

# MADISON TRADITIONAL ACADEMY

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## **ABOUT MTA**

### **Governance**

MTA parents, principal and staff work together as partners in the decision making process of the school. The Guild, MTA's PTO, is organized with representation of parents and staff to establish and uphold the educational foundation of the school. All rules and regulations set forth in this manual shall be consistent with the policies of the Madison Elementary School District Governing Board and shall be actively enforced by the principal.

### **Mission Statement**

We are dedicated to providing the structure, environment and inspiration to propel all of our students to achieve excellence in academics and become responsible, productive and respectful future citizens.

### **Philosophy**

The Madison Traditional Academy was founded on the principle that parents and staff shall work together as partners to provide an education that encourages students to pursue academic excellence to the best of their abilities. The back to basics curriculum, pace of studies, and specific expectations for academic achievement, behavior, and dress require a firm commitment from every parent, student, and teacher. Every effort will be made to maximize student academic time and promote high standards and expectations for all students, parents and staff. By selecting MTA, parents, students, and staff are responsible for and committed to supporting MTA programs, upholding standards, and following the rules and policies of the school.

### **Purpose**

MTA...Where Learning Never Stops!

### **Traditional Curriculum**

MTA develops a solid foundation of fundamental and higher level thinking skills through a structured, Core Knowledge curriculum that is consistent within each grade level and sequential throughout the grades. Our curriculum is taught using direct teaching techniques, whole class instruction and approved teaching methods. The phonics based Spalding Method is the basis of the MTA language arts curriculum. Saxon Math is the basis for the mathematics curriculum and Character Counts!<sup>TM</sup> will be utilized for our character education materials. For specific curriculum information, refer to the "curriculum" section.

## **ADMISSIONS**

MTA is a "school of choice" and has no complex boundaries. MTA accepts students based on the open enrollment policy of the Madison School District. Families must meet the behavior, attendance and mandatory family volunteer requirement to continue enrollment.

## **ATTENDANCE**

Arizona State Law charges the parent or guardian with responsibility for the student's consistent school attendance. Attending school each day, being on time and remaining for the entire day is very important for the total commitment to learning. Absences and tardiness disrupt the learning process. Students are expected to attend regularly (minimum of 90 % of the school days) and be prompt arriving at school. Extreme absenteeism and/or tardiness, regardless of the reason, may result in the loss of open enrollment from MTA. Parents are encouraged to make doctor, dentist, and other appointments for their child at times that will not interfere with school. Students who miss two hours of instructional classroom time are considered absent for half of a day.

### **Absences**

To report your child absent, you must call 602-745-4021 (even if you have informed your teacher of the absence). For your convenience, voice mail is available 24 hours a day to inform the school of an absence. Please make sure you indicate the reason for absence if you use the voice mail system. Absences not reported will be considered an unexcused or truant absence.

Students who are absent for ten or more consecutive days will immediately be removed from the MTA enrollment roster and lose their open enrollment privilege.

### **Make-up Work**

When a student is absent, homework will be provided upon his/her return and the student will be provided one day for each day missed to make up any missed work. For absences exceeding three days, parents may request homework at the time the call is made to report the child's absence. The homework can be picked-up in the school office after 3:00 p.m. that day.

### **Taking your child out early from school**

For your child's protection, no child will be released directly to a parent from the classroom. If it is necessary for your child to leave school early, a parent must come into the school office to "sign out" his/her child. To maximize the academic

time, a student will not be called to the office until the parent or designee has arrived and signed them out. Anyone signing out a student for early release may be required to show identification.

### **Tardies**

Any Student who is not in the classroom by 8:00 a.m., regardless of the reason (including medical appointments), will be considered tardy. All students arriving tardy must go to the school office to sign the tardy log and receive a pass prior to being allowed to enter a classroom. Excessive tardies may result in the loss of open enrollment from MTA.

## **CLASSROOM PARTIES**

School sponsored classroom parties shall be limited to a maximum of three (3) per school year. Usually, these three classroom parties are conducted prior to Winter recess, Valentine's Day and at the end of the year.

Games and recreational activities used during classroom parties shall be related to an academic or character development endeavor.

For classroom celebrations of student birthdays, please refer to the *General Information* section.

## **CURRICULUM**

The Philosophy of MTA is that students will rise to high expectations. Therefore, MTA implements grade level acceleration in Math. MTA shall meet or exceed all curriculum objectives established by the Madison Elementary School District. A sequential curriculum will be utilized in the areas of language arts, math, and reading. New material is introduced each year, which builds upon the previous year's curriculum. The Arizona State Educational Standards and Core Knowledge curriculum will remain as the MTA's framework. Quality teaching strategies will infuse the relationship of the subject matter to real world situations. Curriculum selected for each subject area will reflect the MTA philosophy and the importance of basic skills acquisition.

### **Character Education**

MTA uses *Character Counts* as our approach to character education. The curriculum promotes the [Six Pillars of Character](#): trustworthiness, respect, responsibility, fairness, caring, citizenship. Each month a specific trait will be

recognized. Students that exhibit an exceptional character behavior will be recognized with a "Flying Above and Beyond" (FAB) recognition. The Positive Behavior and Support (P.B.I.S.) school committee will oversee the character education program at MTA and make recommendations based on discipline data.

### **Curricular Activities**

Curricular activities are activities conducted during regular school hours. Specific activities shall include but are not limited to assemblies, field trips, and flag observances.

- Students are expected to be well behaved during all curricular activities.
- A student may be excluded from a curricular activity at the discretion of the teacher or the principal.

### **Language Arts**

The language arts program shall be based on the Spalding Method using The Writing Road to Reading. As a total language arts program, Spalding integrates direct instruction in listening, speaking, spelling, writing, and reading. The Spalding mission is to develop skilled readers, critical listeners, accomplished speakers, spellers, writers, and lifelong learners. A strong emphasis on grammar - both oral and written will be stressed at MTA.

All K-6 language arts teachers at MTA should have completed the Spalding I course prior to being employed. The language arts program shall integrate the following components:

#### **1. Spelling**

Spelling shall be a phonics-based program with emphasis on daily written and oral phonics drill. Phonics with Spalding manuscript and/or cursive handwriting shall be directly taught and maintained as a standardized penmanship for all grade levels.

The Morrison-McCall Spelling Scale shall be used as an evaluation tool to determine students' need for additional help in the Ayers list. Students' proficiency in phonograms and spelling shall be evaluated and remediation may be given if necessary.

#### **2. Vocabulary**

Vocabulary development shall be emphasized during spelling and in other content areas. Dictionary skills shall also be taught.



### 3. Composition

In accordance with grade level expectations, each student shall participate in creative writing experiences as well as written book reports and research papers. Teachers shall encourage students' creativity while maintaining high expectations for grammar, spelling, punctuation, and neatness.

### 4. Reading/Literature

Reading skills shall be developed utilizing quality literature and the classics along with the phonic skills learned in spelling and handwriting. A strong emphasis shall be placed on listening and reading comprehension, literary appreciation, passage structure, and mental actions. MTA utilizes the Accelerated Reader (A.R.) program. Students read at age appropriate books and then take quizzes testing their comprehension.

Students shall have silent sustained reading (SSR) each day. Each student shall have a library book available at his desk to read at all times. Students may take Accelerated Reader quizzes at this time. Detailed book reports may be required throughout the year. The number of book reports is determined by each grade level. Detailed book reports shall be on books approved by the teacher, within the student's personal reading level range. Failure to complete the required book report is considered a missed long-term assignment.

Students shall not be allowed to repeat book reports from previous years for detailed book reports.

### 5. Oral Communication

Appropriate listening, speaking, and memorization exercises shall be required at each grade level. Students shall memorize and recite material appropriate for their grade. The teacher may select quality poetry or prose, or sections from the Constitution or other patriotic memory pieces.

## **Mathematics**

Mathematics shall include the mastery and practical application of basic mathematical principles. Students shall understand that mathematical problems have absolute answers and that precision and accuracy are required. The use of calculators to complete class work or homework shall occur only when directed by the teacher. The mathematics program used shall be Saxon math. Saxon is a textbook based program that presents material in an incremental, circular approach. Through reasoning, representation, connections, and in particular problem solving, Saxon requires students to stay connected day to day with specific mathematical concepts. Concepts shall be developed, reviewed, and practiced daily. Saxon math is taught one academic grade level ahead at each grade level.

## **Science**

MTA shall utilize the FOSS Science program adopted and approved by the Madison Elementary School District. Science shall include the application of scientific principles in the areas of physics, chemistry, life science, and earth and space sciences. Students shall use the 5 steps of inquiry with a "discovery" approach, with themes adopted for each grade level by the Madison Elementary School District

## **Social Studies/History/Geography/Government**

MTA will utilize social studies materials adopted and approved by the Madison Elementary School District. The history/government program shall consist of the study of ancient history, American history, Arizona history, world history, and grade level appropriate current events. Geography shall include the study of place, location, regions, relationships within places, and map skills appropriate to grade levels. Citizenship and patriotism shall be emphasized in the study of history, geography, and government.

## **Special Area Classes**

Art, General Music and Physical Education are taught by certified teaching specialists and are required classes for all K-4 students. Students in K-4 will receive a minimum of 30 minutes daily instruction in each area, twice every six days. Students in 5-8 will receive elective options. A library is also available for student use and is supervised by a non-certified staff member.

## **Technology**

Technology shall be integrated into the MTA curriculum as an additional resource that offers the student quality practice or for reference or communication as related to a specific subject. Computer skills, such as keyboarding will be taught where developmentally appropriate. Every classroom contains six desk top computers and the school has a technology lab available for teachers to take their students to. In addition, MTA has two sets of 15 laptop computers for teacher check-out.

## **CURRICULUM PROCEDURES**

The following general curriculum procedures are established to ensure that Madison Traditional Academy will continue to meet the expectations of parents, teachers, administration, and the Madison Elementary School District Governing Board. Classroom teachers and administrators shall utilize the following procedures as a guide for classroom organization and planning:

## **Classroom Organization**

1. A student's academic progress shall primarily be determined by individual achievement.
2. Students' desks shall face the teacher's primary instructional area.
3. Appropriate discipline techniques, which focus on positive reinforcement of appropriate behavior, shall be used to maintain a structured, calm, and orderly classroom atmosphere.

## **Curriculum Instruction**

1. Each teacher shall utilize whole class instruction, direct teaching, and approved methods with an emphasis on meeting individual needs. Instructional time and students' time on task shall be maximized. Classroom activities not directly related to academic tasks should be kept to a minimum in all grade levels.
2. Grade levels and subject areas should be consistent in their curriculum.
3. Teachers shall strive to provide academic challenges for all students. Parents shall also be encouraged to provide extended learning activities for their children.
4. Teachers shall help students gain the necessary skills to become productive citizens by modeling and discussing the meaning of good citizenship, courtesy, honesty, and respect for personal and public property, and expect students to follow their example.
5. Students shall remain in class until their assigned dismissal in order to maximize instructional time.
6. Whole school announcements, visitors and guest observers, and individual messages to students shall not interfere with instructional time.
7. High expectations shall be maintained for neatness, spelling, grammar, punctuation, and accuracy on all written assignments. Space shall be provided for students to show their work on tests and other assignments when appropriate. If necessary, an assignment may be returned to the student for revision.

8. Teachers shall provide and establish a predetermined routine for testing. Students should be seated quietly and remain seated during testing. Teachers shall monitor students during the administration of a test. All necessary material shall be provided and interruptions kept to a minimum.
9. Report cards shall be issued every quarter.

## **DAILY SCHEDULE**

### **Regular Day**

8:00 a.m. - 3:00 p.m.

### **Half Day**

8:00 a.m. - 11:30 p.m.

### **Early Release Day**

8:00 a.m. - 1:30 p.m.

Unless there is a sponsored school activity or enrolled in MAC, students should not arrive on the school grounds until 7:30 a.m. Supervision by staff is not provided until 7:30 a.m. Upon arrival, students should proceed to their designated playground area. In the event of bad weather, students may go directly to their classroom.

## **FIELD TRIPS**

There is a district \$50.00 Activity Fee (tax credit may be applied) charged per student to assist with costs of covering field trips. The following procedures will apply:

1. Field trips shall be related to the curriculum and appropriate to students' grade level.
2. Each grade level is permitted one field trip annually.
3. The teacher shall preview material pertinent to the field trip.
4. Teachers shall provide clear objectives for academic field trips. Teachers may require students to take notes and/or collect data for reports.
5. Arrangements for the field trip, parent notification, transportation, lunch, and adult chaperones shall be made at least four weeks in advance.

6. Ratio of adult chaperones shall be in accordance with Madison Elementary School District guidelines.
7. Overnight trips are discouraged. Exceptions shall be approved by the principal and the District Governing Board.

## **FLAG ASSEMBLY**

To encourage patriotism and enhance school unity, spirit, and pride, a school-wide flag assembly will be conducted on the first school Tuesday of each month. During this time, the National Anthem, Pledge of Allegiance, student recognitions and announcements will be held. In addition, a Character Counts trait of the month will be reviewed.

## **FOOD SERVICES**

The current prices for students are:

Breakfast \$1.15 per day - includes milk

Lunches \$2.25 per day (K-4) \$2.50 per day (5-8) - includes milk.

- You may go to [www.myschoolbucks.com](http://www.myschoolbucks.com) for an easy and convenient way to pay for your child's lunch.
- Checks should be made payable to: **MTA**. Put your child's name, grade, and teacher on each check. Checks will not be accepted during school lunch hours.
- Students who forget their lunch money (or has run out of money on their lunch ticket), may charge a lunch for that day. When a student's meal balance is low or out of funds, the cashier will contact the parent/guardian by phone or letter.
- To avoid classroom disruption, lunches that are brought up to school will be kept in the front office. Remind your child to check the front office for their lunch prior to going to the cafeteria.
- Students may bring a lunch and buy milk in the cafeteria.
- Students /parents are not allowed to share or exchange foods.

- Parents, guardians, grandparents or adult relatives are welcome to have lunch with a student. Visitors must sign in at the school office before going to the cafeteria to eat. The adult price for lunch is \$3.00, which includes one (1) drink.
- Please no bills larger than a \$5 if one meal is being purchased.
- Parents may only bring and distribute food for their own child.  
Parties/celebrations are not allowed (for example, birthday cake or pizza).

## **GENERAL INFORMATION**

### **Animals / Pets**

Animals/pets are not to be brought to school without obtaining special permission from the teacher and principal.

### **Cell Phones**

Students are permitted to have a cell phone at school; however, unless instructed by the teacher to use for educational purposes, they must be turned off and out of sight during the day. MTA staff will confiscate cell phones during the academic day if they see or hear them.

### **Lost and Found**

The lost and found is located in the school cafeteria and is open during school hours. Please check often for those missing jackets, shoes, pants and lunch boxes. Please write your child's name on the inside of their clothing or lunch boxes. Items that have been found that are more expensive; such as jewelry, money or eyeglasses will be kept in the front office.

### **Messages to Students**

Classrooms will not be interrupted for parent messages unless an URGENT situation arises. Please be sure your child knows where he/she is going after school before leaving home in the morning. A change in the normal method will require a note from the parent.

### **Moving and Transferring**

If you are moving and/or transferring to another school please notify your teacher and the office one week in advance. This will help make your transfer an easier one. Library books, texts and cafeteria charges must be cleared before leaving.

## **Parties**

Students are not permitted to distribute private party invitations at school. Parents are to mail invitations home. The Guild organization makes available, each year, a directory for parent use. Please do not send flowers, balloons, gifts, etc. to school for your child. These items are a distraction to the educational environment and are not allowed.

## **Permanent Records**

A cumulative record is maintained on each individual student as they progress through school. These records are open for inspection, but only to the person of concern, that is, the parent or guardian and in the presence of office staff.

## **Personal Items / Toys**

Students are not to bring toys, candy/gum, athletic or playground equipment, electronic devices or other non-school items to school without the teacher's permission. Any items that may interfere with the academic environment may be taken by the teacher and returned to the student at a later time or turned into the office to be picked-up by parents. Please note: MTA personnel are not responsible for any of these items that may be damaged, lost or stolen.

Such things such as toy knives, toy guns, batons, and skateboards, rollerblades, scooters, skate shoes, etc. should never be brought to school.

## **Student Supplies**

We do ask that students furnish such items as pencils, paper notebook, etc. Supply lists for each grade level will be available on the MTA web site. Some supplies will need to be replenished throughout the year.

## **Telephone Usage by Students**

Permission for students to use the phone must come from the teacher. A student must have a note from his/her teacher to use the office phone. In case of emergency, the student will be allowed to use the phone without a note. Please encourage your child to leave a message in the event they reach your voicemail.

## **GRADING AND REPORT CARDS**

Grading and report cards shall be given in accordance with Madison Elementary School District guidelines.



### **Parent-Teacher Conferences**

Parent-Teacher conferences are scheduled each fall and spring. Fall conference attendance is expected. Spring conference and/or additional conferences will be held by request as deemed necessary by teachers and/or parents.

### **Progress Reports**

Parents shall be contacted at mid-term of each grading period regarding their child's academic and behavioral performance. Progress reports shall be consistent at each grade level.

### **Promotion**

Students shall be promoted when they meet minimum grade level standards and pass all objectives for their grade level. Social promotions are discouraged. Please note: Participation in the eighth grade promotion ceremony is a privilege and the school administration reserves the right to deny any student participation due to poor grades, behavior or attendance.

## **HOMEWORK/ASSIGNMENTS**

The responsibility for the total education of a child is shared by the family and the school, and requires active participation of the child in the educational process. Homework is designed to: provide reinforcement of skills and concepts, strengthen basic skills, stimulate and further personal interests, develop independent study skills, develop initiative and responsibility and to keep parents aware of their child's curriculum and academic progress. Daily homework shall be due at the beginning of the next school day.

Types of homework assigned may include but not be limited to:

- completing work started in class
- writing themes, short stories, or compositions
- drilling and practicing specific skills
- researching for long-term projects
- memorizing material to be recited in class
- listening, observing, and evaluating radio, TV, forums, concerts, and other programs related to courses
- conducting interviews and gathering information from authoritative sources
- working on notebooks, maps, and other projects related to course activities

### **Absent and Late Work**

When a student is absent, homework will be provided upon his/her return and the student will be provided one day for each day missed to make up any missed work.



For absences exceeding three days, parents may request homework at the time the call is made to report the child's absence. The homework can be picked-up in the school office after 3:00 p.m. that day.

Late work procedures will vary by grade level. Please consult with your child's teacher regarding their grade level procedures on late work.

### **Daily Guidelines**

The average daily guidelines for homework are:

Kindergarten - 2	15-30 minutes per day
Grades 3 - 5	30-45 minutes per day
Grades 6-8	45 -60 minutes per day

In addition, students are expected to spend 15 to 30 minutes of daily reading. The student may be read to, may read silently, or may read to parents or others in the home.

### **Homework Hints and Suggestions**

- Find a private place to work, undistracted by TV, video, siblings, etc.
- Be comfortable, yet structured.
- Reserve time each evening for long-term projects.
- Pay careful attention in the classroom. It is critical that each child utilizes available class time to avoid falling behind.
- Record accurate information on homework sheets in your best handwriting
- Organizational skills are essential. Keep homework in a neat folder and clean out daily.
- Be positive! Remember the goal of homework is to review and reinforce what your teacher has taught.
- If a concept is new, or the student is new to our school, try working in shifts or using a timer. Short concentrated efforts at new concepts will alleviate added stress on the children and parents.
- Be flexible! Try something new or different to help your child understand their homework.

- Praise your child for their efforts!
- If the frustration level escalates and both parent and child are frustrated: **Stop!**  
Take a break from the homework and if you can, try again later.

### **Long-term Assignments (assigned more than one week in advance)**

Examples of long-term assignments include but are not limited to, book reports, poems/recitations, science projects, research papers, and current events. Failure to turn in a long-term assignment by the due date shall result in a failing grade (59%) for students at all grade levels.

When a student is absent, long term assignments are due at the beginning of class the first day the student returns.

### **Parent Responsibilities**

- Check their child's homework for complete, neat and accurate responses
- Provide a homework routine
- Provide a place for homework free from distraction
- Ensure proper materials and supplies are available for completing assignments
- Show interest in the assignment
- Check their child's agenda
- Utilize teacher web sites as a resource
- Communicate with the teacher in a timely manner if a homework concerns arises

### **Student Responsibilities**

- Keep an accurate record of assignments
- Have necessary materials to complete assignment
- Complete assignments on time
- Do their own work
- Apply and practice skills learned in class
- Strive for the highest quality work possible
- Do their homework to the best of their abilities
- Communicate to parents when concepts are new and difficult
- Keep a weekly agenda updated
- Utilize teacher web sites as a resource

### **Teacher Responsibilities**

- Provide appropriate feedback
- Assign meaningful and grade level appropriate homework
- Make every attempt to keep homework consistent at each grade level
- Take into account long-term assignments when they assign the daily homework

- Insure that all work is a review of classroom assignments
- Communicate well in advance on long-term assignments
- Respond in a timely manner when homework concerns are brought to their attention.
- Regularly update their web pages to reflect the week's activities/homework

## **NURSE INFORMATION**

Administration of prescription or non-prescription medication may only occur upon the written or oral request of a parent/legal guardian. All medication **MUST** be in its original container, (ARS 15-344). Parents shall not send medication to school with children. Bring the medication directly to the nurse and discuss with her the administration of the medication.

Arizona State Law requires all children entering school to be immunized against polio, diphtheria, tetanus, measles, mumps, rubella and Hepatitis B. Schools must refuse to enroll children who do not have completed immunization records.

### **Health Information**

It is essential that we have the following information in case of a health emergency:

1. Telephone number (s) where parents may be reached during school hours.
2. Whom the child can be released to when parents are not available.
3. The name and telephone number of family doctor, name of Insurance carrier and hospital of choice in case of an medical emergency.

PLEASE NOTIFY THE OFFICE IMMEDIATELY OF CHANGES IN YOUR TELEPHONE NUMBER (EITHER WORK OR HOME) OR ADDRESS. IT IS IMPORTANT THAT WE BE ABLE TO CONTACT YOU AT ALL TIMES.

### **Is your child really sick? Should you send him/her to school?**

The following information should help with your decision.

The common cold is the most frequent illness. A child with "mild" cold symptoms without fever, who is otherwise feeling well may go to school. A child with "heavy" cold symptoms with a cough belongs home in bed even though there is no fever.

If your child complains of a sore throat and has no other symptoms, he may go to school. If the sore throat is accompanied by a headache, stomachache, or a fever, keep your child home and call your doctor.

**FEVER** - A fever is a warning that all is not right with the body. No child with a temperature over 100° should be sent to school. Do not allow your child to return to school until he has been free of fever for 24 hours (without medication for the fever).

**COUGH** - A child with a mild cough and no fever may come to school. A child with a heavy or constant cough should stay home until the cough becomes milder. If this type of cough is accompanied with other symptoms (Ie: congestion or mild fever), it is recommended it be addressed by a health care provider prior to returning back to school.

**STOMACH ACHE** - Consult your doctor if your child has a severe stomachache, which is enough to limit his/her activity.

**VOMITING** - If vomiting occurs, keep your child home for 24 hours after the last time he/she vomited and until the child can keep food down. Call your doctor if prompt improvement does not occur.

**DIARRHEA** - A child with diarrhea should be kept home for 24 hours after the last loose stool. Call your doctor if prompt improvement does not occur.

**RASH** - A rash may be the first sign of one of the many childhood illnesses, such as strep or chicken pox. A rash, or "spots" may cover the entire body or may appear in only one area. Do not send a child with a rash to school until your doctor has said that it is safe to do so.

**TOOTHACHE** - Contact your dentist.

**EARACHE** - Consult your doctor without delay.

**HEADACHE** - A child whose only complaint is a headache usually need not be kept home.

**ASTHMA** - If a breathing treatment was needed prior to coming to school, please inform the nurse that morning stating what time the treatment was given and any other pertinent information so that the nurse may continue treatment if needed.

## **SCHOOL RULES AND REGULATIONS**

MTA is intended to have a highly structured, calm, and orderly atmosphere. Respect and courtesy shall be exhibited at all times. Teachers and parents are expected to exemplify appropriate mode of conduct and abide by school rules.

School rules shall be consistent with Madison Elementary School District Governing Board policies.

### **Discipline Plan**

With the Response to Intervention (R.T.I.) for student behavior, Madison Traditional School will follow the Three Tier Model of intervention. Teachers should consider the age, grade, past history of the student. In addition, the teacher should take into consideration whether the student behavior was the result of an accident or caused by a choice a student had made.

Three Tier Model behavior and consequences:

Tier 1: Whole Group rules and procedures. Each grade level will develop guidelines for behavior intervention.

Tier 2: Targeted support within the classroom. Tier 2 behaviors are minor infractions which may include, but are not limited to:

1. Dress Code violations
2. Use of bad language
3. Uncooperative / disruptive behavior
4. Minor student intimidation
5. Name calling
6. Missing assignments
7. Horseplay-shoving or pushing (without anger)

Tier 2: Interventions may include, but are not limited to:

- Using proximity
- Parent conference / involvement
- Change of seating
- Loss of recess / lunch detention in the classroom
- Student sent to "Buddy Room"

Tier 3: Targeted support with administration involvement (staff completes a conduct referral and submits to the office). Tier 3 behaviors are major infractions which may include, but are not limited to:

1. Continued specific Tier 2 violations
2. Use of bad language
3. Angry / aggressive behavior
4. Injury to another student
5. Vandalism
6. Disrespectful to staff
7. Inappropriate use of technology

Tier 3 -Zero Tolerance behaviors (teacher will contact office immediately) may include, but are not limited to:

1. Fist Fighting / Assault
2. Controlled substances
3. Weapons
4. Staff abuse
5. Sexual Harassments
6. Disruption where student needs to be removed from classroom

Administration will follow the MSD discipline rubric (located in the MSD Handbook) to determine the student's consequences for Tier 2 and Tier 3 behaviors.

### **General Expectations**

Students shall:

1. Not possess weapons, tobacco, alcohol, or drugs
2. Be on time to class and school activities
3. Show respect to adults and fellow students
4. Respect other individuals' properties and not take items belonging to others
5. Help preserve school property and grounds
6. Not have chewing gum on campus
7. Settle disagreements without fighting or threatening to fight
8. Use only wholesome and courteous language

9. Walk on the sidewalks in a quiet and orderly manner when moving about the campus
10. Act appropriately during school safety drills
11. Enter teachers' workroom, supply rooms, and staff rooms with permission only

### **Cafeteria Expectations**

Students shall:

1. Keep hands and feet to self
2. Walk, no skipping and running
3. Keep all food on trays and in the cafeteria
4. Listen to and treat cafeteria duty adults with respect
5. Talk in quiet voices
6. Do not trade food at any time

### **Playground Expectations**

Students shall:

1. Keep hands and feet to self.
2. Use playground equipment properly.
3. Come directly to and stay in play areas.
4. Walk, do not run.
5. No playing in the restrooms.
6. Line up quietly when the bell rings.
7. Listen to and treat playground duty adults with respect.
8. No rock throwing.
9. Inappropriate words are not allowed.

## **SCHOOL SAFETY**

To ensure student and staff safety Madison performs numerous emergency response drills throughout the school year. Madison's Emergency Response Plan is comprised of information provided by the Department of Homeland Security and the Arizona Department of Education. Our staff is regularly trained how to handle campus emergencies through best-practice courses offered by the Arizona Division of Emergency Management and FEMA.

**Bus Evacuation Drills:** All students practice bus evacuation procedures once a semester.

**Fire Drills:** All Madison schools perform monthly fire drills.

Lockdown Drills: All Madison schools hold at least two lockdown drills each year. During a lockdown all campus buildings are closed and locked. No one, other than emergency responders, is permitted to enter or leave the building until the all-clear is given.

For your own safety, as well as that of the children inside, we ask that parents refrain from congregating outside the campus during a school-wide emergency. Details and/or instructions will be sent to parents via our all-call phone and email system. Please be advised that staff is not permitted to answer phones during drills/emergencies in order to keep lines open for critical communication.

## **SCHOOL SERVICES**

The success and operation of MTA is due, in part, to the attendance and participation of parents, teachers, and administrators in school organizations and committees. MTA offers services to enhance school unity, parental involvement, and an environment that promotes student success, care, and safety. Services shall include, but are not limited to:

### **Curriculum Night**

MTA shall provide an overview of Spalding, Saxon and other curriculum based instruction at the beginning of the year. Parents may purchase materials to help their child at home.

### **Electronic Newsletter**

The Hoots and Hollers is our parent newsletter that is distributed by every Monday. It contains general information about the school and announcements of special events and meetings and a message from the Principal.

### **Extended Day Care (MAC)**

MAC is a program offered by the district to care for children before and after school. This service is offered for a fee by the District's Community Education Department.

### **Fundraising**

The Guild may direct one major fundraiser off campus each school year. Families are encouraged to participate together in this activity. Door-to-door sales by students are strongly discouraged.

Other fundraising activities on campus involving students shall take place before school, after school, or at lunchtime, and must be approved by the principal.



### **Parent-Teacher Organization (The Guild)**

The Guild is a volunteer parent-teacher organization, which meets each month to support academic endeavors. The Guild activities include fundraising, building school community and spirit, and the governance of the school and its functions. The Guild officers are elected by the membership and one teacher shall be a member.

Parents may earn volunteer hours through attending monthly Guild community meetings. These are normally held on the second Monday of the month at 6:30 p.m. in the cafeteria.

### **Site Council**

The purpose of the MTA Site Council is to ensure that individuals are provided the opportunity to share in the decision making process. The Site Council supports the school's philosophy, vision, goals, student achievement and school climate. There shall be a minimum of one meeting per month during the school year. Membership will consist of 10 members:

- Principal (Chairperson and non-voting member)
- Assistant Principal
- 3 teachers, serving alternating 2 year terms
- 3 parents, not employed by the Madison School District, 2 elected on alternating 2 year terms and one PTO (Guild) Executive Board Officer elected by the PTO Executive Board annually (not to exceed 2 years)
- 1 classified staff representative
- 1 community member

### **Transportation**

Open enrollment policy dictates that parents shall be responsible for providing transportation of their child to and from MTA. No bus service is available at this time.

### **Volunteering**

Through the parent compact, each family (parents and/or grandparents) is required to volunteer a minimum of 20 hours each school year and may not exceed more than 2 out of the 10 months of school with zero hours to maintain their children's enrollment for the following academic school year. Parents are always needed for special projects, activities and field trips. To avoid disruption to the learning environment, parents should never stop in or drop by a classroom unannounced. Parents must obtain teacher permission prior to coming into the classroom to volunteer. Parents wishing to volunteer in the cafeteria or on the

playground will need to sign -up on the Guild web page. In addition, there are several opportunities to volunteer at Guild events as well (including attending a monthly Guild Meeting). Parents who are volunteering on campus should sign/log in and wear their Guild provided ID badge. Parents who are not volunteering (for ex. having lunch with their child or attending an event) should sign-in, but not log in, and wear a visitor's sticker. For specific information on how to register as a volunteer, please refer to the MSD Volunteer Handbook.

## **STUDENT DROP-OFF AND PICK-UP**

### **Student Drop-Off**

- Students cannot be on school grounds until 7:30 a.m. (unless enrolled In MAC or attending a school sponsored activity). Please note: There is no MTA staff supervision on the playgrounds until 7:30 a.m.
- Practice Parking lot **CPR** (**C**ooperation, **P**atience, and **R**espect)
- Enter school off 10<sup>th</sup> St., form two lines of cars and merge into one line at the corner turn
- Continue moving forward into the Drop-Off Zone when space exists (along the sidewalk)
- Once you have dropped-off your child(ren), merge left out of the line and proceed to the exit (Maryland exit will support left and right turns simultaneously)
- After drop-off, students should proceed to their designated playground

### **Student Pick-up**

- Enter off of 10<sup>th</sup> Street
- Form two lines of cars (one for left turns; one for right turns off 10<sup>th</sup> Street)
- Merge into one line at the corner turn (behind home plate)
- Stay in the line until you have picked-up your child(ren) at the sidewalk area
- Older siblings should go to the pick-up area of their younger sibling
- Once you have your child(ren), merge left out of the line and proceed to the exit
- Please Note: Maryland exit will support left and right turns simultaneously

### **Important Reminders to keep the line moving:**

- Practice Parking lot CPR (**C**ooperation, **P**atience, and **R**espect)
- Never leave a car unattended in the pick-up/drop-off line
- Continue to move forward when space is available (leave room to merge/exit)
- For the safety of your child, have them enter/exit on the passenger side
- Do not merge into the left exit lane until you have your child(ren) and are leaving
- Watch for children and for cars when merging

## **STUDENT UNIFORM DRESS CODE**

Madison Traditional Academy has a mandatory uniform dress code for all students in kindergarten through eighth grade. Students are required to conform to the dress standard each day. It is the parent's responsibility to ensure compliance with the dress code. The MTA administration will have complete and final judgment on all matters concerning interpretation of the standard of dress policy. The designated uniform shall be:

### **A. Uniform Tops:**

1. Solid white, solid navy blue, or solid red colored tops. Tops must have collars.  
(Students may wear their MTA t-shirts on Fridays).
2. All shirts and blouses must be hemmed, appropriately buttoned and tucked in at all times.
3. Sheer, see-through shirts are not allowed.
4. Shirts may not be turned inside out.
5. Any shirt worn under the collared shirt must be the same color or a white short sleeved t-shirt.

### **B. Uniform Bottoms:**

1. Boys: The bottoms must be navy blue or khaki pants or shorts.  
Girls: The bottoms must be navy blue or khaki pants, shorts, skorts, skirts, jumpers, or capri pants.
  - Girls may choose to wear MTA's approved plaid skirt, skort, or jumper.
  - Girls may choose to wear a navy blue, red or white polo styled dress.
  - Tights, footless tights or leggings must be solid white, cream, red or navy.
  - When wearing skirts, dresses or jumpers, girls must have athletic/sport shorts on underneath.

2. Shorts, skirts, skorts, dresses or jumpers must be below the fingertips when the students place their hands at their sides.

**C. Footwear:**

1. All shoes must be fully closed (front and back), matching, properly tied and cannot have a heel higher than one inch. Slippers, five-fingered toe shoes, etc. will not be allowed.
2. Socks must be a solid, matching color (red, navy blue, white or black) and may not have any logo or extend above the knee.

**D. Additional Standards:**

1. Logos on uniform clothing other than the MTA logo or socks, may not be larger than one inch and may be a different color than the uniform. Socks may not have a logo.
2. Uniform clothing may not be altered by slits, tears, holes, excessive dirt, shredded hems, etc.
3. Uniforms that are too tight fitting, oversized or baggy are prohibited.
4. Heavy winter outerwear must be removed once inside the classroom.
5. Light outerwear worn inside the classroom, such as a sweatshirt or sweater, must be a solid single school uniform color (red, navy blue, or white) and, may not contain a logo larger than one inch (with the exception of the MTA logo).
6. Any buttons, jewelry, belt buckles, and any other accessories which contain vulgar, lewd, obscene, or plainly offensive messages are not allowed.
7. Clothing which may lead to substantial interference with school activities; those which advocate the use of alcohol or drugs and clothing which make reference to or identify with gangs, as well as, clothing with racially or sexually suggestive messages or pictures—are banned at school or school activities.
8. Long hanging chains and large belt buckles with metal studs are not allowed.
9. Bandanas are not allowed on campus.
10. Baseball caps or other headwear (including hoods on jackets) may not be worn inside buildings. Baseball caps worn outside must have the bills facing forward.
11. Jewelry on pierced body parts other than the ear is not allowed. Any jewelry deemed to be a safety issue will be asked to be removed. Examples: Large hoop earrings, and dangling earrings.
12. Hair must be neatly groomed, with no extreme cuts, styles or coloring. Bangs shall be worn above the eyebrows or pinned away from the eyes.

## VISITING YOUR CHILD

All visitors must sign in and get a visitor's badge (or a volunteer badge if you have pre-arranged to volunteer) in the office any time you are visiting the campus. If you are visiting or volunteering in a classroom, please turn off beepers and cell phones. If you are delivering lunch or other items for your child, please leave such items in the office. Due to liability issues, children (including siblings) who are not enrolled in Madison Traditional Academy will not be permitted to attend.

Parents are welcome to visit their children's classes; however, parents are not to "drop in" the classroom to visit or "drop off" to the classroom forgotten books, homework, lunches, etc. This practice disrupts the learning process of the entire class. To ensure we maximize academic time, we request that any item that is dropped off be done so with the front office. The office will alert the classroom teacher. Children should be encouraged to ask their teacher for an appropriate time to come to the office when they know an item may be dropped off.