Margaret Borden<br/>7316</p> <p>Deb Lynch<br/>7120</p> <p>Ruth Smerek<br/>7145</p> <p>Bethany Taylor<br/>7753</p> | <p><b>Grade 2</b></p> <p>Mary Ellen Babik<br/>7155</p> <p>Ella Cinquino<br/>7701</p> <p>Allison Sardo<br/>7561</p>                               | <p><b>Grade 4</b></p> <p>Bonnie Frankel<br/>7157</p> <p>Erin Smith<br/>7319</p> <p>Tracey Soboleski<br/>7310</p> <p>Dana Townsend<br/>7157</p>                                    | <p><b>Reading Specialist</b></p> <p>Doreen Shirley<br/>7199</p> <p><b>Math Specialist</b></p> <p>Ingrid Byrne<br/>7515</p> <p>Stacey Daly<br/>7198</p> | <p><b>Art Teacher</b></p> <p>Lauren Woods<br/>7371</p> <p><b>Physical Education</b></p> <p>Michelle Bond<br/>7197</p> <p>Heidi Dripchak<br/>7047</p> <p><b>World Language</b></p> <p>Leslie Lopez<br/>7069</p> |
| <p><b>Grade 1</b></p> <p>Denise Chabot<br/>7713</p> <p>Holly Cunningham<br/>7317</p> <p>Drew Sellitti<br/>7230</p> <p>Lizzie Sharp<br/>7203</p> | <p><b>Grade 3</b></p> <p>Christa Laragy<br/>7720</p> <p>Ashley Lunn<br/>7388</p> <p>Jen Pflomm<br/>7213</p> <p>Michelle Rindfleisch<br/>7748</p> | <p><b>Special Education</b></p> <p>Lisa Aronson<br/>7168</p> <p>Christine Crouch<br/>7287</p> <p>Dan Ives<br/>7189</p> <p>Kim Kanabis<br/>7349</p> <p>Amy McLaughlin<br/>7493</p> | <p><b>Library</b></p> <p>Jill Fayan<br/>7489</p> <p><b>Music</b></p> <p>Barbara Soderberg<br/>7581</p>   | <p><b>School Psychologist</b></p> <p>Amy D'Antonio<br/>7048</p> <p><b>Social Worker</b></p> <p>Melissa Hartmann<br/>7107</p> <p><b>Speech Pathologist</b></p> <p>Mary Megargee<br/>7463</p>                    |