

J. Milton Jeffrey School

2019 – 2020

Family and Student Handbook



TABLE OF CONTENTS

MADISON PUBLIC SCHOOLS VISION	3
JEFFREY ELEMENTARY SCHOOL MISSION	3
COMMUNICATION	4
IMPORTANT TELEPHONE NUMBERS	5
STAFF LISTING	6
SCHOOL HOURS	7
STUDENT DROP-OFF AND PICK-UP	8
BUS INFORMATION.....	9
STUDENT BEHAVIOR	10
PTO	15
AFTER AND BEFORE SCHOOL PROGRAM	12
ATTENDANCE	12
HEALTH OFFICE	15
ADDITIONAL SCHOOL PROCEDURES AND GUIDELINES	20
BOARD OF EDUCATION POLICIES	23

The Jeffrey School handbook is to be used for school purposes only and should not be used for any other purpose including solicitation.

MADISON PUBLIC SCHOOLS VISION

“Every child, every day, leading the way”

The Madison Public Schools are driven by a mission to prepare all learners to make a unique, positive contribution in a complex, global society. We are committed to fostering the diverse talents and abilities of each and every child in an emotionally and physically safe environment. We envision learning as joyful and learners as passionate. We support our educators as innovators in a dynamic pursuit of continuous improvement.

We are committed to the work that will lead to the development of all learners’ capacities to:

- put ideas into action by thinking critically and creatively to identify and solve authentic, complex problems;
- communicate and collaborate purposefully and effectively using a variety of media;
- approach learning with effort and persistence while responding to success and failure with resiliency, reflection, and adaptability in an ever-changing world;
- make ethical and responsible decisions.

JEFFREY ELEMENTARY SCHOOL MISSION

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.

Communication

District Website - Information about Madison Public Schools can be found on the district website: www.madison.k12.ct.us. Parents are encouraged to visit this website to review district policies and to get current school district information. District policies, as they are revised during the school year, will be updated and posted on this website.

School Website – Information about Jeffrey School can be found on the school website: 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. Additionally, each teacher has a web page linked to the school website, and it is kept current with classroom activities and instructional topics.

eNotify Sign up for Jeffrey School’s eNotify system via the website to receive email updates on the latest district news, weather related school delays, early dismissals, cancellations, and much more.

Backpack express- Sign up for Jeffrey School’s Backpack Express to receive email updates on the latest community events.

Event Calendar - The Event Calendar on the Madison Public Schools website helps the district streamline/coordinate the event scheduling process for all school events. School events/activities are consolidated at one centralized online location. Everyone has access to the most current information at any given time. The entire school community stays connected through the MPS Event Calendar. Anyone can sign up to receive emails about event updates and/or cancellations, and events can be imported from the calendar onto your own electronic calendar www.madison.k12.ct.us/communicate

Twitter- Follow us on Twitter using the handle [@JeffreySchool](https://twitter.com/JeffreySchool)

Channels of Communication

In order to avoid any misunderstanding, the channels of communication have been established. Issues or complaints raised by parents or Madison residents should be made in the following sequence:

- Teacher
- Principal
- Superintendent
- Board of Education

Members of the Board of Education will refer individuals to the Superintendent.

Important Telephone Numbers

Jeffrey School

Main Office (203) 245-6460

Rebecca Frost, Principal
Julia Buonfiglio, School Secretary
Renee Butler, Secretary for Special Education
Rudy Torre, Head Custodian

Health Office

Maura Cutler, School Nurse (203) 245-6462
Please call the Health Office by 9:00 AM to report a student absent.

Cafeteria

Kim Dombkowski, Kitchen Manager (203) 245-6464

Madison Public Schools

Central Office (203) 245-6300

Durham School Services Bus Company (203) 318-0777

Email

Visit our website Staff Directory for contact information including email address and voice mail box numbers.

Faculty Listing

Kindergarten Team

- ❑ Margaret Borden
- ❑ Alicia Dunbar*
- ❑ Deb Lynch
- ❑ Ruth Smerek

First Grade Team

- ❑ Lindsay Ciccone
- ❑ Maggie Lussier
- ❑ Renee Pardo*
- ❑ Lizzie Sharp
- ❑ Tara Vitale

Second Grade Team

- ❑ Denise Chabot
- ❑ Ella Cinquino*
- ❑ Thea Mazzola
- ❑ Deana Perillo
- ❑ Lynn Voitans

Third Grade Team

- ❑ MaryEllen Babik
- ❑ Holly Cunningham
- ❑ Christa Laragy
- ❑ Michelle Rindfleisch
- ❑ Alisha Signore*

* *Team leader*

Special Education Team

- ❑ Lisa Aronson
- ❑ Alyssa Constantino
- ❑ Christine Crouch
- ❑ Sherry Farmer
- ❑ CJ Gladstone – Coordinator
- ❑ Dan Ives

Related Arts Team

- ❑ Michelle Bond– PE
- ❑ Heidi Dripchak– PE
- ❑ Jill Fayan– Library/Media
- ❑ Leslie Lopez– Spanish
- ❑ Barbara Soderberg- Music
- ❑ Lauren Woods– Art

Related Services

- ❑ Mary Megargee – Speech
- ❑ Lisa Caldwell – LA Instructional Coach
- ❑ Erin Chester – LA Instructional Coach
- ❑ Doreen Shirley- Reading Interventionist
- ❑ Charlene Connolly – OT
- ❑ Amy D’Antonio – Psychologist
- ❑ Missy Hartmann – Social Worker
- ❑ Rachel Lynch – Counselor
- ❑ Jen Maxwell – Math Instructional Coach
- ❑ Erin Carey – BCBA
- ❑ Amanda Miller – PT
- ❑ Mary Beth Sarr – TESOL
- ❑ Ingrid Byrne – Math Interventionist

School Hours

Regular School Day 8:50 am - 3:25 pm

Early Dismissal 8:50am - 1:00pm

Delayed Opening 10:50am – 3:25pm.

Daily Lunch Schedule

11:00-11:30am	Grade 3
11:30-12:00am	Grade 2
12:00-12:30pm	Grade 1
12:00-12:30pm	Kindergarten

School Closings and Delayed Openings / Early Dismissals

The following resources can be accessed for information regarding school closings, delayed opening, and early dismissals:

E-Notify subscription

Twitter (@JeffreySchool)

TV Stations

Channel 19 (Madison Education Public Access Channel), WNBC, WTNH

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

In the event of a weather related early dismissal, teachers will follow the students' *Unscheduled Early Closing Plans* submitted by parents at the beginning of the school year. While bus drivers will not allow Kindergarten students to disembark from the bus without a parent or guardian present, all other students will be permitted to disembark. Parents should review their Emergency Dismissal Plan with their children periodically to ensure that they know what to do if they arrive home early and no one is there to meet them.

When there is a delayed opening, the Before School Program will follow the same delayed opening. If there is an early dismissal due to inclement weather, the After School Program will be cancelled. However, the After School Program will be in effect when there is a scheduled early dismissal, e.g. for parent conferences, prior to a vacation period or staff development days. Parents should call the Madison Recreation Department at 203-245-5623 for additional information.

Student Drop-Off and Pick-Up

Student Drop-Off

Parents may drop-off students between 8:35-8:50 am. To drop-off a student, parents should enter the main parking lot, loop around, and proceed to the designated drop-off area at the end of the portable building. Children are to exit from the passenger side of the vehicle and proceed directly to the sidewalk.

Staff members will be stationed at the drop-off area from 8:35-8:50am to assist with student arrivals. Please do not drop your child off prior to 8:35, as there is no one here to supervise them. Parents should not let students out of the car until a staff member is present. The front doors of the school building will be locked promptly at 8:50am. Therefore, parents arriving after 8:50am should park their vehicle and assist their child through the front door and to the Main Office.

The front circular driveway is reserved for bus use only between 8:30-8:50 am daily. No cars should be in the bus area during this time.

Student 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. 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. If a parent must pick up their child prior to the end of the day, the parent should come to the Main Office. All children dismissed prior to the scheduled daily dismissal time will be marked “dismissed early.” Such dismissals will be noted on the report card. In the event your child is going home due to illness, parents should check-in at the Main Office first.

- Students will **not** be dismissed from the class, playground or bus line unless authorized by the office.
- Students in grades K and 1 will be picked up outside 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 2-3 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 2-3) is asked to wait with the younger sibling in the Grade K-1 pick-up area.**

Changes in Dismissal Plan

Changes in pick-up or bus transportation should be arranged prior to the student's arrival at school. If someone other than the parent or legal guardian is to pick-up a student, the school secretary must be informed through written communication indicating the time, date, and name of the person picking up the student. **In order to provide families with a safe and efficient dismissal, all changes in dismissal plans must be received by the school secretary *no later than 3:00 pm.***

Bus Information

Route Information

For information on bus routes, stops and schedules, parents should refer to the Madison Public Schools website (www.madison.k12.ct.us). Each student is assigned to a particular bus route and is expected to take assigned bus to and from school. Children are not allowed to ride any bus other than the assigned one, except in cases of emergency or special need. Additionally, children must disembark at their assigned stop only.

If a child must ride a different bus on a regular schedule due to daycare arrangements, parents should complete a *Daycare Bus Form* in the school office. Children will not be permitted to ride an alternate bus until this form has been completed and processed.

Safety

Boarding the Bus: When the bus has been sighted, students should line-up in preparation for boarding and walk toward the bus only after it has stopped. If students must cross the road to board the bus, they should wait for the bus to come to a complete stop and watch for the driver's okay. Then they should look both ways before proceeding carefully across the street. Students should board the bus in an orderly fashion, one at a time, and quickly find a seat without blocking the aisle.

Riding the Bus: Students should remain seated throughout the ride and face the front of the bus. They may talk quietly but should be prepared to follow all driver instructions. There is no eating or drinking on the bus due to food allergy concerns. Students should keep their hands and arms inside the bus and never throw anything inside or outside of the bus. Students should remain seated until the bus arrives at its destination. Students may not change seats during the ride.

Exiting the Bus: Students should exit the bus slowly and carefully. Once off the bus, students should move a safe distance away from the vehicle. If the student must cross the

road, he or she should walk in the front of the bus and wait for the driver's okay before proceeding across the road. Students should look both ways and cross when no vehicles are coming.

Children who do not follow bus rules will receive a bus conduct report, and parents will be notified. Additional discipline, including an assigned seat or bus suspension, may result from an infraction of the rules.

Student Behavior

Jeffrey is a **Responsive Classroom** School.

The Responsive Classroom approach to teaching is comprised of a set of well-designed practices intended to create a safe, joyful, and engaging classroom and school community. The emphasis is on helping students develop their academic, social, and emotional skills in a learning environment that is developmentally responsive to their strengths and needs.

Core Belief

In order to be successful in and out of school, students need to learn a set of social and emotional competencies—cooperation, assertiveness, responsibility, empathy, and self-control—and a set of academic competencies—academic mindset, perseverance, learning strategies, and academic behaviors.

Guiding Principles

The Responsive Classroom approach is informed by the work of educational theorists and the experiences of exemplary classroom teachers. Six principles guide this approach:

1. Teaching social and emotional skills is as important as teaching academic content.
2. How we teach is as important as what we teach.
3. Great cognitive growth occurs through social interaction.
4. How we work together as adults to create a safe, joyful, and inclusive school environment is as important as our individual contribution or competence.
5. What we know and believe about our students—individually, culturally, developmentally—informs our expectations, reactions, and attitudes about those students.
6. Partnering with families—knowing them and valuing their contributions—is as important as knowing the children we teach.

Discipline

Jeffrey School's approach to discipline is based on the Responsive Classroom model. This proactive and restorative approach consists of a set of practices that support students' academic and social-emotional skills.

We assume that children want to and can learn to treat each other with kindness and consideration.

When a student fails to demonstrate desired expectations, Jeffrey staff uses reinforcing, reminding and redirecting language to move students to the expected behavior. When a classroom or school rule is broken, teachers assign logical consequences per the Responsive Classroom Model.

When warranted, students may be referred to the office for behavioral infractions against the code of conduct. Parents should review the Madison Public School's Elementary Code of Conduct for additional guidance on disciplinary matters (www.madison.k12.ct.us/handbooks).

After and Before School Program

The After and Before School Program is run by the Madison Beach and Recreation Department.

The Before School Program operates from 7:00 a.m.-8:35 a.m.

The After School Program operates from 3:25 p.m.- 6:00 p.m.

In the event of a delayed opening due to inclement weather, the Before School Program will follow the same delay. The After School Program will operate during all scheduled early dismissal days. Students must be registered in advance to attend the Before or After School Programs.

Please call the Madison Recreation Department at 203-245-5623 or visit www.madisonct.org/afterschool for information about registration and fees.

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

Please call the School Nurse, Maura Cutler, in the Health Office at **203-245- 6462** no later than 9:30 a.m. to report your child's absence. Please report any significant illness (strep throat, chicken pox, new medications, etc.) to Ms. Cutler. If your child is going to be out of school over an extended period, please inform us in writing prior to the leave.

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.

A student's absence from school shall be considered unexcused unless the absence meets the definition of an excused absence (including documentation requirements) or the absence meets the definition of a disciplinary absence.

Connecticut State Statutes Section 10-198a states the following:

“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. Parents must immediately ensure with the main office that any required medical excuses or other documentation have been filed. The school will identify students with poor attendance patterns and refer to the Student Support Team (SST), or Planning and Placement Team (PPT), or outside agencies such as the Court (as required by law), and/or Madison Youth Services. Additionally, the school will notify parents when a student has exceeded ten absences, comply with the State of Connecticut truancy law, and use the state definitions for excused absences.

Tardiness

If a student arrives at school after 8:50 a.m. the student and parent must report to the office in order that proper attendance may be recorded. Tardiness is reflected on the report card and is strongly discouraged.

Vacations

When planning vacations parents should consider the State of Connecticut definitions of excused absences and carefully consider the negative effects that absence from school may have on their children's total educational progress. Finally, parents must provide written notification to the school principal at least two weeks in advance of vacations occurring while school is in sessions. The school recommends that family vacations be taken in conjunction with scheduled school vacations.

PTO

Executive Board

Co-Presidents: Jessica Maynard & Liz Tucker-Plasky

Tri-Vice Presidents: Suzanne Murphy-Almouzayn, Jocelyn Romano & Allison Bauer

Treasurer: Kim Frary

Secretary: Carrie Healy

Members at Large: Cara Rich, Jim Collins, Lynda McHugh & Lauren Preli

Contact the PTO: contact@iaspto.org

Sponsored Programs and Activities

Cultural Arts Programs

Yearbook

School Year Gifts

Family Nights

Science Month

Field Trips

Fund Raising Events

Student Directory

Book Fair

Staff Appreciation Activities

After School Workshops

Membership Dues

PTO membership dues are \$35.00 per family. These dues, along with money raised from various activities throughout the year, are used to provide supplemental educational materials and activities for our children, including field trips and cultural arts programs.

Volunteers

Volunteers are the backbone of the PTO. Parent ideas, suggestions and talents are much needed and appreciated. We want to thank everyone who has already agreed to chair PTO volunteer positions, and we welcome those who might agree to chair an open position as well as serve on committees.

Please fill out the *Volunteer Form* that has been sent home with your child and return the form to school during the first week of classes. To find out more about an open chair position, please contact one of the Co-Presidents.

Health Office

School Nurse

The school nurse, Maura Cutler R.N., is available from 8:40am until 3:40pm. She may be reached by calling 203-245-6462.

In order to minimize interruptions in instructional time, students and parents should be aware of the following information when collaborating with the nurse.

- Parents should complete the Health Information Sheet carefully and notify the nurse promptly of any changes on the student's emergency cards.
- Minor injuries that occur at home should be handled at home.
- Teachers may have Band-Aids in the classroom for minor scrapes, etc.
- Any wound that is bleeding will be assessed in the Health Office.

In the event of a severe medical emergency, school personnel will call 911 and arrange to have your child transported to an emergency facility. Appropriate school personnel and transport services will be informed of serious health conditions. Parents should keep cell phones on during the day if they are not available at home or at work. Please be sure to update school records should your cell phone number change.

Health Concerns

In order to provide for student safety, parents are requested to inform the nurse of any health concerns regarding their child. This may include food or insect allergies, asthma, diabetes, etc. The nurse should be informed if your child is taking medication at home on a daily basis in order to be alert to any possible side effects.

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. 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. Please contact our nurse if you have questions about if your child is healthy enough to return to school after a GI illness.

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 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.

Health Screenings

Vision screening is performed in grades 1 and 3

Hearing screening is performed in grades 1 and 3.

Emergency Treatment or Hospitalizations

If a child has been injured at home or has been evaluated in an Emergency Department the parent must contact the nurse before the student can re-enter school. Schools are required to have a plan of safety for these students.

Crutches, Casts and Physical Education Releases

If a child is temporarily limited in mobility, the parent must bring the child to the nurse before he or she may return to school since special planning and assistance is required to ensure the student’s safety. The parent should have their doctor specify in writing any restrictions in physical education. When the child is ready to return to participation, a

written release from the doctor treating the injury is required. A restriction in physical education also extends to recess activities.

Managed Food Policy

A healthy snack and drink should be provided for students each day. Due to the increasing number of students experiencing food allergies, the district has adopted the following managed food guidelines:

- Parents will receive prior notification of any activities involving food products. Parents are expected to notify the school of any allergies/issues related to food products for classroom activities. Food will not be part of birthday celebrations. We understand the significance of birthdays, and children will be appropriately acknowledged by the school.

Additional School Procedures and Guidelines

After School Activities

Parents are asked to make after school plans for their children at least one day in advance. Parents must send a signed note to indicate a change in their child's after school schedule, i.e. bus, parent pickup, Brownies, etc. Students may not use the telephone to make after school plans except in cases of emergency. Please call in dismissal plans only in emergency cases.

Dress Code

Students dress should be appropriate for the day's weather and his or her schedule. Play clothes are most appropriate, especially on days when the student is scheduled to attend Art or Physical Education. Sneakers are required for Physical Education. During the winter months, students will continue to go outside for recess. Therefore, students should be dressed appropriately, with warm clothes, mittens, gloves, and boots.

The following items may not be worn in the classroom during academic school day:

- Head coverings of any kind unless required by religious rule or tradition
- Footwear which damages the floor or presents a safety hazard including cleats or wheelies
- Sunglasses unless required by a doctor's order
- Attire or accessories which portray disruptive writing or pictures
- Attire or accessories which depict logo or emblems that encourage the use of drugs, tobacco products, or alcoholic beverages
- Shirts and/or blouses which reveal the abdomen, chest or undergarments
- See-through clothing
- Shorts, miniskirts, or pants which reveal undergarments

Field Trips

Student field trips are planned throughout the school year. Expenses for admission, food and transportation are usually the responsibility of the child or his/her parents. However, no student shall be denied participation due to financial hardship. Every child must have a permission slip signed by the parent before the day of the field trip. Permission slips are also necessary for walking trips to local sites. Responsible behavior and a positive attitude are expected of all students during field trip.

Fire and Safety Drills

Fire drills are held monthly. When a fire drill begins, students will stand by their desks and await their teacher's signal to pass in double file, walking with no talking, to the assigned area for that room. After reaching the assigned area out of doors, students will remain in

lines by classes with no talking. This is a very serious matter and everyone must leave the building in an orderly fashion to ensure that no one is injured. Fire and safety drills are very important to everyone's safety.

At least two times per year, a safety drill will be held. 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.

As parents prepare their children for school safety drills, they may want to share the following:

- One of the jobs of the teacher is to keep each and every student safe and secure.
- During a safety drill, the teacher or other adult-in-charge will help students understand what they need to do during a safety drill.
- Students need to listen carefully to directions and follow them without talking.
- A teacher will remain with his or her students throughout the safety drill.

Lost and Found

The lost and found is located in the hallway by the art room. Please check the lost and found promptly after a loss. Remember to label personal belongings for proper identification. After each semester, unclaimed items will be donated to a non-profit organization.

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. 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 at mealpayplus.com. Visit www.madison.k12.ct.us/lunch for more information.

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.

Personal Items

Backpacks and other book bags should not pose an obstruction or prevent safe passage in the classroom or in corridors. Additionally, these should not have any charms or appendages hanging from them. Cell phones and other electronics such as hand-held games are not permitted in school or on the bus. Finally, toys, dolls, and trading cards should not be brought to school.

Recess/Playground

Students participate in one 30-minute recess before or after lunch. Students have an additional 15-minute unstructured play time scheduled every day. During inclement weather, recess and unstructured play are scheduled indoors.

The playground is considered an extension of the classroom, and the same school standards apply in this area. Students will follow the instructions of all adults and conform to the following school rules.

Report Cards and Parent Conferences

Report cards are issued three times each year. For more information about report card distribution dates, parents can check the current school calendar available on the Jeffrey School website.

Parent conferences are held two times a year- once in October and once in February.

Visitors and Volunteers

All visitors and volunteers are to press the doorbell to the right of the front door on the brick wall to be identified by the school secretary. You will be asked to show ID. Report directly to the main office to sign in and pick up a visitor sticker. Upon leaving the building, the visitor/volunteer is to sign out. The sign in/out sheet is just inside the main office.

Any adult in the building between 8:35 a.m. to 3:25 p.m. without a sticker will be stopped and directed to go to the office to sign in and obtain a badge. This procedure is in place to ensure the safety of our children. Thank you for cooperating with the staff in our efforts.

Regular classroom volunteers are requested to find alternative arrangements for younger siblings during their volunteer times. Your cooperation is appreciated.

Board of Education Policies

Annual Board of Education Notifications

The following policies are accessible on the Madison Public Schools website
(<https://www.madison.k12.ct.us/board-of-education/policies>)

MADISON PUBLIC SCHOOLS BOARD OF EDUCATION POLICIES

REQUIRED DUE PROCESS NOTIFICATIONS

#0521 and #5020.1	Nondiscrimination
#3541.5	Transportation Safety Complaints
#4010	Prohibition on Recommendations for Psychotropic Drugs
#4112.1	Certification
#5020	Equal Educational Opportunity
#5070	Promotion / Acceleration / Retention
#5080.1	Tardiness
#5080.2	Truancy
#5090.1.4	Student Misconduct in Schools
#5090.3	General Rules of Student Conduct
#5090.3.3	Student Conduct on School Buses
#5090.3.4	Out of School Misconduct
#5090.4.2.1	Pledge of Allegiance
#5090.7	Drugs, Alcohol, Tobacco, Inhalants, and Performance-Enhancing Substances
#5090.8	Weapons and Dangerous Instruments
#5090.11	Concerns / Issues Procedures
#5100.9.1	Student Recruitment
#5110	Student Discipline
#5110.4	Suspension / Expulsion / Exclusion from School / School Activities
#5120.3	Health Services
#5120.3.1.	Communicable and Infectious Diseases
#5120.3.2	HIV Infection
#5120.3.3	Administering Medications
#5120.3.4	Managing Student Food Allergies and Glycogen Storage Disease
#5120.4.2.1	Suicide Prevention
#5120.4.2.5	Child Abuse
#5120.9	Homeless Students
#5128	Rank in Class
#5113	Student Attendance
#5131.911	Bullying
#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

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).

Bullying

In accordance with [Board of Education Policy # 5131.911](#) bullying behavior by any student in the Madison Public Schools is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. “Bullying” means the repeated use by one or more students of a written, oral or electronic communication, such as cyberbullying, directed at or referring to another student attending school in the same school district or a physical act or gesture by one or more students repeatedly directed at another student attending school in the same school district that:

- A. Causes physical or emotional harm to such student or damage to such student’s property,
- B. Places such student in reasonable fear of harm to himself or herself, or of damage to his or her property,
- C. Creates a hostile environment at school for such student,
- D. Infringes on the rights of such student at school, or
- E. Substantially disrupts the education process or the orderly operation of a school.

Bullying shall include, but not be limited to, a written, verbal or electronic communication or physical act or gesture based on any actual or perceived differentiating characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression, socioeconomic status, academic status, physical appearance, or physical, mental, developmental or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics.

Teen dating violence means any act of physical, emotional or sexual abuse, including stalking, harassing and threatening that occurs between two students who are currently in or have recently been in a dating relationship.

Students who engage in any act of bullying or teen dating violence, on school grounds, at a school-sponsored or school-related activity, function or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased or used by the Board of Education, or through the use of an electronic device or an electronic mobile

device owned, leased or used by the Board of Education, and outside of the school setting if such bullying:

- A. Creates a hostile environment at school for the victim,
- B. Infringes on the rights of the victim at school, or
- C. Substantially disrupts the education process or the orderly operation of a school.

Students and/or parents may file verbal or written complaints concerning suspected bullying or teen dating violence behavior, and students shall be permitted to anonymously report acts of bullying or teen dating violence to school employees. Any report of suspected bullying or teen dating violence behavior will be promptly reviewed. If acts of bullying or teen dating violence are verified, prompt disciplinary action may be taken against the perpetrator, consistent with his/her rights of due process. Board policy #5131.911 set forth this prohibition and the related procedures in detail, and are available to students and their parents/guardians upon request. rev. 6/14

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 school district website at www.madison.k12.ct.us/handbooks

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

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 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.

Media Coverage

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.

www.madison.k12.ct.us/forms

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.

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. 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.

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.

School Choice in CT

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.

Thank you for partnering with us to ensure your child has a wonderful educational experience!