

Dr. Robert H. Brown  
Intermediate School

Student Handbook  
And  
Code of Conduct  
2020-2021



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

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

# Section 1:

## Student Handbook 2020-2021



This Handbook and Code of Conduct belong to:

Name \_\_\_\_\_

Homeroom Teacher \_\_\_\_\_



# 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

Interim Superintendent of Schools  
JeanAnn C. Paddyfote, 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  
Magda Grayson  
(203) 318-0777

Food Service Manager  
Joseph Barraco  
(203) 245-6371

### **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

Brown School Attendance Hotline (To report student absences and tardies): (203) 245-6404  
Parents are required to leave a message regarding their child's absence or tardiness. **Please call by 8:30 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.

# 2020-21 Brown School Faculty & Staff

## GRADE 4

<b>Math/SCI/SS</b>	<b>Team 4-1</b>	<b>Team 4-2</b>	<b>Team 4-3</b>	<b>Team 4-4</b>
<b>Lang. Arts</b>	Ashley Lunn	Laleh Karimi	Greg Pfaffenbichler	Jane Kraus
<b>Spec. Ed.</b>	Dana Townsend	Lisa Seales	Erin Smith	Tracey Soboleski
<b>Team Para</b>	Amber Bishop	Amy McLaughlin	Amy McLaughlin	Amber Bishop
	Nicole Myers	Cathy Nestor	Charlotte Powell	Hilary Catala
			Mary Callaghan (PAL)	

## GRADE 5

<b>Math/SCI/SS</b>	<b>Team 5-1</b>	<b>Team 5-2</b>	<b>Team 5-3</b>	<b>Team 5-4</b>
<b>Lang. Arts</b>	John Pluchino	Nick Merullo	Rachel Leonard	Adrienne Bransfield
<b>Spec. Ed.</b>	Stephanie Fumiatti	Lynn Prendergast	Lauren Warner	Travis LaPointe
<b>Team Para</b>	Tracey McGinley	Tracey Rossi	Tracey McGinley	Tracey Rossi
	Briana Evans	Donna McLean/Meghan Plourde	Karen Nichols	Elizabeth Rubin
			Linda Wade (FASE)	

## COORDINATORS

<b>English</b>	<b>Math</b>	<b>Science</b>	<b>Social Studies</b>	<b>Special Ed.</b>
Pamela Kendrick	Carol Sullivan	Sarah Sandora	Chris Pagliuco	Michelle Fortuna

## COACHES

<b>Literacy Coach</b>	<b>Math Coach</b>
Michelle Horn	Stacey Daly

## RELATED ARTS

<b>Art</b>	<b>Physical Education/Health</b>	<b>Performing Arts</b>	<b>World Language</b>
Bill Sommer	Michael Battipaglia Tyler Pucci	Chris Murphy Matthew Price Jessica Shaver	Wendy McCreary Maki Kelly

<b>Computers</b>	<b>Reading Intervention</b>	<b>Math Intervention/Ext. Library/Media Center</b>	
Gay Tomasevich Michael Ginsburg (District Tech)	Cindy Armor	Amy Faitsch	Sandra Bizier, Diane D'Alessio

## STUDENT SUPPORT SERVICES

<b>Psychologist</b>	<b>Social Worker</b>	<b>Health Office</b>	<b>School Counselor</b>	<b>Secretaries</b>
Melissa Griffith	Claire Keenan	Valerie Alberti, RN	Eliza Hayes	Karen Beckwith 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 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 guidance secretary will attempt to contact a parent to verify the absence if a parent has not notified the school. To ensure that we are able to do so, please update and return student information forms (census verification form, emergency information form) to the student's homeroom teacher within the first week of school.

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

If a student has been absent as a result of a contagious disease (e.g., strep, pneumonia, bronchitis, conjunctivitis, chicken pox), serious injury, or hospitalization, parents must report this information to the school nurse by telephone (203 245-6407) or by email ([albertiv@madison.k12.ct.us](mailto:albertiv@madison.k12.ct.us)) before the student returns to school.

## Excused Absences

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

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

## Unexcused Absences

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

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

## Truancy

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

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

## Excessive Absences

### Parents/Guardians

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

### School

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

## Tardy to School

If a student arrives late to school, he/she should proceed to the Main 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 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 other emergency situation. Information regarding the delay/closing of school may be secured from:

### Enotify

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

### Madison Public School Website

[www.madison.k12.ct.us](http://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 may contact Durham School Services, 203-318-0777, if necessary.**

## **Morning Drop-Off**

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

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

## **Afternoon Pick-Up**

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

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

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



<b>GRADE 4</b>		
HR	8:05 – 8:20	Homeroom
1/2	8:20 – 10:15	Core
3	10:17 – 10:57	Related Arts
4	10:59 – 11:14	Recess
5	11:16 – 12:26	Core
6	12:28 – 1:18	Lunch/Recess
7	1:20 – 2:00	Related Arts
8	2:02 – 2:50	Core

<b>GRADE 5</b>		
HR	8:05 – 8:15	Homeroom
1	8:17 – 9:07	Core
2	9:09 – 9:49	Related Arts
3	9:52 – 10:07	Recess
4	10:09 – 11:19	Core
5	11:21 – 12:11	Recess/Lunch
6	12:13-12:53	Related Arts
7/8	12:55-2:50	Core

## Homework

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

## Conferences

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

## Report Cards

**Trimester #1 ends December**

**Report Cards distributed week of December**

**Trimester #2 ends March**

**Report Cards distributed week of March**

**Trimester # 3**

**Report Cards distributed 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 after school activities. Parents must make all requests for exceptions to the Principal. Only when there is a clear educational purpose for the visit will this request be approved.

## **Bookbag Use**

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

## **Musical Instruments –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, maximum of 8-9 per table
- Notify cafeteria staff of accidental food spills
- Maintain conversational voice levels
- Obtain permission from staff to visit lavatory or leave the area
- Refrain from soliciting money or food for any reason
- Eat only food they bring or purchase themselves. Students are not permitted to share food with any other students.

## **Playground**

Students participate in one 25-minute before/after lunch recess. Students have an additional 15-minute recess scheduled every day. 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.
- Student 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 are encouraged to set up a lunch account for their child. Lunch cost for the 2019-20 school year is \$3.50 per day. Information for setting up a lunch account through **mypaymentsplus.com** can be found on the district website.

## **Lunch Charging**

In accordance with Board of Education Policy #3542 (which may be viewed on the District website), the District strongly discourages the charging of meals, but understands that an occasional emergency may occur. In the event a student has no money, or their account balance is insufficient, the student will be allowed to charge up to two (2) reimbursable meals. No snack or a-la-carte items shall be charged. Parents shall be notified of any negative balance and asked for prompt payment. Once a student has reached their charging limit (the value of two reimbursable meals), they will be offered an alternate meal. The District shall determine the alternate meal to be offered.

## **Insurance**

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

## Library Media Center

The school library media program is integral to and supportive of the school curriculum. We recognize the importance of flexible and generous student access to the media center and its wealth of print and electronic library resources, as well as library personnel. In order to ensure equal access to the program and to maintain an environment conducive to the academic, personal, and intellectual pursuits of the students and staff, the media center has established guidelines for use and access. To reach the Library/Media Center, call (203) 245-6408.

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

**Hours** 7:50 – 3:05

### 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 to 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 fourteen are required by law to wear a helmet.**

## **Health Office**

### **General Information**

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

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

### **Additional Guidelines**

- At the beginning of the school year, the Health Office will request that each parent or guardian complete an emergency information form. Please list all available numbers where you can be reached (home, work, 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 may sign an authorization for the school nurse to administer Acetaminophen.
- Children may return to school 24 hours after vomiting, diarrhea, or fever have subsided.
- The Physical Education department requires that a parent write a note of explanation if his/her child is unable to participate in a class, due to illness or injury. If more than two classes are missed, a note from the treating health care provider is needed to excuse the student.
- Parents should contact the school nurse before their child returns to school after surgery, serious illness, injury, or hospitalizations. A note from the treating health care provider is needed before the student returns so that the nurse can make a plan for the child's safety.
- To ensure safety, students returning to school with any limitation of mobility (crutches, casts, wheelchairs or sutures) must provide a 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 EpiPens and inhalers, see below). If it is necessary for a student to take any medication during school hours, it must be administered by the school nurse, school administrator, or a designated teacher. The following steps will facilitate the procedure and meet state regulations:
  - A medication authorization form signed by the prescribing health care provider and the parent/guardian must be submitted annually. These forms are available from the Health Office, the healthcare provider, or the Madison Public Schools website.
  - The parent/guardian must deliver the medication directly to the school nurse.
  - The medication container must be labeled by the pharmacy with the name of the patient, medication name, strength, dosage and frequency, and the name of the prescriber. Over-the-counter medication must be received in its original unopened container from the store.
  - The amount of medication is limited to a 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

#### **Epi-Pens - 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 electronic form on the Madison Public Schools website, in the Parents section under Forms, and return it to the Office of the Superintendent via e-mail or U.S. Mail on or before October 1, 2019.

### **Materials and Supplies**

During the course of the year, students will be issued books and materials 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, and all school boards in Connecticut, has revised its policy on bullying to reflect the expanded definition of bullying as required by Public Act No. 11-232 – An Act Concerning the Strengthening of School Bullying Laws, which went into effect on July 1, 2011. In addition to revising the policy on bullying (Policy #5090.3.6.1.1) which is located on the district's website under the Board of Education heading, the law required school districts to develop, implement, and submit to the State Department of Education a safe school climate plan on or before January 2012. In response to Public Act No 11-232, the Madison Public Schools codified the many programs and practices that have been in place in our schools into an official district Safe Schools Climate plan. This new legislation supports and reinforces our school district and community commitment to provide our students with a safe, caring, and successful school experience. The Safe School Climate Plan is posted on the district and school websites.

## **Non-Discrimination Policy**

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

## **Grievance Procedure for Title VI, Title IX and Section 504**



The Assistant Superintendent is the Coordinator for Title VI and Title IX. The Director of Special Education and Student Services is the Coordinator for Section 504. Any Student or employee of the Madison Board of Education who feels they have been discriminated against on the basis of race, color, national origin, age, sex, or handicap, may contact such coordinator at any time there be a complaint. The coordinators are located in the Board of Education offices. If the coordinator of Title VI and Title IX is unable to resolve the complaint, the grievance will be taken to mediation. The mediation committee consists of the coordinator and three members of the Title IX Committee who will work within the law and with fairness to find facts and resolve the issue. The final level for the grievance will be with the Superintendent of Schools and the Board of Education. Any individual who feels he or she has been discriminated against in violation of Section 504 should immediately contact the Director of Special Education and Student Services. Additionally, such individual may file a complaint with the Boston Regional Office of the Office of Civil Rights at:

Office for Civil Rights/ED  
8th Floor  
5 Post Office Square, Suite 900  
Boston, MA 02109-3921

## **Public School Choice in Connecticut**

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

## **Board of Education Policies**

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

**MADISON PUBLIC SCHOOLS  
BOARD OF EDUCATION POLICIES  
REQUIRED DUE PROCESS NOTIFICATIONS**

- #0521 & #5020.1 Nondiscrimination
- #3541.5 Transportation Safety Complaints
- #4010 Prohibition on Recommendations for Psychotropic Drugs
- #4112.1 Certification
- #5020 Equal Educational Opportunity
- #5070 Promotion / Acceleration / Retention
- #5080 Student Absences
- #5080.1 Tardiness
- #5080.2 Truancy
- #5090.1.4 Student Misconduct in Schools
- #5090.3 General Rules of Student Conduct
- #5090.3.3 Student Conduct on School Buses
- #5090.3.4 Out of School Misconduct
- #5090.3.6.1.1 Bullying
- #5090.4.2.1 Pledge of Allegiance
- #5090.7 Drugs, Alcohol, Tobacco, Inhalants, and Performance-Enhancing Substances
- #5090.8 Weapons and Dangerous Instruments
- #5100.9.1 Student Recruitment
- #5110 Student Discipline
- #5110.4 Suspension / Expulsion / Exclusion from School / School Activities
- #5120.3 Health Services
- #5120.3.1. Communicable and Infectious Diseases
- #5120.3.2 HIV Infection
- #5120.3.3 Administering Medications
- #5120.4.2.1 Suicide Prevention
- #5120.4.2.5 Child Abuse
- #5120.3.4 Managing Student Food Allergies and Glycogen Storage Disease
- #5120.9 Homeless Students
  
- #5128 Rank in Class
- #5180.1 Records / Confidentiality
- #5180.1.1 Directory Information
- #5180.4 Using Schools or Students for Publicity Purposes
- #6080.1.2 Title I Programs / Parental Involvement
- #6080.21.1 English Learner Students
- #6080.24.2 Magnet Schools
- #6100.15.2 Use of Internet / Online Services
- #6154 Homework / Make Up Work
- 6141.312 Migrant Students
- #7120 Hazardous Materials in Schools

**PTO**

The PTO mailbox is located in the Guidance Office. Please feel free to place your ideas in the mailbox or contact one of the co-presidents 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 2019-2020 school year are listed on the Brown School events calendar and school website.

### **Philosophy**

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

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

### **Purpose**

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

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

### **Executive Board**

Co-President: Tina Phelan

Co-President: Bee Gordon

Vice President: Amy Paradiso

Treasurer: JoAnne Wood

Secretary: TBD

**[www.madison.k12.ct.us/Brown](http://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 Brown Intermediate 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	\$31.00	1 day per week	\$56.00
2 days per week	\$52.00	2 days per week	\$93.00
3 days per week	\$74.00	3 days per week	\$128.00
4 days per week	\$95.00	4 days per week	\$169.00
5 days per week	\$115.00	5 days per week	\$207.00

**Drop-in Program**

Drop-in Pass - \$184.00 for 30 hours  
\$101.00 for 15 hours

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.

**Section 2:**

# Code of Conduct 2020-2021



## Code of Conduct Table of Contents

Introduction to the Code of Conduct .....	i
---	---

Definition of Terms.....	1
--------------------------	---

**Section I: Consequences for Behavior/Infractions that Jeopardize the Health, Safety, and Welfare of Individuals in the School Community ..... 12**

I.A. Bus Misconduct.....	12
I.B. Inappropriate Physical Contact (Pushing, Shoving Another Student) .....	12
I.C. Verbal Assault or Threatening Physical Harm .....	12
I.D. Possession of Tobacco, Tobacco Products, Tobacco Paraphernalia.....	13
I.E. Using Tobacco, Tobacco Products or Tobacco Paraphernalia .....	13
I.F. Hazing .....	13
I.G. Bullying.....	14
I.H. Sexual Harassment .....	14
I.I. Fighting/Physical Altercation / Physical Aggression.....	15
I.J. False Alarm/Bomb Threat .....	15
I.K. Assault .....	15
I.L. Use or Possession of Drugs, Drug Paraphernalia, Alcohol, Inhalants, Performance Enhancing Substances .....	16
I.M. Sale or Distribution of Drugs (Drugs, Alcohol, Inhalants, Performance Enhancing Substances) .....	16
I.N. Arson.....	17
I.O. Possession of Weapon, Deadly Weapon, Dangerous Instrument, Firearm or Facsimile, or Replica of Firearm .....	17
I.P. Hate Crimes.....	17
I.Q. Other Serious Misconduct in Section I as Determined By School Administrator .....	17

**Section II: Consequences for Behavior/Infractions that Demonstrate a Lack of Honesty, Respect, and Courtesy Toward Individuals in the School Community**

II.A. Student Dress Code Violation .....	18
II.B. Academic Integrity: Cheating/Plagiarism .....	18
II.C. Refusal to Adhere to Staff Member Directive; Open Defiance of a Teacher or Any School Employee.....	18
II.D. Obscene, Vulgar, Abusive, Inflammatory or Disrespectful Language, Gestures, Or Behavior Directed Toward Any Staff Member .....	18
II.E. Racial or Other Discriminatory Slurs .....	18
II.F. "Walkouts" by Students.....	19
II.G. Posting or Distributing Libelous, Obscene, or Defamatory Materials or Literature .....	19
II.H. Other Serious Misconduct in Section II as Determined by School Administrator.....	19

**Section III: Consequences for Behavior/Infractions that Demonstrate a Lack of Respect for Personal and Public Property and Possessions**

III.A. Inappropriate Use of School Technology.....	20
III.B. Inappropriate Use of Technology in Extended School Community (Cyber-bullying).....	20
III.C. Falsifying Signatures, Excuses, or Other School Documents, or any Deliberate False Statement Whether Written or Stated .....	20
III.D. Graffiti.....	20
III.E. Vandalism .....	21
III.F. Tampering with School Records .....	21
III.G. Theft or Possession of Stolen Goods.....	21
III.H. Borrowing, Taking or Receiving any Item (including money) by Force, Threat, or Intimidation.....	22
III.I. Other Serious Misconduct in Section III as Determined by School Administrator .....	22

**Section IV: Consequences for Behavior/Infractions that Demonstrate a Lack of Respect for Maintaining an Orderly Teaching and Learning Environment**

IV.A. Trespassing and Violations of Out-of-School Suspensions .....	23
IV.B. Truancy .....	23
IV.C. Bringing Unauthorized Visitors to School During the School Day.....	23

IV.D.	Cafeteria Misconduct.....	23
IV.E.	Parking Violations.....	24
IV.F.	Unauthorized Use of Electronic Communication Devices And Laser Pointers .....	24
IV.G.	Tardy to School – First Class/Period.....	24
IV.H.	Tardy to Class During the School Day.....	24
IV.I.	Cutting Classes During the School Day .....	24
IV.J.	Failure to Serve Detention.....	24
IV.K.	Leaving School Grounds without Administrator’s Permission .....	25
IV.L.	Unauthorized Area Violation (Being outside the school or in unauthorized areas of the building without prior approval.....	25
IV.M.	Gambling (Involving the Transfer of Money or Assets).....	25
IV.N.	Failure to Serve In-School Suspension or Misbehaving During In-School Suspension .....	25
IV.O.	Other Serious Misconduct in Section IV as Determined by School Administrator .....	25

## **Introduction to the Madison Public Schools Code of Conduct**

Madison Public Schools provides a supportive academic environment where students are encouraged to become independent and responsible. Mutual trust and respect among all members of the school community is paramount to a positive and healthy school climate. Each individual in the school community is expected to maintain a proper decorum, while allowing for and tolerating individual differences. To that end, general responsibilities for school personnel and expectations for student behavior are provided below:

### ***SCHOOL PERSONNEL RESPONSIBILITIES***

In order to serve the student body well, the school staff has the responsibility to . . .

- ❑ provide a safe and productive learning environment;
- ❑ be informed about and knowledgeable of school rules and policies, consistent with legal requirements and Board of Education policies;
- ❑ maintain discipline in a fair, consistent and equitable manner;
- ❑ conduct disciplinary hearings and conferences in an impartial and objective manner; and
- ❑ resolve disciplinary problems in a fair, consistent and equitable manner.

Additionally, the Board of Education authorizes its administrative staff to discipline students for conduct defined in this document as infractions of the Code of Conduct.

### ***EXPECTATIONS FOR STUDENT BEHAVIOR***

In order to assist the school administration and staff in their efforts to provide a positive, productive school environment conducive to learning, the student body is expected to . . .

- ❑ understand that they are responsible for their actions and that inappropriate behavior will not be tolerated;
- ❑ be informed about and abide by school and Board of Education rules and policies;
- ❑ behave in a responsible and appropriate manner during all school functions held on or off school grounds;
- ❑ attend school regularly and be prepared for class by completing daily assignments and make-up work;



- ❑ continue to develop a moral and ethical sensibility as well as practice moral and ethical behavior;
- ❑ learn about, understand, and respect diversity and differences among all groups; and
- ❑ understand, as well as apply, the basic principles of healthful daily living.

Thus, the Madison Public Schools Board of Education expects the highest standards of conduct from all students at all times, whether in school, out of school, or at a school-sponsored activity. Proper student behavior is obligatory and conduct incompatible with or disruptive to the educational process is unacceptable and will be addressed by the school administration and staff accordingly.

## GENERAL GUIDELINES FOR STUDENT DISCIPLINE

Student discipline is viewed as a responsibility shared among the students, the school, and the parents/guardians. Parents/guardians are encouraged to play an active role in the education of their children and may be called upon by the school to attend meetings regarding disciplinary infractions. Students who infringe on the rights of others to pursue an education or who violate school policies and regulations will be subject to corrective disciplinary action including, removal from class, in-school or out-of-school suspension, suspension from transportation privileges, detention, and/or expulsion from school.

*For purposes of organizing the consequences for student behavior that is unacceptable, potential infractions have been classified into four broad categories. These four categories are as follows:*

- Section I:** Infractions or behaviors that jeopardize the health, safety, and welfare of individuals in the school community
- Section II:** Infractions that demonstrate a lack of honesty, respect, and courtesy toward individuals in the school community
- Section III:** Infractions that demonstrate a lack of respect for personal and public property and possessions
- Section IV:** Infractions that demonstrate a lack of respect for maintaining an orderly teaching and learning environment

These categories are not mutually exclusive because the same infraction or behavior can conceivably fall into more than one category. Infractions within each category range from very minor to very serious or major infractions. The behavior/infraction charts list disciplinary consequences and reference relevant Board of Education policies

Whenever a disciplinary measure is employed, it shall be fair, reasonable, and consistent. No student shall be disciplined on the basis of race, age, gender, religion, sexual orientation, national origin, ancestry, or disability. The cooperation of every facet of the school community, including staff, students, and parents/guardians, is essential to the maintenance of a positive learning environment in the Madison Public Schools.

Students who are accused of committing an infraction have the right to an informal hearing which is a meeting between a student and the principal or designee at which the student is informed of the reasons for discipline and given an opportunity to respond and explain the situation. School administrators may conduct the informal hearing with students without their parents/guardians being present. In the event of an emergency, which does not allow for an immediate informal hearing, the informal hearing shall be held as soon after the suspension as possible. Parents will be notified of the infraction and resulting disciplinary consequence as soon as feasible.

Disciplinary procedures used in the Madison Public Schools range from informal hearings to expulsion from school. The procedure to be used depends upon the seriousness of the violation, the specific circumstances of the situation and the individual's overall pattern of behavior. A series of minor infractions committed by the same student can be considered a major infraction, as determined by the school administration, as repeated behaviors can have a demoralizing effect on the general student body and staff and be disruptive to the learning environment. In cases where multiple infractions have been committed by a student, the school administration will investigate each infraction and determine the cause for a specific consequence(s). In addition to the usual school procedures, criminal infractions must also be reported by the school administration to the police.

**For additional information, please refer to the Board of Education Policy Manual and due process policies available on the Madison Public Schools' website at [www.madison.k12.ct.us](http://www.madison.k12.ct.us).**

## **DEFINITION OF TERMS**

The following terms used in the Madison Public Schools Code of Conduct are defined to clarify language for the benefit of students, their parents/guardians, and the extended school community:

- **Area Violation, Unauthorized (Going to Parking Lot or Being Outside the School Without Prior Approval):** *Students are not permitted in unauthorized areas of the school building or campus, including but not limited to (1) an adjacent school campus, (2) unauthorized stairwells/hallways, (3) any area adjacent to the school building including parking lots, and (4) athletic fields/areas without permission.*  
*Reference Section IV.L. in the Behavior/Infraction Charts.*
- **Arson:** *Intentional attempt or act of starting a fire in the school on the school bus or on school property.*  
*Reference Section I.N. in the Behavior/Infraction Charts.*
- **Assault:** *Intent to cause physical injury to another person, causing such injury to such person or to a third party; or recklessly causing physical injury to another person; or causing physical injury to another person by means of a deadly weapon, a dangerous instrument, or an electronic defense weapon.*  
*Reference Sections I.K. and in the Behavior/Infraction Charts.*
- **Borrowing, Taking, or Receiving any Item (Including Money) by Force, Threat, or Intimidation:** *Students are prohibited from borrowing, taking, or receiving any item (including money) by force, threat, or intimidation of another student.*  
*Reference Section III.H. in the Behavior/Infraction Charts.*
- **Bullying:** *“Bullying” is defined as the repeated use by one or more students of a written, oral, or electronic communication, such as cyberbullying, or a physical act or gesture by one or more students repeatedly directed at or referring to another student attending school in the same school district that in the same school district that: (1) causes physical or emotional harm to such student or damage such student’s property, (2) places such student in reasonable fear of harm to himself or herself, or of damage to his or her property, (3) creates a hostile environment at school for such student (a hostile environment is a situation in which bullying among students is sufficiently severe or pervasive to alter the conditions of the school climate), (4) infringes on the rights of such student at school, or (5) substantially disrupts the education process or the orderly operation of a school. “Bullying” shall include, but is not limited to, written, oral, 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 mental, physical, 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.*  
*Reference Section I.G. in the Behavior/Infraction Charts.*
- **Bus Misconduct:** *All students are extended the privilege of riding to and from school and to school activities on the school bus. The bus driver has the responsibility of maintaining orderly behavior of students on school buses and will report, in writing, all misconduct to the transportation services manager and the school administrator. Video cameras may be used to record student behavior on the school bus and videotapes of students’ behaviors may be used to support disciplinary action.*  
*Reference Section I.A. in the Behavior/Infraction Charts.*
- **Cheating:** *“Sharing” student work or collaborating on assignments that should be individually produced; using crib notes during assessments; sharing information about an assessment with students who have not completed the assessment; obtaining or passing unauthorized copies of or information about tests, quizzes, or other course assignments; stealing or unauthorized copying of another student’s answers, homework, notes, or course materials.*  
*Reference Section II.B. in the Behavior/Infraction Charts.*
- **Co-Curricular School Activities:** *Student activities initiated by the instructional staff. Co-curricular activities are designed to provide an opportunity for students to expand their knowledge of related curriculum.*
- **Controlled Substance:** *A drug, substance, or immediate precursor identified under schedules I to V, inclusive, of the Connecticut controlled substance scheduling regulations pursuant to Section 21a-243 of the Connecticut General Statutes.*
- **Cumulative Offenses:** *Specific student offenses which will accumulate from year to year within the grade span, i.e., grades 5-6; grades 7-8; grades 9-12.*

- **Cutting Classes During the School Day:** *Students are expected to attend each of their classes every day unless given permission from the school administrator to be absent from a class for a specific purpose.*  
Reference Section IV.I. in the Behavior/Infraction Charts.
- **Cyberbullying:** *Any act of bullying through the use of the Internet, interactive and digital technologies, cellular mobile telephone or other mobile electronic devices or any electronic communications.*
- **Dangerous Instrument:** *Any instrument, article or substance which, under the circumstances in which it is used or attempted or threatened to be used, is capable of causing death or serious physical injury, and includes a motor vehicle and a dog that has been commanded to attack (See also Firearm, Deadly Weapon, and Weapon.)*  
Reference Section I.O. in the Behavior/Infraction Charts.
- **Deadly Weapon:** *Any weapon, whether loaded or unloaded, from which a shot may be discharged, or a switchblade knife, gravity knife, billy, blackjack, bludgeon, or metal knuckles. A deadly weapon is one which is designed for violence and which is capable of inflicting death or serious bodily harm and may include pellet guns and/or air soft pistols. In making such determination, the following factors should be considered: design of the weapon; how weapon is typically used (e.g. hunting); type of projectile; force and velocity of discharge; method of discharge (i.e. spring vs. CO2 cartridge); and potential for serious bodily injury or harm. (See also Dangerous Instrument, Firearm, and Weapon.)*  
Reference Section I.K and I.O. in the Behavior/Infraction Charts
- **Detention, After School:** *A consequence that is given to students by teachers or school administrators depending on the infraction and circumstance. Students who are assigned to after school detention must report promptly and have books or study materials to use. In all cases, students will be given 24-hours notice in order to arrange for transportation or to inform employers.*
- **Detention, Failure to Serve (Per Infraction):** *Failure to serve assigned detention(s) will result in additional detention time. Continued disregard to serve detention(s) may result in suspension from school.*  
Reference Section IV.J. in the Behavior/Infraction Charts.
- **Detention, Office:** *A consequence that is given to students by school administrators for inappropriate behavior or certain infractions. If a student fails to serve an office detention, he or she may be assigned additional detentions or in-school suspension*
- **Detention, Teacher:** *A consequence that is given to students by teachers for inappropriate classroom behavior or certain types of infractions. Teacher-assigned detention is typically served after school.*
- **Dress Code Violation:** *Students are expected to dress in a manner that is suitable for a school environment. Furthermore, students should dress so that their clothing does not jeopardize the health or safety of the wearers or others, or cause distraction or disruption of the educational process as determined by the school administration. Clothing advertising drugs or alcohol is inappropriate for school wear. Footwear and shirts must be worn at all times. Clothing should be neat and clean. The wearing of head coverings, except for religious purposes in the school building is not allowed. Any student dressed inappropriately will not be admitted to class.*  
Reference Section II.A. in the Behavior/Infraction Charts.
- **Drugs:** *Includes, but shall not be limited to, any medicinal preparation (prescription and non-prescription), and any controlled substance whose possession, sale, distribution, use or consumption is illegal under state and/or federal law.*
- **Drugs, Drug Paraphernalia, Alcohol, Inhalants, Performance Enhancing Drugs, Tobacco, Tobacco Products, Tobacco Paraphernalia Use or Possession of:** *Any student in the Madison Public Schools found to be in use, under the influence of, in possession or otherwise to exercise dominion or control over any drugs, drug paraphernalia, alcohol, inhalants, performance-enhancing drugs, or other substances that can cause intoxication, tobacco, tobacco products, tobacco paraphernalia, or nicotine delivering devices during a school session, on school premises, or anywhere at a school-sponsored activity or trip, on school-provided transportation shall be subject to disciplinary consequences including expulsion from school and referral to law enforcement officials as appropriate.*  
Reference Sections I.D., I.E., I.L. in the Behavior/Infraction Charts
- **Medical Marijuana**

*Although possession and use of marijuana for certain medical conditions, consistent with Connecticut's P.A. 12-55, "An Act Concerning the Palliative Use of Marijuana," is no longer a crime in Connecticut, the possession and use of marijuana remains illegal under federal law. Consistent with federal law, including the Controlled Substances Act and the Drug-Free Schools and Communities Act, the use and or possession of marijuana continues to be prohibited while a student is on a school bus, at school, on school grounds or at a school-sponsored activity. The District will continue to enforce its policies regarding controlled substances and any students who violate District policy prohibiting the use, sale or possession of illegal drugs in District facilities and school property will be subject to disciplinary and criminal action.*

- **Drugs (Drugs, Alcohol, Inhalants, Performance Enhancing Substances), Sale or Distribution of:** *To deliver, sell, pass, share or give any alcohol, drug, or controlled substance, determined to be illegal under state and or federal law from one person to another or to aid in its use. Any student in the Madison Public Schools found to be selling or distributing any controlled substance, controlled drugs, including prescription drugs, alcohol, or performance-enhancing substances during a school session, on school premises, or anywhere at a school-sponsored activity or trip, on school-provided transportation, or otherwise off school grounds shall be subject to severe disciplinary consequences including mandatory expulsion from school and referral to law enforcement officials, as appropriate.*  
*Reference Section I.M. in the Behavior/Infraction Charts.*
- **Drug Paraphernalia:** *Equipment, products and materials of any kind which are used, intended for use or designed for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing or concealing, or injecting, ingesting, inhaling or otherwise introducing controlled drugs or controlled substances into the human body, including but not limited to all items specified in C.G.S. Section 21a-240(20)(A), such as "bongs," pipes, "roach clips," miniature cocaine spoons, crack cocaine vials, tobacco rolling papers, and any object or container used, intended or designed for use in storing, concealing, possessing, distributing or selling controlled drugs or controlled substances.*  
*Reference Section I.L. in the Consequence Charts.*
- **Drugs or Substances, Performance Enhancing:** *Performance-enhancing drugs, including anabolic steroids, for the purpose of bodybuilding and enhancement of athletic ability and performance. This includes but is not limited to, those performance-enhancing drugs / substances identified on the CLAC comprehensive list including but not limited to the following:*
  1. *Anabolic Agents, Diuretics, Peptide Hormones and Analogues*
  2. *Blood doping (the intravenous injection of whole blood, packed red blood cells, or blood substitutes.**Reference Sections I.L. and I.M. in the Behavior / Infraction Charts.*
- **Due Process:** *Unless an emergency exists prior to the suspension of a student, the school administration must inform the student of the reasons for the disciplinary action and provide the student an opportunity to explain the situation (informal hearing). In the event of an emergency, the informal hearing shall be held as soon after the suspension as possible. Recommendation for expulsion must be heard by the Board of Education or by a hearing officer appointed by the Board of Education, in a formal hearing, consistent with the certain requirements of Conn. Gen. Stat. 10-233d.*
- **Electronic Communication Devices, Inappropriate Use of:** *The Board of Education supports the use of mobile and personal electronic devices as learning tools. Mobile and personal electronic devices such as smart phones, tablets, and laptops should be an integral part of the educational process. The Board encourages their appropriate use in the classroom or other school settings. Inappropriate use of personal electronic devices (photo/video/audio) on school property is not allowed. The use of mobile and personal electronic devices while at school, and school sponsored activities, is intended to support instruction and as a means of communication under approved circumstances. Use of mobile and personal electronic devices must not disrupt the classroom or harm others.*  
*Reference Section IV.F. in the Behavior/Infraction Charts.*
- **Emergency Removal from School:** *A situation under which continued presence of the student in the school imposes such a danger to persons or property or such a disruption of the educational process that an informal hearing may be delayed until a time as soon after the exclusion of such student as possible.*
- **Exclusion:** *Any denial of public school privileges to a student for disciplinary purposes. For some infractions, students will be excluded from co-curricular or extracurricular activities.*

- **Expulsion:** Exclusion from school privileges for more than ten (10) consecutive school days provided such exclusion shall not exceed one (1) calendar year. The period of exclusion may extend to the school year following the school year in which such exclusion was imposed. Participation in any school activities for the duration of the suspension/expulsion period whether those events occur on school days, on weekend days, or on holidays and school breaks is prohibited.
- **Extracurricular School Activities:** Student activities initiated through student choice for participation. Extracurricular activities are intended to enhance a student's school experience or satisfy a student's particular interest in a subject, topic, sport, or other activity.
- **False Alarm/Bomb Threat:** The willful act of causing a false fire alarm or making a bomb threat directed at the school, the school bus, or other school property.  
Reference Section I.J. in the Behavior/Infraction Charts.
- **Falsifying Signatures, Excuses or Other School Documents, or any Deliberate False Statement Whether Written or Stated:** Students found to have falsified a signature, an attendance excuse or other school documents, or to have made any deliberate false statement, whether written or stated are subject to disciplinary consequences. Reference Section III.C. in the Behavior/Infraction Charts.
- **Fighting/Physical Altercation/Physical Aggression:** A planned or unplanned encounter which results in a student or students assaulting, or attempting to assault, another individual(s) in a manner that is not reasonably necessary for self-defense.  
Reference Section I.I. in the Behavior/Infraction Charts.
- **Firearm:** As defined in 18 U.S.C. 921, means (1) any weapon (including a starter gun) which will or is designed to, or may readily be converted to expel a projectile by the action of an explosive; (2) the frame or receiver of any such weapons; (3) any firearm muffler or firearm silencer or (4) any destructive device. For purposes of this definition "destructive device" means any explosive, incendiary, or poisonous gas device, including a bomb, a grenade, a rocket having a propellant charge of more than 4 ounces, a missile having an explosive or incendiary charge of more than ¼ ounce, a mine, or any other similar device; or any weapon that will, or may be readily converted to, expel a projectile by explosive or other propellant, and which has a barrel with a bore of more than ½ inch in diameter. The term "destructive device" also includes any combination of parts either designed or intended for use in converting any device into any destructive device or any device from which a destructive device may be readily assembled. A "destructive device" does not include: an antique firearm, or any device which is neither designed nor redesigned for use as a weapon. (See also Dangerous Instrument, Deadly Weapon, and Weapon.)  
Reference Section I.O. in the Behavior/Infraction Charts.
- **Gambling (Involving the Transfer of Money or Assets):** Students are prohibited from any type of "gambling" activity, which involves the transfer of money or assets, including betting on sports pools, playing poker, or participating in unauthorized raffles. Gambling is an illegal activity and is not permitted in the school building, on the school-provided transportation, or at any school-sponsored activity.  
Reference Section IV.M. in the Behavior/Infraction Charts.
- **Graffiti:** The willful defacing of property under the jurisdiction of the Board of Education. Students involved are subject to disciplinary action and/or prosecution. Any student discovered to have engaged in graffiti of school property will make full financial restitution for repair or replacement. The parent / guardian of a minor child responsible for graffiti will be held liable for damages under the provisions of Connecticut State law. Damaged property paid for by the student remains the property of the school.  
Reference Section III. D. in the Behavior/Infraction Charts.
- **Hate Crimes:** Speech or conduct that is committed with a specific intent to intimidate, harass or defame/deface another person, property or society on the basis of race, color, ethnicity / national origin, sexual orientation, disability or religion, perceived or actual, in school, on the school bus, and / or at any school-sponsored activity.  
Reference Section I.P. in the Behavior/Infraction Charts.
- **Hazing:** Any conduct or method of initiation, on or off campus, into any student organization or team, whether on public or private property, which endangers or creates a risk of harm to the physical or emotional health or well-being of any student or person, including any activity that causes or requires an individual to perform a task that is in violation of the law or of school

*district policies. Such conduct includes, but is not limited to, whipping, beating, branding, forced calisthenics, forced consumption of any food, liquor, beverage, drug, or other substance, or any treatment or forced physical activity that is likely to adversely affect the health or safety of any student or other person, or that subjects such student or other person to emotional stress, including deprivation of sleep or rest, confinement to a restricted area, the threat of ostracism, or extended isolation. Permission, consent, or assumption of risk by an individual subjected to hazing does not in any way sanction or excuse the behavior nor lessen the prohibition contained in this policy.*

*Reference Section I.F. in the Behavior/Infraction Charts.*

- **Hearing, Formal:** *A meeting of at least three Board of Education members or a hearing officer appointed by the Board of Education to discuss or act upon a recommendation for student expulsion.*
- **Hearing, Informal:** *A meeting between a student and the principal or designee at which the student is informed of the reasons for discipline and given an opportunity to respond and explain the situation. School administrators may conduct the informal hearing with students without their parent / guardian being present.*
- **Laser Pointers:** *Students are not permitted to possess or use laser pointers while on school property, while using school district transportation, or while attending school-sponsored or school-related activities, whether on or off school property unless under the supervision of a staff member and in the context of instruction. Laser pointers will be confiscated.*  
*Reference Section IV.F. in the Behavior/Infraction Charts.*
- **Leaving School Grounds without Administrator's Permission:** *Students are not allowed to leave school grounds without the approval of the school administrator. Once present on campus, students are not permitted to leave until the end of their scheduled day. Seniors only may apply for early dismissal at the beginning of each trimester.*  
*Reference Section IV.K. in the Behavior/Infraction Charts.*
- **Libelous, Obscene, or Defamatory Materials or Literature, Posting or Distributing:** *Students are expected to respect the dignity, rights, and written expression of others and are prohibited from posting or distributing libelous, obscene, or defamatory materials or literature in the school, on the school bus, or at any school-sponsored activity.*  
*Reference Section II.G. in the Behavior/Infraction Charts.*
- **Misconduct, Other Serious, as Determined by School Administrator:** *In unusual situations, where the student behavior or the infraction is not explicitly included in the Code of Conduct, the school administration reserves the right to administer consequences including detention, in-school suspension, out-of-school suspension, exclusion from co-curricular and/or extracurricular activities, and expulsion per Board of Education policy.*  
*Reference Sections I.Q., II.H., III.I., and IV.O. in the Behavior/Infraction Charts.*
- **Misconduct Out Of School/Conduct Leading to a Felony Arrest or Class A Misdemeanor/Adjudication as a Delinquent or Youthful Offender:** *Students are subject to discipline, up to and including suspension and expulsion, for misconduct even if such misconduct occurs off school property and during non-school time. Examples of such out-of-school misconduct that shall result in expulsion include, but are not limited to, the possession, of a firearm; the sale or distribution of illegal drugs controlled substances, and the possession or use of a deadly weapon or dangerous instrument in the commission of a crime. Students may also be subject to discipline, including expulsion, for out-of-school misconduct that violates a policy of the Board of Education and is considered to be seriously disruptive to the educational process. Upon notification by a municipal police department or division of the state police of the student's arrest, the superintendent may disclose the information to the principal of the school that the student attends. The principal may in turn disclose it to special services staff members for the purposes of assessing the risk of danger posed by the student to himself or herself, to other students, or to the staff. Connecticut law also provides procedures for coordination between the school superintendent and the courts in matters of probation and school attendance.*
- **Obscene, Vulgar, Abusive, Inflammatory, or Disrespectful Language, Gesture or Behavior Directed Toward any Staff Member or Student:** *Verbal or abusive gestures toward a staff member or student will not be tolerated under any circumstances. Students who exhibit such behaviors will be subject to disciplinary consequences.*  
*Reference Section II.D. in the Behavior/Infraction Charts.*



- **Physical Contact, Inappropriate (Pushing or Shoving another Student-no physical injury occurs):** Any physical contact which has the potential to result in emotional or physical injury.  
Reference Section I.B. in the Behavior/Infraction Charts.
- **Plagiarism:** Intentionally or unintentionally presenting another's work as your own; using direct quotes, paraphrases, and specific ideas of another person without explicit citation; obtaining and submitting work from the Internet or other sources as your own; supplying/ selling your work, or part of your work to another; inventing/ counterfeiting sources; purchasing or copying pre-written papers, etc.  
Reference Section II.B. in the Behavior/Infraction Charts.
- **Racial or Other Discriminatory Slurs:** Unwelcome speech or conduct of an offensive or hostile nature based on an individual's race, color, national origin, sexual orientation, disability or religion is prohibited. Any type of racial or other discriminatory slur, regardless of the intent of the speaker, is unacceptable at school, on the school bus, and / or at school-sponsored activities.  
Reference Section II.E. in the Behavior/Infraction Charts.
- **Refusal to Adhere to a Staff Member Directive: Open Defiance of a Teacher or any School Employee:** A refusal to adhere to a staff member's directive and showing open defiance toward a teacher, administrator, or any school employee will not be tolerated.  
Reference Section II.C. in the Behavior/Infraction Charts
- **Removal:** An exclusion from a classroom for all or part of a single class period provided such exclusion should not extend beyond ninety (90) minutes or occur more than six times in any year nor more than twice in one week unless such student is referred to the principal or his/ her designee and granted an informal hearing.
- **School Days:** Days that school is in session; however, for students who are suspended or expelled, participation in any school activities for the duration of the suspension/expulsion period whether those events occur on school days, weekend days, holidays or school breaks is prohibited.
- **School-Sponsored Activity:** Any activity sponsored, recognized, or authorized by the Board of Education or its administrative agents, including activities both on and off school property.
- **Search and Seizure:** When there are reasonable grounds to believe that a student is in possession of drugs or any object that is illegal or in violation of any Board of Education policy, there is an obligation on the part of the school personnel to search for and seize such drugs and illegal objects. Such search and seizure may involve school lockers, cars on school property, clothing, purses, book bags, books, and other personal property. All confiscated drugs or other illegal objects will be turned over to the local law enforcement officials.
- **Sexual Harassment:** Any unwelcome sexual advances, requests for sexual favors and other inappropriate verbal, non-verbal or physical conduct of a sexual nature when:
  1. submission to or rejection of such conduct by an individual is used and/ or threatened to be used as the basis for making any educational decisions affecting a student; or
  2. such conduct is sufficiently severe, persistent, or pervasive so as to limit an individual's ability to participate in or benefit from the education programs; or creates an intimidating, hostile or offensive educational or work environment.
 Sexual harassment includes a wide range of conduct – from pressure or requests for sexual activities to unwelcome sexual comments and innuendo to verbal abuse of a sexual nature. Examples of the type of conduct prohibited include:
  1. Statements or other conduct indicating that a student's submission to, or rejection of, sexual overtures or advances will affect the student's grades and/ or academic progress or status.
  2. Unwelcome sexual attention, flirtations and advances, including verbal comments, sexual invitations and leering, unwelcome touching of an individual.
  3. Graphic or verbal commentaries about an individual's body, and/ or the use of sexually degrading words to describe an individual.
  4. Displays in the school setting of sexually suggestive objects or pictures, or use of sexually suggestive or obscene comments, invitations, letters, notes, slurs, jokes, cartoons, epithets or gestures.
 Reference Section I.H. in the Behavior/Infraction Charts.

- **Student Study Team:** *A designated and specifically trained team of school staff members typically including, but not limited to, an administrator, school nurse, guidance counselor, school psychologist, social worker, and teacher(s).*
- **Substance-Abuse Assessment:** *An evaluation conducted by a professional to determine the student's overall health and condition in relation to use of a controlled substance or drug.*
- **Suspension, In-School:** *An exclusion from regular classroom activities and co-curricular and extra-curricular activities for no more than ten (10) consecutive school days, but not exclusion from school, provided such exclusion does not extend beyond the end of the school year in which such in-school suspension was imposed. No student shall be suspended more than fifteen (15) times or a total of fifty (50) days in one (1) school year, whichever results in fewer days of exclusion. A parent/guardian will be notified of the in-school suspension assignment. The student is usually given 24-hours' notice before being placed in in-school suspension; however, the school administrator reserves the right to assign a student immediately if the circumstances warrant placement.*
- **Suspension, In-School - Failure to Serve or Misbehaving During In-School Suspension:** *Students who do not demonstrate appropriate behavior or are disruptive while serving an in-school suspension have their suspension extended, may be given an additional suspension, and/or may have the remainder of the suspension time served as an out-of-school suspension following an informal hearing as set forth in "Suspensions Reference Section IV.N. in the Behavior/Infraction Charts.*
- **Suspension, Out-of-School:** *An exclusion from school privileges (academic, co-curricular, and extra-curricular) or transportation services only, for no more than ten (10) consecutive school days, provided such exclusion should not extend beyond the end of the school year in which such suspension was imposed. No student shall be suspended for more than ten (10) times or a total of fifty (50) days in one school year, whichever results in fewer days of exclusion, unless such student is granted a formal hearing. Out-of-school suspension is given to students if the administration determines that the student poses a danger to persons or property or a disruption of the educational process. Out-of-school suspension is for the full 24-hour day(s). Parents/guardians will be informed that the student must remain at home during school hours for the period of the suspension. A student may not enter the school grounds or participate in any school activity held either on or off the school grounds at any time during the period of suspension including the weekend, if applicable.*
- **Suspension, Out-of-School – Violations of (Trespassing):** *Failure to comply with an out-of-school suspension will result in an extension of the suspension or an additional suspension. A student's presence on school grounds while serving an out-of-school suspension can result in notification of trespassing to the local law enforcement officials. Reference Section IV.A in the Behavior/Infraction Charts.*

**Suspensions** shall be in-school suspensions, unless during the informal (1) the administration determines that the pupil being suspended poses such a danger to persons or property or such a disruption of the educational process that the pupil shall be excluded from school during the period of suspension, or (2) the administration determines that an out-of-school suspension is appropriate for such pupil based on evidence of (A) previous disciplinary problems that have led to suspensions or expulsion of such pupil, and (B) previous efforts by the administration to address such disciplinary problems through means other than out-of-school suspension or expulsion, including positive behavioral support strategies.

- **Tampering With School Records:** *Any attempt to change, alter, delete school records, including but not limited to, student permanent records, student non-permanent records, teachers' records, electronic grade book records, etc. Reference Section III.F. in the Behavior/Infraction Charts.*
- **Tardy to Class During the School Day:** *Students tardy to class during the school day will be issued passes to class only if there are extenuating circumstances that excuse their tardiness. Teachers will not allow students admittance to class without a tardy pass from the office. All unexcused tardies will be considered as unexcused absences to class and may count towards loss of academic credit, as appropriate to the age and grade level of the student. Reference Section IV.H. in the Behavior/Infraction Charts.*
- **Tardy To School:** *Being late to school, class or an activity without permission of school personnel. Students who arrive to school after the designated start of the school day will not be admitted without administrative approval. Reference Section IV.G. in the Behavior/Infraction Charts.*

- **Technology, Inappropriate Use of Out-of-School:** “Cyber-bullying” and/or inappropriate use of technology in the extended school community, even if school technology is not utilized, may be subject to school discipline. Additionally, discipline for off-campus speech (including that on the Internet) is permitted in cases where a student has threatened school staff or other students; or otherwise severely disrupted the educational process.  
Reference Section III.B. in the Behavior/Infraction Charts.
- **Technology, Inappropriate Use of School:** Electronic communications systems which include, but are not limited to, the computers, computer systems, software, electronic access privileges, and networks are the property of the Madison Board of Education and are to be used only for those activities directly related to teaching, learning, and/or management of educational records and data. The equipment, infrastructure, and software are not to be used for personal gain by any student. The computers, computer systems, software, electronic access privileges, and networks provided by the Madison Board of Education shall not be modified or altered by individual users without the authorization of the Superintendent or his / her designee. All users are hereby made aware that all information on the Madison Board of Education’s, computer systems, software, and networks is in the public domain, unless specifically protected by Federal or State Law. . Users should not assume that any information accessed or stored on the computers, computer systems or networks provided by the Madison Board of Education is private. The Madison Board of Education reserves the right to bypass any or all passwords to determine the activity on any or all of the computers, computer systems, software, electronic access privileges, and networks. The district shall provide student education about appropriate online behavior, including cyberbullying awareness and response, and how to interact with other individuals on social networking sites and in chat rooms. Parents are required to annually sign a grade level appropriate Network Use Agreement granting permission for their child to access network resources. Students who violate this policy will be subject to disciplinary action.  
Reference Section III.A. in the Behavior/Infraction Charts.
- **Theft or Possession of Stolen Goods:** Stealing another person’s possessions is illegal. School administration strongly encourages students to keep expensive items at home. A student involved in stealing or possession of stolen goods shall receive disciplinary consequences and may be referred to the local law enforcement officials.  
Reference Section III.G. in the Behavior/Infraction Charts.
- **Tobacco, Tobacco Products, or Tobacco Paraphernalia, Use or Possession of:** There shall be no smoking or any other use or possession of tobacco or tobacco products or tobacco paraphernalia by students at any time, in any school building, on school-provided transportation, or on school grounds during the school day, or at any time when the student is subject to the supervision of designated school personnel, such as when the student is at any school function, extracurricular event, field trip, or school-related activity such as a work-study program. The definition of “smoke” or “smoking” means the lighting or carrying of a lighted cigarette, cigar, pipe or similar device, nicotine delivering devices or any other tobacco or nicotine innovations.  
Reference Section I.D and I.E. in the Behavior/Infraction Charts.
- **Trespassing and Violations of Out-Of-School Suspensions:** Unauthorized presence on the school premises while school is not in session is considered trespassing. Students are not allowed on school premises without permission after regular school hours or after scheduled activities in which they are participating. Unsupervised after-school activities are not allowed on school premises.  
Reference Section IV.A. in the Behavior/Infraction Charts.
- **Truancy:** Parents, guardians, or other persons having control of children between the ages of five and eighteen must assure that their children attend school “regularly during the hours and terms the public school in the district wherein such student resides is in session” per Connecticut General Statutes. Students under eighteen years of age are subject to mandatory attendance laws, unless the student is seventeen years of age and their parent or guardian consents to their withdrawal, and personally appears at the Board of Education offices and signs a withdrawal form indicating such consent. Connecticut law defines “truant” as a student who has four unexcused absences in a month or ten unexcused absences in a year. A student five to six years of age will not be considered truant if the parent or guardian has appeared personally at the Board of Education offices and affirmatively exercised the option of not sending the child to school at five or six years of age. If a parent or guardian of an expelled student chooses not to enroll the student in an alternative educational program, the student shall not be considered truant. Failure to comply with the requirements that children attend the public schools is a violation of law, unless the parent or guardian provides alternative instruction by enrolling the student in a private school or in a home school program after withdrawing the student from the public school if the student has been enrolled. Failure to comply with this policy will result in consequences.  
Reference Section IV.B. in the Behavior/Infraction Charts.

- **Vandalism:** *The willful destruction or otherwise injuring of property under the jurisdiction of the Board of Education is prohibited. Any student discovered to have committed an act of vandalism of school property will make full financial restitution for repair or replacement. The parent / guardian of a minor child responsible for vandalism will be held liable for damages under the provisions of Connecticut State law. Damaged property paid for by the student remains the property of the school. Any group or school organization responsible for an act of vandalism will be held liable for damages. (See also Graffiti) Reference Section III.E. in the Behavior/Infraction Charts.*
- **Vehicle:** *A “motor vehicle” as defined in Section 14-1 of the Connecticut General Statutes, snow mobile, any aircraft, or any vessel equipped for propulsion by mechanical means or sail.*
- **Verbal Assault or Threatening Physical Harm:** *Any statement or act, oral or written, which can reasonably be expected to induce apprehension of danger or bodily injury or harm to another person, student or staff member. Reference Section I.C. in the Behavior/Infraction Charts.*
- **Visitors to School During the School Day:** *All visitors must check in at the school’s administrative office upon entering the building. Students are generally not allowed to have guests. If an exception is made, permission must be obtained from the school administrator in advance of the scheduled visit. The school administrator reserves the right to restrict the number of visitors at any time during the school day or the school year. Reference Section IV.C. in the Behavior/Infraction Charts.*
- **Walkouts by Students:** *Leaving school/classes en masse. Students are expected to behave responsibly and respectfully at all times. Students should obey the rules that govern students’ rights of expression regarding issues in the school setting. Therefore, students are discouraged from organizing and / or participating in “walkouts” intended to be disruptive to the educational process. Students’ concerns, interests, and needs regarding issues should be directed to the appropriate staff member or school administration so that resolution to said issues can be sought. Students failing to adhere to these expectations shall be subject to disciplinary consequences. Reference Section II.F. in the Behavior/Infraction Charts.*
- **Weapon:** *Any BB gun, any blackjack, any metal or brass knuckles, any police baton or nightstick, any knife, including but not limited to any dirk knife or switch knife, any knife having an automatic spring release device by which a blade is released from the handle, having a blade of over one and one-half inches in length, any stiletto, any knife the edged portion of the blade of which is four inches and over in length, any martial arts weapon or electronic defense weapon, or any other dangerous or deadly weapon or instrument, unless permitted by law under section 29-38 of the Connecticut General Statutes. All students, staff, and visitors, even those who may have a legal permit to carry a weapon, are strictly prohibited from possessing, conveying, using or storing weapons or look-alike weapons on school property, at school-sponsored events, or on school-provided transportation. (See also Dangerous Instrument, Deadly Weapon, and Firearm.) Reference Section I.O. in the Behavior/Infraction Charts*

**Section I: Behaviors / Infractions that Jeopardize the Health, Safety, and Welfare of Individuals in the School Community**

	<b>Behavior / Infraction</b>	<b>Grades 5-6 Consequences</b>
<b>I.A.</b>	<p>Bus Misconduct</p> <p><b>Board of Education Policy References:</b>                      #5090.3.3 Student Conduct on School Buses                      #5090.3.3.1 Electronic Surveillance                      #5110.4 Suspension / Expulsion / Exclusion from School / School Activities</p>	<p>1<sup>st</sup> Offense:</p> <ul style="list-style-type: none"> <li>● disciplinary conference with administrator</li> <li>● potential bus seat assignment</li> </ul> <p>2<sup>nd</sup> Offense:</p> <ul style="list-style-type: none"> <li>● suspension of bus privileges for up to 5 days</li> <li>● parent or guardian notification</li> </ul> <p>3<sup>rd</sup> and Subsequent Offenses:</p> <ul style="list-style-type: none"> <li>● suspension of bus privileges for up to 10 days</li> </ul>
<b>I. B.</b>	<p>*Physical Contact, Inappropriate (Pushing, Shoving Another Student – no “serious” physical injury occurs)</p> <p><b>Board of Education Policy References:</b>                      #5090.1.4 Student Misconduct in Schools                      #5110.4 Suspension / Expulsion / Exclusion from School / School Activities</p>	<p>1<sup>st</sup> Offense:</p> <ul style="list-style-type: none"> <li>● assigned detention by school administrator</li> <li>● up to 1 day suspension</li> <li>● parent or guardian notification</li> <li>● superintendent notification</li> <li>● excluded from all co-curricular and extracurricular activities concurrent with suspension</li> </ul> <p>2<sup>nd</sup> and Subsequent Offenses:</p> <ul style="list-style-type: none"> <li>● up to 2 days suspension</li> <li>● parent or guardian notification</li> <li>● excluded from all co-curricular and extracurricular activities concurrent with suspension</li> </ul>
<b>I. C.</b>	<p>*Verbal Assault or Threatening Physical Harm</p> <p><b>Board of Education Policy References:</b>                      #5090.1.4 Student Misconduct in Schools #5110.4 Suspension / Expulsion / Exclusion from School / School Activities</p>	<p>1<sup>st</sup> Offense:</p> <ul style="list-style-type: none"> <li>● up to 2 days suspension</li> <li>● superintendent notification</li> <li>● parent or guardian notification</li> <li>● excluded from all co-curricular and extracurricular activities concurrent with suspension</li> <li>● potential police referral</li> </ul> <p>2<sup>nd</sup> and Subsequent Offenses:</p> <ul style="list-style-type: none"> <li>● up to 5 days suspension.</li> <li>● parent or guardian notification</li> <li>● superintendent notification</li> <li>● potential police referral</li> <li>● excluded from all co-curricular and extracurricular activities concurrent with suspension</li> <li>● may be recommended to Board of Education for expulsion of 30-180 school days</li> <li>● excluded from all co-curricular and extracurricular activities concurrent with expulsion and may be <i>further</i> excluded from any or all co-curricular and extracurricular beyond the academic expulsion period per action of Board of Education</li> </ul>

*\*Indicates a behavior / infraction that is cumulative with grade span, considered to be a serious offense, and requires mandatory reporting to the Connecticut State Department of Education.*

	Behavior / Infraction	Grades 5-6 Consequences
I. D.	<p>*Possession of Tobacco, Tobacco Products, Tobacco Paraphernalia</p> <p><b>Board of Education Policy References:</b></p> <p><b>#5090.7 Drugs, Alcohol, Tobacco, Inhalants, and Performance Enhancing Substances</b></p> <p><b>#5110.4 Suspension / Expulsion / Exclusion from School / School Activities</b></p>	<p>1st Offense:</p> <ul style="list-style-type: none"> <li>● up to 2 days detention by school administrator</li> <li>● parent or guardian notification</li> <li>● recommended cessation program</li> </ul> <p>2nd Offense:</p> <ul style="list-style-type: none"> <li>● 2 days suspension</li> <li>● parent or guardian notification</li> <li>● superintendent notification</li> <li>● referral to Madison Youth Services for information on cessation program</li> <li>● excluded from all co-curricular and extracurricular activities concurrent with suspension</li> </ul> <p>3rd and Subsequent Offenses:</p> <ul style="list-style-type: none"> <li>● 4 days suspension</li> <li>● parent or guardian notification</li> <li>● excluded from all co-curricular and extracurricular activities concurrent with suspension</li> <li>● referral to Madison Youth Services for information on cessation programs</li> </ul>
I. E.	<p>*Using Tobacco, Tobacco Products (Smoking, Chewing Tobacco), or Tobacco Paraphernalia</p> <p><b>Board of Education Policy References:</b></p> <p><b>#5090.7 Drugs, Alcohol, Tobacco, Inhalants, and Performance Enhancing Substances</b></p> <p><b>#5110.4 Suspension / Expulsion / Exclusion from School / School Activities</b></p>	<p>1st Offense:</p> <ul style="list-style-type: none"> <li>● up to 2 days suspension</li> <li>● parent or guardian notification</li> <li>● superintendent notification</li> <li>● excluded from all co-curricular and extracurricular activities concurrent with suspension</li> <li>● referral to Madison Youth Services for information on cessation program</li> </ul> <p>2nd and Subsequent Offenses:</p> <ul style="list-style-type: none"> <li>● up to 4 days suspension</li> <li>● parent or guardian notification</li> <li>● superintendent notification</li> <li>● excluded from all co-curricular and extracurricular activities concurrent with suspension</li> <li>● referral to Madison Youth Services for information on cessation programs</li> </ul>
I. F.	<p>*Hazing</p> <p><b>Board of Education Policy References:</b></p> <p><b>#5090.3.6.1 Hazing</b></p> <p><b>#5110.4 Suspension / Expulsion / Exclusion from School / School Activities</b></p>	<p>1st Offense:</p> <ul style="list-style-type: none"> <li>● up to 2 days suspension</li> <li>● parent or guardian notification</li> <li>● superintendent notification</li> <li>● excluded from all co-curricular and extracurricular activities concurrent with suspension</li> <li>● potential police referral</li> </ul>

	<b>Behavior / Infraction</b>	<b>Grades 5-6 Consequences</b>
I. F. (cont.)	<p>*Hazing (continued)</p> <p><b>Board of Education Policy References:</b> #5090.3.6.1 Hazing #5110.4 Suspension / Expulsion / Exclusion from School / School Activities</p>	<p>2<sup>nd</sup> and Subsequent Offenses:</p> <ul style="list-style-type: none"> <li>● up to 5 days</li> <li>● parent or guardian notification</li> <li>● superintendent notification</li> <li>● excluded from all co-curricular and extracurricular activities concurrent with suspension</li> <li>● potential police referral</li> </ul>
I. G.	<p>*Bullying</p> <p><b>Board of Education Policy References:</b> #5131.911 Bullying #5110.4 Suspension / Expulsion / Exclusion from School / School Activities</p>	<p>1<sup>st</sup> and Subsequent Offenses:</p> <ul style="list-style-type: none"> <li>● up to 5 days suspension</li> <li>● parent or guardian notification</li> <li>● superintendent notification</li> <li>● potential referral to Student Services Staff</li> <li>● excluded from all co-curricular and extracurricular activities concurrent with suspension</li> <li>● may be recommended to Board of Education for expulsion for 30-180 school days</li> <li>● excluded from all co-curricular and extracurricular activities concurrent with expulsion and may be <i>further</i> excluded from any or all co-curricular and extracurricular activities beyond the academic expulsion period per action of Board of Education</li> <li>● potential police referral</li> </ul>
I. H.	<p>*Sexual Harassment</p> <p><b>Board of Education Policy References:</b> #5120.4.2.4 Sexual Harassment #5110.4 Suspension / Expulsion / Exclusion from School / School Activities</p>	<p>1<sup>st</sup> and Subsequent Offenses:</p> <ul style="list-style-type: none"> <li>● up to 5 days suspension</li> <li>● parent or guardian notification</li> <li>● superintendent notification</li> <li>● potential referral to Student Services Staff</li> <li>● excluded from all co-curricular and extracurricular activities concurrent with suspension</li> <li>● may be recommended to Board of Education for expulsion for 30-180 school days</li> <li>● excluded from all co-curricular and extracurricular activities concurrent with expulsion and may be further excluded from any or all co-curricular and extracurricular activities beyond the academic expulsion period per action of Board of Education</li> <li>● potential police referral</li> </ul>

*\*Indicates a behavior / infraction that is cumulative with grade span, considered to be a serious offense, and requires mandatory reporting to the Connecticut State Department of Education.*

	<b>Behavior / Infraction</b>	<b>Grades 5-6 Consequences</b>
<b>I. I.</b>	<p><b>*Fighting / Physical Altercation / Physical Aggression</b></p> <p><b>Board of Education Policy References:</b> #5090.1.4 Student Misconduct in Schools #5110.4 Suspension / Expulsion / Exclusion from School / School Activities</p>	<p>1<sup>st</sup> Offense:</p> <ul style="list-style-type: none"> <li>● up to 2 days suspension</li> <li>● parent or guardian notification</li> <li>● excluded from all co-curricular and extracurricular activities concurrent with suspension</li> <li>● potential police referral</li> </ul> <p>2<sup>nd</sup> and Subsequent Offenses:</p> <ul style="list-style-type: none"> <li>● up to 3 days suspension</li> <li>● parent or guardian notification</li> <li>● superintendent notification</li> <li>● excluded from all co-curricular and extracurricular activities concurrent with suspension</li> <li>● potential police referral</li> </ul>
<b>I. J.</b>	<p><b>*False Alarm / Bomb or Other Threat</b></p> <p><b>Board of Education Policy References:</b> #5090.1.4 Student Misconduct in Schools #5110.4 Suspension / Expulsion / Exclusion from School / School Activities</p>	<p>1<sup>st</sup> and Subsequent Offenses:</p> <ul style="list-style-type: none"> <li>● up to 3 days suspension</li> <li>● parent or guardian notification</li> <li>● superintendent notification</li> <li>● excluded from all co-curricular and extracurricular activities concurrent with suspension</li> <li>● may be recommended to Board of Education for expulsion for 30-180 school days</li> <li>● excluded from all co-curricular and extracurricular activities concurrent with expulsion and may be <i>further</i> excluded from any or all co-curricular and extracurricular activities beyond the academic expulsion period per action of Board of Education</li> <li>● police referral</li> </ul>
<b>I. K.</b>	<p><b>*Assault</b></p> <p><b>Board of Education Policy References:</b> <i>#5090.1.4 Student Misconduct in Schools #5110.4 Suspension / Expulsion / Exclusion from School / School Activities</i></p>	<p>1<sup>st</sup> and Subsequent Offenses:</p> <ul style="list-style-type: none"> <li>● up to 3 days suspension</li> <li>● parent or guardian notification</li> <li>● superintendent notification</li> <li>● excluded from all co-curricular and extracurricular activities concurrent with suspension</li> <li>● may be recommended to Board of Education for expulsion for 30-180 school days</li> <li>● excluded from all co-curricular and extracurricular activities concurrent with expulsion and may be <i>further</i> excluded from any or all co-curricular and extracurricular activities beyond the academic expulsion period per action of Board of Education</li> <li>● police referral</li> </ul>

*\*Indicates a behavior / infraction that is cumulative with grade span, considered to be a serious offense, and requires mandatory reporting to the Connecticut State Department of Education.*



	<b>Behavior / Infraction</b>	<b>Grades 5-6 Consequences</b>
<b>I. L.</b>	<p><b>*Use or Possession of Drugs, Drug Paraphernalia, Alcohol, Inhalants, Performance Enhancing Substances</b></p> <p>Note: CIAC will impose sanctions beyond those applied by the District for student use, sale, or distribution of performance-enhancing substances including exclusion from athletic programs for one calendar year until the documented anniversary date of the offense.</p> <p><b>Board of Education Policy References:</b></p> <p><b>#5090.7 Drugs, Alcohol, Tobacco, Inhalants, and Performance Enhancing Substances</b></p> <p><b>#5110.4 Suspension / Expulsion / Exclusion from School / School Activities</b></p>	<p>1<sup>st</sup> Offense:</p> <ul style="list-style-type: none"> <li>● up to 3 days suspension</li> <li>● recommended administration-specified drug / alcohol education program, in cooperation with Madison Youth Services</li> <li>● parent or guardian notification</li> <li>● superintendent notification</li> <li>● excluded from all co-curricular and extracurricular activities concurrent with suspension</li> <li>● potential referral to Student Services Staff</li> <li>● police referral</li> </ul> <p>2<sup>nd</sup> and Subsequent Offenses:</p> <ul style="list-style-type: none"> <li>● up to 5 days suspension</li> <li>● parent or guardian notification</li> <li>● superintendent notification</li> <li>● excluded from all co-curricular and extracurricular activities concurrent with suspension</li> <li>● recommended to Board of Education for expulsion of 30-180 school days</li> <li>● excluded from all co-curricular and extracurricular activities concurrent with expulsion and may be <i>further</i> excluded from any or all co-curricular and extracurricular activities beyond the academic expulsion period per action of Board of Education</li> <li>● must successfully complete an administration –specified substance abuse education and assessment program, in cooperation with Madison Youth Services</li> <li>● police referral</li> </ul>
<b>I. M.</b>	<p><b>*Sale or Distribution of Drugs: (Drugs, Alcohol, Inhalants, Performance-Enhancing Substances)</b></p> <p><b>Board of Education Policy References:</b></p> <p><b>#5090.7 Drugs, Alcohol, Tobacco, Inhalants, and Performance Enhancing Substances</b></p> <p><b>#5110.4 Suspension / Expulsion / Exclusion from School / School Activities</b></p>	<p>1<sup>st</sup> and Subsequent Offenses:</p> <ul style="list-style-type: none"> <li>● 10 days suspension under the supervision of his/her parent or guardian pending expulsion hearing</li> <li>● parent or guardian notification</li> <li>● superintendent notification</li> <li>● excluded from all co-curricular and extracurricular activities concurrent with suspension</li> <li>● mandatory expulsion, with administrative recommendation to the Board of Education for 30-180 school days</li> <li>● excluded from all co-curricular and extracurricular activities concurrent with expulsion and may be <i>further</i> excluded from any or all co-curricular and extracurricular activities beyond the academic expulsion period per action of Board of Education</li> <li>● must participate, along with parent or guardian, in an administration-specified substance abuse counseling / family education program(s) in cooperation with Madison Youth Services, prior to re-entry to school</li> <li>● police referral</li> </ul>

*\*Indicates a behavior / infraction that is cumulative with grade span, considered to be a serious offense, and requires mandatory reporting to the Connecticut State Department of Education.*

	Behavior / Infraction	Grades 5-6 Consequences
<b>I. N.</b>	<p><b>*Arson</b></p> <p><b>Board of Education Policy References:</b>  #5090.1.4 Student Misconduct in Schools  #5090.3.2 Vandalism  #5110.4 Suspension / Expulsion / Exclusion from School / School Activities</p>	<p>1<sup>st</sup> and Subsequent Offenses:</p> <ul style="list-style-type: none"> <li>● 10 days suspension under the supervision of his/her parent or guardian</li> <li>● parent or guardian notification</li> <li>● superintendent notification</li> <li>● excluded from all co-curricular and extracurricular activities concurrent with suspension</li> <li>● recommended to Board of Education for expulsion for 30-180 school days</li> <li>● excluded from all co-curricular and extracurricular activities concurrent with expulsion and may be <i>further</i> excluded from any or all co-curricular and extracurricular activities beyond the academic expulsion period per action of Board of Education</li> <li>● police referral</li> </ul>
<b>I. O.</b>	<p><b>*Possession of Weapon, Deadly Weapon, Dangerous Instrument, Firearm or Facsimile or Replica of Firearm</b></p> <p><b>Board of Education Policy References:</b>  #5090.8 Weapons and Dangerous Instruments  #5110.4 Suspension / Expulsion / Exclusion from School / School Activities</p>	<p>1<sup>st</sup> and Subsequent Offenses:</p> <ul style="list-style-type: none"> <li>● 10 days suspension under the supervision of his/her parent or guardian pending expulsion hearing</li> <li>● parent or guardian notification</li> <li>● superintendent notification</li> <li>● excluded from all co-curricular and extracurricular activities concurrent with suspension</li> <li>● mandatory expulsion, with administrative recommendation to the Board of Education for 30-180 school days</li> <li>● excluded from all co-curricular and extracurricular activities concurrent with expulsion and may be <i>further</i> excluded from any or all co-curricular and extracurricular activities beyond the academic expulsion period per action of Board of Education</li> <li>● police referral</li> </ul>
<b>I. P.</b>	<p><b>*Hate Crimes</b></p> <p><b>Board of Education Policy References:</b>  #5090.1.4 Student Misconduct in Schools  #5110.4 Suspension / Expulsion / Exclusion from School / School Activities</p>	<p>1<sup>st</sup> and Subsequent Offenses:</p> <ul style="list-style-type: none"> <li>● up to 5 days suspension under the supervision of his/her parent or guardian pending expulsion hearing</li> <li>● parent or guardian notification</li> <li>● superintendent notification</li> <li>● excluded from all co-curricular and extracurricular activities concurrent with suspension</li> <li>● may be recommended to Board of Education for expulsion for 30-180 school days</li> <li>● potential police referral</li> </ul>
<b>I. Q.</b>	<p><b>Other Serious Misconduct in Section I as Determined by the School Administrator</b></p> <p><b>Board of Education Policy References:</b>  #5090.1.4 Student Misconduct in Schools  #5110.4 Suspension / Expulsion / Exclusion from School / School Activities</p>	<p>1<sup>st</sup> and Subsequent Offenses:</p> <ul style="list-style-type: none"> <li>● consequences to be determined on a case by case basis and may lead to suspension</li> <li>● consequences to be determined on a case by case basis and may lead to expulsion</li> <li>● parent or guardian notification</li> <li>● potential police referral</li> </ul>

*\*Indicates a behavior / infraction that is cumulative with grade span, considered to be a serious offense, and requires mandatory reporting to the Connecticut State Department of Education.*

**Section II: Behaviors / Infractions that Demonstrate a Lack of Honesty, Respect, and Courtesy Toward Individuals in the School Community**

	<b>Behavior / Infraction</b>	<b>Grades 5-6 Consequences</b>
II. A.	<p>Student Dress Code Violation</p> <p>Board of Education Policy References: #5090.3.1 Student Dress #5110.4 Suspension / Expulsion / Exclusion from School / School Activities</p>	<p>1<sup>st</sup> Offense:</p> <ul style="list-style-type: none"> <li>● conference with teacher</li> <li>● potential change of inappropriate clothes</li> </ul> <p>2<sup>nd</sup> and Subsequent Offenses:</p> <ul style="list-style-type: none"> <li>● change of inappropriate clothes</li> <li>● conference with school administrator</li> <li>● parent or guardian notification</li> </ul>
II. B.	<p>Academic Integrity: Cheating / Plagiarism</p> <p>Board of Education Policy References: #5090.1.4 Student Misconduct in Schools #5110.4 Suspension / Expulsion / Exclusion from School / School Activities</p>	<p>1<sup>st</sup> Offense:</p> <ul style="list-style-type: none"> <li>● disciplinary conference with teacher</li> <li>● parent or guardian, counselor, and administrator are informed of the student infraction by the teacher</li> </ul> <p>2<sup>nd</sup> and Subsequent Offenses:</p> <ul style="list-style-type: none"> <li>● consequences from 1<sup>st</sup> offense AND potential assigned detention by administrator</li> </ul>
II. C.	<p><b>Refusal to Adhere to Staff Member Directive; Open Defiance of a Teacher or Any School Employee</b></p> <p>Board of Education Policy References: #5090.1.4 Student Misconduct in Schools #5110.4 Suspension / Expulsion / Exclusion from School / School Activities</p>	<p>1<sup>st</sup> Offense:</p> <ul style="list-style-type: none"> <li>● assigned detention by school administrator</li> <li>● parent or guardian notification</li> </ul> <p>2<sup>nd</sup> and Subsequent Offenses:</p> <ul style="list-style-type: none"> <li>● up to 1 day suspension</li> <li>● parent or guardian notification</li> <li>● excluded from all co-curricular and extracurricular activities concurrent with suspension</li> </ul>
II. D.	<p><b>Obscene, Vulgar, Abusive, Inflammatory or Disrespectful Language, Gestures, or Behavior Directed Toward Any Staff Member or Student</b></p> <p>Board of Education Policy References: #5090.1.4 Student Misconduct in Schools #5110.4 Suspension / Expulsion / Exclusion from School / School Activities</p>	<p>1<sup>st</sup> Offense:</p> <ul style="list-style-type: none"> <li>● assigned detention by school administrator</li> <li>● parent or guardian notification</li> </ul> <p>2<sup>nd</sup> and Subsequent Offenses:</p> <ul style="list-style-type: none"> <li>● up to 1 day suspension</li> <li>● parent or guardian notification</li> <li>● excluded from all co-curricular and extracurricular activities concurrent with suspension</li> </ul>
II. E.	<p><b>*Racial or Other Discriminatory Slurs</b></p> <p>Board of Education Policy References: #5120.4.2.7 Racial Harassment of Students #5110.4 Suspension / Expulsion / Exclusion from School / School Activities</p>	<p>1<sup>st</sup> Offense:</p> <ul style="list-style-type: none"> <li>● up to 1 day suspension</li> <li>● parent or guardian notification</li> <li>● superintendent notification</li> <li>● excluded from all co-curricular and extracurricular activities concurrent with suspension</li> </ul> <p>2<sup>nd</sup> and Subsequent Offenses:</p> <ul style="list-style-type: none"> <li>● up to 2 days suspension</li> <li>● parent or guardian notification</li> <li>● superintendent notification</li> <li>● excluded from all co-curricular and extracurricular activities concurrent with suspension</li> <li>● potential police referral</li> </ul>

*\*Indicates a behavior / infraction that is cumulative with grade span, considered to be a serious offense, and requires mandatory reporting to the Connecticut State Department of Education.*

	<b>Behavior / Infraction</b>	<b>Grades 5-6 Consequences</b>
<b>II. F.</b>	<p><b>“Walkouts” by Students</b></p> <p>Board of Education Policy References:            #5090.1.4 Student Misconduct in Schools            #5110.4 Suspension / Expulsion / Exclusion from School / School Activities</p>	<p>1<sup>st</sup> Offense:</p> <ul style="list-style-type: none"> <li>● assigned detention by school administrator</li> <li>● parent or guardian notification</li> </ul> <p>2<sup>nd</sup> and Subsequent Offenses:</p> <ul style="list-style-type: none"> <li>● up to 1 day suspension</li> <li>● parent or guardian notification</li> <li>● superintendent notification</li> <li>● excluded from all co-curricular and extracurricular activities concurrent with suspension</li> </ul>
<b>II. G.</b>	<p><b>Posting or Distributing Libelous, Obscene, or Defamatory Materials or Literature</b></p> <p>Board of Education Policy References:            #5090.4.1 Underground Publications            #5090.4.2 Freedom of Speech / Written and Oral Expression            #5110.4 Suspension / Expulsion / Exclusion from School / School Activities</p>	<p>1<sup>st</sup> Offense:</p> <ul style="list-style-type: none"> <li>● assigned detention by school administrator</li> <li>● parent or guardian notification</li> </ul> <p>2<sup>nd</sup> and Subsequent Offenses:</p> <ul style="list-style-type: none"> <li>● up to 1 day suspension</li> <li>● parent or guardian notification</li> <li>● excluded from all co-curricular and extracurricular activities concurrent with suspension</li> </ul>
<b>II. H.</b>	<p><b>Other Serious Misconduct in Section II as Determined By School Administrator</b></p> <p>Board of Education Policy References:            #5090.1.4 Student Misconduct in Schools            #5110.4 Suspension / Expulsion / Exclusion from School / School Activities</p>	<p>1<sup>st</sup> and Subsequent Offenses:</p> <ul style="list-style-type: none"> <li>● consequences to be determined on a case by case basis and may lead to suspension</li> <li>● consequences to be determined on a case by case basis and may lead to expulsion</li> <li>● parent or guardian notification</li> <li>● potential police referral</li> </ul>

*\*Indicates a behavior / infraction that is cumulative with grade span, considered to be a serious offense, and requires mandatory reporting to the Connecticut State Department of Education.*

**Section III: Behaviors / Infractions that Demonstrate a Lack of Respect for Personal and Public Property and Possessions**

	<b>Behavior / Infraction</b>	<b>Grades 5-6 Consequences</b>
<b>III. A.</b>	<p><b>Inappropriate Use of School Technology</b></p> <p>Board of Education Policy References: #5210 Acceptable Use of Computer Equipment and Related Systems, Software and Networks #5110.4 Suspension / Expulsion / Exclusion from School / School Activities</p>	<p>1<sup>st</sup> Offense:</p> <ul style="list-style-type: none"> <li>● up to 1 day suspension</li> <li>● parent or guardian notification</li> <li>● potential police referral</li> </ul> <p>2<sup>nd</sup> and Subsequent Offenses:</p> <ul style="list-style-type: none"> <li>● up to 2 days suspension</li> <li>● parent or guardian notification</li> <li>● excluded from all co-curricular and extracurricular activities concurrent with suspension</li> <li>● may be excluded from independent use of school technology</li> <li>● potential police referral</li> </ul>
<b>III. B.</b>	<p><b>Inappropriate Use of Technology in Extended School Community (Cyber-bullying)</b></p> <p>Board of Education Policy References: #5090.1.4 Student Misconduct in Schools #5110.4 Suspension / Expulsion / Exclusion from School / School Activities</p>	<p>1<sup>st</sup> and Subsequent Offenses:</p> <ul style="list-style-type: none"> <li>● up to 1 day suspension</li> <li>● parent or guardian notification</li> <li>● potential police referral</li> </ul>
<b>III. C.</b>	<p><b>Falsifying Signatures, Excuses or Other School Documents, or Any Deliberate False Statement Whether Written or Stated</b></p> <p>Board of Education Policy References: #5090.1.4 Student Misconduct in Schools #5110.4 Suspension / Expulsion / Exclusion from School / School Activities</p>	<p>1<sup>st</sup> Offense:</p> <ul style="list-style-type: none"> <li>● parent notification</li> <li>● assigned detention by administrator</li> </ul> <p>2<sup>nd</sup> and Subsequent Offenses:</p> <ul style="list-style-type: none"> <li>● assigned detention by school administrator</li> <li>● up to 1 day suspension</li> <li>● parent or guardian notification</li> </ul>
<b>III. D.</b>	<p><b>Graffiti</b></p> <p>Board of Education Policy References: #5090.1.4 Student Misconduct in Schools #5090.3.2 Vandalism #5110.4 Suspension / Expulsion / Exclusion from School / School Activities</p>	<p>1<sup>st</sup> Offense:</p> <ul style="list-style-type: none"> <li>● assigned detention by school administrator</li> <li>● up to 1 day suspension</li> <li>● parent or guardian notification</li> <li>● required clean-up and restitution</li> </ul> <p>2<sup>nd</sup> and Subsequent Offenses:</p> <ul style="list-style-type: none"> <li>● up to 1 day suspension</li> <li>● parent or guardian notification</li> <li>● excluded from all co-curricular and extracurricular activities concurrent with suspension</li> <li>● required clean-up and restitution</li> <li>● potential police referral</li> </ul>

	<b>Behavior / Infraction</b>	<b>Grades 5-6 Consequences</b>
<b>III. E.</b>	<p><b>*Vandalism</b></p> <p>Board of Education Policy References:            #5090.1.4 Student Misconduct in Schools            #5090.3.2 Vandalism            #5110.4 Suspension / Expulsion / Exclusion from School / School Activities</p>	<p>1<sup>st</sup> Offense:</p> <ul style="list-style-type: none"> <li>● up to 2 days suspension</li> <li>● parent or guardian notification</li> <li>● superintendent notification</li> <li>● excluded from all co-curricular and extracurricular activities concurrent with suspension</li> <li>● restitution required</li> </ul> <p>2<sup>nd</sup> and Subsequent Offenses</p> <ul style="list-style-type: none"> <li>● up to 3 days suspension</li> <li>● parent or guardian notification</li> <li>● excluded from all co-curricular and extracurricular activities concurrent with suspension</li> <li>● restitution required</li> <li>● potential police referral</li> </ul>
<b>III. F.</b>	<p><b>Tampering with School Records</b></p> <p>Board of Education Policy References:            #5090.1.4 Student Misconduct in Schools            #5110.4 Suspension / Expulsion / Exclusion from School / School Activities</p>	<p>1<sup>st</sup> Offense:</p> <ul style="list-style-type: none"> <li>● up to 1 day suspension</li> <li>● parent or guardian notification</li> <li>● superintendent notification</li> <li>● excluded from all co-curricular and extracurricular activities concurrent with suspension</li> </ul> <p>2<sup>nd</sup> and Subsequent Offenses:</p> <ul style="list-style-type: none"> <li>● up to 2 days suspension</li> <li>● parent or guardian notification</li> <li>● superintendent notification</li> <li>● excluded from all co-curricular and extracurricular activities concurrent with suspension</li> <li>● police referral</li> </ul>
<b>III. G.</b>	<p><b>*Theft or Possession of Stolen Goods</b></p>	<p>1<sup>st</sup> Offense:</p> <ul style="list-style-type: none"> <li>● up to 1 day suspension parent or guardian notification</li> <li>● superintendent notification</li> <li>● excluded from all co-curricular and extracurricular activities concurrent with suspension</li> <li>● restitution required</li> </ul> <p>2<sup>nd</sup> and Subsequent Offenses:</p> <ul style="list-style-type: none"> <li>● 2 days suspension parent or guardian notification</li> <li>● superintendent notification</li> <li>● restitution required</li> <li>● potential police referral</li> </ul>

*\*Indicates a behavior / infraction that is cumulative with grade span, considered to be a serious offense, and requires mandatory reporting to the Connecticut State Department of Education.*

	Behavior / Infraction	Grades 5-6 Consequences
III. H.	<p><b>Borrowing, Taking, or Receiving Any Item (including money) by Force, Threat, or Intimidation</b></p> <p>Board of Education Policy References:  #5090.1.4 Student Misconduct in Schools  #5110.4 Suspension / Expulsion / Exclusion from School / School Activities</p>	<p>1<sup>st</sup> and Subsequent Offenses:</p> <ul style="list-style-type: none"> <li>● up to 5 days suspension</li> <li>● parent or guardian notification</li> <li>● excluded from all co-curricular and extracurricular activities concurrent with suspension</li> <li>● restitution required</li> <li>● potential police referral</li> </ul>
III. I.	<p><b>Other Serious Misconduct in Section III as Determined by School Administrator</b></p> <p>Board of Education Policy References:  #5090.1.4 Student Misconduct in Schools  #5110.4 Suspension / Expulsion / Exclusion from School / School Activities</p>	<p>1<sup>st</sup> and Subsequent Offenses:</p> <ul style="list-style-type: none"> <li>● consequences to be determined on case by case basis and may lead to suspension</li> <li>● consequences to be determined on a case by case basis and may lead to expulsion</li> <li>● parent or guardian notification</li> <li>● potential police referral</li> </ul>

**Section IV: Behaviors / Infractions that Demonstrate a Lack of Respect for Maintaining an Orderly Teaching and Learning Environment**

	<b>Behavior / Infraction</b>	<b>Grades 5-6 Consequences</b>
<b>IV.A.</b>	<p><b>Trespassing and Violations of Out-of-School Suspensions</b></p> <p>Board of Education Policy References: #5090.1.4 Student Misconduct in Schools #5110.4 Suspension / Expulsion / Exclusion from School / School Activities</p>	<p>1<sup>st</sup> and Subsequent Offenses:</p> <ul style="list-style-type: none"> <li>● written / verbal warning and removal from school premises</li> <li>● may be required to serve additional out-of-school suspension</li> <li>● parent or guardian notification</li> <li>● potential police referral</li> </ul>
<b>IV.B.</b>	<p><b>Truancy</b></p> <p>Board of Education Policy Reference: #5080.2 Truancy</p>	<ul style="list-style-type: none"> <li>● promotion may be withheld</li> <li>● parent or guardian notification</li> <li>● superintendent notification</li> <li>● social agencies notified, as appropriate</li> </ul>
<b>IV.C.</b>	<p><b>Bringing Unauthorized Visitors to School During the School Day</b></p> <p>Board of Education Policy References: #5090.1.4 Student Misconduct in Schools #5100.1.2 Equal Access Act #5110.4 Suspension / Expulsion / Exclusion from School / School Activities</p>	<p>1<sup>st</sup> Offense:</p> <ul style="list-style-type: none"> <li>● parent or guardian notification</li> <li>● visitor must leave school grounds</li> <li>● student issued warning</li> </ul> <p>2<sup>nd</sup> and Subsequent Offenses:</p> <ul style="list-style-type: none"> <li>● parent or guardian notification</li> <li>● visitor must leave</li> <li>● 1 day suspension</li> </ul>
<b>IV.D.</b>	<p><b>Cafeteria Misconduct</b></p> <p>Board of Education Policy References: #5090.1.4 Student Misconduct in Schools #5110.4 Suspension / Expulsion / Exclusion from School / School Activities</p>	<p>1<sup>st</sup> Offense:</p> <ul style="list-style-type: none"> <li>● potential loss of cafeteria privileges</li> <li>● up to 1 day suspension</li> <li>● parent or guardian notification</li> <li>● excluded from all co-curricular and extracurricular activities concurrent with suspension</li> </ul> <p>2<sup>nd</sup> Offense:</p> <ul style="list-style-type: none"> <li>● additional loss of cafeteria privileges</li> <li>● up to 3 days suspension</li> <li>● parent or guardian notification</li> <li>● excluded from all co-curricular and extracurricular activities concurrent with suspension</li> </ul> <p>3<sup>rd</sup> and Subsequent Offenses:</p> <ul style="list-style-type: none"> <li>● up to 5 days suspension</li> <li>● parent or guardian notification</li> <li>● excluded from all co-curricular and extra-curricular activities concurrent with suspension</li> <li>● may be recommended to Board of Education for expulsion of 30-180 school days</li> <li>● excluded from all co-curricular and extracurricular activities concurrent with expulsion and may be <i>further</i> excluded from any or all co-curricular and extracurricular activities beyond the academic expulsion period per action of Board of Education</li> </ul>



	<b>Behavior / Infraction</b>	<b>Grades 5-6 Consequences</b>
<b>IV.E.</b>	<b>Parking Violations</b> Board of Education Policy References: #5090.1.4 Student Misconduct in Schools	This is not applicable for Grades 5-6 students
<b>IV.F.</b>	<b>Inappropriate Use of Electronic Communication Devices and Laser Pointers</b> Board of Education Policy References: #5090.9 Electronic Communication Devices #5090.10 Prohibited Use of Laser Pointers #5110.4 Suspension / Expulsion / Exclusion from School / School Activities	1 <sup>st</sup> Offense: <ul style="list-style-type: none"> <li>● confiscation of device by staff</li> </ul> 2 <sup>nd</sup> and Subsequent Offenses: <ul style="list-style-type: none"> <li>● confiscation of device by staff</li> <li>● parent or guardian notification</li> <li>● required parent pick-up of confiscated device</li> </ul>
<b>IV.G.</b>	<b>Tardy to School</b> Board of Education Policy References: #5080.1 Tardiness #5090.1.4 Student Misconduct in Schools #5110.4 Suspension / Expulsion / Exclusion from School / School Activities	4 <sup>th</sup> and Subsequent Offenses per Trimester: <ul style="list-style-type: none"> <li>● potential detention assigned by school administrator</li> <li>● parent or guardian notification</li> <li>● potential up to 1 day suspension</li> </ul>
<b>IV.H.</b>	<b>Tardy to Class During the School Day</b> Board of Education Policy References: #5080.1 Tardiness #5090.1.4 Student Misconduct in Schools	1 <sup>st</sup> Offense: <ul style="list-style-type: none"> <li>● teacher warning</li> </ul> 2 <sup>nd</sup> and Subsequent Offenses: <ul style="list-style-type: none"> <li>● assigned detention by school administrator</li> <li>● parent or guardian notification</li> </ul>
<b>IV.I.</b>	<b>Cutting Classes During the School Day</b> Board of Education Policy References: #5090.1.4 Student Misconduct in Schools #5110.4 Suspension / Expulsion / Exclusion from School / School Activities	1 <sup>st</sup> Offense: <ul style="list-style-type: none"> <li>● assigned detention by school administrator</li> <li>● parent or guardian notification</li> </ul> 2 <sup>nd</sup> Offense: <ul style="list-style-type: none"> <li>● up to 1 day suspension</li> <li>● parent or guardian notification</li> <li>● excluded from all co-curricular and extracurricular activities concurrent with suspension</li> </ul> 3 <sup>rd</sup> and Subsequent Offenses: <ul style="list-style-type: none"> <li>● up to 1 day suspension</li> <li>● parent or guardian notification</li> <li>● excluded from all co-curricular and extracurricular activities concurrent with suspension</li> </ul>
<b>IV.J.</b>	<b>Failure to Serve Detention</b> Board of Education Policy References: #5090.1.4 Student Misconduct in Schools #5110.4 Suspension / Expulsion / Exclusion from School / School Activities	1 <sup>st</sup> Offense: <ul style="list-style-type: none"> <li>● assigned detention by school administrator</li> <li>● parent or guardian notification</li> <li>● up to 1 day suspension</li> <li>● excluded from all co-curricular and extracurricular activities concurrent with suspension</li> </ul> 2 <sup>nd</sup> Offense: <ul style="list-style-type: none"> <li>● up to 1 day suspension</li> <li>● parent or guardian notification</li> <li>● excluded from all co-curricular and extracurricular activities concurrent with suspension</li> </ul>

	<b>Behavior / Infraction</b>	<b>Grades 5-6 Consequences</b>
<b>IV.K.</b>	<p><b>Leaving School Grounds Without Administrator's Permission</b></p> <p>Board of Education Policy References: #5090.1.4 Student Misconduct in Schools #5110.4 Suspension / Expulsion / Exclusion from School / School Activities</p>	<p>1<sup>st</sup> Offense:</p> <ul style="list-style-type: none"> <li>● up to 1 day suspension</li> <li>● parent or guardian notification</li> <li>● excluded from all co-curricular and extracurricular activities concurrent with suspension</li> <li>● potential police notification</li> </ul> <p>2<sup>nd</sup> and Subsequent Offenses:</p> <ul style="list-style-type: none"> <li>● up to 2 days suspension</li> <li>● parent or guardian notification</li> <li>● excluded from all co-curricular and extracurricular activities concurrent with suspension</li> <li>● potential police notification</li> </ul>
<b>IV.L.</b>	<p><b>Unauthorized Area Violation (Being outside the school or in unauthorized areas of the building without prior approval.)</b></p> <p>Board of Education Policy References: #5090.1.4 Student Misconduct in Schools #5110.4 Suspension / Expulsion / Exclusion from School / School Activities</p>	<p>1<sup>st</sup> Offense:</p> <ul style="list-style-type: none"> <li>● assigned detention by teacher</li> <li>● parent or guardian notification</li> </ul> <p>2<sup>nd</sup> and Subsequent Offenses:</p> <ul style="list-style-type: none"> <li>● assigned detention by school administrator</li> <li>● parent or guardian notification</li> <li>● up to 1 day suspension</li> <li>● excluded from all co-curricular and extracurricular activities concurrent with suspension</li> </ul>
<b>IV.M.</b>	<p><b>Gambling (Involving the Transfer of Money or Assets)</b></p> <p>Board of Education Policy References: #5090.1.4 Student Misconduct in Schools #5110.4 Suspension / Expulsion / Exclusion from School / School Activities</p>	<p>1<sup>st</sup> Offense:</p> <ul style="list-style-type: none"> <li>● up to 1 day suspension</li> <li>● parent or guardian notification</li> <li>● superintendent notification</li> <li>● excluded from all co-curricular and extracurricular activities concurrent with suspension</li> </ul> <p>2<sup>nd</sup> and Subsequent Offense:</p> <ul style="list-style-type: none"> <li>● up to 3 days suspension</li> <li>● parent or guardian notification</li> <li>● superintendent notification</li> <li>● excluded from all co-curricular and extracurricular activities concurrent with suspension</li> <li>● police referral</li> </ul>
<b>IV.N.</b>	<p><b>Failure to Serve In-School Suspension or Misbehaving During In-School Suspension</b></p> <p>Board of Education Policy References: #5090.1.4 Student Misconduct in Schools #5110.4 Suspension / Expulsion / Exclusion from School / School Activities</p>	<p>1<sup>st</sup> Offense:</p> <ul style="list-style-type: none"> <li>● 1 additional day suspension</li> <li>● parent or guardian notification</li> <li>● excluded from all co-curricular and extracurricular activities concurrent with suspension</li> </ul> <p>2<sup>nd</sup> and Subsequent Offenses:</p> <ul style="list-style-type: none"> <li>● up to 2 days suspension</li> <li>● parent or guardian notification</li> <li>● excluded from all co-curricular and extracurricular activities concurrent with suspension</li> </ul>
<b>IV.O.</b>	<p><b>Other Serious Misconduct in Section IV as Determined by the School Administrator</b></p> <p>Board of Education Policy References: #5090.1.4 Student Misconduct in Schools #5110.4 Suspension / Expulsion / Exclusion from School / School Activities</p>	<p>1<sup>st</sup> and Subsequent Offenses:</p> <ul style="list-style-type: none"> <li>● consequences to be determined on case by case basis and may lead to suspension</li> <li>● consequences to be determined on a case by case basis and may lead to expulsion</li> <li>● parent or guardian notification</li> <li>● potential police referral</li> </ul>