

R.H. Brown Elementary School

Family Handbook

2026-2027



980 Durham Road
Madison, CT 06443

Kelly Spooner, Principal
Frank Henderson, Assistant Principal

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WELCOME

Dear Brown Elementary School Parents/Guardians,

Welcome to another exciting school year with the Madison Public Schools! Whether you are new to our school community or returning for another year, we are thrilled to have you with us.

In Madison, we are committed to creating a safe, nurturing, and engaging learning environment where every child can thrive academically, socially, and emotionally. Our dedicated team of teachers and staff work hard to ensure that each student feels valued and supported every day. We believe that a strong partnership between home and school is essential to student success, and we encourage open communication and collaboration with all our families.



This Family Handbook is designed to provide you with important information about our district and our school's policies, procedures, and expectations. Please take time to review it carefully and refer to it throughout the year. It includes helpful guidance on topics such as attendance, transportation, dress code, communication, and student life.

We are proud of the positive, inclusive culture we've built here in Madison, and we look forward to continuing that tradition with your support. Together, we can create a school experience that inspires curiosity, builds confidence, and cultivates a lifelong love of learning for your child(ren). Thank you for entrusting us with your child's education. We are honored to be part of your family's journey and look forward to a wonderful year ahead.

Respectfully yours,

Kelly Spooner, Brown Elementary School Principal

Frank Henderson, Brown Elementary School Assistant Principal

MADISON PUBLIC SCHOOLS VISION

“Every child, every day, leading the way”

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

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

DISTRICT CONTACTS

Board of Education

The Madison Board of Education consists of nine members. The members are elected for staggered terms of four years each. Board meetings are held the first and third Tuesdays of the month, September through June at Town Campus at 7:00 and are open to the public.

Board of Education Members

Galen Cawley
Mary Ann Connelly
Lisa Deane
Diane Infantine-Vyce
Maureen Lewis
Catherine Miller
Emily Rosenthal
Jessica Wilen
Kevin Fogarty

Central Office Contacts

Superintendent of Schools
Dr. Craig Cooke
(203) 245-6300

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

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

Durham Bus Transportation
Dawn Vece
(203) 318-0777

Food Service Manager
Christopher Nicolelli
(203) 245-6371

DISTRICT COMMUNICATION PROTOCOLS

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

eNotify – As a Madison Public Schools Family, you are automatically signed up for both the District's and School's eNotify system. These email updates are used to share the latest district and school news, weather related school delays, early dismissals, cancellations, and much more.

Backpack express- As a Madison Public Schools Family, you will receive a monthly eNotify from Backpack Express with information on the latest community events.

MPS App - The MPS App helps the district streamline/coordinate all district and school events. In the App, everyone has access to the most current information at any given time ensuring our entire school community stays connected. Download the App and sync our district calendar to your personal calendar. www.madison.k12.ct.us/communicate

Facebook: Brown Elementary School

Instagram: @brownelemschool

Channels of Communication

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

- Teacher
- Principal
- Superintendent
- Board of Education

CONTACT INFORMATION

RH Brown Elementary School
980 Durham Road, Madison CT 06443

Main Office: (203) 245-6400

Mrs. Kelly K. Spooner, Principal
spooner.kelly@madisonps.org

Mr. Frank Henderson, Assistant Principal
henderson.frank@madisonps.org

Lauren Warner, Special Education Coordinator
warner.lauren@madisonps.org

Kara B. Heller, Executive Secretary
heller.kara@madisonps.org

Beth Shea, Secretary
shea.beth@madisonps.org

Judy Warful, Special Education Compliance
Secretary warful.judy@madisonps.org

Mike Zito, Head Custodian
zito.michael@madisonps.org

Health Offices: (203) 245-6407

Mrs. Amy Brown, R.N. (Pre K - 2)
brown.amy@madisonps.org

Mrs. Cynthia Bailey, R.N. (Gr.3 - 5)
bailey.cynthia@madisonps.org

Student Dismissal Email: browndismissal@madisonps.org (Changes to existing schedules only)

**Please submit all early dismissals, late arrivals, and full-day student absences in Infinite Campus.*

STAFF DIRECTORY

Teacher & ParaEducator

Preschool:

Annie Alden & Deidre Luongo, Heather Rosenquist: alden.annie@madisonps.org

Arianna Fiondella & Jamie Mikolay: fiondella.arianna@madisonps.org

Lisa Micelli & Cynthia Leete: micelli.lisa@madisonps.org

Kindergarten:

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Pamela Whalen & Anita Maniatis: whalen.pam@madisonps.org

Grade 1:

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Erin Steele & Jill Van Kirk: steele.erin@madisonps.org

Amy Santoro & Marcia Shove: santoro.amy@madisonps.org

Caroline Doherty Nicole Velez: doherty.caroline@madisonps.org

Grade 2:

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Lindsey Berntsen & Kim Morin: berntsen.lindsey@madisonps.org

Brenda Schull & Laura Pinto: schull.brenda@madisonps.org

Courtney Strekel: strekel.courtney@madisonps.org

Grade 3:

Helen Burland & Cathy Nestor: burland.helen@madisonps.org

Isabel Myrick & Karen Nichols: myrick.isabel@madisonps.org

Clare Peterlik & Sue Brinn: peterlik.clare@madisonps.org

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Grade 4:

Erin Currie: currie.erin@madisonps.org

Jodie Luongo: luongo.jodie@madisonps.org

Rachel Secondino: secondino.rachel@madisonps.org

Tracey Soboleski: soboleski.tracey@madisonps.org

Grade 4 ParaEducator: Jessalyn Samson

Grade 5:

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Laleh Karimi: karimi.laleh@madisonps.org

Grade 5 ParaEducator: Paul Alberti

Special Education Team:

Colleen Burkle - burkle.colleen@madisonps.org

Wendy Cassidy - cassidy.wendy@madisonps.org

John Durkin - durkin.john@madisonps.org

Margo Lofaro - lofaro.margo@madisonps.org

Eileen Martin - martin.eileen@madisonps.org

Carol Parker-Sprankle - parker-sprankle.carol@madisonps.org

Tracey Rossi - rossi.tracey@madisonps.org

Related Arts Team:

Art: Carissa Connell - connell.carissa@madisonps.org

Library Media Center: Tina Perry - perry.tina@madisonps.org

Music: Kristy Ledwith - ledwith.kristy@madisonps.org

Christine Murphy - murphy@madisonps.org

Physical Education: Mike Battipaglia - battipaglia.michael@madisonps.org

Heidi Dripchak - dripchak.heidi@madisonps.org

STEAM: Meghan Foster foster.meghan@madisonps.org

Theater Arts: Matthew Price - price.matthew@madisonps.org

World Language: Orlando Estrada-Mora - estradamora.orlando@madisonps.org

Wendy Patrocino - patrocino.wendy@madisonps.org

Special Services Team:

Board Certified Behavior Analyst: Erin Carey - carey.erin@madisonps.org

Guidance Counselors: Rachel Kilian - kilian.rachel@madisonps.org

Eliza Hayes - hayes.eliza@madisonps.org

Language Arts Coaches: Erin Chester (PreK-1) - chester.erin@madisonps.org

Lisa Caldwell (2-3) - caldwell.lisa@madisonps.org

Christina Zarotney (4-5) zarotney.christina@madisonps.org

Math Interventionists: Christine West (K-2) - west.christine@madisonps.org

Amy Faitsch (3-5) - faitsch.amy@madisonps.org

Math Coaches: Jennifer Maxwell (PreK-1) - maxwell.jennifer@madisonps.org

Stacy Daley (2-3) - daley.stacy@madisonps.org

Ally Gwiazda (4-5) - gwiazda.alyson@madisonps.org

Occupational Therapist: Robin Sorey - sorey.robin@madisonps.org

Psychologist: Lauren Stanco - stanco.lauren@madisonps.org

Amy D'Antonio - D'antonio.amy@madisonps.org

Physical Therapist: Kaitlyn Kelly - kelly.kaitlyn@mptisonps.org

Reading Interventionists: Julie Weber (K-2) - weber.julie@madisonps.org
Cindy Armor (3-5) - armor.cindy@madisonps.org

Social Worker: Thuy Pham - pham.thuy@madisonps.org

Speech/Language: Taylor Filley - filley.taylor@madisonps.org
Natasha Tarbell - tarbell.natashe@madisonps.org

TESOL: Marybeth Sarr - sarr.marybeth@madisonps.org

SCHOOL HOURS

Preschool Program Hours

Morning Session: 9:00 AM - 11:45 AM

Afternoon Session: 12:15 PM - 3:00 PM

Full Day Session: 9:00 AM - 3:00 PM

Kindergarten - Grade 5 Hours

Morning Drop Off: 8:20 AM - 8:35 AM

School Hours: 8:35 AM - 3:10 PM

Main Office: 7:30 AM - 4:00 PM

Early Dismissal

Preschool Morning Session runs as normal

Afternoon Session does not meet

Full Day students attend morning session ONLY (No lunch)

Grades K-5 Dismissal: 12:45 PM, lunch is served

Delayed Opening (Two Hours)

Preschool Morning Session does not meet

Afternoon Session runs as normal

Full Day students attend afternoon session ONLY (No lunch)

Grades K-5 begins at 10:35 AM, lunch is served

Weather Delays & School Cancellations

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

- District eNotify (email and text message) and district website www.madison.k12.ct.us

• News Stations: WTNH (Channel 8), NBC 30, WFSB (Channel 30), FOX CT •
Facebook

In the event of a weather-related early dismissal, teachers will follow the students' *normal dismissal plan*. While bus drivers will not allow Kindergarten students to disembark from the bus without a parent or guardian present, all other students will be permitted to disembark. Parents should review their emergency plan with their children periodically to ensure that they know what to do if they arrive home early and no one is there to meet them.

When there is a delayed opening, the Before School Program will follow the same delayed opening. If there is an early dismissal due to inclement weather, the After School Program will be cancelled. However, the After School Program will remain open on all scheduled early dismissal, e.g. for parent conferences, prior to a vacation period or staff development days.

Parents should call the Madison Beach Recreation Department at 203-245-5623 for additional information about the Before and Afterschool program.

ATTENDANCE

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

The faculty and administration of the Madison Public Schools maintains that attendance to assigned classes is essential, and therefore has established an attendance requirement for all courses offered. A student should not be absent from school without the parents' knowledge and consent. Verification of absences should be communicated by parent or guardian. Teachers, administrators, and pupil personal staff members will work together to enhance attendance and motivate a student to attend school on a regular basis.

Absences

Please input all student absences via our Infinite Campus Parent Portal no later than 9:00 AM. Cite the reason for your child's absence.

Parents are encouraged to schedule medical and dental appointments at times when school is not in session.

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

Excused Absences

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

- A. For absences one through nine, a student's absences from school are considered excused when the student's parent/guardian approves such absence and submits appropriate documentation; and
- B. For the tenth absence and all absences thereafter, a student's absences from school are considered excused for the following reasons:
 - 1. Student illness (Note: all student illness absences must be verified by an appropriately licensed medical professional to be deemed excused, regardless of the length of absence);
 - 2. Student's observance of a religious holiday;
 - 3. Death in the student's family or other emergency beyond the control of the student's family;
 - 4. Mandated court appearances (additional documentation required);

5. The lack of transportation that is normally provided by a district other than the one the student attends (no parental documentation is required for this reason); or
6. Extraordinary educational opportunities pre-approved by district administrators and in accordance with Connecticut State Department of Education guidance.

Unexcused Absences

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

Truancy

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

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

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

Vacations

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

Tardiness

If a student arrives at school after 8:35 AM, the student and parent must report to the office to be signed in. Tardiness is reflected on the report card and is strongly discouraged.

Early Dismissal

All children dismissed before 3:10 PM will be marked as “dismissed early.” Such dismissals will be noted on the report card. Students will not be dismissed from class, playground or bus line unless authorized by the office.

STUDENT BEHAVIOR

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

Code of Conduct

A copy of our Code of Conduct, which specifically delineates expected behaviors and discusses infractions and consequences for students who do not abide by clearly defined expectations, can be found on the homepage of the Madison Public Schools website in the Back to School Information section and / or on individual school homepages. We ask that you review this information with your child / children.

Responsive Classroom

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

Core Belief

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

Guiding Principles

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

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

Discipline

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

We assume that children want to and can learn to treat each other with kindness and consideration. When a student fails to demonstrate desired expectations, staff use reinforcing, reminding and redirecting language to move students to the expected behavior. When a classroom or school rule is broken, teachers assign logical consequences per the Responsive Classroom Model.

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

If you as a parent have a concern about mean behavior or bullying going on against your child, please let us know asap. You can reach out directly to the building principal or by completing the challenging behavior reporting form: <https://resources.finalsite.net/images/v1753461678/madison/lbv6xndibzlw2rs44d1/StudentBullyingTeenDatingViolenceComplaintForm.pdf>

We take every report seriously, as we know children need to feel safe in order for learning to take place.

CAFETERIA, PLAYGROUND, AND HALLWAY RULES

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

CAFETERIA

- Students will be polite and courteous to friends, lunch servers, and the cafeteria staff.
- Students will speak softly while waiting in line or eating.
- Students will listen and speak clearly to all adults.
- Students will stay seated and raise hands to request assistance.
- Students will be silent when indicated by staff so they may hear all directions.
- Students will throw away their own trash, dispose of their own compost, and return their trays.

PLAYGROUND RULES

- There is no running on the turf.
- Students will use the playground equipment safely and appropriately
- Students will keep their hands and feet to themselves
- No child is to be allowed to return inside the building without the permission of the teacher on duty.
- Students will work together to clean up

- All students will be a “good sport” - win or lose.

SCHOOL CLIMATE IMPROVEMENT PLAN

The Madison Board of Education is committed to creating and maintaining a physically, emotionally, and intellectually safe educational environment within the Madison Public Schools (the “District”) free from all forms of challenging behavior, bullying, harassment and discrimination. In accordance with State law, the District developed a School Climate Improvement Plan, which outlines the Districts approach to reporting, assessing, and responding to challenging behavior and bullying.

“Challenging behavior” means behavior that negatively impacts school climate or interferes, or is at risk of interfering, with the learning or safety of a student or the safety of a school employee.

“Bullying” means unwanted and aggressive behavior among children in grades kindergarten to twelve, inclusive, that involves a real or perceived power imbalance. “Bullying” includes “cyberbullying”, which means any act of bullying through the use of the Internet, interactive and digital technologies, cellular mobile telephone or other mobile electronic devices or any other electronic communication.

The District’s commitment to addressing challenging behavior and bullying involves a multi-faceted approach, including the use of restorative practices. “Restorative practices” means evidence and research- based system-level practices that focus on

- (A) building high-quality, constructive relationships among the school community,
- (B) holding each student accountable for any challenging behavior, and
- (C) ensuring each such student has a role in repairing relationships and reintegrating into the school community.

Restorative practices may be implemented by school employees for incidents of challenging behavior, bullying, and/or harassment in the school environment, or other forms of student conflict that is nonviolent and does not constitute a crime.

The District shall further address challenging behavior, bullying, and harassment in accordance with the Board’s Student Discipline policy and any other applicable Board policy, administrative regulations, and/or school rules, which may include suspension or expulsion from school.

The School Climate Policy, Bullying Intervention Policy, Restorative Practices Response Policy, reporting forms, and School Climate Plan are posted on the district and school websites.

HEALTH AND WELLNESS

The Health Office is staffed with a Registered Nurse from 8:00 AM to 3:30 PM. The Health Office provides health and emergency services to students. All Health Office visits are documented and records are maintained in Infinite Campus.

If an emergency should arise while the Health Office is closed, students will be sent to the Main Office.

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

- Parents should notify the nurse promptly of any changes in students' health information.
- Minor injuries that occur at home should be handled at home.
- Teachers have band-aids in the classroom for minor scrapes, etc.
- Any wound that is bleeding will be assessed in the Health Office.

In the event of a severe medical emergency, school personnel will call 911 and arrange to have your child transported to an emergency facility. In the event of an emergency, we want to be able to reach you immediately. Please be sure to update school records should your cell phone number change.

Health Concerns

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

Emergency Treatment, Injuries, and Hospitalizations

If your child has been injured and evaluated by MD or in an Emergency Department, please contact the nurse before the student re-enters school. We are required to have a plan in place to ensure the student's safety. The parent should have their doctor specify in writing any restrictions in physical education. When the child is ready to return to participation, a written release from the doctor treating the injury is required. A restriction in physical education also extends to recess activities.

Parents/Guardians should also contact the school nurse before their child returns to school after surgery, serious illness, or hospitalizations. A note from the treating health care provider is needed before the student returns.

Fever, Vomiting, and Diarrhea

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

If your child vomits or has diarrhea, they are not permitted to return to school for the next 24 hours.

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

Sharing of Health Information

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

Allergies

Any products containing latex are not permitted in the building.

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>

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.

Medications in Schools: CT statute 10-212a

The State of Connecticut has created definitive regulations regarding administration of medication in schools. Medications (prescription or over-the-counter) are NOT to be carried on the student’s person or kept in lockers (with the exception of EpiPen and inhalers, see below). Written authorization from a MD, APRN, or PA is required for the nurse to administer medication (prescription or over-the-counter) and the form must also be signed by the parent. Medications (oral, inhaled, injectable, topical) must be transported by parents. Again, students may not carry medication of any type.

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.

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

- Bacitracin: topical application for minor abrasions and lacerations
- Calagel: topical application for itching
- Bactine: topical application to clean wounds
- Petroleum jelly/medicated lip ointment: for chapped lips
- At the beginning of the school year, parents/guardians may sign an authorization for the school nurse to administer Acetaminophen (4th and 5th grade ONLY).

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

- Epi-Pen
- Benadryl: 25mg to 50mg for signs and symptoms of allergic reaction.
- Narcan

State Mandated Health Screenings

The State of Connecticut mandates the following health office screenings for all students:

- Vision screenings are performed in grades 1 and 3, 4 and 5.
- Hearing screenings are performed in grades 1 and 3, 4 and 5.
- 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.

Managed Food Policy

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

- Parents will receive prior notification of any activities involving food products.
- Parents are expected to notify the school of any allergies/issues related to food products.
- Food will not be part of birthday celebrations. We understand the significance of birthdays, and children will be appropriately acknowledged by the school.
- Food can be a part of holiday celebrations ONLY IF it is purchased from a store and an ingredient label is attached. There are students with nut allergies so please have nut free snacks for celebrations. Recommended celebration foods are Hoodsie Ice Cream

Cups, Popsicles, and pre-packaged cookies or snacks (please contact the nurse for additional suggestions).

- Foods prepared at home may not be accepted for shared consumption.

SCHOOL LUNCH PROGRAM

Madison Public Schools is committed to providing nutritious, wholesome meals at affordable prices. Hot lunch choices are offered each day to all interested K-5 students (hot lunch is not offered for full day preschoolers).

Menus are available on the district website. Visit www.madison.k12.ct.us/lunch for more information.

The price for one lunch is \$4.00. Milk is available for \$.50 for those students bringing their lunch from home. The cafeteria operates on a cash-free system. You can load money to your child's lunch account by visiting <https://www.mypaymentsplus.com/welcome>. You can also send a check made out to "Madison Public Schools Food Services" directly to the cafeteria. Ice cream will be sold on Tuesdays and is cash only,

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

Children will be educated on how to use the cafeteria composting services. Please encourage your child to compost!

ACADEMICS

Report Cards

Report cards are issued three times each year. For more information about report card distribution dates, parents can check the current school calendar available on the website. For grades K-5, hard copies of report cards are not sent home; rather, you can access your child's report card via the Infinite Campus portal.

Parent Conferences

Parent conferences are held two times a year- once in October and once in February. These conferences are offered in-person. However, you may request a virtual meeting with the teacher if that is better for your family.

For Grades 4 and 5, parents will meet with the homeroom teacher in October, and the second team teacher in February.

We are not able to offer dual conferences to accommodate family dynamics.

Homework

The developmental nature of young children requires educators to consider the amount of impact of academics on playtime. Therefore, no homework will be assigned during weekends or vacation periods.

Homework grades for beginning learners will not be given since the purpose is to provide students the opportunity to apply, practice, or extend new learning, the impact of which will be reflected in core content grades.

The goal of homework at the K-5 level is...

- to engage in meaningful learning experiences outside of the classroom.
- to enrich school experiences and encourage a carry over into real life applications. to reinforce and evaluate learning through the practice, application, integration and/or extension of knowledge and skills.
- to foster communication between the school, family and community.
- to value varied student abilities and needs.

Grades K-2 Recommendations

- Nightly reading with an adult and/or independently,
- Weekly/daily conversation starters will be provided to prompt home discussions about learning experiences in school (i.e. Ask Me notes; question prompts)
- Math fact fluency is provided in grade two using tools appropriate to match the needs and interests of students (i.e. computer practice, games, paper and pencil tasks, etc).

Grade 3 Recommendations

- Nightly reading independently with an adult and/or independently.
- Weekly/daily conversation starters will be provided to prompt home discussions about learning experiences in school (i.e. Ask Me notes; question prompts).
- Math fact fluency is practiced using tools appropriate to match the needs and interests of students (i.e. computer practice, games, paper and pencil tasks, etc).
- Projects will be designed to engage students in meaningful learning experiences directly related to the curriculum with minimal adult support.

Grades 4-5 Recommendations

- In grades 4 and 5 all homework given will provide students an opportunity to reinforce learning and promote inquiry through practice. It is designed to be completed by the student independently, with minimal assistance from an adult.
- In language arts, students should read 30 minutes each day which has proven to increase reading comprehension, fluency, and the development of vocabulary.
- Additionally, students in both math and language arts will often have an assignment given on a Monday and due on Friday.
- Homework is an important way for students to practice responsibility and strengthen what they are learning in school. Families are encouraged to support their child by providing a quiet space and consistent routine for homework completion.

Student Support Teams

A battery of Universal Screens are administered to students three times a year. Teacher teams meet to review data from these assessments, discuss patterns, and identify students that are not meeting the benchmark. Students identified as “at-risk” will be referred to the “Student Support Team (SST).

The purpose of the SST is to provide a consistent school-wide Multi-Tiered System of Support (MTSS) for all children. A student may be referred to the Student Success Team if they are making limited progress either academically or behaviorally.

Before being referred to this team, the child’s teacher will have created and implemented support for the classroom environment. At an SST meeting, the teacher will meet with school-based support staff and interventionists and a focused instructional plan will be developed, implemented and monitored. At this time, it may be decided that a student needs additional support via the MTSS process to supplement classroom instruction.

Multi-Tiered Systems of Support

Through the MTSS process, students receive services based on academic or social/emotional needs. When a need is identified using evidence, interventions are developed and implemented with fidelity. School personnel monitor student progress closely to be sure the interventions are appropriate and successful.

MTSS has three unique tiers of support. This is a proactive system aimed at providing all students the opportunity for academic success. It serves as a data-supported effort to ensure that students receive an appropriate level of support in order to master grade-level standards.

The tiers are as follows:

Tier 1: The Foundation (Universal Supports)

- All students receive high-quality instruction in the general education classroom.

Tier 2: Targeted Support

- Students who need more support than Tier 1 receive supplemental interventions, usually outside of the classroom in small groups 2-3 times per week.

Tier 3: Intensive Support

- Students with the most significant needs receive more frequent and more intensive interventions, usually outside of the classroom in small groups 4-5 times per week.

Parents/guardians will be apprised of their child's progress on a regular basis. It is our hope that our combined efforts will help students achieve outcomes that are positive, healthy and productive.

Reading Support

Students who would benefit from additional services in reading receive support from the reading intervention teacher. These services are provided only with parental consent and after teacher consultation with the Student Success Team (SST). Contact your child's teacher or principal if you would like further information about this support.

Mathematics Support

Students who would benefit from additional mathematics intervention services receive support from the math intervention teacher at each school. These services are provided only with parental consent and after teacher consultation with the Student Success Team (SST). Contact your child's teacher or principal if you would like further information about this support.

Behavioral Support

Students who would benefit from additional support and instruction for social/emotional/behavioral needs receive support from the school counselor or social worker. These services are provided only with parental consent and after teacher consultation with the Student Success Team (SST). Contact your child's teacher or principal if you would like further information about this support.

ESOL

English for Speakers of Other Languages is a program for students whose native language is not English. The students receive personalized, small group instruction to develop English proficiency and build academic language for success in the grade level classroom. The frequency of instruction depends upon the student's proficiency in English. Students are tested annually to monitor progress.

Mathematics Enrichment

Math enrichment in grades K–3 is provided by the classroom teacher. Our goal is to support all learners and help them reach their full potential. Using the Bridges in Mathematics

Program, teachers differentiate instruction by offering a variety of activities, strategies, and challenges that meet individual student needs. This approach allows students to explore math concepts more deeply, build critical thinking skills, and stay engaged at their own level. By tailoring instruction within the classroom, students are given opportunities to grow and succeed in a supportive and inclusive learning environment.

In grades 4 and 5, students have the opportunity to participate in math enrichment groups outside of the classroom. Participation in math enrichment is based on pre-assessment performance at the start of each new curriculum unit.

INTEGRATED PRESCHOOL PROGRAM

The Madison Preschool program is an inclusive program providing special education services for children in Madison who are three to five years old and are determined eligible. The program includes typically developing peers who serve as role models, particularly in the areas of language and social skills. Website: https://www.madison.k12.ct.us/departments/special_education/integrated-pre-k/integrated-pre-k-home

Preschool Program Hours

Morning Session 9:00 AM - 11:45 AM
Afternoon Session 12:15 PM - 3:00 PM
Full Day Session 9:00 AM - 3:00 PM

Preschool Early Dismissal

Morning Session runs as normal
Afternoon Session does not meet
Full Day students attend morning session ONLY (No lunch)

Preschool Delayed Opening (Two Hours)

Morning Session does not meet
Afternoon Session runs as normal
Full Day students attend afternoon session ONLY (No lunch)

Eligibility for Special Education

Children may be referred to the preschool special needs program by parents, pediatricians, preschool teachers, Birth-to-Three programs, Child Find, and other special needs programs. When a child is referred, a Planning and Placement Team Meeting (PPT) is held to determine the type of evaluation necessary. Following the evaluation, the PPT team identifies an appropriate program to meet the needs of the individual child. Once a child has been placed in the special education program, a PPT meeting is held at least yearly to review the child's progress. A parent may request a PPT at any time.

All children who receive special education have an Individualized Education Program (IEP) which includes specific goals and objectives. Parents of children receiving special education have rights which are described in Procedural Safeguards of Children in Special Education. A copy of the document is mailed to you and/or given to you when your PPT is scheduled.

Eligibility for Peer Models

Each year children participate in the program as typical peers. These children serve as language and social models for the children with special needs. Peer models participate in early childhood screening and are selected to be role models for the program. This screening involves scheduling an appointment to have the child observed in the classroom setting by a

multidisciplinary team. If you are interested in scheduling a screening, please contact the school by March 1.

Tuition

There is no tuition charge to families of students with Individual Education Plans (IEP). Peer role models are charged a flat fee based on their scheduled days and times. Families are required to pay on all days school is open even if the student is out for reasons such as being sick. Families are not charged for days that fall on a holiday or during a school break.

Programming

The Preschool program provides an interdisciplinary team model which includes the services of: early childhood special education teachers, paraprofessionals, speech and language pathologists, occupational therapists, physical therapists, school nurse, and school psychologist. The team works to provide integrated support within the program to meet the individual needs of the child.

A variety of services are available to children in the preschool program. The services a child receives are dependent on his or her needs and are determined in the PPT meeting and are clearly delineated in the child's IEP document. To the greatest extent possible, support services are provided within the classroom setting. A brief explanation of each service follows:

Occupational Therapy Services

The Occupational Therapist provides services to children which help promote development in the areas of gross and fine motor skills. For example: establishing hand dominance, hand/finger strengthening, motor planning, and overall coordination. Therapy is provided in a group or on an individual basis for those children who have been evaluated and are eligible for services. The therapist works collaboratively with parents and teachers in the preschool program.

Physical Therapy Services

The Physical Therapist provides services to children with delays or disabilities in the areas of gross motor development such as walking, running, skipping, balance, and motor planning. Services include evaluation, direct therapy within the classroom, and consultation to family and staff members. Children may be seen in a motor group or on an individual basis, depending on their needs. The therapist works collaboratively with parents and teachers in the preschool program.

Psychology

Upon referral, the school psychologist is available for the evaluation of children in the areas of cognitive skills, social skills, behavioral skills, and emotional development. In addition to standardized tests, observations of the children during play and group activities are used in the assessment process. Checklists regarding attentional, behavioral, and/or emotional issues may also be used. The school psychologists are available to consult with the parents and teachers.

Speech and Language Services

The Speech and Language Pathologist provides services to children to facilitate speech and language, speech fluency, voice, and social communication skills. Services include exercises

and activities for improved intelligibility, expressive and receptive language skills, and social communication skills. Therapy is provided in a group or on an individual basis for those children who have been evaluated and are eligible for services. The therapist works collaboratively with parents and teachers within the preschool program.

Transportation

Van transportation is provided for Preschool children identified with special needs. There is no transportation provided for peer models in the Preschool Program.

Resources

Connecticut State Department of Education: www.sde.ct.gov/

State Education Resource Center: <http://ctserc.org/s/>

Connecticut Education Association: <http://www.cea.org/>

National Education Association: <http://www.nea.org/>

Birth to Three: <http://www.birth23.org/>

TECHNOLOGY and DIGITAL CITIZENSHIP

Classroom Technology Use

At our school, we thoughtfully incorporate technology to support and enhance student learning while being mindful of screen time—especially for our youngest learners. Each classroom is equipped with tools that help engage students in interactive, developmentally appropriate lessons.

Promethean Boards

Every classroom features a Promethean Board, which is an interactive display that functions like a large touchscreen computer. These boards allow teachers to present lessons in dynamic ways—incorporating visuals, movement, and hands-on interaction—to meet the needs of a wide variety of learning styles.

Devices by Grade Level

- Kindergarten and Grade 1: Each classroom has a set of iPads, used primarily for guided instruction, learning apps, and literacy and math support.
- Grades 2 through 5: Each classroom has a dedicated set of Chromebook laptops. Each student is assigned a Chromebook to use throughout the school year.

Important Note:

All technology devices—iPads, Chromebooks, and Promethean Boards—are to be used only at school. These items do not travel home with students.

Acceptable Use Policy

In order for a student to use on-line services in school, an Acceptable Use 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 consequences per the Code of Conduct.

Copies of the District's Student Network Policy and Agreement Form are located on the district website (BOE policy 5210).

Students are expected to:

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

TRANSPORTATION SERVICES

Bus Policies

Van transportation is provided for Preschool children identified with special needs. There is no transportation provided for peer models in the Preschool Program.

Bus transportation is provided for all students in Grades K-5 through Durham School Services.

If your child will not be using the van/bus for any reason, please contact the bus company directly at (203) 318-0777. Transportation can be provided only within Madison.

Route Information

For information on bus routes, stops and schedules, parents should refer to the Madison Public Schools website (www.madison.k12.ct.us). Each student is assigned to a particular bus route and is expected to take their assigned bus to and from school.

Children are not allowed to ride any bus other than the assigned one. Additionally, children must disembark at their assigned stop only. Only the building principal is able to make exceptions in cases of emergency or special need.

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

Safety

Boarding the Bus: When the bus has been sighted, walk toward the bus only after it has stopped. If students must cross the road to board the bus, they should wait for the bus to come to a complete stop and watch for the driver's okay. Then they should look both ways before proceeding carefully across the street. Students should board the bus in an orderly fashion, one at a time, and fill the bus from back to front.

Riding the Bus: Students in Kindergarten will be seated in the front. First grade will sit behind them, second grade behind them...and ending with fifth grade towards the back. If siblings in different grades would like to be seated together, older siblings may move up to sit with the younger.

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

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

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

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

Parents/Guardians may contact Durham School Services, 203-318-0777 with any transportation related questions.

ARRIVAL AND DISMISSALS

Preschool Arrival and Dismissal

Parents driving children to both AM and PM Preschool should enter using the lower parking area and proceed to the upper parking lot. Preschool staff will greet students at the upper parking lot by the fenced walkway area leading to the Preschool classroom. Staff will assist with exiting your child from the vehicle. Arrival time for the morning session is 9:00 AM. and the afternoon session is 12:15 PM. Please do not drop off children before their session begins, as the staff may be required to be in other parts of the building.

The morning session ends at 11:45 AM. and the afternoon session ends at 3:00 PM. Again, at dismissal, enter using the lower parking area and proceed to the upper parking lot. Staff will escort your child to your vehicle. Brown Elementary School families should have their Brown Parent Pick-up tag clearly visible and hanging from their rearview mirror. Staff will record your number, communicate your arrival and then staff will bring your child to your car. Families are asked to remain in their vehicle and wait for their child to be brought to their car. This will help us expedite this process and be as efficient as possible.

Please be sure to have your pick-up tag visible to assist with the dismissal process. If you are unable to pick up your child at dismissal, please make arrangements for an authorized adult to do so and notify the staff of the change.

Brown Elementary School ARRIVAL Procedure (K-5):

Students arriving at school by bus or by car will begin the arrival process at 8:20 am - 8:35 am daily.

Student arrival into the building is not permitted prior to 8:20 am due to limited supervision before this time.

If you need an earlier drop-off for your child, you are encouraged to sign-up your child for the "Before School Program" through Madison Beach & Recreation. Beach & Rec begins each morning on site at 7:00 am.

Parents/Guardians should enter using the lower parking area and proceed to the upper parking lot. Students may be dropped off at the sidewalk BEFORE the handicap parking spaces. Please wait for a staff member to assist your child with exiting the vehicle. 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 8:00 a.m. and 9:00 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.

Drop-off for all students begins at 8:20 am.

Brown Elementary School DISMISSAL Procedure (K-5):

Student dismissal at the end of the day will begin at 3:10 pm for both students being picked up and for students taking bus transportation home.

All families picking up their child at the end of the day will follow the morning traffic flow. Students will be escorted by a staff member to the side cafeteria entrance to be delivered to the vehicle for pick-up.

Brown Elementary School families should have their Brown Parent Pick-up tag clearly visible and hanging from their rearview mirror. Staff will record your number, communicate your arrival and then staff will bring your child to your car. Families are asked to remain in their vehicle and wait for their child to be brought to their car. This will help us expedite this process and be as efficient as possible.

If you do not have your Brown Parent Pick-up tag, you will be asked to park your vehicle and head to the main office for assistance with your child's dismissal. You must have your Brown Parent Pick-up tag or a designated person authorized to pick up your child must have the Brown Parent Pick-up tag in order for your child to be notified and dismissed. It's important to stress that having your tag present will ensure a smoother process. We thank you for your cooperation and understanding with this step in our process. This is for the safety and security of all our students.

If you are having another adult or an extended family member pick-up your child, please notify the main office (203-245-6400) and inform the office of the plan and the adult's first and last name who has permission to pick-up your child. Please let this authorized person know that they will be asked to show their valid license to a Brown staff member at dismissal for verification of your stated permission and before your child is dismissed to him or her.

EXTRACURRICULAR ACTIVITIES

Madison Beach and Recreation Before/After School Care

The Before and After School Program is run by the Madison Beach and Recreation Department and follows the Madison Public Schools calendar. Enrollment is open to students in Grade K-5. Students must be formally registered through Beach and Recreation (in advance) to attend the program.

The Before School Program operates from 7:00 a.m. - 8:30 a.m.

The After School Program operates from 3:10 p.m. - 6:00 p.m.

In the event of a delayed opening due to inclement weather, the Before School Program will follow the same delay. The After School Program will operate during all scheduled early dismissal days. It does not operate on days when school is dismissed early due to inclement weather or emergencies.

2026-2027 Fees

Before Care

Days per Week	Billed Monthly	Yearly, in Advance
5	\$175/Month	\$1,366.00
4	\$175/Month	\$1,250.00
3	\$175/Month	\$1,018.00
2	\$175/Month	\$ 784.44

Aftercare

Days per Week	Billed Monthly	Yearly, in Advance
5	\$275/Month	\$2,420.00
4	\$250/Month	\$2,185.00
3	\$225/Month	\$1,952.00
2	\$200/Month	\$1,781.00

Rates are subject to change and are solely decided by the Beach and Rec. Department

Single Day Drop-In Policy and Fee

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

\$30.00 per Drop-In Before School / \$30.00 per Drop-In After School

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

Birthday Celebrations

While we recognize that birthdays are a special day for students, we must also ensure that parties and celebrations do not disrupt the instructional day or interfere with the health and safety of all students. Birthdays occurring on weekends are recognized on the morning announcements the Friday before. Summer birthdays are recognized before the end of the school year.

Food will not be part of birthday celebrations. Instead, you are welcome to come to have lunch with your child and to bring your own child (only) a special treat or special lunch. You are welcome to send in a low-cost non-food treat such as stickers, birthday pencils, tiny fidgets, etc...

***The distribution of birthday party invitations will be permitted in school with the understanding that either A) the whole class is invited or B) either all the boys or all the girls are invited.*

Field Trips

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

PARENT TEACHER ORGANIZATION

2026-2027

Executive Board meetings begin at 6pm and General PTO meetings begin at 7pm. Dates have been established and may be found on the school and/or PTO website. The Brown Elementary School PTO is an active and involved organization. We work in close cooperation with the entire school staff and assist with many of their daily activities. Parents are encouraged to volunteer time in classrooms as well as with school activities.

The PTO holds many fundraisers throughout the school year, such as, PTO membership dues, book fair, and the annual Give to Grow event. All money raised is returned to the students in the form of cultural arts programs, field trips, in school field experiences, and other special events. We urge all parents to attend our meetings to keep informed of current events in school. We have many committees and projects that require the ideas, talents and assistance of all our families. We invite parents to help us by participating in these efforts. If you have any questions or suggestions or wish to help, please email one of the members from the Executive PTO board listed above.

2026 - 2027 PTO Executive Board

President

- Michael Carrano

Vice President (3)

- Ali Murphy
- Lindsay Johnson
- Jessica Soto

Treasurer

- Jenny Ney

Secretary

- Briana Tattersall

Communications Director

- Katie Long

Members At Large

- Kaitlyn Finkle
- Seth Lee
- Alexia Volpe
- Natalie Morgan
- Kim Rausch



PTO

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

The [Brown PTO Website](#) is updated throughout the school year. It provides all information regarding PTO membership, upcoming events, fundraisers, sales forms and volunteer opportunities. Families are encouraged to join and support our common goal—the students and their education.

Meetings are held bi-monthly at Brown Elementary School and your attendance and participation is welcomed. The dates and times for the 2026-2027 school year are listed on the Brown School events calendar and school website.

Philosophy

We believe that the best way to improve education is to strengthen the partnership among parents/guardians, teachers, school administrators, and the school community. An effective partnership shall strengthen understanding of the school's goals, needs and accomplishments. It shall invite involvement in improving the school's programs and services, and it must help and encourage all in the critical job of teaching the young.

Purpose

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

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

Room Parents

The classroom teacher selects room parents on a lottery basis. Duties Include:

- Attending bi-monthly PTO meetings
- Volunteering at a minimum of 2 PTO related events
- Organization of parent volunteers for classroom activities, field trips, field day, variety show and parties to assist the teacher
- Distribution of PTO information to parents, acting as a liaison
- Submission of classroom photos for the annual school yearbook

DRESS CODE and PERSONAL BELONGINGS

Students' dress should be appropriate for the day's weather and schedule. Play clothes are most appropriate, especially on days when the student is scheduled to attend Art or Physical Education. Sneakers are required for Physical Education. During the winter months, students will continue to go outside for recess when the "real feel" temperature is 20 degrees or above. Therefore, students should be dressed appropriately with warm clothes, mittens, gloves, and boots.

Students are allowed to bring snow gear for snow play. To play in the snow, students are required to have snow pants and snow boots.

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

- Footwear which damages the floor or presents a safety hazard.
Sunglasses (unless required by a doctor's order)
- Hats or Bandanas
- Attire or accessories which portray disruptive writing or pictures
- Attire or accessories which depict logo or emblems that encourage the use of drugs, tobacco products, or alcoholic beverages
- Shirts which reveal the abdomen, chest or undergarments
- See-through clothing
- Shorts, miniskirts, or pants which reveal undergarments

Extra Clothes

For the Preschool Program: Children who are not yet toilet trained are asked to bring disposable diapers and wipes to school.

All Preschool and Kindergarten children should send in a seasonally appropriate change of clothes for the occasional accident or mess.

Personal Items

Children should carry a good-sized backpack to school each day. We also ask that your child bring in a folder every day so that papers going home may arrive safely. Please label all possessions sent to school, including coats, hats, mittens, and sweaters.

Backpacks and other bags should not pose an obstruction or prevent safe passage in the classroom or in corridors. Backpacks and coats should be stored in cubbies/lockers each morning upon arrival. Students are not allowed to carry backpacks, shoulder book bags, string bags or other storage bags during the day.

In order to ensure student safety and the protection of personal property (e.g., expensive jewelry, electronics, toys, large sums of money), parents/guardians are encouraged to closely monitor those items that are brought or worn to school by students.

The following items are specifically prohibited on school grounds or the bus:

- Toys
- Dolls
- Trading/Baseball Cards
- Weapons, including martial arts (real or fake)
- Pocket knives, razor blades, or sharp objects
- Skateboards, roller skates, roller blades, sneakers with wheels, and scooters
 - Baseball bats, lacrosse sticks, hardballs, boomerangs
- Matches, caps, and fireworks
- Laser pointers
- Hand held electronic gaming devices
- **Smartwatches of any kind**
- **Cell Phones of any kind**

Lockers

If your child is assigned a locker, he/she is responsible for taking care of it and keeping it in proper working order. Each student may use only the locker which he or she has been assigned. All personal belongings 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.

Students in Grades 4 and 5 ONLY may decorate lockers for birthday celebrations.

Bicycles

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

Musical Instruments – Grade 5 ONLY

Many Grade 5 students participate in the band or orchestra programs. 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 band room during morning arrival and may pick it up from the band room at the end of each day. Because of safety concerns, instruments may not be stored in the hallways or in the classrooms.

Lost and Found

We take great care to return lost personal items. Please check the lost and found promptly after a loss. Remember to label personal belongings for proper identification. After each trimester, unclaimed items will be donated to a non-profit organization.

SAFETY and EMERGENCY PROTOCOLS

Security Personnel

Brown is staffed with two full time security specialists, as well as an SRO from the Madison Police Department.

Fire and Safety Drills

Fire drills are held monthly. When a fire drill begins, students will stand by their desks and await their teacher's signal to walk silently to the identified exit. After reaching the assigned area outdoors, students will remain in lines by classes with no talking. This is a very serious matter and everyone must leave the building in an orderly fashion to ensure that no one is injured. Fire and safety drills are very important to everyone's safety.

Per state law, a crisis response (lockdown) drill shall be substituted for a fire drill once every three months. The intent of these drills is to practice keeping students in a safe place quickly in the event of a situation that may potentially put students and staff at risk.

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

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

Visitors

All visitors are to press the doorbell and wait to be identified by the school secretary. Report directly to the main office where you will be asked to provide ID. The ID will be run through our Raptor Safety and Visitor system. All visitors will be given a sticker to wear for the duration of their stay on campus.

If you are visiting the school for a PTO meeting or to volunteer in the art room, library, etc., we ask that you refrain from "popping in" to your child's classroom to say hello. This will help us ensure a distraction-free environment that will support the continuity of instruction and maximize learning time for all children. Thank you for your attention to this.

REQUIRED NOTIFICATIONS and BOARD OF EDUCATION POLICIES

As required by law, the Superintendent is required to inform parents of the following policy and program notifications annually. All current District policies are accessible on the homepage of the Madison Public Schools website (www.madison.k12.ct.us) under the Board of Education heading.

Annual Notifications

Notification Regarding Student Attendance

Regular and punctual student attendance is essential to the educational process. Connecticut General Statutes Section 10-184 provides that “each parent or other person having control of a child five years of age and over and under eighteen years of age shall cause such child to attend a public day school regularly during the hours and terms the public school in the district wherein such child resides is in session, unless such child is a high school graduate or the parent or person having control of such child is able to show that the child is elsewhere receiving equivalent instruction in the studies taught in the public schools.... [A] student who is eighteen years of age or older may withdraw from school. Such parent, person or student shall personally appear at the school district office and sign a withdrawal form. Such withdrawal form shall include an attestation from a guidance counselor, school counselor or school administrator of the school that such school district has provided such parent, person or student with information on the educational options available in the school system and community. The parent or person having control of a child seventeen years of age may withdraw such child from school and enroll such child in an adult education program pursuant to Connecticut General Statutes section 10-69. Such parent or person shall personally appear at the school district office and sign an adult education withdrawal and enrollment form. Such adult education withdrawal and enrollment form shall include an attestation (1) from a school counselor or school administrator of the school that such school district has provided such parent or person with information on the educational options available in the school system and in the community, and (2) from such parent or person that such child will be enrolled in an adult education program upon such child's withdrawal from school. The parent or person having control of a child five years of age shall have the option of not sending the child to school until the child is six years of age and the parent or person having control of a child six years of age shall have the option of not sending the child to school until the child is seven years of age. The parent or person shall exercise such option by personally appearing at the school district office and signing an option form. The school district shall provide the parent or person with information on the educational opportunities available in the school system.”

In order to assist parents and other persons in meeting this responsibility, the Board of Education (the “Board”) monitors unexcused student absences and makes reasonable efforts to notify parents or other persons by contacting them when a student fails to report to school. State law provides that any person who, in good faith, gives or fails to give such notice shall be immune from any liability, civil or criminal, which might otherwise be incurred or imposed and shall have the same immunity with respect to any judicial proceeding which results from such

notice or failure to give such notice. The Board, therefore, must obtain a telephone number or other means of contacting parents or other persons during the school day.

This notification is not the full policy. The District's full Attendance policy is available at: <https://www.madison.k12.ct.us/board-of-education/policies/section-5000-students#fs-panel-8338>

Students and Media Coverage

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

Pest Management / Pesticide Application

Board of Education Policy #1130 on the use of pesticides in school buildings and on school grounds is a common-sense approach rather than routine application. The decision to apply pesticide in any building, or the grounds of any Madison public school is dependent on results of periodic monitoring for pest populations to determine if a pest problem exists that exceeds acceptable threshold levels. No application of pesticide shall be made in any building, or the grounds of any Madison public school during regular school hours or during planned activities at any school, except as provided by Connecticut statute or regulation. There shall be no application of any lawn care pesticide on the grounds of any school with students in grade eight (8) or lower, except on an emergency basis, subject to applicable Connecticut statutory and regulatory provisions. Parents or guardians of children in any school and/or staff members in any school may register for prior notice of pesticide application at their school. Each school shall maintain a registry of persons requesting such notice, and shall provide notice to registered individuals in accordance with applicable Connecticut statutory and regulatory provisions. 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 1st. A record of each pesticide application will be kept in the Facilities Department and the custodian's office.

Notification of Data Sharing Agreements

Pursuant to the requirements of Conn. Gen. Stat. § 10-234bb(g), the Board of Education (the "Board") maintains and updates an Internet website with information relating to all contracts into which it has entered for which a contractor may gain access to student records, student information, or student-generated content (collectively, "student data"). The address of the Internet website is <https://www.madison.k12.ct.us/departments/technology/approved-apps>. The Internet website includes copies of these contracts, and notices regarding each contract that include (1) the date the contract was executed, (2) a brief description of the contract and the purpose of the contract and (3) what student data may be collected as a result of the contract.

Notification of Rights Under FERPA

The Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g, *et seq.*, affords parents and eligible students (*i.e.*, students over 18, emancipated minors, and those attending

post-secondary educational institutions) certain rights with respect to the student's education records. They are:

(1) The right to inspect and review the student's education records within forty-five (45) calendar days of the day the District receives a request for access.

(2) The right to request the amendment of the student's education records that the parents or eligible student believe are inaccurate or misleading, or otherwise violate the student's privacy rights.

(3) The right to privacy of personally identifiable information in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Student Privacy Policy Office
U.S. Department of Education
400 Maryland Avenue, S.W.

Washington, DC 20202-8520

The District's full policy regarding student records is available at: <https://www.madison.k12.ct.us/board-of-education/policies/section-5000-students#fs-panel-8679>

Notification of Rights Under the Protection of Pupil Rights Amendment ("PPRA")

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. § 1232h, affords parents and eligible students (*i.e.* students over 18 or emancipated minors) certain rights with respect to the administration of student surveys, the collection and use of personal information, and the administration of certain physical exams. *The District's full policy regarding the PPRA is available at:* <https://www.madison.k12.ct.us/board-of-education/policies/section-5000-students#fs-panel-35686>

Management Plan and Guidelines for the Management of Food Allergies, Glycogen Storage Disease and/or Diabetes

The school district recognizes that food allergies, glycogen storage disease ("GSD") and diabetes may be life threatening. For this reason, the district is committed to developing strategies and practices to minimize the risk of accidental exposure to life-threatening food allergens and to ensure prompt and effective medical response should a student suffer an allergic reaction while at school. The district is also committed to appropriately managing and supporting students with glycogen storage disease and diabetes. The district further recognizes the importance of collaborating with parents, adult students (defined as students age eighteen (18) and older) and appropriate medical staff in developing such practices and encourages strategies to enable the student to become increasingly proactive in the care and management of the student's food allergy, glycogen storage disease or diabetes, as developmentally appropriate. To this end, the district adopts the following guidelines related to the management

of life-threatening food allergies, glycogen storage disease, and diabetes for students enrolled in district schools.

This statement is not the full plan. The District's full plan is available at:

<https://www.madison.k12.ct.us/board-of-education/policies/section-5000-students#fs-panel-16156>

Asbestos Management Program

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

Non-Discrimination Policy

The Board of Education (the "Board") complies with all laws prohibiting the exclusion of any person from any of its educational programs or activities, or the denial to any person of the benefits of any of its educational programs or activities, including all academic, extra-curricular, and school-sponsored activities, on the basis of any protected characteristic (or protected class) including race, color, religion, age, sex, sexual orientation, marital status, national origin, alienage, ancestry, disability, pregnancy, gender identity or expression, veteran status, status as a victim of domestic violence, sexual assault, or human trafficking, or any other basis prohibited by state or federal law ("Protected Class"), subject to the conditions and limitations established by law. When the Board has created a limited public forum, the Board shall provide equal access to the Boy Scouts and other groups as required by law.

It is the policy of the Board that any form of discrimination or harassment on the basis of an individual's actual or perceived membership in a Protected Class, whether by students, Board employees, Board members or third parties subject to the control of the Board, is prohibited in the District. The Board's prohibition of discrimination or harassment in its educational programs or activities expressly extends to academic, nonacademic and extracurricular activities, including athletics.

This statement is not the full policy. The District's full Non-Discrimination (Students) policy is available at: <https://www.madison.k12.ct.us/board-of-education/policies/section-5000-students#fs-panel-34246>

Student Discipline

Please review the complete Student Discipline policy for comprehensive information concerning the laws and procedures concerning student discipline, including but not limited to definitions of terms and the procedures for student suspensions and expulsions. The policy can be found here: <https://www.madison.k12.ct.us/board-of-education/policies/section-5000-students#fs-panel-27762>

Grievance Procedure for Title IX and Section 504

The Director of Special Education and Student Services is the Coordinator for Section 504 and Title IX. All complaints will be addressed through the complaint procedures included in the

Board's policies and administrative regulations. If a complaint involves allegations of discrimination or harassment based on sex, gender identity or expression, sexual orientation, pregnancy, or disability such complaints will be handled in accordance with one or more of the following policies: Policy #4116.1, Sex Discrimination and Sexual Harassment in the Workplace; Policy #5120.5, Prohibition of Sex Discrimination and Sexual Harassment; Policy #4118.14, Section 504/ADA, and Policy #5200, Section 504/ADA. Any individual may make a report of sex discrimination and/or sexual harassment to any Board employee or directly to the Title IX and Section Coordinator:

Director of Special Education
10 Campus Drive
Madison, CT 06443
203-245-6341

Additionally, such individual may file a complaint with the U.S. Department of Education Office of Civil Rights at:

Office for Civil Rights, Washington DC (Metro); 400 Maryland Avenue, SW; Washington, D.C. 20202-1475

Public School Choice in Connecticut

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

Additional Board of Education Policies

Policy list

- #3541.5 Transportation
- #5090.7 Drugs, Alcohol, Tobacco and Inhalant Use by Students
- #5120.3 Health Assessments / Screenings and Oral Health Assessments
- #5120.3.3 Administering Medications
- #5120.4.2.1 Suicide Prevention and Intervention
- #5120.6 Procedures for Reporting Child Sexual Abuse and Sexual Assault
- #5123 Restorative Practices Response
- #5130 Bullying Prevention and Intervention
- #5131 Safe School Climate
- #5230 Graduation Requirements
- #6020 Promotion and Retention
- #6040 Weighted Grading, Calculation of Grade Point Averages and Rank in Class
- #6090 Title I: Parent and Family Engagement

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