

Walter C. Polson Middle School

2024 – 2025 Student Handbook



Principal: Kathryn Hart
Assistant Principal: Martha Curran

Grade 6 Counselor: Claire Golebiewski
Grade 7 Counselor: Charlene Doane
Grade 8 Counselor: Maryssa Susi

302 Green Hill Road
Madison, Connecticut
06443

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

School Website: www.polsonmiddleschool.org
District Website: www.madison.k12.ct.us



Table of Contents

IMPORTANT PHONE NUMBERS	3
MISSION STATEMENT.....	4
POLSON CORE VALUES	4
GENERAL INFORMATION.....	5
Arrivals	5
Drop Offs.....	5
Dismissal	5
Bell Schedules	5
Attendance	5
Absence	6
Truancy	6
Excessive Absences.....	7
Tardiness	7
Early Dismissal.....	7
After School Activities.....	7
Vacations	7
Grading.....	8
Marking System	8
Honor Roll	8
Progress Reports	8
Report Cards.....	8
Sports.....	9
Medical Requirements/Physicals.....	9
School Closings.....	9
Visitors.....	9
SERVICES	9
Bicycles	9
Chromebooks	9
Insurance	10
Library Media Center.....	10
Lockers	10
Lost and Found.....	10
Lunch Program	10
Cell Phones	10
School Counseling Department	11
Telephones	11
Use of On-Line Services	11
HEALTH OFFICE	11
General Information	11
Additional Guidelines	12
Medication Administration	12
Scoliosis Screenings.....	13
Physical Examinations and Required Immunizations	13
BOARD OF EDUCATION POLICY INFORMATION.....	14
Lunch Charging.....	14
Students and Media Coverage	14
Pest Management / Pesticide Application.....	14
Asbestos Management Program.....	14
Code of Conduct	14
Safe School Climate Plan	14
Non-Discrimination Policy	15
Grievance Procedure for Title VI, Title IX and Section 504	15
Public School Choice in Connecticut	15
Board of Education Policies	15

IMPORTANT PHONE NUMBERS

Central Office Administration (203) 245-6300

Superintendent of Schools

Craig Cooke, Ph.D

Assistant Superintendent of Schools

Gail Dahling-Hench

Director of Special Education and Student Services

Elizabeth Battaglia, Ed.D

Manager of Administrative Services

Art Sickle

Durham Bus Transportation

Dawn Vece

(203) 318-0777

Food Service Manager

Joseph Barraco

(203) 245-6371

Polson School Phone Numbers

Main Office	(203) 245-6480
Main Office Fax	(203) 245-6494
School Counselor Office	(203) 245-6487
Attendance Line*	(203) 245-6485
Health Office	(203) 245-6463
Health Office Fax	(203) 245-6457

***Polson School Attendance**

Parents/guardians must log into the Infinite Campus parent portal to report their child's absence or tardiness. In the event a parent/guardian is temporarily unable to log into the portal, they may use the attendance line. Please call by 9:00 A.M. and leave your child's name, the date, grade and reason for your child's absence or tardiness.

MISSION STATEMENT

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

POLSON CORE VALUES

Perseverance

Respect

Integrity

Dedication

Enthusiasm

GENERAL INFORMATION

The school day begins at 8:00 A.M., at which time all students are required to be in their homeroom. Polson students are dismissed directly from their last period class at 2:30 P.M.

Arrivals

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

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

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

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

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

Drop Offs

Students being driven to school should be dropped off behind the cafeteria and enter the building through the cafeteria doors. Students who walk or who ride bicycles should enter the school through the main entrance. All 6th and 7th grade students should proceed directly to the cafeteria if they arrive prior to 7:45 A.M. 8th grade students may use the common area lounge prior to homeroom.

Dismissal

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

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

Bell Schedules

Regular School Day

8:00 A.M. – 2:30 P.M.

Delayed Openings

2 Hour Delay 10:00 A.M. – 2:30 P.M.

3 Hour Delay 11:00 A.M. – 2:30 P.M.

Early Dismissal

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

Last Day of School

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

Attendance

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

Absence

When a student is absent, their parent/guardian should log into the Infinite Campus parent portal and complete the absence request form. In the event a parent/guardian is temporarily unable to log into the portal, they may use the school attendance line, 203-245-6485 prior to 9:00 A.M. to notify the school. Please leave a message including your child's name, date, grade and reason for absence. The main office secretary will attempt to contact a parent to verify the absence if a parent has not notified the school.

If a student is absent from school for any reason, they will not be allowed to participate in any after-school activities on that day.

If a student has been absent as a result of a contagious disease (e.g., strep, pneumonia, bronchitis, conjunctivitis, chicken pox, Covid), serious injury, or hospitalization, parents must report this information to the school nurse by telephone (245-6463) or by email (anderson.melissa@madisonps.org) before the student returns to school.

Truancy

Excused Absences

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

Unexcused Absences

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

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

Connecticut State Statutes Section 10-198a:

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

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

Excessive Absences

Parents/Guardians

- Must immediately notify the main office and/or school counselor regarding excessive absences.

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 and/or Madison Youth Services
- Will notify parents/guardians when a student has exceeded ten absences
- Will comply with the State of Connecticut truancy law and use the State definitions for excused absences

Tardiness

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

Four tardies to school or to class, per trimester, will result in an office detention.

Early Dismissal

Parents are urged to make medical and dental appointments for their children after school hours. In some instances, this may be impossible. If a student needs to be dismissed for an appointment during the school day, parents are asked to call the office upon arrival for pick up and the student will be dismissed through the front door. Students should also remember to talk to teachers about assignments for any classes that they may miss as a result of their early dismissal. Additionally, students returning during the school day must check in at the main office.

After School Activities

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

Vacations

The faculty and staff at Polson Middle School believe that time missed from class is irreplaceable. Families are strongly discouraged from taking vacations during the school year and students will be marked absent. For the 10th and subsequent absences, students will be marked as "absent unexcused." Loss in continuity in instruction may result in a drop in the student's performance.

Grading Marking System

Grade Specifications are as listed below:

A+ = 97-100
A = 93-96
A- = 90-92
B+ = 87-89
B = 83-86

B- = 80-82
C+ = 77-79
C = 73-76
C- = 70-72

D = 65-69
F = 64 or below

Minimum passing grade
is 65 (D)

I = Incomplete
P = Pass
M = Medical
W = Withdrawn

Grade Point Values

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

Honor Roll

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

Honors and high honors requirements

Trimester Honors – Average of 9.00 – 9.99

Trimester High Honors – Average of 10.00 – 12.00

Note: A student will not be eligible for honors if they receive a grade below C in any course.

Progress Reports

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

Report Cards

The primary purpose of the report card is to inform parents of student progress. Grades can be seen on Infinite Campus during the year. Paper copies of report cards will not be mailed home, and parents are encouraged to print their own copy at the end of the school year. Trimesters **close** on the following dates:

1st Trimester	November 27, 2024
2nd Trimester	March 7, 2025
3rd Trimester	June 9, 2025

**These dates are subject to change.*

Sports

Medical Requirements/Physicals

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

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

Intramural sports require a fee and MPS emergency form. Sign-ups for all Intramural sports are through the Family ID/Arbiter Sports and an updated physical is requested at this time.

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

School Closings

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

- Notification on the district and individual school homepages
- eNotify email message to parents/guardians from the school district
- Social Media: Facebook

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

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

Madison Public School Website - www.madison.k12.ct.us

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

Visitors

All visitors to Polson School, including parents, must first sign in at the main office and show their driver's license in order to receive a visitor's pass. Students are not allowed to bring friends from other school districts/schools to Polson during the school day, to after-school activities, or to school dances.

SERVICES

Bicycles

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

Chromebooks

Daily Use

Students are expected to bring the fully-charged Chromebook to school every day. Teachers have the discretion to determine when students may use technology in the classroom. Students are expected to use the Chromebooks in a safe, ethical, and responsible manner, both in and outside of school.

Repair and Replacement

Students are responsible for the general care of the Chromebook and should report any malfunctions to the LMC staff as soon as possible. If the Chromebook is lost, stolen, or damaged beyond repair as a result of negligence, families will be subject to a fee for the replacement of the Chromebook and charger. Damage to any part of the Chromebook while in a student's care, whether intentional or accidental, will subject families to a repair fee as listed below.

Repair Prices

- Display/Screen: \$45
- Keyboard: \$60
- Lost Charger: \$25
- Lost Chromebook/damage beyond repair: \$300

Insurance

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

Library Media Center

The school library media program is integral to and supportive of the school curriculum. In order to ensure equal access to the program and to maintain an environment conducive to the academic, personal, and intellectual pursuits of the students and staff, the media centers have established guidelines for use and access. Hours for the media center are Monday through Friday from 7:30 A.M. to 2:45 P.M. In order to assure that materials are available to students when they need them and to maintain an accurate inventory of resources:

- all materials must be checked out at the Circulation Desk;
- books may be borrowed for two weeks and renewed;
- reference books may not be removed from the Library Media Center.

Lockers

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

Lost and Found

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

Lunch Program

Both hot and cold lunches are served in the cafeteria. Menus and lunch prices are posted on the Madison Public Schools website and will be posted in the cafeteria at the beginning of school. Student accounts are for their use only; students should not purchase food for friends. Please refer to the district website for information on how to purchase meals online (Point of Sale System).

Cell Phones

With the permission of parents/guardians, students may bring personal cell phones to school and use them between 7:30–7:45 A.M. in the cafeteria only. Cell phones should not be carried by students throughout the day and should be placed in lockers prior to the start of the academic school day (7:45 A.M.). Students who do not put their phones in their locker must put them in the cell phone receptacle in each classroom prior to the start of each class. At dismissal (2:30 P.M.), students may access and use personal cell phones. Students found not following the procedure will leave their phones in the office and may pick them up at 2:30 P.M.

School Counseling Department

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

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

- Grade 6:** Claire Golebiewski
- Grade 7:** Charlene Doane
- Grade 8:** Maryssa Susi

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

Telephones

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

Use of On-Line Services

In order for a student to use the on-line services in the library media center, an Acceptable User Policy form must be completed and signed by the student and their parent or guardian. The user agreement specifies student responsibilities when using the Internet and other types of computer-based research. Misuse of technology or access to sites not specific to school work may result in the loss of Internet privileges and consequences outlined in the Code of Conduct. Copies of the District's Student Internet Policy and Agreement Form are located on the district website. *BOE policy 5210*

Students are expected to:

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

HEALTH OFFICE

General Information

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

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

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

also result in exclusion from school. Per school policy, students who are ill or injured need to come to the Health Office to see the nurse before calling parents. Students should not call or text parents from cell phones during the school day.

Additional Guidelines

- Please update and return student health information form to the student's homeroom teacher within the first week of school. On this form, it will request your permission to give Tylenol during the school year and trained staff to administer an EpiPen to an UNKNOWN reactor experiencing anaphylaxis.
- Parents are asked to contact the school nurse if their child is unable to participate in a Physical Education class, due to illness or injury. If the student is unable to participate for more than one week, a note from the health care provider is needed to excuse the student from physical education class.
- **Parents should contact the school nurse before** their child returns to school after surgery, serious illness, injury or hospitalizations. A note from the treating health care provider is needed before the student may return, so that the nurse may make a plan for the child's safety.
- To ensure safety, students coming to school with any limitation of mobility (crutches, casts, wheelchairs, or sutures) must first report to the health office before attending any classes. **The medical note from the health care provider must indicate that crutches are necessary in school.**
- If a student is not able to participate in regular Physical Education class, they may not participate in elective after-school athletics.
- The school nurse will make recommendations to the school administration regarding students with health problems participating in field trips.

Medication Administration

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

- A medication authorization form signed by the prescribing health care provider and the parent/legal guardian must be submitted **annually**. These forms are available from the health office, the health care provider, or the district webpage. (Go to the main **District** webpage, click **Departments**, click **Health Services**, click **Medication at School**, and click **Authorization for Medication at School** or **Food Allergy**, whichever is applicable.)
- For any medication, other than emergency medications (inhalers and EpiPens), the parent or guardian must deliver the medication directly to the nurse or school administrator.
- The medication container must be labeled with the pharmacy label with the name of the student, medication name, strength, dosage and frequency, and the name of the prescriber. Over-the-counter medication must be received in its original container from the store. Please check expiration dates on medication.
- The amount of medication is limited to a three-month supply.
- A self-reliant student will be allowed to self-carry their emergency medications (inhalers and EpiPens), with approval of the School Nurse, Principal, Parent and prescribing Health Care Provider. The student is responsible for bringing their emergency medications to after school activities, including interscholastic and intramural sports and Academic intramurals. It is highly recommended that a second set of medications be kept in the health office for the school year; this set will be sent on any school related trips.
- The State of CT Public Act 14-176 requires the school to ask parents if you give permission for trained staff to administer Epinephrine (EpiPen, AuviQ, or Generic Epinephrine) in an emergency situation if your child is having a severe allergic reaction and has not been previously diagnosed with a severe allergy and does not have medicine prescribed.

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

Emergency Medications

- **EpiPen:** for Anaphylactic shock
- **Benadryl:** for hives or allergic reaction without respiratory distress.

Over the counter preparations

- **Acetaminophen:** headache (3 occurrences/month or 3 consecutive days), general pain/discomfort (limit to 5 doses/school year), dysmenorrhea (limit 5 days/month), dental pain (limit 4 days/following dental procedure) or temperature greater than 100.4° (**grades 5-12**)
- **Bacitracin:** topical application for minor abrasions and lacerations
- **Calagel:** topical application for itching
- **Bactine:** topical application for wound cleansing
- **Petroleum jelly/medicated lip ointment:** chapped lips
- **Sunscreen:** topical application (SPF 30 as needed) (**grades K-12**)
- **Kaopectate:** diarrhea (**field trips grades 7-12**)
- **Benadryl:** motion sickness (**field trips grades 4-12**)

Scoliosis Screenings

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

- The procedure for screening is simple. School nurses, assisted by the health paraprofessional, have been specially trained in postural screening and will evaluate each student's back while they stand and bend forward. For this screening, students will be seen **separately and individually.**

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

Parents/guardians may defer screening for students who have shown documentation of scoliosis screening by their pediatrician on or after June 1 in the year the student enters seventh and eighth grades. This documentation must be on file in the health office and be signed and stamped by a medical provider.

Physical Examinations and Required Immunizations

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

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



Lunch Charging

In accordance with Board of Education Policy #3542.4 (which may be viewed on the District website), the District strongly discourages the charging of meals, but understands that an occasional emergency may occur. In the event a student has no money, or their account balance is insufficient, the student will be allowed to charge up to five (5) meals. No snack or a-la-carte items shall be charged. Parents shall be notified of any negative balance and asked for prompt payment.

Students and Media Coverage

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

Pest Management / Pesticide Application

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

Asbestos Management Program

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

Code of Conduct

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

Safe School Climate Plan

The Madison Board of Education is committed to creating and maintaining a physically, emotionally, and intellectually safe educational environment free from bullying, teen dating violence, harassment and discrimination. In order to foster an atmosphere conducive to learning, the Board has developed the following Safe School Climate Plan, consistent with state law and Board policy. This Plan represents a comprehensive approach to addressing bullying, cyberbullying and teen dating violence and sets forth the Board's expectations for creating a positive school climate and thus preventing, intervening, and responding to incidents of bullying and teen dating violence.

Bullying behavior and teen dating violence are strictly prohibited, and students who are determined to have engaged in such behavior are subject to disciplinary action, which may include suspension or expulsion from school. The district's commitment to addressing bullying behavior and teen dating violence, however,

involves a multi-faceted approach, which includes education and the promotion of a positive school climate in which bullying will not be tolerated by students or school staff.

The Safe School Climate Plan is posted on the district and school websites.

Non-Discrimination Policy

It is the policy of the Board that any form of discrimination or harassment on the basis of race, color, religion, age, sex, sexual orientation, marital status, national origin, alienage, ancestry, disability, pregnancy, gender identity or expression, veteran status, or status as a victim of domestic violence, or any other basis prohibited by state or federal law ("Protected Class") is prohibited, whether by students, Board employees or third parties subject to the control of the Board. Any individual who believes they have experienced Protected Class discrimination or harassment or an act of retaliation or reprisal in violation of this policy should report such concern in writing in accordance with the Board's complaint procedures included in the Board's Administrative Regulations regarding Non-Discrimination. These regulations accompany Board Policy #1370 Community/Non-Discrimination and are available online at <https://www.madison.k12.ct.us/board-of-education/policies> or upon request from the main office of any district. 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. The Director of Special Education and Student Services is the Coordinator for Section 504 and Title IX. Any Student or employee of the Madison Board of Education, who feels they have been discriminated against on the basis of race, color, religion, age, sex, sexual orientation, marital status, national origin, alienage, ancestry, disability, pregnancy, gender identity or expression, veteran status, or status as a victim of domestic violence or any other basis prohibited by state or federal law ("Protected Class"), may contact such coordinator at any time. The coordinators are located in the Board of Education offices. All complaints will be addressed through the complaint procedures included in the Board's Administrative Regulations regarding Non-Discrimination. If a complaint involves allegations of discrimination or harassment based on sex, gender identity or expression, sexual orientation, or pregnancy, such complaints will be handled in accordance with other appropriate policies (e.g., Policy #4116.1, Sex Discrimination/Harassment in the Workplace; Policy #5120.4.2.4, Title IX of the Education Amendments of 1972 – Prohibition of Sex Discrimination and Sexual Harassment; Policy #4118.14, Section 504/ADA, and Policy #5200, Section 504/ADA).

In the event reported conduct allegedly violates more than one policy, the Board will coordinate any investigation in compliance with the applicable policies.

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 counseling office for further information on these School Choice options.

Board of Education Policies

As required by law, the Superintendent is required to inform parents about the following policies from the Board of Education Policy Manual and that they are accessible on the homepage of the Madison Public Schools website (www.madison.k12.ct.us) 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**

#1370 and #5020.1	Nondiscrimination
#3541.5	Transportation
#4010	Prohibition on Recommendations for Psychotropic Drugs
#5070	Promotion / Acceleration / Retention
#5090.4.2.1	Pledge of Allegiance
#5090.7	Drugs, Alcohol, Tobacco, Inhalants, and Performance-Enhancing Substances
#5110.4	Student Discipline
#5113	Student Attendance: Truancy and Chronic Absenteeism
#5120.3	Health Assessments/Screenings and Oral Health Assessments
#5120.3.3	Administering Medications
#5120.3.4	Management Plan and Guidelines for Students with Food Allergies, Glycogen Storage Disease and/or Diabetes
#5120.4.2.1	Suicide Prevention and Intervention
#5120.4.2.4	Title IX of the Education Amendments of 1972-Prohibition of Sex Discrimination and Sexual Harassment
#5120.4.2.5	Procedures for Reporting Child Sexual Abuse and Sexual Assault
#5120.9	Homeless Children and Youth
#5128	Rank in Class
#5131.911	Bullying Prevention and Intervention
#5180.1	Records/Confidentiality
#6080.1.2	Title I Programs/Parental Involvement
#6080.21.1	English Learner Students
#6146	Graduation Requirements
#6154	Homework/Make Up Work
#6141.312	Migrant Students
#7120	Hazardous Materials in Schools