

Madison Rose Lane



Parent & Student Information Packet & School Event Calendar

2017 - 2018

Students, Staff, Community...Learning for All!

****Calendar Events and Staff Assignments are subject to change****

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IMPORTANT PHONE NUMBERS...

Front Office – 602-664-7400	Cafeteria – 602-664-7497
Nurse – 602-664-7420	Transportation – 602-664-7701
Attendance- 602-664-7421	MAC – 602-664-7426

Go to www.madisonaz.org to view MADISON SCHOOL DISTRICT'S 2017-18 STUDENT & PARENT HANDBOOK Policies, Procedures, Rights & Responsibilities

August 2017

Dear Parents of Madison Rose Lane,

We are excited that you have decided to enroll your child in our Visual & Performing Fine Arts School for primary aged students. You have many options for school choice and we are glad that you have made Rose Lane your school of choice. Our commitment is to provide a quality learning environment for all of our students. In order to provide this type of structure within our school community, we believe in working collaboratively with our parents. The information contained within this Information Packet is extremely important and should help guide decisions that are made within the school community.

Please take time to review this Information Packet as it contains quite a bit of information that will assist you and your youngster for their success here at Rose Lane. For clarity's sake, the document has been organized alphabetically thereby making it easier to access information. Some critical points to remember as you take time to review this document:

- Instruction occurs from 7:40am until 2:30pm for all Kindergarten through 4th grade students. Therefore we need your help to ensure that students come to school on time and are not picked up early unless there is a medical or family emergency.
- All drop off and pick up will be handled at the north end of campus. The south end of campus will be for pre-school and after school MAC only. This should help to ease congestion that may take place in the south part of campus.
- All volunteers and visitors must sign in the front office and wear a badge so we are aware of who is on our campus.
- Good communication starts directly with your child's teacher regarding any questions or concerns you may have.

Please keep in mind that calendar events and staff assignments are subject to change after the publishing of this packet. We appreciate your understanding and support as we work together in providing a wonderful experience for the children. This year will again be a year of opportunity with many new faces and spaces on our campus. Thanks for all that you do in making Rose Lane a place where our focus is on ***Student, Staff, Community...Learning for All!***

Sincerely,
Dr. Peter D. Morkert

2017-18 Rose Lane Staff Assignments

Principal: Dr. Peter Morkert
Assistant PrincipalMrs. Laura Webb

Secretaries:Jeanine Roberts, Chris Sedgwick
School NurseRobin Carr
AttendancePam Ruck
School PsychologistsNina Ballinger, Viki Percifield
School CounselorAudrey Merrill
Cafeteria ManagementLinda Goodin
Custodial Management:.....Val Chandler, Plant Manager
Courtney Wyatt, Night Lead
Custodian Night Crew:Maria Cuevas, John Loreth
Joe Chalabi

Site Director for MAC/PreschoolPatrick McFaddin

Preschool:..... Diane Lensch, Alicia Martinez

Kindergarten: Teresa Belnap, Alicia Patton,
Jodie Dominguez, Kelsie Estfan, Diana Maloney,
Melissa Mersch, Teresa Reiger

First Grade: Bridget Brown, Andrea Mateen,
Susie Koniewich, Angie Whitehouse, Jamie Weaver, Ryan Kelley

Second Grade: Leonor Hidalgo, Becky Wulff,
Mir sada Karlovic, Kate Harrington, Natalie Smith, Jane Kuni

Third Grade: Jessica Huyck, Ashley Bohlman
Laura Grapski, Lora Hand, Jennifer Williamson

Fourth Grade:..... Julie Mitchell, Nicole Rhodes,
Nikki Paul, Robert Yates, Kylie Vosler

Resource/Special Education:

InterventionistLeisa Herrera
Resource K-4Leslie Pohorily, Lauren Gonzalez
Special Education/Self Contained.....Shelley Atchison, Jason Silva,
Lisa Czaja, Katie Webb
Speech.....Sue Lynde, Caitlin Beidler

Vision Impairment ServicesMarsha Bork, Faye Gonzalez
Occupational TherapistLiz Lockett

Special Areas:

Library AssociateJahnvieve Buseman
P.E.Sarah Lawrence
Adaptive P.E.Karen Bergstrom
MusicAdam Roach
Art/TheatreJoanna Ewald
DanceStephanie Lachance

Rose Lane Parent Faculty Group (TEAM) Board Members (Elected Positions/Volunteer Staff Assignments)

PresidentTiffany Kell
Vice PresidentsAnna Krause, Jolynn Reitsma
TreasurersLisa Tyree, Rosemarie Lewis
SecretaryErin Mitchell
Parliamentarian.....Ginette Rossi
Members at LargeZoe Burtamekh, Katie Howard,
Leticia Garcia, Christy Carll, Shawn Khan

Teacher Representative(s)Melissa Mersch, Susie Koniewich,
Leonor Hidalgo, Jessie Huyck, Nicole Rhodes

Rose Lane Mission Statement

Students, Staff Community – Learning for All

School Wide Behavior Plan

Philosophy

The behavior in a school is a reflection of the philosophy and educational beliefs of school staff in cooperative partnership with parents and students. Rose Lane believes firmly in **PBIS (Positive Behavior Intervention System)** as a framework for promoting expected behaviors and life skills. Rose Lane School Wide expectations should be described clearly, taught explicitly, and modeled consistently. It is important for all adults to set good examples to ensure a school environment that reflects the philosophy and educational beliefs of the Rose Lane community. All school staff should share responsibility for consistently monitoring all students' campus behaviors. When behavior needs to be corrected, emphasis should be placed on teaching students how to identify and reflect on misbehavior and replace it with a more positive response. A positive interaction with the correcting adult enables students to correct themselves with dignity. It is equally important to identify and praise students who are displaying appropriate behavior.

Madison Rose Lane School-Wide Expectations

At Rose Lane we have set expectations across our campus for all students to follow. The matrix below describes the area of campus and the specific expectation for that location.

	Learning Areas	Sidewalk	Cafeteria	Playground	Restroom	Dismissal	Bus
Safe	<ul style="list-style-type: none"> - Walk quietly - Use materials as intended - Keep your body to yourself 	<ul style="list-style-type: none"> - Walk quietly - Stay in line and face forward - Keep your body to yourself 	<ul style="list-style-type: none"> - Stay seated - Report spills - Walk only - Keep your body to yourself 	<ul style="list-style-type: none"> - Use equipment appropriately - Running allowed on the grass only - Keep your body to yourself 	<ul style="list-style-type: none"> - Use the bathroom as it is intended - Wash your hands - Keep your body to yourself 	<ul style="list-style-type: none"> - Walk with your teacher - Stay away from moving cars - Keep your body to yourself 	<ul style="list-style-type: none"> - Stay seated at all times - Keep all body parts inside the bus - Keep your body to yourself
Organized	<ul style="list-style-type: none"> - Be prepared and ready to learn - Keep it clean - Stay in your own space 	<ul style="list-style-type: none"> - Walk single file - Stay on the right side - Have a pass 	<ul style="list-style-type: none"> - Pick napkin/spork and condiments before you sit down - Line up in A B C order 	<ul style="list-style-type: none"> - Use the restroom/ bathroom before the whistle blows - Line up when the whistle blows 	<ul style="list-style-type: none"> - Ask permission to use the restroom - Enter and exit cautiously 	<ul style="list-style-type: none"> - Line up and stay w/ grade level - Keep backpack closed - Be ready to load when called 	<ul style="list-style-type: none"> - Keep aisle clear - Keep backpack closed - Keep food and drinks in backpack
Accountable	<ul style="list-style-type: none"> - Stop, walk, and talk - Do your best - Follow directions the first time 	<ul style="list-style-type: none"> - Go directly to your destination - Follow directions the first time 	<ul style="list-style-type: none"> - Raise your hand - Eat your own lunch - Clean up after yourself - Stack your tray correctly 	<ul style="list-style-type: none"> - Take turns and share equipment - Listen to adults on duty - Follow directions the first time 	<ul style="list-style-type: none"> - Report any messes - Clean up after yourself - Be sure to leave the restroom clean 	<ul style="list-style-type: none"> - Listen for your name - Watch for your car/caregiver - Follow directions the first time 	<ul style="list-style-type: none"> - Listen to the bus driver - Keep the bus clean - Be ready for your stop - Follow directions the first time
Respectful	<ul style="list-style-type: none"> - Be caring and tolerant - Use inside voice - Be an active listener 	<ul style="list-style-type: none"> - Be caring and tolerant - Use quiet voice - Be an active listener 	<ul style="list-style-type: none"> - Use manners - Use inside voice - Make room for others at the table 	<ul style="list-style-type: none"> - Include others in games - Be friendly and play by the rules - Be a good sport 	<ul style="list-style-type: none"> - Be polite and wait your turn - Use inside voice - Give privacy to yourself and others 	<ul style="list-style-type: none"> - Be polite while waiting - Keep area clean - Wait quietly for your ride 	<ul style="list-style-type: none"> - Be caring and tolerant - Use inside voice - Use manners

Parent/Student/School Partnership - Compact

Madison Rose Lane 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 lit 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 Open House, Parent-Teacher Conferences and my child's performances whenever possible.

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 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 learning for all

Bus Privileges - Rules

Bus transportation is a privilege, not a right, for students who live within the Rose Lane attendance area. When enrolling your student, parents/guardians are asked to designate how their students will be transported to and from school. This designation is our official authorization for your student's daily dismissal. **Only authorized parent/guardian may make changes in transportation. Any changes to end-of-day transportation must be submitted in writing or email to the teacher, or by phone to the school office by 2:00 pm on the day transportation change is necessary.**

For the safety of all parties, arrangements for students to go home with other students at the end of a school day will not be honored unless parents/guardians have complied with the 2:00 pm transportation change deadline.



Calendars - Monthly

At the end of this handbook are monthly calendars for every month of the school year. The calendars are useful guides to important details to guide both parents and students regarding days of school, changes in dismissal times, as well as other special events sponsored by the Rose Lane Parent-Faculty TEAM. **Please note that all events are subject to change.** New events occur throughout the school year, and may not be listed. Please watch for flyers and newsletters that come home during the year. There is room on the calendar for you to add any other details relating to school as well (like homework deadlines, snack reminders, etc.).

Custody Issues

A CURRENT COPY OF THE COURT ORDER MUST BE PROVIDED TO THE FRONT OFFICE. In most cases, natural parents shall be given reasonable access to their children at school. Exceptions to this will be made in cases where there are court orders restricting the rights of one parent to access a child and/or the child's official school records. It shall be the responsibility of the natural parent who has a court order restricting the rights of the other parent to access a child or the child's official school records to notify school officials of the conditions and provide current court paperwork.

Dismissal Procedures

- **PARENT PICK-UP STUDENTS:** Students who are designated as parent pick-ups will be lined up by grade level on the student staging area under the solar panel structure near the northwest parent pick-up lot. These students must remain in the parent pick-up areas until the parent/authorized adult arrives to claim them. To allow students to safely walk to the pick-up area, the fire lane must be kept clear. Please do not stand in this area, as it blocks the student's walkway. Parents must either park in the Madison Christian Children's Center parking lot and **walk across at the speed table crossing Rose Lane or the designated crosswalk on 12th street to get their students** OR wait in the drive-up parent pick-up line and authorized staff will bring your child to your vehicle as you reach the loading zone. **Please do not talk on your cell phone or text during drop-off and pick-up, and follow the instructions of the staff member on duty. Their purpose is to keep all students safe, and to keep the traffic flowing smoothly.**
- **DISMISSAL TIMES:** Parents are responsible for knowing daily dismissal times; students must be picked up promptly at dismissal. Students must be picked up within 15 minutes of the assigned dismissal time. **Any student remaining after that time must be signed out in the front office.** The school administrators will be contacting parents if late pick-up of students becomes a problem. **Law enforcement may be contacted for students not picked up in a timely manner.**
- **NEED CHILDCARE?** If our school's end times conflict with your work end times, please arrange for appropriate childcare for your student. Our District provides a parent-pay after school childcare program called MAC (Madison Adventure Club). Students need to be registered in the MAC program to attend, even if they only attend on a part-time basis (like on TCT/Half Day Dismissal Days). The Rose Lane MAC program can be reached at **602-664-7426**. Registration must be completed online at www.madisonaz.org – click on "Parents", then "Community Education Parent Portal". After enrolling online, you must go to the district office to submit immunizations and sign paperwork. **Your child is not completely registered in MAC until these steps are taken.**
- **BUS RIDERS:** Students who are bus riders will line up by bus number near the bus-loading zone off 12th street.
- **MAC (Madison Adventure Club):** Students who are enrolled in MAC will be dismissed to the assigned MAC staff at dismissal time. If you arrive earlier than 3:00pm to pick up your MAC student, you must gain access to the campus through the north entrance (Rose Lane).
- **MADISON CHRISTIAN CHILDREN'S CENTER:** Students enrolled in Madison Christian Children's Center (church campus across from Rose Lane School) will be dismissed to staff from Madison Christian Children's Center at dismissal time. MCCC staff gather enrolled students by the ramada north of our basketball court (the covered area with tables), then walk them across the street to MCCC. Madison Christian Children's Center can be reached at **602-265-7885**.

- **CHANGES IN DISMISSAL:** ALL changes in your child's dismissal routine **MUST** either be in writing (note from authorized parent to teacher), through an email to the teacher (email addresses are on the back of this handbook), or through a phone call to the school office by 2:00pm on the day the change is expected. Due to liability issues, we cannot honor verbal statements relayed by your student, adults listed on your student's emergency card and/or other individuals UNLESS WE RECEIVE A WRITTEN NOTE AND/OR VERBAL AUTHORIZATION FROM THE PARENT/GUARDIAN.
- **SCHOOL FRIENDS – AFTER SCHOOL PLAY:** If a student is going home with another student, a note is required from parents of BOTH students or the request will not be honored. If transport home requires use of the District bus, parents are responsible for making those arrangements with the District Transportation Office in advance by calling **602-664-7701**. **Students are not allowed to use the office phones after school to arrange alternate plans with their friends.**
- **Kindergarten students are NOT allowed to walk home from our campus without an adult.**

Hours of School

Rose Lane Office Hours:

7:15am – 3:15pm
602-664-7400



Regular School Day Schedule:

- 7:15 am** School Office doors and Campus gates opened. When dropping your child off, follow the directions of staff helpers, and please refrain from talking on your cell phone or texting. **Students MAY NOT be dropped off on campus grounds (including outside gated areas) before 7:15 am.** Parents, you must remain with your student until the gates open or make the necessary arrangements for child care if our start time conflicts with your work schedule. ***It is not safe for your child to be left unattended in front of the school before 7:15am.***
- 7:15-7:35 am** Cafeteria is open for breakfast. Students who eat breakfast at school need to go there first, eat in the cafeteria, then go to their assigned playground, or straight to the classroom if they finish eating by 7:40am.
- 7:15-7:40 am** For the safety of all, students who are not eating breakfast are invited to play on their **grade-level assigned playgrounds only**. Kindergarten and 1st graders go to the east playground along 12th street, and 2nd, 3rd & 4th graders go to the west playground (near basketball courts). **Due to liability issues, only Rose Lane students may use the playground facilities during school hours.**

- Students must put their backpacks in an area designated by the classroom teacher.
- Backpacks may NOT be used as place-holders in line as they impede safe access to our walkways.

7:40 am First bell; all students line up in designated areas for their classrooms.

7:45 am **Instruction begins; all students are in their classrooms and working as directed. Students who arrive at or after 7:45 are recorded as tardy,** and will need to report to the attendance office for a tardy slip.

7:50-8:20 am Guided Study for all grade levels (differentiated reading instruction).

11:00-1:00pm Lunch at grade-level assigned times. Students go to lunch first for 20 minutes, then to the playground for recess.

2:30 pm All Students grades Kindergarten through 4th grade dismissed

TCT Wednesday Early Release Schedule:

Same as above EXCEPT dismissal procedures begin at **1:00 pm**. Lunch times are altered but lunch procedures remain the same. Those dates are:

August	16, 23, 30	January:	24, 31
September:	13, 20, 27	February:	7, 14, 28
October:	18	March:	14
November:	1, 15, 29	April:	4, 25
December:	6, 13	May:	2, 9, 16

Half Day Schedule:

Same as above EXCEPT dismissal procedures begin at **11:00am** for all Kindergarten through 4th grade students. Sack lunches are available for students who buy lunch. Students **DO NOT** eat these lunches at school. Lunches are taken with them and eaten at home and/or child-care facility. Those dates are:

October 6	Teacher Planning Day	January 17	P/T Conferences
October 24, 25	P/T Conferences	March 9	Teacher Planning Day
December 22	Teacher Planning Day	May 23	Last Day of School

Learning Environment

In order to maintain an environment that will help your child remain focused on their learning we would like to limit the interruptions to the classroom by asking you to refrain from the following:

- **Please do not stop by the classroom** during the school day, unless the teacher has requested you to do so
- **Please do not bring lunches, snacks, homework, projects, or other items** to the office or classroom during school hours; these items should be given to your child prior to the start of the school day.
- **You may email your child's teacher – they should respond within 24 hours.**

BALLOONS, FLOWERS, OUTSIDE CUPCAKES OR OTHER BIRTHDAY TREATS AND SNACKS WILL NOT BE ALLOWED, as this interrupts your child, teacher, and classmates instructional time. See the “Cafeteria” section of the Madison School District handbook for information on ordering birthday treats.

When items are brought in during instructional time, our staff needs to call into the classroom thereby disrupting the flow of learning. We appreciate your help in following this request, which will reduce the amount of classroom interruptions.

Lost and Found

Everything that a student brings to school should be plainly marked with his/her first and last names. Found items will be retained in a box or rack in the Health office for a period of **two months**. If not claimed within that time, found items will be donated to a charitable organization. REMINDER: Lost and Found items are on display at most school-wide evening events. Walk by the Health Office entrance!

Madison Adventure Club

MAC operates at each of the primary grade schools in our district (Simis, Rose Lane, Park, Camelview and Heights). Kindergarten through fourth grade students participates in a variety of quality activities from school dismissal time until

6:00 p.m. each school day. In addition, childcare services are provided during fall, winter, and spring breaks. Registration is being accepted now for the 2017-18 school year at the District Office. Please call the Community Education Department at the Madison District Office at **602-664-7956** if you have questions. You can register your child online at www.madisonaz.org.

REMINDER: The south gate entrance to access the MAC office is only available after 2:30pm. Due to our early start time, MAC is not available before the start of the school day.

Parent & Faculty Organization (TEAM/SBM)

The Parent & Faculty Group (TEAM-Together Everyone Achieves More) is a group of active parents and teachers who are dedicated to making our school environment a joyful place for children. One of the goals of the Rose Lane TEAM Executive Board is also to serve as a Site Based Management team. They meet monthly to discuss issues directly relevant to the operation and student achievement of Madison Rose Lane. Parents are also encouraged to visit the school, share ideas, and offer suggestions that add to the educational experiences available to the children at Rose Lane. TEAM sponsors many events that benefit all students and staff and often include the whole family! Some examples of TEAM-sponsored events are: The Fall Carnival, Open House, Homeroom Parents Program, Book Fair, School Creative Events, School Spirit Days, and Art Masterpiece. TEAM is a fund-raising organization, with all monies raised benefiting all Rose Lane students and staff. Each fall, TEAM looks to YOU, the parents of our Rose Lane students, to join this organization. Please become active in your student's school community. Join TEAM, and also get involved in at least one TEAM-sponsored event! If everyone helps a little, every student benefits a lot! Need more information? Contact the Rose Lane TEAM President Tiffany Kell at believeintiffany@gmail.com or 602-540-3775.

BOOSTERTHON PROGRAM

This program is funded by TEAM, it helps raise money for our school and at the same time provides the students with character/life lessons about friendship, honesty, not bullying and encourages fitness, exercise and eating healthy.

Parent Teacher Conferences

Positive communication and cooperation between parents and school are directly related to the success of children in school. Time is formally set aside twice each year in the Fall (October 24, 25 & 26) and Winter (January 16 & 17) for scheduled parent-teacher conferences. Additionally, informal parent-teacher conferences may be scheduled throughout the year by either the classroom teacher or the parent. Conferences should be scheduled at mutually agreed upon times for parents and teachers to meet. **Please note that there is no supervision available in the front office while meeting with school personnel.** You will need to make other arrangements for your child to be elsewhere while you are meeting a staff member at the school.



Phone Use

Students will only be permitted to use the office phone in cases of emergency. Students may not use the office phones to call home for books, daily assignments, or to make after-school plans. Use of phones in the classroom may be used by students at the discretion of and under the supervision of the classroom teacher. **Phone calls made from the classroom will show up on your caller id as the main number to the school office (602-664-7400). Please tell your child to leave a detailed message for you if he/she is calling you from the classroom.**

Report Cards

Reporting pupil progress to parents is an ongoing process through written and oral communication. Every effort will be made to keep parents informed of their student's achievements in school. In Grades Kg-4, parents will receive a printed report of the academic progress of their children on a quarterly basis. Grades may be viewed online through Powerschool for 1st through 4th grade students. Parents must register through the school website to access student grades (through the www.madison.az.org website for information).



School Activity Fee

The \$50 school activity fee is a district-wide Governing Board approved fee. It funds a variety of school-wide activities, including in-county field trips, assemblies, speakers, author visits, After School Fitness coaches, and other extra-curricular events on your child's campus. **This fee is required to be paid at registration in July (or when registering your child if after July).** This fee must be paid in order for your child to attend field trips and grade level assemblies that are scheduled throughout the current school year. If you are unable to pay this fee in full at one time, you may make 2 separate \$25.00 payments: one \$25.00 payment at registration, and the remaining \$25.00 before September 30, 2017. **The full balance must be paid before your child goes on their first field trip.** Family members or family friends may make this payment on your child's behalf. Please contact the Principal, Dr. Morkert, if you are having difficulty making this payment so other payment options can be developed. This fee is nonrefundable, and qualifies as a dollar for dollar Tax Credit when you file your State taxes (see Arizona Revised Statute number ARS §43-1089.01).

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.

Fire Drills: All Madison schools perform monthly fire drills.

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

Lockout Drills: All Madison schools hold at least two lockout drills each year. During a lockout 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. For the safety of all students & staff, evacuation plans will not be shared with the public.

Snacks

Students often eat snacks during their scheduled recess breaks during the day. Many classrooms have 'snack duty' procedures that allow students an opportunity to bring snacks to school once a month to share. Community snack procedures are at the discretion of the classroom teacher. Whether your student brings recess snacks for him/herself or community snacks, healthy snacks are recommended. Please contact your child's classroom teacher for some appropriate snack suggestions. **Parents should not send in snacks for classroom distribution without making prior arrangements with the teacher.**

OUTSIDE BIRTHDAY CUPCAKES OR OTHER BIRTHDAY TREATS/SNACKS ARE NOT ALLOWED TO BE BROUGHT TO THE SCHOOL, as this interrupts your child, teacher, and classmate's instructional time.

Student Attire

Student dress and grooming are generally a matter of personal choice. The guidelines below are intended to help provide direction in maintaining a safe and orderly environment for students.

- Appropriate footwear must be worn at all times. Shoes with skates built into them are not allowed.
- Hats are permitted on school grounds, except they are not to be worn in any school buildings. This includes all headwear, hats, caps, bandanas, and hoods.
- Buttons, jewelry, belt buckles, tattoos or body art or any other accessory, which may lead to substantial interference with school activities are banned at school or at school activities. Long hanging chains and large belt buckles with metal studs are not allowed.
- Green, blue, pink, orange, purple and any other unusual hair dyes are prohibited. In addition, Mohawks are not permitted as they are a disruption to the learning environment.

For a more detailed description, please reference the Madison District Handbook

Visitors on Campus

Visitors are always welcome at Rose Lane. However, we are a closed campus. Our entrance gates are closed and locked during school hours in order to protect all children at all times. For that reason:

- **ALL visitors must be scheduled in advance with the classroom teacher.**
- **Before entering the campus, all visitors must "SIGN IN" on the visitor log in the office.**
- **ALL visitors must wear a visitor sticker in a visible place.**
- **Visitors are also required to "SIGN OUT" when leaving campus.**
- **Due to liability issues, younger children (non-students) are not allowed to stay and play on the playground.**
- **If you are taking your student out of school before dismissal, you must also sign him/her out in the Attendance office.**

OBSERVING A CLASSROOM? When you would like to observe classroom instruction, please contact the school office.

For Volunteer information, review the "Madison Volunteer Handbook" on the district website (www.madisonaz.org).

Walkers/Bike Riders/Skateboarders

- Students who walk/ride/skate to school may not arrive on campus before 7:15am. There is no supervision for your child before this time. We suggest that students who walk to and from school do so in pairs.
- **Kindergarten students are not allowed to walk to or from home without an adult.**
- Bikes and scooters are to be walked and skateboards are to be carried on campus at all times. It is suggested that students bring a lock to use when securing their bikes on campus. All students need to exit the campus through the gates at the north end of the campus.
- **For student's safety, children riding bikes or scooters must wear a helmet.**

Withdrawal from School

If it is necessary for you to withdraw your student during the school year, please follow the guidelines below:

- Please notify the classroom teacher and the school office at least **one week in advance to help make your child's transfer paperwork process speedy and efficient.** Timely notification provides the teacher and the office an opportunity to complete all necessary paperwork and gather all completed assessments that are needed by your student's new teacher.
- **Cafeteria charges must be paid and library books, textbooks, and all other classroom materials must be returned.**

Madison Rose Lane School 2017 - 2018 School Hours/Important Dates*

Please use the listing below and the monthly calendars as a guide to your child's daily school attendance requirements as well as child-care needs.

<p><u>Drop By & Say Hi night</u> : August 3, 2017 5:30-6:30pm</p> <p><u>First Day of School</u>: August 7, 2017</p> <ul style="list-style-type: none"> • 1st Quarter ends – October 6, 2017 • 2nd Quarter ends – Dec 22, 2017 • 3rd Quarter ends – March 9, 2018 • 4th Quarter ends – May 23, 2018 <p><u>Last Day of School</u>: May 23, 2018</p>	<p style="text-align: center;">Regular Dismissal Hours: 7:40am – 2:30pm</p> <p style="text-align: center;">Early Release TCT Wed Hours: 7:40am – 1:00pm</p> <p style="text-align: center;">Half Day Dismissal Hours: 7:40am – 11:00am</p> <p style="text-align: center;">Students are 'tardy' at 7:45 am.</p>	<p style="text-align: center;"><u>School Holidays – School CLOSED</u></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">September 4</td> <td>Labor Day</td> </tr> <tr> <td>October 9-13</td> <td>Fall Break</td> </tr> <tr> <td>November 10</td> <td>Veterans Day</td> </tr> <tr> <td>November 22-24</td> <td>Thanksgiving Break</td> </tr> <tr> <td>December 25-29</td> <td>Winter Break</td> </tr> <tr> <td>January 1-5</td> <td>Winter Break</td> </tr> <tr> <td>January 15</td> <td>MLK Day</td> </tr> <tr> <td>February 19</td> <td>Presidents' Day</td> </tr> <tr> <td>March 19-23</td> <td>Spring Break</td> </tr> <tr> <td>March 30</td> <td>Spring Holiday</td> </tr> </table>	September 4	Labor Day	October 9-13	Fall Break	November 10	Veterans Day	November 22-24	Thanksgiving Break	December 25-29	Winter Break	January 1-5	Winter Break	January 15	MLK Day	February 19	Presidents' Day	March 19-23	Spring Break	March 30	Spring Holiday																														
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<p>*Aligned with Madison School District School Year Calendar, approved 11/18/14; Revised 8/18/15 www.madisonaz.org.</p>																																																				

**IMPORTANT
PHONE NUMBERS...**

Front Office – 602-664-7400
Nurse – 602-664-7420
Attendance- 602-664-7421

Cafeteria – 602-664-7497
Transportation – 602-664-7701
MAC – 602-664-7426