



## **Vision**

Extraordinary Learning for All

## **Mission**

Develop students' strengths and confidence  
by promoting a growth mindset

## **Core Values**

- Engaging stakeholders through cooperative learning and technology
- Involving parents and the community in our school
- Using data to drive instruction and decision making
- Use CUBS expectations to create a safe and positive environment
- Celebrating the successes of all stakeholders
- Differentiating Instruction
- Promoting leadership opportunities



**MADISON CAMELVIEW ELEMENTARY SCHOOL  
OFFICE HOURS 7-3:30pm**

Principal:	Hilary O'Brien
Assistant Principal:	Rose Devine
School Secretary:	Gloria Esquivel
School Secretary:	Monica Duarte
Plant Foreman:	John Padilla
Health Associate:	Christine Zamora
Cafeteria Manager:	Valerie Martinez
School Psychologist:	Phil Padilla

**Important Phone Numbers**

Camelview School Office	602-664-7200
Camelview School Nurse	602-664-7220
Attendance Office	602-664-7221
School Cafeteria	602-664-7297
MAC	602-664-7226
District Office	602-664-7900
Bus Garage	602 -664-7701

**Web Addresses**

Madison District	<a href="http://www.madisonaz.org">www.madisonaz.org</a>
Camelview School	<a href="http://www.madisonaz.org/camelview-elementary/">www.madisonaz.org/camelview-elementary/</a>

**\*\*STUDENTS ARE ALLOWED ON CAMPUS STARTING AT 7:15 AM\*\*  
SUPERVISION BEGINS AT THIS TIME**

### **School Time Schedules**

7:15 AM	Cafeteria opens; students allowed on playground
7:40 AM	First bell: students line up on the playground
7:45 AM	<b>Late Bell: Classes begin (students arriving in classrooms after the late bell will be marked tardy)</b>
1:00 PM	Wednesday TCT Release (see calendar for dates)
2:30 PM	<b>All School Dismissal</b>



### **Students Arriving at and Leaving School**

Once students arrive at school, they may not leave without permission from the office. After school, students must leave campus and go directly home unless they are in a supervised after-school activity.

When there is a change, even for the day, in the way a child is to go home, **that change must be given in writing** to the teacher or the school office. Due to the child's safety, changes to how they are going home will not be made after 2:15 p.m., including picking up students between 2:15 and 2:30.

When a parent needs to take a child from school during the day, the parent or a person designated on the school office contact card must come into the office to sign the student out and present proper identification. Children will not be released without proper identification.

If a student has left school during the day (with permission) and then returns, he/she must check back in with the office to record the time of the return.

Students may not go home for lunch unless a parent picks him/her up and signs him/her out in the office and then in again upon him/her return.

Parents of children who remain in the front office after 3pm will be reported to the Department of Child Safety. Please be on time to pick up your children.

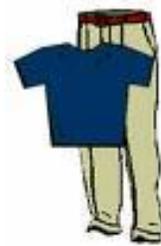
### **Withdrawing from School**

If you anticipate moving from our school area, please come to the school office or call the office at least one day prior to leaving in order for the school secretary to fill out a withdrawal form. This form needs to be signed by a parent on the last day. All books, including library books, must be returned, and all charges (cafeteria if applicable) must be cleared at this time.

## Uniform Policy

### The uniform expectations are:

- White, light blue, or navy (not royal blue) shirts, or any Camelview shirt. No words on shirts except for official Camelview shirts and sweatshirts. No designs, decorative stitching, stripes, etc. on shirts or pants. Denim is not a uniform option. Shirts must be long enough to cover the belly. No spaghetti straps or sleeveless shirts, no off-the-shoulder style sleeves.
- Navy or khaki shorts, skirts, skorts, jumpers, pedal pushers, or pants. Pants are expected to fit well at the waist so as not to allow sagging.
- Leggings, tights, knee high socks must conform to the uniform colors. This means no stripes, no patterns or any other designs. Only solid uniform colors are allowed.



## Lost and Found



Found items are kept just outside the nurse's office. These items will be stored for a short time only, before the school will donate them to a local charity. It is important for students and/or parents to frequently check the lost and found. To avoid lost items, please put **first and last names on clothing and personal items** brought to school.

## Cafeteria Service

Both breakfast and lunch are served at Camelview Elementary School. Parents, guardians, or grandparents are welcome to join their students for breakfast or lunch any time. Breakfast for adults is \$1.75, while lunch is \$3.25.

Breakfast: Beginning at 7:15 a.m., breakfast is served in the school cafeteria. Students must enter through the cafeteria doors located near the bike rack. Parents who plan to join their child for breakfast must present their parent ID card to the teacher on duty, sign in, and receive a visitor badge before entering.

Full breakfast with choices in items is served until 7:40 when the first bell rings. Students who arrive between 7:40 and 7:45 will be given a full breakfast with limited choices.

**Regardless of when they arrive on campus, students who remain in the cafeteria after the 7:45 bell are considered tardy. They will be given a cafeteria late pass and will proceed directly to their classroom.**

Lunch: All grade levels are assigned specific lunch periods. Please check with your student's teacher and/or the school office if you need information about your child's lunch period. **Please note that parents/guardians who plan to join their students for lunch**

and/or bring lunch to their student must sign in at the front office, get a visitor badge, and adhere to the grade-level assigned times for lunch. Parents who bring 'special meals' for students must arrive at least 10 minutes before the assigned lunch time.

### **Student of the Month Lunches**

Student of the Month lunches are held to recognize and celebrate students. Parents are invited to join their child to eat lunch on the stage when their child is named a Student of the Month. **Please note that "special meals" are not permitted during these lunches.**

### **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.

Lockdown Drills: All Madison schools hold at least two lockdown drills each year. During a lockdown all campus buildings are closed and locked. No one, other than emergency responders, is permitted to enter or leave the building until the all-clear is given. The auto dialer system will be activated during lockdowns with an automated response to ensure proper communication.

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.

### **Curriculum**

The Madison School District has aligned all adopted curriculum to Arizona's state standards. Teachers use these standards to plan daily lessons. In addition to the adopted curriculum of MyMath and Wonders, teachers use *Spalding, Thinking Maps*, and *Write from the Beginning and Beyond* to support students in reading and language arts.

Core classroom subjects taught include: reading and language arts, math, science and social studies. Special area classes taught are music, art and physical education.

## Library



Students with parental permission to check out library books have the privilege of checking out books once every six days. There are no fees charged for the loan of library books. However, each student will be responsible for the books he/she checks out. If books are stolen, or if through neglect or carelessness, books are damaged or lost, **payment or replacement must be made before another book will be issued.**

## Physical Education

Students are required to take physical education. A student may be excused from PE for three days upon written request from a parent/guardian. For any longer period of time, a written request from the child's physician is required. Please help your child remember to wear tennis shoes on their PE days.



## Student Support Services

### Special Education Program

A resource program is available for the remediation of the learning and/or emotional disabilities of those students who qualify. Students spend a portion of their day with a resource teacher specialist who supports their special learning needs and style. Students are evaluated and admitted to the program after a systematic identification process along with written consent and consultation with parents/guardians.

### School Psychologist

Services of the school psychologist are available for the evaluation and placement of students in special education and for diagnostic assistance in evaluating school related problems of children.

### Speech/Language Services

Educationally relevant speech and language services are provided for students who are found to be eligible through the multi-disciplinary evaluation process.

### Indian Education

Instructional assistance is available for Native American students.

## School-Wide Behavioral Expectations for Camelview Students

School discipline is a team effort. It requires the cooperation of students, parents, administrators, school staff, and the community. In all school settings - classroom, playground, cafeteria, or bus - our goal is to develop a healthy, safe, and optimal learning environment. To ensure this, we use PBIS (Positive Behavior Interventions & Supports). PBIS is a research-based, school-wide approach to improve school climate and create safer and more effective schools

One of the key components of PBIS is the use of clear and specific school-wide expectations which promote positive student behavior. We refer to them as our CUBS expectations:

- C- Courteous and Respectful
- U- Understand your responsibilities
- B- Be Safe
- S- Stay Organized

Throughout the day, teachers and support staff at Camelview acknowledge appropriate student behavior by awarding Class Dojo points or Raffle Tickets, which students collect and use to earn classroom privileges, Brag Tags, or chances to visit the Prize Closet.

When students choose behavior that does not follow CUBS expectations, predictable and logical consequences are enacted. Please refer to the Madison Handbook for a description of discipline violations and resulting consequences. The handbook is accessible at <http://madisonaz.org/wp-content/uploads/2016/09/Student-and-Parent-Handbook-2017-2018.pdf>.

## Site Council

Madison Camelview Elementary School has an active "Site Council," to involve parents and other community members in the operation, goals and planning of the school. Together, we can make a world of difference with your support.

Our Site Council consists of teachers, parents, community members, and other staff members who meet regularly to discuss and plan school programs and needs. **Parents are invited to call and inquire about serving on this team. Please call (602) 664-7210**

Parents are encouraged to visit the school, share ideas and suggestions on how to improve programs and schedules, and otherwise add to the educational experiences available to the children at Camelview Elementary School.

## Opportunities for Communication



Good communication between the school and home is very important. To promote this, parents are invited to connect with classroom teachers through Class Dojo, a free web-based program. Teachers will provide each parent with information about setting up a Class Dojo account, which will allow the easy exchange of messages, special events and classroom activities. Also, parents are invited to visit classrooms, and check on the progress of their children. We encourage you to ask to see recent assignments and papers each week, and to set up an appointment if you have any questions or concerns. Teachers will meet with parents at any time throughout the year, upon scheduling an appointment. Call 602-664-7200 to set up an appointment.

It is the procedure of Madison Camelview Elementary School to communicate with parents throughout the school year. We encourage parents to contact the school with compliments, questions and opportunities for improvement.

When home and school coordinate their efforts, the chances for student success increases greatly. The home-school partnership helps students to be happy, successful life-long learners. Thank you for being active in helping to achieve that goal.

Throughout the year, Coffee Chats are scheduled to provide parents with an opportunity to meet with school administrators, ask questions, express concerns, and provide feedback and appreciation. Please look in our school calendar for information.

A school newsletter, "Camelview Chronicle," will be posted on the school website during the first week of the month. Occasional special notices may also be sent. Please check with your student or check in their backpack for these bulletins—they contain important information about Camelview School and the Madison School District. Any date changes or special events will also be noted in the school newsletter.

## **Parent Involvement Policy Statement**

To ensure that Madison Camelview School fulfills its mission of developing students' strengths and confidence by promoting a growth mindset, it is essential that parents serve as engaged and informed team members. Parents will be provided academic updates and school performance and improvement goals. They will have a voice in formal and informal feedback to the site. Parents are invited and encouraged to attend school functions and be active members of the school community. They will receive frequent communication from the school site to keep them informed of school progress and goal setting. Strong parent support helps us to achieve our Madison Camelview School improvement goals.

## Report to Parents

Student progress reports (report cards) are issued four times during the year for Grades K-4



## Parent-Teacher Conferences

Parent-teacher conferences are formally held twice during October and January. These conferences are an opportunity to talk about strengths for your child, as well as areas in which improvement is needed. Here are the dates for parent-teacher conferences:

### **Fall Conferences**

October 23<sup>rd</sup> - Evening Conferences

October 24 & 25 - Afternoon Conferences

### **Spring Conferences**

January 16<sup>th</sup> - Evening Conferences

January 17<sup>th</sup> - Afternoon Conferences

*\* 11:00 a.m. Release on Afternoon Conference Dates*

In addition, please feel free to ask for a conference with your child's teacher any time the need arises. We ask that you not let a problem continue or a question go unanswered if you are in doubt. If you call during the time a teacher is in class, just leave your name and number and the teacher will get in touch with you.



## **Homework**

The purpose of homework is to provide additional practice on previously introduced skills or to enrich classroom experiences. Homework provides students an opportunity to achieve mastery of a particular concept; to maintain and use practical skills previously mastered; to encourage self-discipline and acceptance of responsibility; and to provide a channel of communication between school and home. Parental cooperation is important in providing materials and in making sure that homework is completed on time. Participating in homework in a supportive manner enables parents to be aware of student growth, provides an opportunity for positive reinforcement, and enables parents to communicate with the teacher if a problem area is observed. Homework will be provided upon the return of a student who is absent for one (1) day. If the student is absent for more than one (1) day, teachers will provide homework as requested by parents. The following times are recommended as a guide to the length of homework assignments per day, though these times may vary from teacher to teacher.

<b>Grade</b>	Kindergarten	1 <sup>st</sup> and 2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>
<b>Total Daily Time</b>	10-15 minutes	15-20 minutes	25-35 minutes	35-45 minutes

## **School Related Criminal and Civil Laws**

### **Abuse of Teacher or School Employee in School**

It is a violation of the law ARS 15-50 for a person to knowingly abuse a teacher or other school employee on school grounds or while the teacher or employee is engaged in the performance of school related duties.

### **Drug Free Zone**

It is unlawful for a person to intentionally be present with one or more persons within 300 feet of a school or its accompanying grounds or to be present on any public property within 1,000 feet of a school or its accompanying grounds or a school bus stop to possess, use or sell marijuana, a dangerous drug, or a narcotic drug. It is unlawful for a person to intentionally be present on a school bus and to possess, use, or sell marijuana, a dangerous drug, or a narcotic drug.

### **Custody Opportunities**

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 to provide school officials with a current copy of the court order.

In cases in which a person other than the natural parent has been granted guardianship, the rights and privileges of the natural parent shall be considered divested in the absence of court action granting the natural parents specific rights. In cases of guardianship, the legal guardian shall be responsible for notifying the school officials of the conditions of the guardianship and for providing school officials with all pertinent written documentation or changes.

## Parent/Guardian Agreement



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

- See that my child is punctual and attends school regularly.
- Support the school in its efforts to maintain proper discipline.
- Support the school in its efforts to deliver appropriate curriculum and classroom instruction.
- Encourage my child's efforts and be available for help or questions on homework.
- Provide a quiet, well-lit space for nightly homework/study.
- Provide appropriate attire (see uniform policy).

## Student Agreement

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

- Attend school regularly and on time.
- Wear the school uniform
- Come to school each day with the necessary tools (pens, paper, pencil, or other necessary items) and be ready to learn.
- Complete and return assignments in the time prescribed.
- Have a set time for homework in a quiet environment.
- Follow the school rules.

## Teacher Agreement

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

- Provide necessary assistance to parents so that they can help their student with assignments.
- Encourage students and parents by providing information about student progress.
- Use teaching methods that promote student achievement that align with state standards.
- Provide students with appropriate feedback on assignments that develop their understandings.
- Maintain and foster high standards of academic achievement and behavior.

## Principal Agreement

I support this form of parent involvement. Therefore, I will strive to do the following:

- Provide an environment that allows for positive communication between the teacher, parent, and student.
- Actively and consistently work toward the goal of achieving EXCELLENCE in our School.

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August 2017

Parents / Guardians:

Thank you for taking the time to read over the handbook portion and discuss the contents with your son or daughter. It is designed as a handy reference for parents/guardians and students. There are many important details that could help make your student's year easier and more successful.

The calendar is a convenient reference for important school activities, early dismissal days, no school days, holidays, vacations, and more. Please refer to it weekly to make sure you are aware of upcoming events. Events that are unscheduled as of this time will be announced in the "Camelview Chronicle."

If you have any questions about anything in the handbook or calendar, please call the school for clarification. We encourage you to become an active member of Madison Camelview's educational community.

***CLIP AND RETURN TO YOUR CHILD'S TEACHER BEFORE THE END OF THE FIRST WEEK***



VERIFICATION OF RECEIPT OF THE SCHOOL HANDBOOK/CALENDAR

I have read and discussed the student, parent and teacher agreement and contents of the Camelview school handbook with my child, including the Expectations for Camelview Students.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Teacher

I would like to get involved with:

- ◇ Site Council
- ◇ Copy Cat (making copies for teachers)
- ◇ Volunteer at Math Night
- ◇ Volunteer at PTO Events

- ◇ PTO
- ◇ Volunteer at Bingo Night
- ◇ Volunteer at Reading Night
- ◇ Art Masterpiece