

Madison Meadows Middle School

Home of the Rams



Principal
Mrs. Pat Carney

Assistant Principal
Mr. Chris Merrill

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Principal's Admin Assistant
(602) 664-7601

MAC
(602)664-7670

Student drop off and pick up is at the back of the school off of Maryland.
Campus gates open at 8:10.

POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS (PBIS)

The conduct and behavior of students at Madison Meadows is managed in a PBIS style. As such, expectations are developed and written in a positive manner. Students are directly taught these expectations for various locations on campus including the classrooms, cafeteria, playground, and hallways. Consequences for violating the rules and expectations are known by the students prior to any offence in which they may be part of. Furthermore, appropriate behavior is acknowledged and reinforced. A PBIS committee meets regularly to discuss student conduct, areas of concern, positives to recognize, and discipline data.

RAMS Expectations

PBIS on the Meadows campus is focused on the acronym RAMS. All expectations of students and staff are tied to the following:

R = Respect
A = Accountable
M = Mindful
S = Safe

*We are in the process of revising our RAMS expectation matrix.

Please see the matrix of PBIS expectations later in this student planner.

A digital copy of the student handbook is available on the Madison School District Website at <http://www.madisoned.org>.

Madison Meadows Bell Schedule, 2018 - 2019

8:10 AM *Students allowed on campus*
8:25 AM *Warning Bell*

5th/6th Grade Regular Schedule

P1/HR	8:30 – 9:26	(HR=3 mins)
P2	9:28 – 10:24	56
P3	10:26 – 11:22	56
P4 GS	11:24 – 12:04	40
P5 L/R	12:06 – 12:46	40
P6	12:48 – 1:44	56
P7	1:46 – 2:42	56
P8	2:44 – 3:40	56

7th/8th Grade Regular Schedule

P1/HR	8:30 – 9:26	(HR=3 mins)
P2	9:28 – 10:24	
P3	10:26 – 11:22	
P4 L/R	11:24 – 12:04	
P5 GS	12:06 – 12:46	
P6	12:48 – 1:44	
P7	1:46 – 2:42	
P8	2:44 – 3:40	

5th/6th Grade TCT Schedule

P1/HR	8:30 – 9:11	(HR=3 mins)
P2	9:13 – 9:54	41
P3	9:56 – 10:37	41
P4 GS	10:39 – 11:19	40
P5 L/R	11:21 – 12:01	40
P6	12:03 – 12:44	41
P7	12:46 – 1:27	41
P8	1:29 – 2:10	41

7th/8th Grade TCT Schedule

P1/HR	8:30 – 9:11	(HR=3 mins)
P2	9:13 – 9:54	
P3	9:56 – 10:37	
P4 L/R	10:39 – 11:19	
P5 GS	11:21 – 12:01	
P6	12:03 – 12:44	
P7	12:46 – 1:27	
P8	1:29 – 2:10	

5th/6th Grade Half-Day Schedule

P1/HR	8:30 – 8:59	(HR=2 mins)
P2	9:01 – 9:30	29
P3	9:32 – 10:01	29
P4 GS	10:03 – 10:32	29
P6	10:34 – 11:03	29
P7	11:05 – 11:34	29
P8	11:36 – 12:05	29

7th/8th Grade Half-Day Schedule

P1/HR	8:30 – 8:59	(HR=2 mins)
P2	9:01 – 9:30	
P3	9:32 – 10:01	
P5 GS	10:03 – 10:32	
P6	10:34 – 11:03	
P7	11:05 – 11:34	
P8	11:36 – 12:05	



Parent Expectations

Respect



Limit class interruptions

Questions / Concerns

- Ask student first
- Have student talk to teacher
- Call/Email teacher

Build positive relationships with teachers & staff

Support and encourage student growth & independence

Model respectful behaviors

- Voice your opinion constructively regarding school concerns
- Follow dress code when on campus

Attend all scheduled meetings

Accountable



Monitor the progress of your student (check Power School)

Monitor homework completion and missing work

Set goals with students

Schedule appointments outside of school hours

Make sure your student is at school on time

Mindful



Read and Respond to e-mails & phone calls in a timely manner (within 24 hours)

Call or email if you cannot make scheduled meetings

Enforce school policies / Check student planner daily

Call if your child is sick/going to be absent

Review Calendars / Bulletins / Websites

Safe




Drop Off/Pick Up at appropriate times & locations

- Campus gates open at 8:10 & close at 4:00
- Register your child for the MAC program if unable to follow time guidelines

Use Crosswalk

Keep contact information accurate and updated through E-Registration

Always sign in and out through the office

	All Learning Areas	Cafeteria	Playground	Bus	Cyberspace BYOD	Walkway	Restroom
Respect and Responsibility	<ul style="list-style-type: none"> - Be prepared and on time - Be caring and open-minded - Attend class everyday 	<ul style="list-style-type: none"> - Be prepared and on time - Keep it clean - Wait patiently in line 	<ul style="list-style-type: none"> - Play fair - Use equipment appropriately - Include others 	<ul style="list-style-type: none"> - Speak kindly - Hands to self - Keep it clean 	<ul style="list-style-type: none"> - Speak kindly - Uphold anti-bullying commitment 	<ul style="list-style-type: none"> - Keep moving - Keep it clean - Go directly to and from your destination 	<ul style="list-style-type: none"> - Allow privacy - Remain quiet - Flush, wash, dry, goodbye
Achievement	<ul style="list-style-type: none"> - Stay on task - Turn in work on time - Try your best - Encourage others - Be an active listener 	<ul style="list-style-type: none"> - Obtain a pass if you need to see a teacher - Make healthy food and drink choices 	<ul style="list-style-type: none"> - Go promptly to your destination when the bell rings 	<ul style="list-style-type: none"> - Be alert 	<ul style="list-style-type: none"> - Stay on task - Turn in work on time - Be an active listener - Check PowerSchool 	<ul style="list-style-type: none"> - Be ready to enter class 	<ul style="list-style-type: none"> - Move quickly - Use between classes or at lunch
Maintain Communication	<ul style="list-style-type: none"> - Follow staff directions - Be open-minded to the thoughts of others - Resolve conflicts with maturity 	<ul style="list-style-type: none"> - Follow staff directions - Use school appropriate language - Use inside voice - Keep food and drink inside 	<ul style="list-style-type: none"> - Follow staff directions - Use school appropriate language 	<ul style="list-style-type: none"> - Follow staff directions - Use inside voice 	<ul style="list-style-type: none"> - Follow staff directions - Use school appropriate language 	<ul style="list-style-type: none"> - Follow staff directions - Use school appropriate language 	<ul style="list-style-type: none"> - Follow staff directions - Request bathroom pass
Safety	<ul style="list-style-type: none"> - Report problems to staff - Always walk - Use materials appropriately - Hands to yourself - Organize personal belongings 	<ul style="list-style-type: none"> - Report problems to staff - Always walk 	<ul style="list-style-type: none"> - Report problem to staff - Stay inside supervised areas - Walk on paved areas - Play safely 	<ul style="list-style-type: none"> - Report problems to staff - Remain seated - All objects remain inside the bus 	<ul style="list-style-type: none"> - Report problems to staff - Keep personal information private 	<ul style="list-style-type: none"> - Report problems to staff - Always walk - Hands to yourself 	<ul style="list-style-type: none"> - Report problems to staff

PLANNERS

All students are provided a planner at the beginning of their school year. It is expected that they have them daily. Students should write all assignments in their planners and the planners should be used to maintain communication between home and school. Pages should not be removed from the planner. Inappropriate references to drugs, weapons, violence and sexuality are prohibited in the planner (on backpacks, folders, and books as well) as are drawings and graffiti/street art. **Students will be required to replace the planner if lost.**

STUDENT IDENTIFICATION CARDS

Students are required to wear a school issued identification card (ID) at all times during the school day. Students must be in possession of their ID at all school related functions. 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.

SBM

(SITE BASED MANAGEMENT)

SBM is a group of teachers, classified staff, parents, and administrators who are the "keepers of the mission" and help, support, and monitor the progress of Madison Meadows' School Improvement Plan. Monthly meetings are held and dates are posted on the planner calendar, in the Med-O-Gram and on the Meadows website. Please note there is a link on the Meadows website to the PTM website.

ATHLETICS

Madison Elementary School District believes strongly in the value of extra-curricular activities. One of the most valuable outcomes is the mental, physical, and social development of the students who represent Madison Elementary School District through the participation in athletics and activities.

Participation in extracurricular activities is a privilege. It is important to have good representatives who are leaders both on campus and in the community. For specific information regarding athletics, please refer to the athletic handbook on the athletics page of your school website.

ATTENDANCE

Arizona State Law charges the parent or guardian with responsibility for the student's consistent school attendance. Attending school each day, being on time, and remaining for the entire day is very important for the total commitment to learning. Absences, tardiness, and early checkout disrupt the learning process. Students are expected to attend regularly (minimum of 90% of the school days) and be prompt arriving at school. Parents are encouraged to make doctor, dentist, and other appointments at times that will not interfere with school.

COURT UNIFIED TRUANCY SUPPRESSION PROGRAM (CUTS)

School attendance is not only a good habit, state law requires it. Arizona State Law (15-802.E, 15-803) requires every person who has custody of a child between the ages of six and sixteen years shall make sure the child attends school for the full time school is in session unless unable to attend due to illness or another legitimate reason.

To encourage and improve school attendance, Madison School District has implemented a truancy program in partnership with Maricopa County Juvenile Court. This truancy program is called C.U.T.S. (Court Unified Truancy Suppression). We will be tracking attendance very closely. Your child is expected to be at school every day, unless there is an excused reason not to be. An absence is defined as a

minimum of one missed class period per day. An unexcused absence will count as a truant day as defined by the law. A student is “habitually truant” if he/she has **five or more unexcused absences** from school. A student that is **absent more than ten percent (18 days)** of the required number of school days per year is considered to have “excessive absences” **whether the absence is excused or unexcused.**

When a student has **five** or more unexcused absences or **19 excessive absences** (excused OR unexcused), the student can be cited to the CUTS Program through the Juvenile Court. **The hearing will be at the Juvenile Court Center.** A parent or legal guardian must be present with the student at the time of the hearing. Consequences at the hearing may include the following: required attendance of the parent and the child at an education class (to be held on Saturdays), work hours assigned to the child, counseling, etc. The parent will be assessed a \$50 Diversion fee. Failure to complete these consequences may result in suspension of your child’s driver’s license, or inability to get a driver’s license until their 18th birthday and/or formal court proceedings. It is the parent’s/guardian’s responsibility to ensure their child’s attendance in an approved academic setting. If you fail to take the necessary steps to provide your child with appropriate education, you may receive a citation. If convicted, it is a Class 3 misdemeanor punishable by jail time and/or fine.

The education of your child is extremely important to us. This program is another way that Madison School District is working with the community to ensure a quality education for all students. Please note that the school also reserves the right to have a CUTS Officer speak at Orientations and Assemblies, as well as to individual groups of students regarding the importance of school. If you have any questions or concerns, please contact your child’s school.

Procedures for Absences

It is the obligation of the parent of an absent student to contact the school attendance office prior to or on the actual day of the absence. Parents are expected to call no later than 1 hour after the start of school. It is helpful to call the attendance line to report your child’s absence. For your convenience, voicemail is available 24 hours a day to inform the school of an absence. If no contact is made to the school within 24 hours, the absence will be considered unexcused. At the time of call in, all parents are expected to verify the reasons for and the date(s) of absence. When a parent wishes to have a student excused before the close of the school day, the attendance office must be informed prior to the student’s departure, and an administrator or designee must provide permission. School administration will be notified of excessive tardies and/or absences.

Consequences for attendance violations:

5 Absences = Warning letter may be issued

10 Absences = Meeting with parent may occur (for Grades K-2 and 3-4, Face-to-Face meeting; for Grades 5-8 Face-to-Face meeting or phone conference)

15 Absences = Meeting with a truancy officer, parent, student, and school administrator may occur

19+ Absences = Truancy Citation may be issued and/or Open Enrollment Revocation Hearing may occur

Make-Up Work

Student attendance in class is critical to high levels of student learning. A student who is absent for the following reasons will be permitted the same amount of time s/he was absent to complete make-up work:

1. Work missed due to excused absence;
2. Work missed due to unexcused absence;
3. Work missed due to suspension.
4. All work must be made up;
5. All work will be assessed on the quality of work.
6. Full credit will be given if full credit is earned based upon the content and the standards being assessed.

BUS SAFETY

MADISON SCHOOL DISTRICT POLICY EEAE-EA

This checklist may be used by District officials as a guide for transportation documents or transportation handbooks.

Arriving at pickup point

- Be on time. Leave home in good time so that you will arrive at the pickup point before the school bus.
- If you have to walk along the road to reach the bus stop, walk on the left side facing oncoming traffic.
- Walk on sidewalks or the shoulder of the road where possible.
- If other students are waiting at the bus stop, get in line without pushing or crowding and stay out of the roadway.

Board the bus

- Parents/Guardians or other non-students may not board a bus without the driver's permission.
- Line up in single file parallel to the roadway, with younger students in front, so they can board first.
- Wait until the bus comes to a complete stop before attempting to get on board.
- Board the bus quickly but without crowding or pushing.
- Never run on the bus, as the steps or floor may be slippery, especially in wintertime. Place your foot squarely on the step, not on the edge, and use the handrail.
- Be particularly careful if you are carrying books or parcels, as it is difficult to see the steps and to hold the handrail.
- Go directly to your seat and sit straight, well to the back of the seat, and face the front of the bus.

Conduct on the bus

- The bus will not move until all passengers are seated.
- Remain seated throughout the trip, and leave your seat only when the bus has reached its destination and comes to a complete stop.
- Keep your books and parcels on your lap or put them under the seat.
- Keep the aisle clear.
- Do not talk to the driver except in case of an emergency.
- Avoid doing anything that might disturb or interfere with the driver. Refrain from loud or boisterous talking or yelling.
- Never stick hands, arms, head, or feet out of the windows of the bus.
- Do not open windows without the driver's permission.
- Do not throw anything within the bus or out of a window; you might injure a pedestrian or force a motorist to make a dangerous maneuver.
- Do not touch the emergency door or exit controls or any of the bus safety equipment.
- Do not discard garbage in the bus.
- Eat at home or school, but not on the bus.
- Obey promptly the directions and instructions of the school bus driver.

Prohibited items

- Tobacco is not allowed in a school bus.
- Alcoholic beverages shall not be carried in a school bus.
- Insects, reptiles, or other animals shall not be transported in a school bus. [A.A.C. R17-9-104]
- No weapon, explosive device, harmful drug, or chemical shall be transported in a school bus.

Exit from the bus

- Remain seated until the bus has reached its destination and comes to a complete stop.
- Do not push or crowd when leaving the bus.

Crossing the highway

- If you must cross the road, walk to a point about 10 feet in front of the bus but do not cross until you can see that the driver has indicated that it is safe to do so.
- As you cross the road, look continuously to the right and left. At an intersection, look in all directions.
- Cross at right angles. Never cross the highway diagonally.
- Walk briskly across the road, but do not run.
- Never cross the road behind the bus.

Accident or other emergency

- In case of an accident or emergency, older students should help the driver to maintain order and assist younger students.
- Stay in the bus unless otherwise directed by the driver.
- If you have to leave the bus, stay in a group and obey the driver's instructions.
- Do not expose yourself or others to needless hazard.

Procedures followed upon student misbehavior on school bus

- When a student misbehaves on a bus for the first time, the driver will explain to the offender the necessity for good behavior.
- If, after talks and warning, the rider continues to violate the rules, the driver will inform the student that the rule violation will be reported to the principal. This report will include the use of a written form that lists the offense and the action taken by the principal.
- When a student is not allowed transportation by school bus, the principal will inform the parents of the penalty, the reason for it, and how long the penalty will last. In such cases, the parents become responsible for seeing that their child gets to and from school safely.
- A student who is put off 1 bus will be refused transportation by all drivers for the specified period of time.

BUS ROUTES

Bus routes for all Madison schools can be found at <http://www.madisonaz.org/parents/bus-routes/>.

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!

- Students' attire and appearance should not detract from or disrupt the educational environment.
- Clothing shall cover undergarments at all times and shall not expose cleavage, abdomen, private area, or buttocks.
- 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.
- 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.
- Facial jewelry is not permitted.
- 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.

ELECTRONIC DEVICES

As part of Madison School District's (herein after referred to as "the District") expanding use of technology, the District has linked student, teacher and administrative computers to the Internet. The District's goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation, research, and communication.

The Internet is an electronic highway that potentially allows our students to connect to resources and individuals all over the world. Students and staff have access to resources such as:

- curricular resources for language arts, mathematics, science, music, art, and physical education
- information and news from such sources as NASA, the Smithsonian Institute, museums of art
- the ability to communicate with various people such as noted authors, research scientists, college professors, and artists
- university libraries and the Library of Congress.

In a school setting, the Internet should be treated as a rich educational resource that allows students to reach beyond the classroom walls to enhance learning. However, anyone who has had access to information about the Internet realizes that, unfortunately, there is potential for young people to access items that are deemed inappropriate. The District will provide students with appropriate instruction for using the Internet in an educational setting. The District will make every effort to prevent access to unacceptable sites on the Internet through the use of filtering devices that restrict access. However, parents and guardians must understand that no system of controlling Internet access is totally effective if a student has the interest, the time, and the knowledge needed to circumvent controls.

Please refer to the Electronic Information Services User Agreement below for rules of etiquette that students are expected to follow while using the internet.

ELECTRONIC INFORMATION SERVICES USER AGREEMENT

Details of the user agreement shall be discussed with each potential user of the electronic information services (EIS). When the signed agreement found at the front of this handbook is returned to the school, the user may be permitted use of EIS resources.

Terms and Conditions

Acceptable Use

Each user must:

Use the EIS to support personal educational objectives consistent with the educational goals and objectives of the School District.

- Agree not to submit, publish, display, or retrieve any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material.
- Abide by all copyright and trademark laws and regulations.

- Not reveal home addresses, personal phone numbers, or personally identifiable data unless authorized to do so by designated school authorities.
- Understand that electronic mail or direct electronic communication is not private and may be read and monitored by school employed persons.
- Not use the network in any way that would disrupt the use of the network by others.
- Not use the EIS for commercial purposes.
- Follow the District's code of conduct.
- Not attempt to harm, modify, add/or destroy software or hardware nor interfere with system security.
- Understand that inappropriate use may result in cancellation of permission to use the educational information services (EIS) and appropriate disciplinary action up to and including expulsion for students.

In addition, acceptable use for District employees is extended to include requirements to:

- Maintain supervision of students using the EIS.
- Agree to directly log on and supervise the account activity when allowing others to use District accounts.
- Take responsibility for assigned personal and District accounts, including password protection.
- Take all responsible precautions, including password maintenance and file and directory protection measures, to prevent the use of personal and District accounts and files by unauthorized persons.

Personal Responsibility

I will report any misuse of the EIS to the administration or system administrator, as is appropriate.

I understand that many services and products are available for a fee and acknowledge my personal responsibility for any expenses incurred without District authorization.

Network Etiquette

I am expected to abide by the generally acceptable rules of network etiquette. Therefore, I will:

- Be polite and use appropriate language. I will not send, or encourage others to send, abusive messages.
- Respect privacy. I will not reveal any home addresses, personal phone numbers, or personally identifiable information.
- Avoid disruptions. I will not use the network in any way that would disrupt use of the systems by others.
- Observe the following considerations:
 - Be brief.
 - Strive to use correct spelling and make messages easy to understand.
 - Use short and descriptive titles for articles.
 - Post only to known groups or persons.

Services

The School District specifically denies any responsibility for the accuracy of information. While the District will make an effort to ensure access to proper materials, the user has the ultimate responsibility

for how the electronic information service (EIS) is used and bears the risk of reliance on the information obtained.

BRING YOUR OWN DEVICE (BYOD)

Your child may bring an approved electronic device to school and use it 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.

Please know that students are never required to bring a device to school. All students will still be able to access and utilize school equipment. Students may use the share-a-screen approach where students share 1 device between a pair or group of students for collaboration. No student will miss instruction because he or she does not have a device. To help ensure appropriate use of devices, personally owned devices used in school will only be allowed to connect to the internet via the school's wireless network, provided and monitored by the Madison Elementary School District.

The following presents acceptable use of BYOD in the Madison School District. If you have any questions, please contact your child's teacher.

ACCEPTABLE USE OF BYOD IN THE MADISON SCHOOL DISTRICT

Please read and discuss these provisions with your child. Please retain the acceptable use information for your reference and return the signature page found at the front of this handbook to your child's teacher.

- Use personal devices for educational purposes only.
- The school and District are not liable for the loss, damage, misuse, or theft of personally owned devices brought to school.
- Use only when educationally appropriate as directed by a teacher.
- Personal devices must only connect to the Internet via the District's filtered private wireless network.
- Connecting a personal device to the Internet via a personal data plan is prohibited and could result in loss of BYOD privileges.
- The school and District are not liable for any loss of data.
- Students are not to call, text message, email, or electronically communicate with others from their personal device during the school day unless permission is given by the teacher.
- The school reserves the right to monitor, inspect, copy, and review a personally owned device when administration has a reasonable suspicion a violation has occurred.
- Students may not utilize any technology to harass, threaten, demean, humiliate, intimidate, embarrass, or annoy their classmates or others in the District community. This is unacceptable student behavior known as cyber-bullying and will not be tolerated. Any cyber-bullying is subject to disciplinary action.
- Students are not permitted to use any electronic device to record audio, video, or photographs of any student or staff member without their permission. The distribution of any unauthorized media may result in disciplinary action.

FOOD AND NUTRITION

Our school cafeteria offers nutritious breakfasts and lunches every day. Students may purchase school meals daily or on an as needed basis.

Payments/Meal Balances

- You can make payments to your child's account at: <https://family.titank12.com>. Click on "enroll now" and create an account for yourself and your child(ren). You'll need to enter your child's school, grade, birth date, student ID number, and your credit or debit account information.
- The cashier is available in the mornings before schools begin to receive payments for meals by cash/check. Parents/Guardians may come in person to make payments OR send payments in with their students.
- All meal payments must be made daily before 9:00 a.m. in order to minimize delays as students are traveling through lunch lines.
- **Pre-Paid Balances:** Parents are encouraged to pre-pay 10 days' worth of meals. **Meal balances follow the student their whole career at Madison. Refunds should be requested through the cafeteria prior to leaving the Madison School District.**
- **Low/No balance:** When a student's meal balance is low or out of funds, the cashier will notify the student and also contact the parent/guardian by phone or letter.
- Zero balances: Students will be permitted to make 3 meal charges. After that, the student receives a replacement meal until parents pay outstanding costs, including the charged meals.



Applications for free or reduced priced meals are available in the school office, the cafeteria *OR* you can also complete one online at:

www.madisonaz.heartlandapps.com

Breakfast & Lunch

Menus are sent home with each student monthly. You may also view them online at:

www.madisonaz.org/parents/lunch-menus/

BREAKFAST

MENU: Breakfast choices include a daily entrée; cereal; fat free white or chocolate milk; 100% juice; and fruit.

COSTS: **Regular Rate:** \$1.15 per day; **Reduced Rate:** \$0.30 per day;
Adult Breakfast Rate: \$2.00 per day; **Free for qualifying students.**

TIME: **Breakfast is served daily before school begins.** Students eating breakfast at school must go directly to the cafeteria when they arrive on campus. Students must eat in the cafeteria and then walk to their assigned playground/classroom.

LUNCH

MENU: Lunch includes a choice of 3 daily entrees, fresh fruits and vegetables, fat free white, chocolate or strawberry milk, 100% juice is available for students with milk allergies. **Allergies must be on file with the nurse's office and cafeteria.**

COSTS: **Regular Rate:** \$2.25 or \$2.50 (secondary sites) per day; **Reduced Rate:** \$0.40 per day;
Adult Lunch Rate: \$3.50 per day; **Free for qualifying students.**

Beverage Only Rate: \$0.50 per day for students w/ sack lunch.

Lunches from Home

Home lunches may come to school in paper/plastic sacks or a container especially designed for lunches. All home lunches should be marked with the student's name and homeroom teacher's name. Lunches from home cannot be refrigerated; please pack food items that do not spoil easily and/or are cooled by lunch-sized 'ice' packets. Students are responsible for knowing if they have a home lunch, and whether they need to purchase a beverage from school. When sending home lunches, please send them to school with your students. Late home lunch deliveries are disruptive to the learning environment.

- Lunch from home should include a well-balanced nutritional meal (protein, fruit, vegetables, and a beverage).
- Snacks are available for purchase at lunch: goldfish, chocolate chip cookies, baked chips, water, and juice, ranging in price.

Lunch Times

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 and adhere to the grade-level assigned times for lunch.*** Parents who are bringing 'special meals' for students need to arrive at least 10 minutes before the assigned lunch time.

- VISITORS –Breakfast and/or Lunch: Parents, guardians, or grandparents are welcome to join their students for lunch any time. See the meal rates above for adult charges. ALL visitors must sign in at the school office and get a visitor badge before going to the cafeteria.

Cafeteria Rules

All campus rules apply in *addition* to the following cafeteria specific rules:

- Sharing of food is not permitted. Breakfast and lunch purchased for a student from the cafeteria may not be shared with parents or siblings.
- Eat your own food
- Say and do nothing that will hurt another.
- No playing in the cafeteria or cafeteria bathrooms.
- Keep all food on the table within your assigned space; all breakfasts and lunches must be eaten in the cafeteria. Food not finished by a student is not to be taken out of the cafeteria.
- Once seated, students may not get up for any reason; students must raise their hands and wait for a lunch aide's assistance.
- Students must receive permission to leave the lunch table to use the cafeteria bathroom.
- Listen to and treat cafeteria duty adults with respect.
- Walk at all times.
- Talk in classroom voices.

HAZING

MADISON SCHOOL DISTRICT POLICY JICFA

There shall be no hazing, solicitation to engage in hazing, or aiding and abetting another who is engaged in hazing of any person enrolled, accepted for or promoted to enrollment, or intending to enroll or be

promoted to District school within 12 calendar months. For purposes of this policy, a person 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, whether 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 educational institution.
- The act contributes to a substantial risk of potential physical injury, mental harm or degradation, or causes 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 no defense to a violation of this policy if 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, contests 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 violations of this policy.

Students and others may report hazing to any professional staff member.

Professional staff members 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 students 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 this 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.

Adopted: date of manual adoption

LEGAL REF.: A.R.S. 15-341, 15-2301

CROSS REF.: GBEB – Staff Conduct; JIC – Student Conduct; JII – Student Concerns, Complaints and Grievances; JK – Student Discipline; JKD – Student Suspension; JKE – Student Expulsion; JICF – Secret Societies/Gang Activities; KFA – Public Conduct on School Property

HEALTH OFFICE

All students need to be seen by the school nurse before going home. The health offices may be staffed with either a nurse or a health associate. In the event of illness or accident during the school day, the student will be referred to the health office. The parent/guardian can be contacted during the school day. If a child becomes sick during the day, the school nurse or health associate will evaluate the student and may need additional information or assistance. Parents/guardians must make arrangements to have either a parent, relative, or friend available at all times and on the Emergency Contact Information to pick up a child who is ill.

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.

DO NOT send your child to school if your child:

- Complains of a severe headache
- Has a fever of 100 degrees or higher
- 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 noninfectious
- Has head lice

State law requires that a student be excluded from school if they are suspected of having a communicable disease.

MEDICATION

Under certain circumstances, when it is necessary for a student to take medicine during school hours, the District will cooperate with the family physician and the parents if the following requirements are met:

- There must be a written order from the physician stating the name of the medicine, the dosage, and the time it is to be given.
- There must be written permission from the parent to allow the school to administer the medicine. Appropriate forms are available in the school office.
- Parents/Guardians must bring the medicine to the school health office in the prescription container or, if it is over-the-counter medication, in the original container with all warnings and directions intact.

- The parent/guardian should indicate permission to use or not use over-the-counter medications.
- It is important that the student's parent/guardian's current home and work numbers are kept on file in the nurses and school offices in case of a medical emergency. Please provide cell phone numbers if available.
- Students may not carry medication with them to take during the school day unless authorized. Failure to follow this policy may result in disciplinary actions.

Exceptions

- Students who have been diagnosed with anaphylaxis may carry and self-administer emergency medications, including auto-injectable epinephrine provided the pupil's name is on the prescription label on the medication container or device and annual written documentation from the pupil's parent or guardian is provided that authorizes possession and self-administration. The student shall notify school staff as soon as possible following the use of the medication.
- For breathing disorders, handheld inhaler devices may be carried for self-administration provided the pupil's name is on the prescription label on the medication container or on the handheld inhaler device and annual written documentation from the pupil's parent or guardian is provided that authorizes possession and self-administration.

MCKINNEY-VENTO 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 and 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 they 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.

PERSONAL TRANSPORTATION DEVICES

Schools **will not** store skateboards, scooters, rollerblades, etc. in the office or classroom areas. If a student chooses to use this mode of transportation to/from school, the item must be able to be secured

with a locking mechanism in the bike rack area. Bicycles must also be secured in the bike area. The school will not be responsible for the loss or theft of any of these items. Students are expected to follow all local laws when traveling to and from school and are encouraged to wear appropriate safety equipment. Bicycles and scooters must be walked in crosswalks and once on the school grounds. Skateboards, hoverboards, rollerblades, etc. must be similarly carried.

Motorized vehicles, including scooters, and hoverboards, are not allowed at any time per Municipal Code 36-64.

SPECIAL EDUCATION 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.

STUDENT CONCERNS, COMPLAINTS, AND GRIEVANCES MADISON SCHOOL DISTRICT POLICY JII-EB

Madison Elementary School District does not discriminate on the basis of race, color, national origin, sex, disability, religion, or age in its programs or activities.

Students may present a complaint or grievance regarding one 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 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 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 had 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.

STUDENT HARASSMENT/INTIMIDATION/BULLYING

MADISON SCHOOL DISTRICT POLICY 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 involve 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 intimidation 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.

STUDENT RECORDS

The Madison Elementary School District archives student records following the student's 8th grade promotion from the District or when a withdrawn student turns 16 years old.

Only the student's enrollment form, immunization records, last grade report, last Arizona State testing results, and the withdrawal form are permanently archived, when applicable.

All original cumulative student records (except for permanent information stored on microfilm) will be destroyed 3 years after the school year of last attendance. Special Education records are retained for 5 years after the student is withdrawn or dismissed. Special Ed records are not microfilmed.

Parents have the right to review and obtain copies of their child's records. Please contact Madison School District, Student Records Department at 602-664-7958. If the student is a minor (17 years of age or younger), parent(s) or legal guardian must provide all legal documentation verifying relationship with their state government issued picture ID. Former students over the age of 18 must request their own records.

Student records requests are processed as quickly as possible and in the order in which they are received. Per 20 U.S.C. 1232g, school districts have 45 days to fulfill student records requests.

VISITORS

All visitors and volunteers must sign in at the school office and get a visitor's badge at the beginning of any visit, no matter how brief. You may arrange to visit during class time by contacting your child's teacher or the school office.

Children who are not enrolled at the school are not permitted on school grounds during the school day without direct parental supervision. Children not enrolled in the school may not be on the playground during the school day.

VOLUNTEERS

In keeping with the mission statement of the District, the major goal of the volunteer program is to assist schools in providing extraordinary learning for each student. The services of volunteers are utilized in schools to accomplish the following objectives:

- Assist teacher support personnel with non-instructional tasks
- Provide teachers with more time to work with students
- Enrich the curriculum and students' learning opportunities

- Provide individual attention to those children needing additional assistance
- Promote a school-home-community partnership for quality education

Volunteerism is encouraged and supported (A.R.S. 15-102). Volunteers make valuable contributions to educational programs and staff support. The volunteer's role is an important one. For the purpose of these guidelines and procedures, volunteers are defined as those people who donate time in schools or with students on a regular, reoccurring basis, or serve as a chaperone.

The Madison Volunteer Handbook is available at <http://madisonaz.org/community/volunteer>.

STUDENT DISCIPLINE

Good conduct in the schools is of primary importance to both school staff members and to parents/guardians. Orderly conduct of students is necessary in every school situation so as to ensure the safety and health of all and to maximize learning. Effective discipline is necessary for quality education.

Please refer to the Student Discipline Matrix in this handbook.