Madison No. 1 Middle School

2016-2017

Student's Name: _____

E^3 =Educate, Encourage, Excel

C A T S

Character
Accountability
Trustworthiness
Safe

The student planner is provided to your child free of charge and is school property!
Graffiti of any kind is not acceptable… treat this planner as a textbook.

Homeroom Teacher: _____

Dear Madison #1 Families –

We are glad that you and your family have made Madison #1 Middle School, home of the Wildcats, your school of choice.

Whether you are a new or continuing family, we look forward to an exciting year of learning in 2016-2017!

We request that you take the time to read and review Madison #1 Student Code of Conduct and Parent/School Compact with your child. The complete Student Code of Conduct is available online at Madison #1's home webpage. There is also a condensed version in your student's planner. A printed copy of the complete Student Code of Conduct can be requested by contacting the school office at 602-664-7100. It contains important information regarding policies and procedures pertaining to the Madison School District and specifically here at #1. The Parent/School compact, which is a set of expectations required by the federal government for all Title I schools is on the next page of your student's planner.

Please complete the information below and return this entire page to your child's teacher no later than _____.
(*Date)*

We appreciate your support as we work together in providing the very best for all students. As partners in the educational process, helping children strive toward reaching their academic potential is our common focus. Please let us know if you have any questions as we experience another year of growth and possibility!

Sincerely,

Pam Warren *Pat Carney*

Pam Warren
Principal—Madison #1 Middle School

Pat Carney
Vice-Principal-Madison#1Middle School

I have reviewed the Student Code of Conduct and the attached Parent/School Compact with my child, and we agree to abide by the rules outlined in the Madison #1 Student Code of Conduct.

_____ _____
Student Name (Please print) Teacher Name (Please print)

_____ _____
Parent Signature Date

Parent/Student/School Partnership - Compact
Madison #1 Middle School

PARENT/GUARDIAN AGREEMENT

I want my child to achieve. Therefore, I will encourage him/her by doing the following:

- See that my child is well rested, punctual and attends school regularly.
- Support the school in its efforts to maintain proper discipline.
- Establish a time for homework and review it regularly.
- Provide a quiet well lighted place for study.
- Encourage my child's efforts and be available for questions.
- Stay aware of what my child is learning.
- Read with my child and let my child see me read.
- Participate in school activities such as Back to School Night and my child's performances whenever possible.
- Attend my child's Parent-Teacher conferences.

STUDENT AGREEMENT

It is important that I work to the best of my ability. Therefore, I shall strive to do the following:

- Attend school regularly and on time.
- Come to school each day prepared to learn.
- Complete and return homework assignments on time.
- Go to bed at a reasonable time.
- Read for 30 minutes every night.
- Obey all school rules.

TEACHER AGREEMENT

It is important that students achieve. Therefore, I shall strive to do the following:

- Give my best effort.
- Continue to grow professionally through staff development.
- Provide developmentally appropriate instruction and homework for all students.
- Assist all students in meeting their full potential.
- Expect high quality performance from all students.
- Expect socially acceptable behavior from all students.
- Teach students to use time wisely.
- Communicate with parents on a regular basis.

PRINCIPAL AGREEMENT

I support this form of parental involvement. Therefore, I shall strive to do the following:

- Provide a safe environment.
- Provide an environment that allows for positive communication among teachers, parents, and students.
- Provide opportunities for continued staff development.

Madison #1 - Bell Schedule
2016-2017

Schedule for Monday, Tuesday, Thursday, and Friday:

5th & 6th Grade

HR Period 1 8:30-9:25 55 min.
AM Attendance (4 minutes)
Period 2 9:28-10:23 55 min.
Period 3 10:26-11:21 55 min.
Period 4(lunch) 11:24-12:04 40 min.
(20 minutes lunch/20 minutes recess)
Period 5 12:07-12:47 40 min.
Period 6 12:50-1:45 55 min.
Period 7 1:48-2:43 55 min.
PERIOD 8 2:46-3:40 54 min.

TCT Wednesday Schedule:

HR & Period 1 8:30 – 9:10 40 min.
AM Attendance (4 minutes)
Period 2 9:13 – 9:53 40 min.
Period 3 9:56 -10:36 40 min.
Period 4 (lunch) 10:39 – 11:19 40 min.
(17 minutes lunch/17 minutes recess)
Period 5 11:22 – 12:02 40 min.
Period 6 12:05 – 12:45 40 min.
Period 7 12:48 – 1:28 40 min.
Period 8 1:31-2:10 39 min.

Schedule for Monday, Tuesday, Thursday, and Friday:

7th & 8th Grade

HR Period 1 8:30-9:25 55 min.
AM Attendance (4 minutes)
Period 2 9:28-10:23 55 min.
Period 3 10:26-11:21 55 min.
Period 4 11:24-12:04 40 min.
Period 5 (LUNCH) 12:07-12:47 40 min.
(20 minutes lunch/20 minutes recess)
Period 6 12:50-1:45 55 min.
Period 7 1:48-2:43 55 min.
PERIOD 8 2:46-3:40 54 min.

TCT Wednesday Schedule:

HR & Period 1 8:30 – 9:10 40 min.
AM Attendance (4 minutes)
Period 2 9:13 – 9:53 40 min.
Period 3 9:56 -10:36 40 min.
Period 4 10:39 – 11:19 40 min.
Period 5 11:22 – 12:02 40 min
(17 minutes lunch/17 minutes recess)
Period 6 12:05 – 12:45 40 min.
Period 7 12:48 – 1:28 40 min.
Period 8 1:31-2:10 39 min.

Early Release Schedule:

Schedule for All Grades

Period 1	8:30 – 9:04	34 minutes	AM Attendance (4 minutes)
Period 2	9:07 – 9:34	27 minutes	
Period 3	9:37 – 10:04	27minutes	
Period 5	10:07 -10:34	27 minutes	
Period 6	10:37 -11:04	27 minutes	
Period 7	11:07-11:34	27 minutes	
Period 8	11:37-12:05	28 minutes	

No lunch served-sack lunches available at the end of the day.

INTRODUCING THE STUDENT CODE OF CONDUCT

The purpose of the Student Code of Conduct is to provide students, parents, and staff with a clear outline of students' rights and behavioral expectations. These expectations are designed to help all stakeholders be successful at Madison #1 Middle School. To review the Student Code of Conduct in its entirety, you can visit the school website. Once school starts, parents and students will be required to sign that they have read the Student Code of Conduct in its entirety.

In this Student Planner, we have provided a brief synopsis of some of the key elements of the Student Code of Conduct so you will have them at your finger tips on a daily basis.

ACADEMIC INFORMATION

GRADING SYSTEM: The following describes our criteria for scholastic marks:

A	=	90% - 100%	Superior – special recognition
B	=	80% - 89%	Above average – working above the regular requirements
C	=	70% - 79%	Average – meeting the regular requirements
D	=	60% - 69%	Below average – working below regular requirements
F	=	59% & below	Failing - minimum requirements not being met

Parents/Guardians can check their child's grades by going on-line using the PowerSchool program. Grades are updated at least on a weekly basis by the teaching staff. If you have questions about your child's grades, contact the teacher directly to set up a parent/teacher conference.

PROGRESS REPORTS: Teachers will send out weekly progress reports. Be sure to check your child's planner for information on when progress reports are sent home.

SCHEDULE CHANGES: Schedule changes are handled through the principal's office and must have the approval of the principal in order for a change to take place. The following are reasons a student's schedule might be changed: (1.) Student has already had the class, usually an Encore Class. (2.) Student is in the wrong level for the class…not meeting the requirements of a specific class. (3.) Student needs to be moved to balance the classroom. (4.) Student is selected to work as an office aide during the Encore period.
The school administration will not change a student's schedule because a student wants a different teacher or to be in classes with his/her friends. Schedules were built upon providing an environment that gives the children the best place to be successful.

PARENT TEACHER CONFERENCES: Parent Conferences are held at least 2 times a year. If you feel a conference is needed, at any other time please contact your child's teacher to set one up. A parent conference can be set up by either the parent/guardian or the teacher.

C A T S

Character Accountability Trustworthiness Safety

PBIS is a schoolwide approach to make schools safe and promote positive behavior.
As part of a district-wide initiative, Madison #1 has also been implementing a new **Positive Behavioral Interventions** and **Supports** model. PBIS was established to address the behavioral and discipline systems needed for successful learning and social development of students. The school-wide system includes proactive strategies for defining, teaching, and supporting appropriate student behaviors to create positive school environments. A system of acknowledgements will help motivate students to try their best and to encourage others as well. One important piece of PBIS is to create a set of 3-5 school rules that are well known to all affiliated with our school. The PBIS team created an acronym, CATS, to help disseminate those rules.

ATTENDANCE

PHILOSOPHY: At Madison #1 Middle School, regular attendance in all classes is expected. School attendance is ultimately the responsibility of the student and his/her family. Students should be absent from school only when absolutely necessary, as much of the classroom activities cannot be made up; the benefit of lectures, discussion and participation is lost forever to those who are absent. It is the responsibility of school personnel to keep the parents informed of actions that might have a detrimental effect upon the educational growth of the student. Regular attendance is the key to much of the success a student may gain from his/her educational program. Thus, lack of attendance may affect grades and possibly cause a student to fail a class. Students are expected to attend a minimum of 90% of the school days.

REPORTING ABSENCES: Please use the attendance line as soon as you know your child will be absent from school. An absence can only be excused within 48 hours of the occurrence. The attendance number is 602-664-7121. This number is available 24 hours a day and 7 days per week. In addition, please add a note in your child's planner stating why your child was absent. This will serve as documentation to show your child's excused absence was recorded correctly. Please have your child ask the homeroom teacher to sign their planner.

TARDIES: When your child is late to school please send a note in their planner. It should state the reason the child is tardy. Tardies affect student performance. When your child misses class time, he/she misses out.

EARLY PICK UP: Because we value instructional time early pick up is discouraged. Students leaving a few minutes early often miss important last minute instructions and/or reminders. Interrupting classes to call students to the office also distracts other students and interrupts the end of the day classroom routines. Early dismissals should occur only in rare circumstances. Please make every effort to schedule appointments outside of school hours. Student leaving early will be marked as early out. This is considered the same as a tardy.

ATHLETICS

Our school offers a wide range of opportunities for students to participate on athletic teams. All sports teams offer competition for 5th – 8th grade levels. In order for a student to take part in our athletic programs, he/she must be academically eligible. This means he/she must have a passing grade in every class. The eligibility will start on the first day of the week…Monday to Monday. Students who are on a team must demonstrate appropriate behaviors. Negative behaviors could be grounds for a student being removed from a team. In order to be issued a uniform, the athletic fee must be paid. The fee is $100.00 per sport.

Students attending the games must be picked up within 10 minutes of the end of the game. A student will not be admitted to the game without a valid student ID card. In order for students to participate in any game or practice they must be in attendance for 50% of the school day. The Athletic Director is the person in charge of the sports programs.

ACTIVITIES

ID CARDS: Students **are required** to wear a school identification card issued by the administration and to give this card to any school employee upon request. Students must be in possession of their identification card at all times during the school day and at all school related functions (examples: dances, activities, and athletics.) It is the responsibility of the student to maintain this card. In the event the card is lost or stolen, the student will be responsible for purchasing a new card for $3.00. Students will not be allowed to attend any after-school or special functions without having a badge in clear site on their clothing.

DANCES: Dances are provided for students so they may meet and participate in a social activity. In order to provide the proper environment for this type of activity, the following regulations will be enforced at all dances:

1. Appropriate dress is expected by all those attending.
2. Dances are for Madison #1 Middle School students only.
3. Once a student is admitted to the dance, they must stay. If a student needs to leave the dance early, the parent will need to come to the door and pick them up. No one will be re-admitted after leaving the dance.
4. If a child arrives 15 minutes after the start of the dance, a parent/guardian must bring them to the door for admittance.
5. Parent permission slip is required for admittance to a dance.
6. Student ID must be worn for admittance to all dances.
7. Students attending the dance must be picked up within 10 minutes of the end of the dance.

STUDENT COUNCIL: The student government officers are elected in the spring for the following year. Student Council Officers are expected to follow all school rules and regulations. Violations of the Student Code of Conduct by a leadership student will result in discipline from the school administration and shall result in removal from office.

GROUPS AND ACTIVITIES: Any club planning an activity must have the approval from the school administration before an event can take place. The following are a list of clubs currently being offered at #1:

1. *National Junior Art Honor Society (NJAHS):* Students are involved in art activities in and around school.
2. *Cheerleading:* Students perform at games and competitions.
3. *Environmental Club:* Students work with environmental issues on our campus and in our community.
4. *Jazz Band:* Students perform at additional programs.
5. *Madison International Thespian Society (MITS):* This group promotes the fine arts department at our school.
6. *National Junior Honor Society (NJHS):* Honors students that promote service projects in our community.
7. *Yearbook:* Students develop a yearbook for our school.

STUDENT BEHAVIOR

Please refer to the Madison No. 1 Middle School Student Parent Handbook for specific information.

CONFISCATED ITEMS: All inappropriate items confiscated from students will be held and, if requested, returned only to parents/guardians. The school staff will not be responsible for any lost or damaged confiscated items.

DANGEROUS OBJECTS: Skateboards, rollerblades or skates, and scooters may not be brought on campus at any time. This includes before and after school. Baseball and softball bats may be brought to school during the season. These items must be checked into the athletic room upon arrival to school. Weapons of any type as well as look-alike ones and explosive devices are not permitted at school.

DRESS CODE

Student dress and grooming are generally a matter of personal choice. However, we recognize there is a relationship between student dress and student success, school pride, the safety and general welfare of students and staff, and the accomplishments of the curriculum goals and educational objectives. Students who violate the dress code will be asked to go to the Health Office to change into dress code compliant clothing. The parent/guardian may be contacted by administration. Students may not call for clothing when they violate the dress code. Be sure to dress for success!

1. Students' attire and appearance should not detract from or disrupt the educational environment.
2. Clothing shall cover undergarments at all times and shall not expose cleavage, abdomen, private area, or buttocks.
3. Dress or accessories that advocate alcohol, drugs, obscenity, sex, or tobacco are prohibited. Dress or accessories that indicate or imply membership or affiliation with gangs/negative affiliations that initiate, advocate, or promote activities that threaten the safety or well-being of persons or property on school grounds or disrupt the school environment are prohibited. Dress or accessories that display speech or language that is offensive or inappropriate to the limited forum of the public school environment are prohibited (See Madison Elementary School District policies and regulations KFA, JICA, JICA-R, JICF, JICF-R). Dress or accessories that display these or are deemed to advocate or encourage any of these are counterproductive to Madison's curriculum goals and educational objectives.
4. Shoes should be worn at all times. They should ensure that students are able to walk to class safely and participate in all classes. Students should also be able to walk up and down the stairs safely. Slippers are not permitted.
5. Facial jewelry is not permitted.
6. Hats are permitted on school grounds except they are not to be worn in any school building. This includes all headwear: hats, caps, bandanas, hoods.

These rules, as well as all rules in this handbook, are subject to the discretion of school administration and take into account any religious or medical exemptions.

DISPLAY OF AFFECTION: Holding hands, kissing, sexual touching, or other displays of affection are in violation of school policy.

DROP OFF AND PICK UP: For the safety of our students, please drop off your child next to the curb located closest to the campus. If you feel the need to park your car in a designated spot, please do not let your child cross through the parking lot unescorted. If we all use patience as we are picking up or dropping off the students, the parking lot will be a safer place for everyone. Please note the business to the north side of our campus is not part of the district. Therefore, please do not arrange to pick up your child there. The parking lot to the south of campus is for parking only. Do not drop off or pick up your child in the south parking lot. The south parking lot is for school buses only.

ELECTRONIC DEVICES: Cell phones are permitted at school. Madison Elementary School District is implementing a Bring Your Own Device (BYOD) program. An approved electronic device may be brought to use for educational purposes. Examples of approved devices include iPads, Kindles, Nooks, smartphones, and other tablets with internet browsing capabilities. Educational purposes include, but are not limited to, classroom activities, communication with experts in connection to a class project, collaboration with classmates in class and at home with Google Docs, or research for class projects. As with other personally owned items, the school and district are not liable for the loss, damage, misuse, or theft of personally owned devices brought to school. Mobile devices can only be used in class for academic/learning purposes.

FUNDRAISERS: Students may not sell any items at school unless approved by Student Council and the school administration.

GAMBLING: Gambling or games of chance are not allowed on school grounds or any school functions.

GANGS AND HATE GROUPS: Gangs, secret societies, hate groups and similar organizations or groups which advocate hatred, discrimination or intimidation are not allowed on campus.

GUM: Chewing gum is not allowed at Madison #1 school.

HALL PASSES: Daily Planners will be used as hall passes (located at the bottom of the page) and must be carried when outside the classroom. A teacher may use another type of hall pass during the day (restroom/playground).

HEALTH OFFICE:

In Case of Emergency : At the time of registration and at the beginning of each school year, the parent/guardian is required to furnish the school with at least one telephone number where the parent/guardian can be contacted during the school day. If a child becomes sick or injured during the school day, the school nurse will evaluate the student and may need additional information and assistance. If there is a change in telephone number, place of employment, or address, notify the school office at (602) 664-7100 or the school nurse at (602) 664-7120. Parents/guardians must make arrangements to have a parent, relative, or friend available at all times and on the Emergency Information Card to pick up a child who is ill.

Reasons to Keep Your Child Home from School

Any student with a temperature of 100 degrees or more may not attend school. If a student is sent home from school with a fever, he/she may not return to school until they are fever free for 24 hours. State law requires that students be excluded from school if they are suspected of having a communicable disease.

DO NOT send your child to school if your child:
-has a fever of 100 degrees or higher.
-complains of a severe headache.
-vomits or has diarrhea during the evening, night, or morning.
-has yellow or green nasal discharge.
-has red or inflamed eyes, or pink eye.
-has any skin rash, unless it has been diagnosed by a physician as non-infectious.
-has head lice.

Medication Policies

In order for the nurse to administer medications during the school day, parents must complete the “Parents Consent for Giving Medication at School” for prescription medications or the “Parents Consent for Giving Non-Prescription (Over the Counter) Medication at School” for non-prescription medications.

In order for students to carry emergency medications with them at school, parents must complete the “Self-Administered Medication” form. A signed physician’s statement indicating the necessity must accompany any request for self-administration or medicine, whether it is prescribed or over the counter. The exception is for students who have been diagnosed with anaphylaxis or breathing disorders, allowing them to carry and self-administer emergency medications. You and your child must adhere to the “Self-Administered Medication” form.

Immunizations

Students must be current on all of their immunizations or have a valid immunization exemption form filed in the Health Office in order to attend school. In the event that the nurse sends an immunization notice home with the student or contacts the parents regarding immunizations, the specified compliance date must be met. Per Arizona state law, students who do not have up-to-date immunizations or a valid exemption will not be permitted to attend school until there is documentation.

Chronic Conditions

Please alert the nurse of any chronic conditions your student may have such as asthma, diabetes, anaphylaxis, or seizure disorders. It may be necessary to have paperwork completed by a health care practitioner in order to develop a plan of care for the school setting. The nurse is available by phone or email, or a meeting may be arranged.

Pass Policy

Except in the event of an emergency, students must have a pass in order to come to the Health Office. Students are not permitted to come to the Health Office between classes. If a student is coming from lunch or recess, the duty personnel will notify the nurse using the radio.

LEVELS OF DISCIPLINE: The following is a list of consequences that may be used at school for students not meeting behavior expectations:

1. Warning
2. Reteach Expectations
3. Issue MIR
4. Conference with Parent
5. Lunch/ After school detention
6. In School Suspension
7. Out of School Suspension

LIBRARY INFORMATION: Students must have a current student ID to check out books. Students need to pay for any lost books before another book may be checked out. Student will receive a refund if the lost book is found.

SURVEILLANCE CAMERAS: Students should be aware that there are surveillance cameras throughout the interior and exterior of our school. The cameras operate 24-hours a day. No camera is placed in a position that compromises student privacy, such as the locker rooms or over restroom stalls. Entry and exits to restrooms will be monitored. Video footage can be reviewed for disciplinary or legal action.

THREATS TO STUDENT AND STAFF: Any behavior that threatens harm to another will be viewed as a serious offense. Police intervention will be utilized when a threat occurs. Student may be removed from a specific classroom setting based on facts of the threat.

OTHER INFORMATION

BUS ROUTES: Please visit www.madisoned.org to look up your child's bus route if he/she will be riding the bus to or from school. Select "For Parent" and then "Bus Routes". If you need assistance please call the bus information hotline @ 602.664.7701.

COMMUNICATION:

1. **Madison #1 Middle School Website** – School announcements and activities are posted on our school's website at www.madisoned.org Go to "Schools" and select Madison #1 Middle School
2. **Weekly Email Blast** - School announcements and activities will be emailed weekly to parents/guardians that have registered to receive the weekly email "Blast". To register, go to our school's website at www.madisoned.org. Go to "Schools" and select Madison #1 Middle School
3. **Parent Teacher Organization (PTO)** – Your Parent Teacher Organization is made up of parents and teachers at Madison #1 Middle School. Meetings are held in the Media Center. Please check the monthly calendar for dates and times.
4. **Site Council Team** – Our Site Council Team is a group of teachers, classified staff, parents and administrators who support and monitor the progress of Madison #1's school improvement plan. Meetings are held monthly.

DELIVERIES: In order to protect instructional time, teachers discourage classroom interruptions. Forgotten items such as lunches, lunch money, PE clothes, homework, band instruments, etc. may be dropped off at the front office and we will see that the student receives his/her item as soon as possible. If your student has called for an item, he/she will know that they can come to the office to pick up the item between classes with a signed pass. Balloons, flowers, candy and other gifts should not be delivered or brought to school. **If these items are delivered or brought to school they will be kept in the office until the end of the day. The Madison Staff will not take responsibility for these types of items delivered or brought to school by parents/guardians or other students. Students are not permitted to order in lunch from outside vendors. Food deliveries will not be accepted at the front office.**

FOOD SERVICE: Breakfast and lunch are offered to students daily. Students may purchase breakfast or lunch for a set price or bring their lunch from home. Students need their ID to purchase a lunch. Checks and/or cash may be deposited before school to the student's lunch account. Parents/guardians may also put money on their student's account by going online to www.myschoolbucks.com, please have school name, grade, birthdate,
Id number.

FREE AND REDUCED LUNCH: Application for free or reduced priced meals is available in the school office, the cafeteria or you can also complete one online at www.madisonaz.heartlandapps.com

FEES: Fees for the current school year are as follows:

Student Activity Fee:	$50 per student	*Planner Replacement:*	$5
Club:	$25 per club	*Lost or Damaged Books:*	Cost to replace book
Athletic Fee:	$100 per sport	*8th Grade Promotion:*	$50
PE Uniform:	$10 shirt/ $10 shorts	*ID Replacement:*	$3

LOCKERS: Lockers will be assigned for PE and Band students. Lockers are the property of Madison #1 school and can be inspected by school officials during the school year. Any items left in the lockers after the last day of school will be donated.

LOST AND FOUND: The lost and found is located in the health office. Unclaimed items will be donated before each school break (fall, winter, spring, summer). Valuable items will be kept at the front desk or in the safe.

PERMANENT MARKERS: In order to protect our school and property from vandalism, sharpie type or permanent markers of any kind, may not be brought to school by students. Student planners must be treated as a textbook. Graffiti is not allowed at school. Students are not to write on self or others.

PICTURES: All students will be photographed in the fall. 8th grade students will be photographed in the spring for the promotion activities. Any questions or concerns should be addressed to Dorian Studios. The school pictures taken in the fall will be used by the school for student records, identification purposes and for the development of the school yearbook. Team and club pictures will also be taken for the yearbook.

TELEPHONE USE: Students may use the phone in the classroom during the day with the teacher's permission. Classes will not be interrupted to give messages to students unless it is an emergency. Students may use the phone at the end of the day in the office. Please make sure arrangements are made in advance so students are not using the phone to find out how they are to get home that day. **Students must not be using their cell phones to contact parents during the school day. Parents must not call or text their student during the school day. If this occurs, it will be a cell phone violation.**

VISITORS: Parents are always welcome on our campus. Please sign in at the school office and receive a visitor's badge. As a courtesy to staff, we ask you provide us 24 hour advance notification if you wish to visit a classroom. Students from other schools are not permitted to visit during school hours. Safety, security, and the maintenance of a productive learning environment are the primary concerns. Students from other schools may schedule a visit after 3:40pm.

WHO TO CONTACT:

Topic	Contact Person	Location	Phone #
Absences	Mrs. Staley	Madison #1	602-664-7121
Athletics	Mrs. Mendez	Madison #1	602-664-7194
Band	Mrs. Coon	Madison #1	602-664-7156
Cafeteria	Ms. Escoboza	Madison #1	602-664-7197
Facility Use	Community Education/Ms. Selby	District Office	602-664-7935
Fees	Mrs. Malakowsky	Madison #1	602-664-7101
Free & Reduced Lunch	Ms. Elliot	District Office	602-664-7919
Gifted Testing	Ms. Cruz	District Office	602-664-7934
Health Center	Ms. Ganeko	Madison #1	602-664-7120
Library	Ms. Pieri	Madison #1	602-664-7140
MAC (Before/After Care)	Mrs. Mautz	Madison #1	602-664-7170
Psychologist	Dr. Riley	Madison #1	602-664-7130
Registrar	Mrs. Scott	Madison #1	602-664-7118
Schedule /Courses	Mrs. Malakowsky	Madison #1	602-664-7101
School Pictures	Mr. Tyler Nelson	Dorian Studios	602-357-6967
Student Discipline	Mrs. Carney	Madison #1	602-664-7111
Theatre	Mrs. Lange	Madison #1	602-664-7141
Transportation/Bus	Ms. Hanna	Bus Yard	602-664-7701
Yearbook	Mrs. Holt & Mrs. Keller	Madison #1	602-664-7134

Madison # 1 2016-2017

PTO Officers:

President	Laura Cummings	laura.cummings@gmail.com
Co-Vice Presidents	Susan Thompson	stmchugh@gmail.com
Co- Treasurer	Jason Wilson	jason.wilson@cox.net
Co- Treasurer	Larry Cummings	larry@larry.org
Secretary	Lori Nietzsch	samlori@cox.net

STUDENT CONCERNS, COMPLAINTS, AND GRIEVANCES (Madison - Student Concerns - Grievances JII-EB Form)

Students may present a complaint or grievance regarding one (1) or more of the following:
• Violation of the student's constitutional rights.
• Denial of an equal opportunity to participate in any program or activity for which the student qualifies not related to the student's individual capabilities.
• Discriminatory treatment on the basis of race, color, religion, sex, age, national origin, or disability.
• Concern for the student's personal safety.

Complaints and grievances related to allegations of student violence, harassment, intimidation or bullying are to be filed in accordance with Board Policy JICK. Provided that:
• The topic is not the subject of disciplinary or other proceedings under other policies and regulations of this District, and
• The procedure shall not apply to any matter for which the method of review is prescribed by law, or the Governing Board is without authority to act.

The guidelines to be followed are:
• The accusation must be made within thirty (30) calendar days of the time the student knew or should have known that there were grounds for the complaint/grievance.
• The complaint/grievance shall be made only to a school administrator or a school staff member.
• The person receiving the complaint will gather information for the complaint form.
• All allegations shall be reported on forms with the necessary particulars as determined by the Superintendent. Forms are available in the school office.
• The person receiving the complaint shall preserve the confidentiality of the subject, disclosing it only to the appropriate school administrator or next higher administrative supervisor or as otherwise required by law.

Any question concerning whether the complaint/ or grievance falls within this policy shall be determined by the Superintendent. A student or the student's parent or guardian may initiate the complaint process by completing Exhibit JII-EA. A complaint/ or grievance may be withdrawn at any time. Once withdrawn, the process cannot be reopened if the resubmission is longer than thirty (30) calendar days from the date of the occurrence of the alleged incident. False or unproven complaint documentation shall not be maintained. Retaliatory or intimidating acts against any student who has made a complaint under the District policy and its corresponding regulations, or against a student who has testified, assisted or participated in any manner in an investigation relating to a complaint or grievance, are specifically prohibited and constitute grounds for a separate complaint. Knowingly submitting a false report under this policy shall subject the student to discipline up to and including suspension or expulsion. Where disciplinary action is necessary pursuant to any part of this policy, relevant District policies shall be followed. When District officials have a reasonable belief or an investigation reveals that a reported incident may constitute an unlawful act, law enforcement authorities will be informed.

INQUIETUDES, QUEJAS, Y RECLAMOS DE ESTUDIANTES

Estudiantes pueden presentar una queja o reclamo sobre uno (1) o más de los siguientes:
• Violación de los derechos constitucionales del estudiante.
• Denegación de una igualdad de oportunidades para participar en cualquier programa o actividad por el cual el estudiante califica no relacionado a las capacidades del estudiante.
• Tratamiento discriminatorio sobre la base de raza, color, religión, sexo, edad, origen nacional, o discapacidad.
• Preocupado por la seguridad personal del estudiante.

Quejas y reclamos relacionados a alegaciones de violencia, acoso, intimidación o bullying (acoso escolar) escolar debe ser registrado de acuerdo a la Política del Consejo JICK. En el entendimiento que:
• El tema no sea materia disciplinaria u otro procedimiento bajo otras políticas y regulaciones de este Distrito, y
• El procedimiento no debe aplicar a cualquier asunto del cual el método de revisión es dictado por derecho, o el Consejo Directivo este sin autoridad para actuar.

Las directrices a seguir son:
• La acusación debe ser hecha dentro de treinta (30) días naturales desde el momento que el estudiante se dio cuenta o hubiera sabido que habían fundamentos para la queja/reclamo.
• La queja/reclamo sólo se debe hacer con un administrador escolar o un miembro del personal de la escuela.
• La persona recibiendo la queja va a reunir información para el formulario de reclamo.
• Toda alegación debe ser reportada en formularios con los particulares necesarios como ha sido determinado por el Superintendente. Los formularios se encuentran disponibles en la oficina escolar.
• La persona recibiendo la queja debe preservar la confidencialidad del tema, únicamente revelándola al administrador escolar adecuado o próximo supervisor administrativo más alto o de cualquier otra manera requerido por la ley.

Cualquier pregunta sobre si la queja/ o reclamo se encuentra dentro de esta política debe ser determinado por el Superintendente.
Un estudiante o el padre o guardián del estudiante puede iniciar el proceso de reclamo al llenar Exhibit JII-EA. Una queja/ o reclamo puede ser retirado en cualquier momento. Una vez retirado, el proceso no se puede reabrir si la nueva presentación se hace después de treinta (30) días naturales desde el acontecimiento del incidente alegado. No se debe mantener documentación de una queja falsa o no comprobada. Represalias o actos de intimidación contra cualquier estudiante quien ha hecho una queja bajo la política del Distrito y regulaciones correspondientes, o contra un estudiante quien ha testificado, asistido y participado de cualquier manera en una investigación relacionada a una queja o reclamo, son específicamente prohibidos y constituyen fundamentos para un reclamo por separado. Si a sabiendas se somete un informe falso bajo esta política el estudiante sera sujeto a disciplina y hasta incluir suspensión o expulsión. Donde acción disciplinaria sea necesaria conforme a cualquier parte de esta política, se deben seguir políticas relevantes del Distrito. Cuando funcionarios del Distrito tienen una creencia razonable o una investigación revela que un incidente reportado puede constituir en un acto ilícito, autoridades competentes serán informadas.

STUDENT HARASSMENT / INTIMIDATION / BULLYING (Madison - Student Harassment -Bullying JICK-EB)

The Governing Board of the Madison School District believes it is the right of every student to be educated in a positive, safe, caring, and respectful learning environment. The Governing Board further believes a school environment that is inclusive of these traits maximizes student achievement, fosters student personal growth, and helps a student build a sense of community that promotes positive participation as citizens in society. To assist in achieving a school environment based on the beliefs of the Governing Board, bullying in any form will not be tolerated.

Bullying: Bullying is repeated acts over time that involves a real or perceived imbalance of power with the more powerful child or group attacking those who are less powerful. Bullying can be physical in form (e.g., pushing, hitting, kicking, spitting, stealing); verbal (e.g., making threats, taunting, teasing, name-calling); or psychological (e.g., social exclusion, spreading rumors, manipulating social relationships).

Harassment: A person commits harassment if, with intent to harass or with knowledge that the person is harassing another person, the person:
1. Anonymously or otherwise communicates or causes a communication with another person by verbal, electronic, mechanical, telegraphic, telephonic or written means in a manner that harasses.
2. Continues to follow another person in or about a public place for no legitimate purpose after being asked to desist.
3. Repeatedly commits an act or acts that harass another person.
4. Surveils or causes another person to surveil a person for no legitimate purpose.
5. On more than one occasion makes a false report to a law enforcement, credit or social service agency.
6. Interferes with the delivery of any public or regulated utility to a person.

Intimidation: A person commits intimidating if the person intimidates by word or conduct:
1. To cause physical injury to another person or serious damage to the property of another; or
2. To cause, or in reckless disregard to causing, serious public inconvenience including, but not limited to, evacuation of a building, place of assembly or transportation facility; or
3. To cause physical injury to another person or damage to the property of another in order to promote, further or assist in the interests of or to cause, induce or solicit another person to participate in a criminal street gang, a criminal syndicate or a racketeering enterprise.

Students are prohibited from bullying on school grounds, school property, school buses, at school bus stops, at school sponsored events and activities, and through the use of electronic technology or electronic communication equipment on school computers, networks, forums, or mailing lists. Students who believe they are experiencing being bullied or suspect another student is bullied should report their concern to any staff member of the School District. School personnel are to maintain appropriate confidentiality of the reported information. Reprisal by any student directed toward a student or employee related to the reporting of a case or a suspected case of bullying shall not be tolerated, and the individual(s) will be subject to the disciplines set out in applicable District policies and administrative regulations. Students found to be bullying others will be disciplined. Knowingly submitting a false report under this policy shall subject the student to discipline up to and including suspension or expulsion. Where disciplinary action is necessary pursuant to any part of this policy, relevant District policies shall be followed. Law enforcement authorities shall be notified any time District officials have a reasonable belief that an incidence of bullying is a violation of the law.

ACOSO / INTIMIDACIÓN / BULLYING ESTUDIANTIL

El Consejo Directivo del Distrito Escolar de Madison cree que es el derecho de todo estudiante ser educado en un ambiente de aprendizaje positivo, seguro, comprensivo y respetuoso. El Consejo Directivo también cree que un ambiente escolar que integra estas
características maximiza el logro estudiantil, fomenta crecimiento personal en estudiantes, y ayuda a un estudiante construir un sentido de comunidad que promueve participación positiva como ciudadanos en la sociedad. Para ayudar a lograr un ambiente escolar basado en las creencias del Consejo Directivo, no se va a tolerar el bullying en cualquier manera.

Bullying: Bullying son actos repetidos a través del tiempo que involucra un desequilibrio real o percibido de poder con el niño más poderoso o grupo atacando a aquellos quienes son menos poderosos. Bullying puede ser de manera física (p.ej. empujones, golpes, patadas, escupidas, robos); verbal (p.ej. haciendo amenazas, burlas, tomaduras de pelo, insultos); o psicológico (p.ej. exclusión social, difundir rumores, manipular relaciones sociales).

Acoso: Una persona comete acoso si, con el intento de acosar o con el conocimiento que la
persona esta acosando a otra persona, la persona:
1. Anónimamente o de otra manera comunica o causa una comunicación con otra persona por medios verbales, electrónicos, mecánicos, telegráficos, telefónicamente o por escrito en una manera que acosa.
2. Continua siguiendo a otra persona en o alrededor de un lugar público sin ningún propósito legitimo después de que se le haya pedido desistir.
3. Repetidamente comete un acto o actos que acosa a otra persona.
4. Vigila o causa que otra persona vigile a una persona sin ningún propósito legítimo.
5. En más de una ocasión hace un informe falso a una autoridad competente, agencia de crédito o servicio social.
6. Interfiere con la entrega de cualquier utilidad pública o regulada de una persona.

Intimidación: Una persona comete intimidación si la persona intimida por palabras o conducta:
1. Causar lesión física a otra persona o daños serios a la propiedad de otro; o
2. Causar, o hacer caso omiso al causar, seria inconveniencia pública incluyendo, pero no limitado a, evacuación de un edificio, lugar de reunión, o centro de transportación; o
3. Causar lesión física a otra persona o daño a propiedad de otro para así promover, fomentar o asistir en los intereses de o causar, persuasión o solicitación para que otra persona participle en una pandilla criminal, una organización criminal o una asociación delictiva.
Se les prohíbe el bullying a estudiantes en el recinto escolar, parada de autobús escolar,eventos y actividades patrocinados por la escuela, y a través del uso de tecnología electronica o equipo de comunicación electrónica en computadoras, redes, foros y lista de distribución
de la escuela.
Estudiantes quienes creen que están sufriendo del bullying o sospechan que otro niño está siendo acosado deben reportar su inquietud a cualquier miembro del personal del Distrito Escolar. El personal escolar debe mantener confidencialidad adecuada sobre la información
reportada. Represalia por cualquier estudiante dirigido hacia un estudiante o empleado relacionado a la denuncia de un caso o un posible caso de bullying no será tolerado, y el individuo(s) sera sujeto a las disciplinas fijadas en las políticas aplicables del Distrito y regulaciones
administrativas. Estudiantes que sean encontrados bullying a otros serán disciplinados. Si a sabiendas se somete un informe falso bajo esta política el estudiante será sujeto a disciplina y hasta incluir suspensión o expulsión. Donde acción disciplinaria sea necesaria
conforme a cualquier parte de esta política, se deben seguir políticas relevantes del Distrito. Autoridades competentes deben ser notificadas en cualquier momento que funcionarios del Distrito tengan una creencia razonable de que un incidente de bullying es una violación de laley.

No Child Left Behind Act

In 2002 a new federal law, the ***No Child Left Behind Act***, was passed to improve educational opportunities for all children. Many parts of the new law, including professional development for teachers and extended learning opportunities for children, such as after-school tutoring have been common practices in Madison School District. The ***No Child Left Behind Act*** affects parents and students in several ways. One part of the new law is highlighted below:

Teacher Qualifications –

The federal government provides assistance to schools serving students from high-poverty backgrounds through the Title I program. Madison School District has a number of schools served through the Title I program. As part of the change in federal law, parents of students attending Title I schools may now request information about the professional qualifications of their child's classroom teacher. Specifically, parents may request information about:

- Whether the teacher has met criteria for the grade levels and subject areas taught;
- Whether the teacher is teaching under an emergency credential or license, or other provisional status;
- The baccalaureate degree major of the teacher and any graduate degree held by the teacher, and the field of discipline of that degree; and
- Whether your child is provided services by paraprofessionals and, if so, their qualifications.

If you would like to know the qualifications of your child's teacher or paraprofessional, please contact **602-664-7900**.

Que ningún niño se quede atrás

En el año 2002 la nueva ley federal ***Que ningún niño se quede atrás***, fue aprobada para mejorar las oportunidades educativas para todos los niños. Muchos aspectos de la nueva ley incluyen el desarrollo profesional para los maestros y las oportunidades educacionales ampliadas para los estudiantes, tales como atención particular después de las clases, que han sido prácticas comunes en el Distrito Escolar Madison. La ley, ***Que ningún niño se quede atrás,*** afecta a los padres y a los estudiantes de varias maneras. Uno de los aspectos de la nueva ley se destaca abajo:

Capacidades de los maestros –

El gobierno federal proporciona asistencia a las escuelas que ayudan a estudiantes que provienen de familias de bajos recursos a través del programa *Title I*. El Distrito Escolar Madison tiene varias escuelas bajo el programa *Title I*. Como parte del cambio en la ley federal, los padres de los estudiantes que asisten a estas escuelas pueden ahora solicitar la información sobre las capacidades profesionales de los maestros de sus hijos. Específicamente, los padres pueden solicitar información sobre:

- si el maestro ha logrado los requisitos para enseñar en el nivele de grado y las materias actuales;
- si el maestro está enseñando con una credencial o licencia urgente, u otro estatus provisional;
- el bachiller del maestro y cualquier maestría obtenida, y del campo de la disciplina del diploma y
- si a su hijo se le es proveído con servicios por para-profesionales y, si es así, sus calificaciones.
- Si usted desea saber las capacidades de los maestros de su hijo o de los para-profesionales, por favor póngase en contacto con 602.664.7900

Homeless Students

Students are considered homeless if they are:

- In a shelter , motel vehicle, or campground
- On the street
- In an abandoned building, trailer or other inadequate accommodations
- Doubled up with friends or relatives because they cannot find or afford housing

If children are homeless they have certain rights or protections under the McKinney-Vento Homeless Education Assistance Act. These protections include the right to:

- Go to school, no matter where they live or how long you have lived there
- Be enrolled immediately without birth certificates, immunizations or school records
- Attend school while the school arranges for the transfer of school and immunization records or any other required documents
- Enroll in school without giving a permanent address. Schools cannot delay enrollment.
- Continue in the school they attended before becoming homeless or the school they last attended
- Receive transportation to and from the school they attended before becoming homeless or the school they last attended, if requested.

If you have questions or concerns, please contact your local school office.

Información con respecto a Estudiantes sin vivienda

Los estudiantes son considerados sin vivienda si ellos están:

- En refugios, vehiculo de motel o en campamentos
- En las calles
- En un edificio abandonado, remolque u otro hospedaje inadecuado
- Viviendo con amistades o parientes porque no pueden encontrar o no puede pagar vivienda.

Si los niños no tienen donde vivir, ellos tienen ciertos derechos o protecciones bajo el Acto de Asistencia Educativa de estudiantes sin vivienda McKinney-Vento. Estas protecciones incluyen el derecho a:

- Ir a la escuela, sin importar donde viven o por cuanto tiempo han vivido allí
- Matricularse inmediatamente sin certificado de nacimiento, cartilla de vacunas o documentos escolares.
- Asistir a la escuela mientras la escuela hace los arreglos de traspaso de escuela y documentos de vacunas o cualquier otro documento requerido
- Matricularse en la escuela sin dar una dirección permanente. Las escuelas no pueden demorar la matriculación.
- Continuar en la escuela que asistieron antes de quedarse sin vivienda o a la última escuela a la que asistieron.
- Recibir transporte hacia y de la escuela que asistieron antes de quedarse sin vivienda o a la última escuela a la que asistieron, si lo solicitan.

Si tiene preguntas o comentarios, por favor comuníquese a la oficina de su escuela local.

Child Find Notice

It is the Madison School District's responsibility to inform the general public and all parents within our boundaries of our responsibility to make available special education services for students with disabilities aged 3 through 21 years and how to access those services. In addition we have a responsibility to provide information regarding early intervention services for children birth through 2 years.

We are responsible for identifying, locating, and evaluating all children with disabilities including children aged 3 through 21 and for referring children from birth through 2 years of age to Arizona Early Intervention Program (AzEIP) for evaluation and appropriate services.

We are also responsible for providing a free and appropriate public education (FAPE), which includes special education and related services to children with disabilities at public expense, under public supervision and direction without charge to the parents.

For all new students to the district, the classroom teacher will complete screening activities within 45 days of enrollment. The teacher will look at the child's ability in the areas of academics, vision, hearing, communication, social/emotional, and motor skills. If any concerns are noted, the child may be referred for additional help.

Children birth through 2 years of age who are receiving early intervention services and will be participating in preschool programs for children with disabilities will be assured of a smooth transition into that program.

If you have any concerns about a child you know, please contact Madison School District's Special Education Department at (602) 664-7927 or the school in which those boundaries you reside.

Aviso, búsqueda de niños para educación especial

Es el deber del Distrito Escolar Madison informar al público en general y a todos los padres de familia, que residen dentro de nuestro distrito, sobre nuestra responsabilidad de hacer disponibles los servicios de educación especial para los estudiantes de 3 años de edad hasta los 21 y como tener acceso a esos servicios. Además tenemos la responsabilidad de proporcionar información sobre los servicios de intervención temprana para niños recién nacidos hasta los 2 años de edad.

Somos responsables de identificar, localizar y evaluar a todos los estudiantes de 3 años de edad hasta los 21 con incapacidades, y de referir a *Arizona Early Intervention Program (AzEIP),* un programa de intervención temprana del estado de Arizona, a niños recién nacidos hasta los 2 años de edad para evaluación y obtener los servicios apropiados.

También somos responsables de proporcionar una educación pública gratis y apropiada (FAPE), que incluye la educación especial y servicios relacionados para los estudiantes con incapacidades a costo público, bajo la supervisión y dirección pública sin cargo a los padres.

El maestro de la clase termina actividades de investigación de todos los nuevos estudiantes en los primeros 45 días después de la fecha de inscripción. El maestro observa la capacidad del estudiante en las áreas académicas, audiovisual, comunicación, estado social/emocional y habilidades de motor. Si el maestro observa falta de capacidad en alguna área el niño puede ser referido para obtener ayuda adicional.

A los niños recién nacidos hasta los 2 años de edad que reciben servicios de intervención temprana y participarán en los programas preescolares para niños con incapacidades se les asegurara una transición fácil a ese programa.

Si usted tiene algunas preocupaciones por un niño que usted conoce, por favor póngase en contacto con el departamento de educación especial del Distrito Escolar Madison (602) 664-7927 o llame a la escuela que le corresponde según su domicilio.

ANNUAL NOTICE

In accordance with federal regulations and for the benefit of parents and students in the school district, this notice serves to notify parents of students currently in attendance and students of legal age of their rights regarding educational records and confidentiality.

Parent Rights

You have the right to the following:

1. Inspect and review your child's educational record. (FERPA 99.4)
2. If you feel the educational record is misleading or inaccurate, you can request an amendment to the part of record that is a\inaccurate.
3. Give written consent before any personally identifiable information is released about your child.
4. File a complaint with the Department of Education in Washington, D.C., which enforces regulations pertaining to educational records if alleged violations are being made by the c\school district and you have been unable to resolve those differences at the school district level.

Procedures to Obtain Educational Records

1. Contact the school principal and inform him/her that you would like a copy of your child's educational record.
2. Allow the school five days to copy and provide the requested information. There may be a small fee to cover the copying.

Procedures for Requesting a Change in Your Child's Education Record

1. Inform the school principal that you have discovered inaccurate or misleading information and would like it amended or removed.
2. Allow the school district five to 10 working days to decide whether your request is valid.
3. If the school district disagrees with the request, you can file for a hearing with the school district to voice your concerns.
4. If, as a result of the hearing, the school district decides that the information is inaccurate or misleading, the school will amend the record and inform you of the amendment in writing.
5. If, as a result of the hearing, the school district decides that the information is accurate and not misleading, they will notify you of the right to place a statement in the record explaining why you feel the information is misleading or incorrect.
6. The school district is obligated to place a copy of your statement in the educational records.

NOTICIA ANUAL

De acuerdo con las regulaciones federales y para los beneficios de los padres y estudiantes en el distrito escolar, esta noticia es para notificar a los padres de los estudiantes de asistencia actual y a estudiantes de edad legal de sus derechos con respecto a los archivos educativos y confidencialidad.

Derechos de los Padres

Usted tiene derecho a lo siguiente:

1. Inspeccionar y revisar los documentos educativos de su niño. (FERPA 99.4)
2. Si usted cree que los archivos educativos son incorrectos o falsos, usted puede solicitar una modificación en la parte incorrecta de los archivos.
3. De un consentimiento por escrito antes de que cualquier información exclusivamente personal sobre su niño sea dada.
4. Haga una declaración de su descontento al Departamento de Educación de Washington, D.C., el cual hace cumplir las regulaciones con respecto a los archivos educativos en caso de una sospecha de violación hecha por el distrito escolar y usted no pueda resolver esas diferencias a nivel de distrito escolar.

Procedimientos para obtener reportes educativos

1. Comuníquese con el director de la escuela e infórmele que a usted le gustaría tener una copia de los reportes educativos de su niño.
2. Déle a la escuela cinco días para copiar y proveer la información requerida. Podría haber una pequeña cuota por las copias.

Procedimientos para solicitar un cambio de los reportes educativos de su niño

1. Infórmele al director de la escuela que usted ha descubierto información inexacta o ambigua y que le gustaría arreglarla o removerla.
2. Déle al distrito escolar 10 días hábiles para decidir si su solicitud s valida.
3. Si el distrito escolar no esta de acuerdo con su solicitud, usted puede pedir una investigación con el distrito escolar para expresar sus inquietudes.
4. Si como resultado de la investigación, el distrito escolar decide que la información es incorrecta o falsa, el distrito enmendará los reportes y le informará de la modificación por escrito.
5. Si como resultado de la investigación, el distrito escolar decide que la información es correcta y no es falsa, ellos le notificaran de su derecho de hacer una declaración en el reporte explicando el porqué usted sintió que la información esta incorrecta o falsa.
6. El distrito escolar esta obligado de colocar una copia de su declaración en los archivos educativos.

HAZING

There shall be no hazing, solicitation to engage in hazing, or aiding and abetting another who engaged in hazing of any person enrolled, accepted for or promoted to enrollment, or intending to enroll or be promoted to District schools as specified above shall be considered a “student” until graduation, transfer, promotion, or withdrawal from the District school.

“Hazing” means any intentional, knowing or reckless act committed by a student, weather individually or in concert with other persons, against another student, and in which both of the following apply.

- The act was committed in connection with an initiation into, an affiliation with or the maintenance of membership in any organization that is affiliated with an education institution.
- The act contributes to a substantial risk of potential physical injury, mental harm or degradation, or cause physical injury, mental harm or personal degradation.

“Organization” means an athletic team, association, order, society, corps, cooperative, club, or similar group that is affiliated with an educational institution and whose membership consists primarily of students enrolled at that educational institution. It is not defense to a violation of this policy in the victim consented or acquiesced to hazing.

In accord with statute, violations of this policy do not include either of the following:

- Customary athletic events, contest or competitions that are sponsored by an educational institution.
- Any activity or conduct that furthers the goals of a legitimate educational curriculum, a legitimate extracurricular program, or a legitimate military training program.

All students, teachers and staff shall take reasonable measures within the scope of their individual authority to prevent violation of this policy. Student and other may report hazing to any professional staff member. Professional staff member must report the incident to the school administrator or next higher administrative supervisor, in writing, with such details as may have been provided. A failure by a staff member to timely inform the school administrator or next higher administrative supervisor of a hazing allegation or their observation of an incident of hazing may subject the staff member to disciplinary action in accord with District policies. The staff member shall preserve the confidentiality of those involved, disclosing the incident only to the appropriate school administrator or next higher administrative supervisor or as otherwise required by law. Any instance of reported or observed hazing which includes possible child abuse or violations of statutes known to the staff member shall be treated in accord with statutory requirements and be reported to a law enforcement agency. To assure that student and staff are aware of its content and intent, a notice of this policy and procedure shall be posted conspicuously in each school building and shall be made a part of the rights and responsibilities section of the student handbook. Forms for submitting complaints are to be available to students and staff in the school offices. Disposition of all reports/ complaints shall be reported to the Superintendent. The Superintendent will determine if the policies of the District have been appropriately implemented and will make such reports and/ or referrals to the Board as may be necessary. All violations of the policy shall be treated in accord with the appropriate procedures and penalties provided for in District policies related to the conduct and discipline of students, staff, and others.