

Dr. Robert H. Brown Intermediate School

Student Handbook

2024-2025



980 Durham Road
Madison, Connecticut 06443

Frank Henderson, Principal

Telephone: (203)245-6400

Fax: (203)245-6425

School Website: www.madison.k12.ct.us/Brown

District Website: www.madison.k12.ct.us

Student Handbook 2024-2025



This Handbook belong to:

Name _____

Homeroom Teacher _____



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Brown Intermediate School

Mission Statement

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

Standards of Behavior

The following **Standards of Behavior** provide a clear overview of expected behavior at Brown Intermediate School:

- Treat fellow students and staff courteously.
- Respect personal and school property.
- Be punctual.
- Meet teacher expectations concerning quality of work.
- Participate positively in class.

Brown Intermediate School Hours

<u>Start Time</u>	<u>End Time</u>	<u>2 Hour Delayed Opening</u>	<u>Early Dismissal</u>
8:05 AM	2:50 PM	10:05 AM	12:15 PM

Important Numbers

Superintendent of Schools
Craig A. Cooke, Ph.D.
(203) 245-6300

Assistant Superintendent of Schools
Gail Dahling-Hench
(203) 245-6300

Director of Special Education and Student Services
Elizabeth Battaglia
(203) 245-6300

Durham Bus Transportation
Dawn Vece
(203) 318-0777

Food Service Manager
Joseph Barraco
(203) 245-6371

Brown School Attendance Hotline (To report student absences and tardiness): (203) 245-6404

Parents are required to leave a message regarding their child's absence or tardiness. **Please call by 8:30 a.m.** and leave a brief message with the reason for your child's absence or tardiness. Please note that this number is available 24 hours.

Brown School Phone Numbers

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

2024-2025 Brown School Faculty & Staff

GRADE 4

Math/SCI/SS
Lang. Arts
Spec. Ed.
Team Para

Team 4-1
Ashley Lunn
Dana Townsend
Eileen Martin
Cathy Nestor

Team 4-2
Laleh Karimi
Rachel Secondino
Amy McLaughlin
Hilary Catala

Team 4-3
Greg Pfaffenbichler
Erin Smith
Amy McLaughlin
Karen Nichols
Margo Lofaro (PAL)

Team 4-4
Jane Kraus
Tracey Soboleski
Kayla Citrin
Liz Rubin

GRADE 5

Math/SCI/SS
Lang. Arts
Spec. Ed.
Team Para

Team 5-1
John Pluchino
Kristen Raccio
Amber Bishop
Bri Evans

Team 5-2
Nick Merullo
Lynn Prendergast
Tracey Rossi
Charlotte Powell

Team 5-3
Rachel Leonard
Lauren Warner
Amber Bishop
Paul Alberti
Kerry Tucker (FASE)

Team 5-4
Jessica Alldredge
Travis LaPointe
Tracey Rossi
Donna McLean

COORDINATORS

English
Pamela Kendrick

Math
Carol Sullivan

Science
Dianna Floyd

Social Studies
Chris Pagliuco

Special Education
Kristin Skelly

World Languages
Leslie Lopez

COACHES

Literacy Coach
Michelle Horn

Math Coach
Stacey Daly

RELATED ARTS

Art
Carissa Connell

Physical Education/Health
Michael Battipaglia
Larry Bell

Performing Arts
Natalie Bartholet
Chris Murphy
Matthew Price

World Language
Orlando Estrada
Wendy McCreary

Computers
Gay Tomasevich

Reading Intervention
TBD

Math Intervention/Ext.
Amy Faitsch

Library/Media Center
Sandra Bizier, Diane D'Alessio

Steam
Michael Ginsburg

STUDENT SUPPORT SERVICES

Psychologist
Melissa Griffith

Social Worker
Claire Keenan

Health Office
Terri Taylor, RN

School Counselor
Eliza Hayes

Secretaries
Kara B. Heller
Judy Warfel

Speech and Language
Karen Anthony

Custodian
Mark DeBrino
Head Custodian

Cafeteria
Laurie Cacace
Supervisor

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 District section under Handbooks and Documents. We ask that you review this information with your child/children.

Attendance

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

Absences

When a student is absent, his or her parent/guardian should call the school attendance line, 203 245-6404, prior to 8:30 A.M. to notify the school. Please leave a message including your child's name, date, grade and reason for absence. Please note that voicemail is in operation during non-school hours. The school nurse or secretary will attempt to contact a parent/guardian to verify the absence if a parent has not notified the school. To ensure that we are able to do so, please login to your Infinite Campus parent portal account, to review and make any necessary changes. It is critical that this information be accurate in the event we need to contact you regarding your child.

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

If a student has been absent as a result of a contagious disease (e.g., strep, pneumonia, bronchitis, COVID, conjunctivitis, chicken pox), serious injury, or hospitalization, parents must report this information to the school nurse by telephone (203-245-6407) or by email (taylor.therese@madisonps.org) before the student returns to school.

Excused Absences

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

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

Unexcused Absences

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

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

Truancy

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

According to Madison Board of Education policy, a student who is identified as a "truant" (four unexcused absences in any one month or ten in any school year) may be subject to the following consequences: A. Retention. B. Referral to state agency. The school will file the required documentation of absences in excess of those allowed by law with the State.

Excessive Absences

Parents/Guardians

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

School

- Will identify students with poor attendance patterns and refer to:
 - Student's School Counselor
 - Student Support Team (SST) or Planning and Placement Team (PPT)
 - Outside agencies such as the Court (as required by law), and/or Madison Youth Services
- Will notify parents/guardians when a student has exceeded ten absences
- Will comply with the State of Connecticut truancy law and use the State definitions for excused absences

Tardy to School

If a student arrives late to school, he/she should proceed to the Health office to sign in. This will be recorded as a tardy on the attendance record. A student is considered tardy if not in homeroom by 8:05 a.m. Parents/Guardians are asked to call our attendance hotline, (203) 245-6404, before 8:30 a.m. to report their child tardy.

Vacations

We recognize that, in some instances, family obligations arise requiring absence from school; however, we strongly discourage families from taking vacations during the school year.

Changes in Routine

It is sometimes necessary to **delay the opening of school or to completely cancel school** due to inclement weather or another emergency situation. Information regarding the delay/closing of school will be communicated by: Enotify email message to parents/guardians from the school district.



Madison Public School Website

www.madison.k12.ct.us

TV Stations

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

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

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

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

Bus Policy

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

Morning Drop-Off

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

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

Afternoon Pick-Up

In order to ensure that afternoon buses exit the premises safely and efficiently, parent pick-up will begin at 2:50 p.m.

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

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

Daily Schedule

GRADE 4			GRADE 5		
HR	8:05 - 8:15	Homeroom	HR	8:05 - 8:15	Homeroom
1/2	8:15 - 10:15	Core	1	8:15 - 9:22	Core
3	10:17 - 10:57	Related Arts	2	9:24 - 10:04	Related Arts
4	11:00 - 12:07	Core	3	10:06 - 11:02	Core
5	12:09 - 1:09	Lunch/Recess	4	11:04 - 12:04	Recess/Lunch
6	1:11 - 2:05	Core	5	12:06 - 1:13	Core
7	2:07 - 2:47	Related Arts	6	1:15 - 1:55	Related Arts
	2:48 - 2:50	Closure/Dismissal	7	1:57 - 2:50	Core

Homework

Student homework planners are provided to *all* students to help organize the assigned work. Questions about homework should be directed to the assigning teacher.

Conferences

Parents/Guardians may request a conference at any time with their child's team by contacting the homeroom teacher or any team member. Additional information related to student progress will be communicated during scheduled parent/guardian conference days.

Report Cards

Trimester #1 ends November 25

Report Cards accessible to families the week of December 2nd

Trimester #2 ends March 6th

Report Cards accessible to families the week of March 17th

Trimester # 3

Report Cards accessible to families on last day of school

Dress Code

Students should be able to move comfortably in school in all clothing – this movement includes reaching, raising hands, and bending down to get materials out of the locker.

Below are guidelines for appropriate dress at Brown:

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

Visitors

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

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

Bookbag Use

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

Musical Instruments – Grade 5 ONLY

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

Cafeteria

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

In the cafeteria, students are expected to:

- Clean table areas after eating
- Remain at tables until dismissed by an adult
- Consume all food and/or beverages within the cafeteria area (no glass containers allowed)
- Sit appropriately at tables – one chair per student.
- Notify cafeteria staff of accidental food spills
- Maintain conversational voice levels
- Obtain permission from staff to visit lavatory or leave the area
- Refrain from soliciting money or food for any reason
- Eat only food they bring or purchase themselves. Students are not permitted to share food with any other students.

Playground

Students participate in one 30-minute before/after lunch recess. During inclement weather, recess will be 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:

- Students should welcome classmates in their games and not create clubs or groups that exclude others.
- Students should keep their hands and feet to themselves.

- Students should show caution and good judgement when playing on or near the large playground equipment. Running and ball play is not permitted near the equipment.
- When using the slides, students should proceed down the slide, one at a time, feet first.
- Students may not throw objects such as stones, sticks, or snowballs.
- Students may not engage in chasing activities, unless these are part of an organized game.
- Two-finger touch football is the only acceptable football game and must be played in the designated field area.
- Students may not climb school fences.
- Students may not engage in gymnastics activities.
- Students should check-in with a staff member before leaving the playground area or re-entering the school building.
- Students should immediately Stop, Look, and Listen when they hear a staff member blow the whistle.

Food

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

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

School Lunch Program

Calendars outlining the daily menu are available on the district website. Parents/Guardians are encouraged to set up a lunch account for their child. Lunch cost for the 2024-25 school year is \$4.00 per day. Information for setting up a lunch account through mypaymentsplus.com can be found on the district website.

Lunch Charging

In accordance with Board of Education Policy #3542 (which may be viewed on the District website), the District strongly discourages the charging of meals, but understands that an occasional emergency may occur. In the event a student has no money, or their account balance is insufficient, the student will be allowed to charge up to five (5) meals. No snack or a-la-carte items shall be charged. Parents/Guardians shall be notified of any negative balance and asked for prompt payment.

Library Media Center

The school library media program is integral to and supportive of the school curriculum. We recognize the importance of flexible and generous student access to the media center and its wealth of print and electronic

library resources, as well as library personnel. In order to ensure equal access to the program and to maintain an environment conducive to the academic, personal, and intellectual pursuits of the students and staff, the media center has established guidelines for use and access. To reach the Library/Media Center, call (203) 245-6408.

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

Hours 7:50 – 3:05

Library Circulation Guidelines:

In order to ensure that materials are available to students when they need them and to maintain an accurate inventory of resources:

- All materials must be checked out at the Circulation Desk.
- Books may be borrowed for two weeks and renewed.
- Students may borrow up to three items at a time.
- Lost or damaged books will be paid for at the replacement cost.

Cell Phones and Other Electronic Devices

At Brown School students are expected to use cell phones and other electronic devices (tablets, laptops, etc.) responsibly and with respect toward fellow members of the Brown community. Student electronic devices are subject to the Network Use Agreement and Brown Code of Conduct. Electronic devices must be used within current school regulations (academic integrity/cheating; disrespectful language, gestures, bullying, gambling, etc.) Students are not permitted to use any electronic device to record audio or video media or take pictures of any student or staff member without teacher permission. All pictures, videos and information shall be related to school curriculum and instruction.

Upon arrival at school, students are expected to put their phone or other electronic device in their locker before homeroom, which starts at 7:50 am. If a student has a concern about the security of their locker, they are to report the issue to their homeroom teacher. Students are not to use cell phones in hallways or in the cafeteria, or bathroom during the school day.

Students found using a cell phone or mobile device during the school day will relinquish the device to a staff member. The staff member will deliver the device to the main office. For a first offense, the student may pick up the device at the end of the school day; a second offense will require a parent to retrieve the device from the main office.

Cell phones should not be used to make phone calls or text messages at any point during the school day. Students who are ill or injured and wish to contact home to be picked up must be seen by the school nurse in the Health Office.

Brown School is not responsible for students' lost, stolen, or damaged personal cell phones or tablets.

Use of On-Line Services

In order for a student to use the on-line services in Brown School, an **Acceptable User Policy** form must be completed and signed by the student and his/her parent or guardian. This form is kept on file in the Main Office. The user agreement specifies student responsibilities when using the internet and other types of computer-based research. Misuse of technology or access to sites not specific to school work will result in the loss of

internet privileges for one week and/or referral to a school administrator. Copies of the District's Student Internet Policy and Agreement Form are located on the district website. *BOE policy 5210.*

Students are expected to:

- Exhibit exemplary behavior when accessing the Internet whether in the library, computer lab or classroom.
- Utilize the resources of specific web sites on the Internet for school-related educational purposes only.
- Follow the directions of the adult in charge when working with technology.
- Take appropriate care of all equipment.
- Follow the district's Technology Acceptable Use Policy.

Lockers

Students will be assigned lockers during homeroom during the first week of school. Each student will be given a locker for which he or she will be responsible until the end of the year. Each student may use only the locker which he or she has been assigned. All personal belongings, including mobile devices and books, must be kept in the student's locker. It is expected that lockers will be kept clean and in good order. Students are asked not to use glue or permanent markers in decorating their lockers. **If a locker is broken at any time during the school year, the student should report the problem to the Main Office immediately.**

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

Bicycles

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

Health Office

General Information

The Health Office is staffed with a Registered Nurse from 8:00 a.m. to 3:00 p.m. The Health Office provides health and emergency services to students at Brown School. If an emergency should arise while the Health Office is closed, students will be sent to the Main Office. All Health Office visits are documented and these records are maintained in Infinite Campus.

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

Additional Guidelines

- At the beginning of the school year, the Health Office will request that each parent or guardian complete an emergency information form. Please list all available numbers where you can be reached (home, work, cell) and local persons to contact if you are not available. Please update all changes during the school year.

- At the beginning of the school year, parents/guardians may sign an authorization for the school nurse to administer Acetaminophen.
- Children may return to school 24 hours after vomiting, diarrhea, or fever have subsided.
- The Physical Education department requires that a parent write a note of explanation if his/her child is unable to participate in a class, due to illness or injury. If more than two classes are missed, a note from the treating health care provider is needed to excuse the student.
- Parents/Guardians should contact the school nurse before their child returns to school after surgery, serious illness, injury, or hospitalizations. A note from the treating health care provider is needed before the student returns so that the nurse can make a plan for the child's safety.
- To ensure safety, students returning to school with any limitation of mobility (crutches, casts, wheelchairs or sutures) must provide a doctor's note in order to use those devices and then first report to health office before attending any classes.
- The school nurse will make recommendations to the school administration regarding students with health problems participating in field trips.
- Any products containing latex are not permitted in the building.
- The State of Connecticut has created definitive regulations regarding administration of medication in schools. Medications (prescription or over-the-counter) are NOT to be carried on the student's person or kept in lockers (with the exception of EpiPen and inhalers, see below). If it is necessary for a student to take any medication during school hours, it must be administered by the school nurse, school administrator, or a designated teacher. The following steps will facilitate the procedure and meet state regulations:
 - A medication authorization form signed by the prescribing health care provider and the parent/guardian must be submitted annually. These forms are available from the Health Office, the healthcare provider, or the Madison Public Schools website.
 - The parent/guardian must deliver the medication directly to the school nurse.
 - The medication container must be labeled by the pharmacy with the name of the patient, medication name, strength, dosage and frequency, and the name of the prescriber. Over-the-counter medication must be received in its original unopened container from the store.
 - The amount of medication is limited to a three-month supply.
 - A student may be allowed to self-administer an inhaler or medication for anaphylaxis with approval of the School Nurse, Principal, parent and prescribing health care provider. The child may carry his/her own inhaler or EpiPen and parents will need to provide an additional supply of these meds for the Health Office.
 - The medical advisor for the Madison Public Schools has approved the following medications and preparations for use in the Health Office.

Emergency Medications

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

Over the counter preparations

- Acetaminophen: for general pain/discomfort, headache, dysmenorrhea, dental pain or temperature greater than 101°
- Bacitracin: topical application for minor abrasions and lacerations
- Calagel: topical application for itching

- Bactine: topical application to clean wounds
- Petroleum jelly/Medicated lip ointment--chapped lips
- Sunscreen: topical application

EpiPen - 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 nurse 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>

Screenings

The State of Connecticut and Madison Board of Education require that all grade four and five students receive vision and hearing screening in the fall. All fifth-grade girls require scoliosis screening which is routinely done in January or February. All screenings are performed at school by the school nurse.

Physical Examinations

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

Students & 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 form on the Madison Public Schools website by October 1.

Materials and Supplies

During the course of the year, students will be issued books and materials (including a Chromebook and charger) that are required in each course. Students are responsible for returning materials in a condition comparable to what it was when distributed.

If a student loses a school book, library book or other material like a school laptop, he or she should report the loss immediately to the teacher or to the Library Media Specialist. If school issued materials are lost at the end of the school year, fees will be set at the replacement cost of the item. Refunds will be made if items are returned after payment is made.

Lost and Found

Lost and found items can be found in the cafeteria and the gym. Students and parents are encouraged to check if clothing and other items have been lost. Those items not claimed will be donated to charity two times per year. Students and parents are encouraged to label outdoor wear and student lunch boxes.

Found articles such as glasses, jewelry and watches should be brought to the Main Office. Students who lose items are urged to check with the Office and the lost and found several times for missing items.

Pest Management / Pesticide Application

Board of Education Policy #7120 on the use of pesticides in school buildings and on school grounds is a common-sense approach rather than routine application. Personnel licensed by the State of Connecticut will apply all pesticides and no pesticides will be applied when school is in session except in emergency situations. Any parent, guardian, or school staff member may register for notice of pesticide application. To register for notice of pesticide application, please go to the Madison Public Schools website in the Back to School Information section, complete the Pesticide Notification Registration electronic form and return it to the Office of the Superintendent via e-mail or U.S. Mail on or before October 1, 2019. The Central Office, Facilities Department and each school maintain a registry of persons requesting notification. Such notice will include the name of the active ingredient of the applied pesticide, the date of the application on the school property, and the name of the person who may be contacted for further information. Notification will be made by either telephone or by e-mail. A record of each pesticide application will be kept in the Facilities Department and the custodian's office.

Asbestos Management Program

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

Safe School Climate Plan

The Madison Board of Education 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.

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/Guardians and students are encouraged to explore other educational opportunities that are offered in the school district locally and regionally. These options may include magnet, charter, lighthouse, and vocational-technical schools, Open Choice and inter-district programs, and vocational agriculture centers. Contact the School Counselors for further information on these school choice options.

Board of Education Policies

As required by law, the Superintendent is required to inform parents/guardians 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) under the Board of Education heading.

MADISON PUBLIC SCHOOLS BOARD OF EDUCATION POLICIES REQUIRED DUE PROCESS NOTIFICATIONS

#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 (formerly Suspension/Expulsion/Exclusion from School/School Activities)
#5113	Student Attendance: Truancy and Chronic Absenteeism
#5120.3	Health Assessments/Screenings and Oral Health Assessments (formerly Health Services)
#5120.3.3	Administering Medications
#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
#5120.3.4	Management Plan and Guidelines for Students with Food Allergies, Glycogen Storage Disease and/or Diabetes
#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

PTO

The PTO mailbox is located in the Main Office. Please feel free to place your ideas in the mailbox or contact one of the board members directly.

Annual membership dues of \$35.00 per family and money raised by our fundraisers are used for enrichment programs. Membership forms are available throughout the year and parents are encouraged to join and support our common goal—our children and their education.

Meetings are held monthly in the cafeteria and your attendance and participation is welcomed. The dates and times for the 2024-2025 school year are listed on the Brown School events calendar and school website.

Philosophy

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

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

Purpose

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

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

Executive Board

President: Sarah DeBenedictis

Vice President: Gina Riiska

Treasurer: Maureen Burke

Secretary: Andrea Ivans

www.madison.k12.ct.us/Brown

Beach and Recreation Before/After School Program

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

Hours of Operation

Before School	7:00 – 7:45 a.m.
After School	2:50 – 6:00 p.m.
Early Dismissal Days	12:15 – 6:00 p.m.

Enrollment

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

Fees

Monthly fees as follows:

<u>Before School</u>		<u>After School</u>	
1 day per week	\$64.00	1 day per week	\$79.00
2 days per week	\$85.00	2 days per week	\$116.00
3 days per week	\$106.00	3 days per week	\$150.00
4 days per week	\$127.00	4 days per week	\$191.00
5 days per week	\$146.00	5 days per week	\$228.00

Single Day Drop-In Policy and Fee 2023-2024

\$20.00 per Drop-In Before School / \$20.00 per Drop-In After School

In the event that your child needs to attend a day outside of their schedule, you will need to purchase a single day drop-in. Your child must be registered for the Before/After School program in order to use a single day drop-in. You must notify the Before/After School Director or the Beach and Recreation Department by phone by 3:00pm the day before that you would like to purchase a single day drop-in so we can staff accordingly. You must also notify the school that your child will be attending after school on a day outside of their schedule.

Please Note:

Brown Before/After School is held at Ryerson. Parents should drop off and pick up their child/children from Ryerson. Students will be bussed to Brown in the morning and bussed to Ryerson in the afternoon.

Passes may be purchased at the Recreation Department, through the mail or online. Hours will be marked off as they are used. The passes are left on the site with the staff.

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

