Walter C. Polson Middle School

2026 – 2027

Student Handbook

Principal: Kathryn Hart
Assistant Principal: Martha Curran

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

302 Green Hill Road
Madison, Connecticut
06443

Telephone: 203-245-6480
Fax: 203-245-6494
School Website: **www.polsonmiddleschool.org**
District Website: **www.madison.k12.ct.us**

V.2. September 2026

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IMPORTANT PHONE NUMBERS

Central Office Administration (203) 245-6300

Superintendent of Schools
Craig Cooke, Ph.D

Assistant Superintendent of Schools
Gail Dahling-Hench

Director of Special Education and Student Services
Elizabeth Battaglia, Ed.D

Director of Administrative Services
Aaron Fliss

Durham Bus Transportation
Dawn Vece
(203) 318-0777

Food Service Manager
Christopher Nicolelli
(203) 245-6371

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Polson School Phone Numbers

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

Polson School Attendance

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

MISSION STATEMENT

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

POLSON CORE VALUES

Perseverance
Respect
Integrity
Dedication
Enthusiasm

GENERAL INFORMATION

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

Arrivals

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

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

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

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

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

Drop Offs

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

Dismissal

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

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

Bell Schedules

Regular School Day
8:00 A.M. – 2:30 P.M.

Delayed Opening
2 Hour Delay 10:00 A.M. – 2:30 P.M.

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

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

Attendance

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

Absences:
When a student is absent, tardy, or dismissed early the student's parent/guardian must report the absence through the Infinite Campus Parent Portal. Instructions for logging into Infinite campus can be found on the Polson and District websites. The main office secretary will attempt to contact a parent to verify the absence if a parent has not notified the school by 9:00 A.M. If a student is absent from school for any reason, they will not be allowed to participate in any after-school activities on that day.

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

Excused Absences:
A student is considered excused from school if the school has received written documentation describing the reason for the absence within ten (10) school days of the student's return to school, or if the child has been excluded from school in accordance with section 10-210 of the Connecticut General Statutes and the following criteria are met:

a. Any absence before the student's tenth (10th) absence is considered excused when the student's parent/guardian approves such absence and submits appropriate written documentation in accordance with this regulation.

b. For the student's tenth (10th) absence and all absences thereafter, a student's absences from school are, with appropriate documentation in accordance with this regulation, considered excused only for the following reasons:

i. student illness (verified by an appropriately licensed medical professional);
ii. religious holidays;
iii. mandated court appearances (documentation required);
iv. funeral or death in the family, or other emergency beyond the control of the student's family;
v. extraordinary educational opportunities pre-approved by the district administrators and in accordance with Connecticut State Department of Education ("State Department of Education") guidance and this regulation;
vi. lack of transportation that is normally provided by a school district other than the one the student attends

Unexcused Absences:
Any absence from a regularly scheduled school day for at least one half of the school day, which is not excused or considered a disciplinary absence. The determination of whether an absence is excused will be made by the building principal or principal's designee.

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

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

Excessive Absences

Parents/Guardians

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

School

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

Tardiness

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

Four tardies to school or to class, per trimester, will result in a meeting to create a plan to support the student.

Early Dismissal

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

After School Activities

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

Vacations

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

Grading
Marking System

Grade Specifications are as listed below:

A+ = 97-100	**B-** = 80-82	**D** = 65-69	**I** = Incomplete
A = 93-96	**C+** = 77-79	**F** = 64 or below	**P** = Pass
A- = 90-92	**C** = 73-76		**M** = Medical
B+ = 87-89	**C-** = 70-72	Minimum passing grade is 65 (D)	**W** = Withdrawn
B = 83-86			

Grade Point Values

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

Honor Roll

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

Honors and high honors requirements
Trimester Honors – Average of 9.00 – 9.99
Trimester High Honors – Average of 10.00 – 12.00

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

Progress Reports

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

Report Cards

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

1st Trimester	*November 25, 2026*
2nd Trimester	*March 8, 2027*
3rd Trimester	*June 11, 2027*

**These dates are subject to change.*

Sports

Medical Requirements/Physicals

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

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

Intramural sports require a fee and MPS emergency form. Sign-ups for all Intramural sports are through Final Forms and an updated physical is requested at this time.

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

Weather Delays & Cancelations

Information regarding school closings, delays, or early dismissals will be broadcast in the following ways:

- 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

Visitors

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

SERVICES

Bicycles and Scooters

Students riding bicycles or scooters must exercise caution when riding on the driveway leading to and from school. Bicycle racks are located near the front entrance of the building. All bicycles must be parked in these racks and locked with the student's own lock. At dismissal, bike and scooter riders will leave the premises only after the buses have left Polson. It is important to note that bicycles and scooters are left at the student's own risk. Students under the age of sixteen are required by law to wear a helmet.

Chromebooks

Daily Use

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

Repair and Replacement

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

Repair Prices

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

Library Media Center

The school library media program is integral to and supportive of the school curriculum. In order to ensure equal access to the program and to maintain an environment conducive to the academic, personal, and intellectual pursuits of the students and staff, the media centers have established guidelines for use and access. Hours for the media center are Monday through Friday from 7:30 A.M. to 2:45 P.M. In order to 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;
- reference books may not be removed from the Library Media Center.

Lockers

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

Lost and Found

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

Dress Code

Students are asked to follow the Dress Code in accordance with MPS Board of Education policy 5090.3.1. The full policy can be found on the MPS website; below please see the most common items that are prohibited from wear during the school day.

- Coats and jackets
- Head coverings, aside from those approved as part of a student's religious practice
- Sunglasses, unless pursuant to a documented medical issue
- Attire that suggests violence, contains vulgarity, or depicts offensive writing or pictures
- Logos or emblems that encourage the use of drugs, tobacco products, or alcoholic beverages
- Clothes that reveal the abdomen, chest, or undergarments

Lunch Program

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

Cell Phones

With the permission of parents/guardians, students may bring personal cell phones to school and use them between 7:30–7:45 A.M. in the cafeteria only. **Devices must be placed, on silent, in lockers prior to the start of the academic school day (7:45 A.M.).** At dismissal (2:30 P.M.), students may access and use personal cell phones. Students found not following the procedure will leave their phones in the office for the day.

School Counseling Department

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

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

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

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

Telephones

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

Use of On-Line Services

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

Students are expected to:

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

HEALTH OFFICE

General Information

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

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

Parents/guardians will be notified if their child is to be sent home. A student who is vomiting, has diarrhea or a temperature of 100 degrees or greater, will be sent home from school. Individual assessments may also result in exclusion from school. Students must be fever-free for 24 hours before returning to school. Per school policy, students who are ill or injured need to come to the Health Office to see the nurse before calling parents. Students should not call or text parents from cell phones during the school day.

Additional Guidelines

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

Medication Administration

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

- A medication authorization form signed by the prescribing health care provider and the parent/legal guardian must be submitted **<u>annually</u>**. These forms are available from the health office, the health care provider, or the district webpage. (Go to the main **District** webpage, click **Departments**, click **Health Services**, click **Medication at School,** and click **Authorization for Medication at School** or **Food Allergy**, whichever is applicable.)

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

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

Emergency Medications

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

Over the counter preparations

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

Scoliosis Screenings

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

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

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

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

Physical Examinations and Required Immunizations

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

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

BOARD OF EDUCATION POLICIES/ANNUAL NOTIFICATIONS

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

Lunch Charging

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

Students and Media Coverage

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

Pest Management / Pesticide Application

Board of Education Policy #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

#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