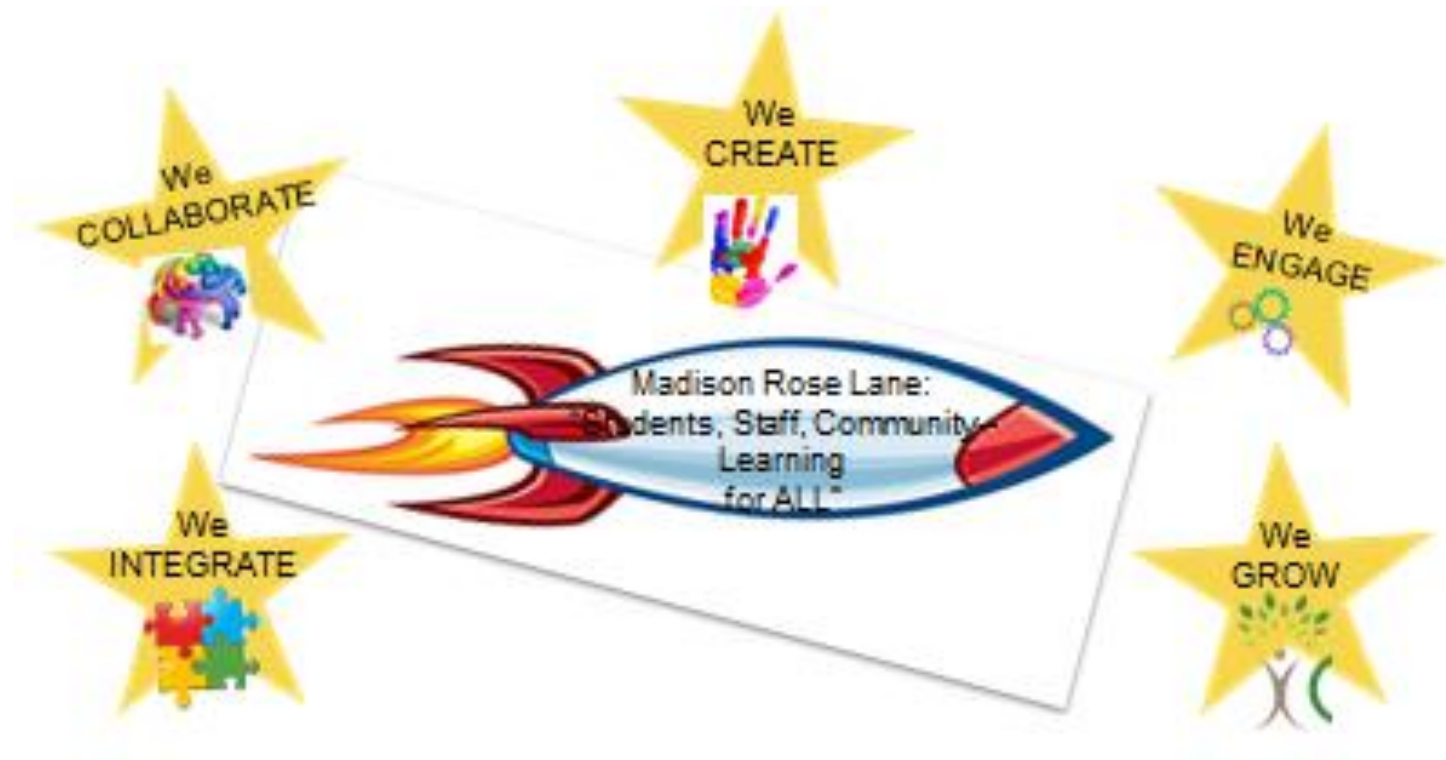


# ***Madison Rose Lane***

## ***Parent & Student Information Packet & School Event Calendar***



**2018 - 2019**

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

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### **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**





**Go to [www.madisonaz.org](http://www.madisonaz.org) to view MADISON SCHOOL DISTRICT'S 2018-19 STUDENT & PARENT HANDBOOK Policies, Procedures, Rights & Responsibilities**

August 2018

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 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 7:45am until 2:30pm for all Kindergarten through 4<sup>th</sup> 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

## 2018-19 Rose Lane Staff Assignments

**Principal:** ..... Dr. Peter Morkert

**Assistant Principal** .....Mrs. Laura Webb

Secretaries: .....Jeanine Roberts, Chris Sedgwick

School Nurse .....Robin Carr

Attendance .....Pam Ruck

School Psychologist .....Viki Percifield

School Social Worker .....Audrey Merrill

Cafeteria Management .....Linda Goodin

Custodial Management:.....Val Chandler, Plant Manager

Courtney Wyatt, Night Lead

Custodian Night Crew: .....Maria Cuevas, John Loreth

Site Director for MAC/Preschool .....Christine Newman

**Preschool:**..... Lavina Bahm, Alicia Martinez

**Kindergarten:** ..... Teresa Belnap, Alicia Patton,

Kelsie Finney, Ryan Kelley, Melissa Mersch, Teressa Reiger,

Jaime Weaver

**First Grade:** ..... Susie Chambers, Jacqui

DiPaola, Diana Maloney, Meagan Marmon, Andrea Mateen,

Angie Whitehouse, Lynn Lahusky

**Second Grade:** ..... Leonor Hidalgo, Becky Wulff,

Mirsada Karlovic, Kate Harrington, Natalie Smith, Jane Kuni

**Third Grade:** ..... Jimena Giner, Aimee Graefe,

Laura Grapski, Olivia Griego, Jessica Huyck, Jennifer Williamson

**Fourth Grade:**..... Julie Greksa, Lora Hand,  
Nikki Paul, Nicole Rhodes, Robert Yates, Kylie Vosler

### **Resource/Special Education:**

Interventionist .....Bridget Brown

Resource K-4 .....Leslie Pohorily, Lauren Gonzalez

Special Education/Self Contained.....Lisa Barnes, Elysia Lopez,  
Bridget O'Brien, Katie Webb

Speech.....Sue Lynde, Caitlin Beidler

Vision Impairment Services .....Marsha Bork

Occupational Therapist .....Liz Lockett

Adaptive P.E. ....Karen Bergstrom

### **Special Areas:**

Library Associate .....Jahnvieve Buseman

P.E. ....Sarah Lawrence

Music .....Adam Roach

Art/Theatre .....Joanna Ewald/Maripat Kudray-  
Flores

Dance .....Stephanie Lachance

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

President .....Tiffany Kell

Vice President.....Shawna Khan

Treasurers .....Lisa Tyree, Rosemarie Lewis

Secretary .....Christy Carl

Parliamentarian.....Ginette Rossi

Members at Large .....Zoe Burtamekh, Juliett Williams  
Jennifer Bayne

Teacher Representative(s) .....Sarah Lawrence, Melissa Mersch,  
Susie Chambers, Leonor Hidalgo,  
Jimena Giner, Lora Hand

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

# **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

# **Attendance (24 hour message line 602-664-7421)**



## **LATE ARRIVALS:**

- Instruction begins at 7:45 am daily. Students arriving at or after 7:45 are officially considered tardy and must go directly to the Attendance Office to obtain a late pass to enter class. **Parents must sign their child in on the Tardy sheet in the Attendance Office or call the Attendance office at 602-664-7421 to excuse the absence or tardy.**
- Student tardies are recorded and reported on report cards. Parents of students with excessive tardies (excused and/or unexcused) will be contacted by the principal as late arrivals not only limit your child's instructional opportunities but interfere with and/or disrupt the learning of others.
- Guided Study immediately follows attendance taken by teachers for all grade levels.

## **LEAVING SCHOOL EARLY:**

- Although it is often difficult to schedule health appointments before or after school, we would appreciate your conscientious efforts to do so whenever possible. Early departures limit your child's instructional opportunities and interfere with and/or disrupt the learning of others. Please honor learning as your child's job and ensure that they are in attendance for the required period of time. Schedule appointments after school dismisses for the day. If your child leaves before school ends for health care appointments, please ask your health care provider to provide a note. The note should be submitted to the school nurse the following day.

If your child leaves school early:

- The parent or other authorized individual must come in to the attendance office to sign the student out.** Phone requests to pull a student from class will not be taken. **STUDENTS WILL NOT BE CALLED UP TO BE SIGNED OUT UNTIL YOU ARE PHYSICALLY IN THE ATTENDANCE OFFICE.**
- The Attendance Clerk will call the classroom for your student. **Please allow extra time in your schedule when picking your child up for scheduled appointments** since they may be at recess, at a scheduled special, or need time to load their backpacks before departing.
- If your child returns to school before the end of the school day, the parent or other authorized individual must sign the student back IN.



- If the parent or other authorized individual picking the student up early is other than the parent or contacts listed on the student's emergency card, a written note authorizing this person OR a verbal call to the office is **required** or your student will not be released.
- For students that are picked up early (before dismissal); parents will be required to meet with an administrator after 5 times.
- We will no longer be calling students out of class to be checked out early the last 10 minutes of the day. Our teachers are expected to teach bell to bell, and with so many disruptions at the end of the day, students are losing instructional time. Thank you for your cooperation.

#### **LATE PICK-UP AFTER SCHOOL:**

- If your child is here for more than 15 minutes past dismissal time, attempts will be made to contact parents, guardians, or emergency contacts provided by you on your child's emergency card. **If these attempts are unsuccessful, the police will be contacted.** Parents will be required to meet with an administrator after 5 late pick-ups.

#### **Madison Rose Lane School's Attendance and Tardy Information**

- **Parents or guardians must call the Attendance Office, at 602-664-7421 to report an absence within 24 hours of the absence or it will be an unexcused absence or truant absence.** If an absence note is submitted upon the student's return, it too must be received within the 24 hours of the absence. **Student-initiated calls will not be accepted.** Students whose parents do not excuse the absence are considered truant.
- For your convenience, voice mail is available 24 hours a day to inform the school of an absence. Call 602-664-7421.
- When calling in an absence: make sure you indicate the **reason for absence** when leaving a message on the voice mail.
- **Students arriving at or after 7:45am are considered tardy.** All tardy students must stop in the Attendance Office prior to going to class to receive a late pass from the Attendance Clerk. Tardies are recorded and reported on student report cards. Any work missed due to tardiness will be made up during recesses.
- **A half or whole day absence (depending on the amount of school time missed) will occur for students that are tardy.**

- Madison Rose Lane will strictly enforce the laws regarding attendance. Regular school attendance is essential for success in school; therefore, absences shall be excused only for unavoidable reasons. Such reasons include bereavement, other family emergencies, observance of major religious holidays of the family's faith and illness. Family trips should be scheduled during non-school days.
- A doctor's note will be required in the case of excessive absences.
- **It is necessary that students attend a minimum of 90% of school days to be considered for promotion into the next grade.**

## **Tardy and Absence School for Parents (TAAS)**

The following information outlines our Tardy & Absence requirements (TAAS) for all students attending Rose Lane, regardless of whether they live inside or outside of the Rose Lane boundaries:

### **PURPOSE:**

The purpose of establishing a Tardy & Absence Class will be to reduce the amount of instructional time lost by excessive absences and/or tardies. **Families residing inside and outside of the Rose Lane boundaries whose children have excessive tardies, absences and/or late pick-ups (excused and/or unexcused) will be required to attend this class and will be expected to sign an agreement of understanding that they are committing to bringing their child every day to school and to bring them on time as well as having their child here for the duration of the school day.**

### **PLAN:**

**The Attendance Clerk will notify the parents by letter and School Administrators by email when a child has in excess of 10 tardies, 5 unexcused absences, and/or 5 late pick-ups regardless of whether they live inside or outside of the Rose Lane boundaries.**

- Parent will need to call the front office at (602) 664-7400 to schedule a meeting with the Principal

- During the meeting, the parent will sign a TAAS verification form committing to improvement of their child's attendance
- This information will be documented in their child's records.
- If the amount of tardies, absences, and/or late pick-ups (excused and/or unexcused) is not reduced, a second letter will be sent requiring a follow-up TAAS class with the Principal.

**Failure to improve will result in recommendation to a Hearing Office for your child's Open Enrollment to be revoked and/or this matter reported as truant. Please refer to the Madison District Handbook for additional information.**

*A document outlining the information above will be part of each new & returning student's registration packet for parents to fill out in July, or after July if enrolling a new student. This document must be signed and dated by the parent or guardian of students who attend Madison Rose Lane, and will be kept with the student's permanent records.*

## **Bus Privileges - Rules**

Bus transportation is a privilege, not a right, for students who live within the Rose Lane attendance area. If you live outside of the Rose Lane attendance area and need bus services, please contact transportation at 602-664-7701. 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, class Dojo, or by phone to the school office by 2:00 pm on the day transportation change is necessary.** If you do not receive a response from the teacher, call the front office. 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.



# Cafeteria

Please see the Madison School District Handbook for additional information regarding the cafeteria, including the “Birthday in a Box” program. **The following is Information specific to Rose Lane:**

- **Breakfast is served from 7:15 am to 7:35 daily. Students eating breakfast at school must go directly to the cafeteria when they arrive on campus..** Students must eat in the cafeteria, then walk to their assigned playground/classroom at or before 7:40am. Students entering the classroom at or after 7:45 will be considered tardy even if they were eating breakfast.  
*EXCEPTION:* When district buses arrive late, the office notifies classroom teachers of the delay; those students are given additional time to eat breakfast and are not recorded as tardy.  
***Grab and Go Breakfast is available for late arrivals until 8:30am.***

## **THE FOLLOWING ITEMS ARE NOT ALLOWED TO BE BROUGHT TO SCHOOL FOR LUNCH:**

- o Carbonated beverages
- o Candy
- o Gum
- o Large bags of chips (such as hot Cheetos, hot Fritos, etc.)

**When you are ordering your child’s special birthday treat from the cafeteria,** please be sure to notify your child’s teacher (preferably by email) of the date you are requesting the snacks to be distributed. Your child will pick up the snacks from the cafeteria, and share the special treat that you ordered with their classmates before they dismiss for the day.

**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.

# 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 as well as class Dojo and emails, 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 12<sup>th</sup> 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 (such as 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](http://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 12<sup>th</sup> 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), class Dojo message to teacher, 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.**

## **Field Trips & Assemblies**

When going on school-planned field trips, all students are required to have a permission slip signed by an authorized adult and must be received no later than the day before the planned trip. **Returning the completed field trip permission slip is the**

**responsibility of the parent/guardian and student.** Students who do not return their field trip permission slip in advance of the day's field trip will remain at school during the hours of the field trip. **Verbal (telephone) permission will NOT be accepted. All permission must be in writing by an authorized adult.**

Each grade level may schedule 1 on-campus assembly per school year that your child will attend. Your child may also be invited to attend other school-wide assemblies (Visiting Author, etc) that are scheduled by various staff members.

**A mandatory \$50.00 School Activity Fee is required to be paid for each student at registration in July (or when registering your child if after July) which pays for your child to attend field trips taken with their class and assemblies on campus that your child participates in during the current school year (see "School Activity Fee" section for more information). If you are unable to pay this fee in full at one time, you may a \$25.00 payment at registration in July, and the remaining \$25.00 balance by September 28, 2018. Method of payments are cash, debit, credit, or online ([www.madisonaz.org](http://www.madisonaz.org)). NO CHECKS PLEASE. Family members or family friends may make this payment on your child's behalf. This fee is nonrefundable, and qualifies as a Tax Credit when you file your State taxes.**

## 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 1<sup>st</sup> graders go to the east playground along 12<sup>th</sup> street, and 2<sup>nd</sup>, 3<sup>rd</sup> & 4<sup>th</sup> 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 4<sup>th</sup> 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:

<b>August</b>	<b>15, 22, 29</b>	<b>January:</b>	<b>30</b>
<b>September:</b>	<b>12, 19, 26</b>	<b>February:</b>	<b>6, 13, 27</b>
<b>October:</b>	<b>17, 31</b>	<b>March:</b>	<b>6, 27</b>
<b>November:</b>	<b>7, 28</b>	<b>April:</b>	<b>3, 24</b>
<b>December:</b>	<b>5, 12</b>	<b>May:</b>	<b>1, 8, 15</b>



## Half Day Schedule:

Same as above EXCEPT dismissal procedures begin at **11:00am** for all Kindergarten through 4<sup>th</sup> 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 5**            **Teacher Planning Day**

**October 23, 24**    **P/T Conferences**

**December 21**    **Teacher Planning Day**

**January 16**

**March 15**

**May 22**

**P/T Conferences**

**Teacher Planning Day**

**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 send a class Dojo message, or 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 near the Health Office entrance.

## Madison Adventure Club

MAC operates at all sites in our district. Kindergarten through fourth grade students participate 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 2018-19 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](http://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.**

## Newsletters

The school newsletter, "**WHAT'S UP?**" is prepared every month and will be available to view on Dojo and our school website ([www.madisonaz.org](http://www.madisonaz.org), click on "Schools", click on "Madison Rose Lane Elementary", "Parents", "Parent Resources", click on "Madison Rose Lane"). It contains a calendar of school events and items of interest and importance to you. Parents, we recommend that you review the What's Up with your child. There will be limited paper copies available in the front office if you are unable to access it online.

**To subscribe for an email notification** to view the newest What's Up, click on: "Schools", "Madison Rose Lane Elementary", "Subscribe", type in your email address, and click on "Submit". It's that easy!

The District newsletter - MADISON SCENE – is published by the District Office and is mailed to District patrons. All parents, whether within school boundaries or on a variance, are invited to keep up to date on District news through the District website: [www.madisonaz.org](http://www.madisonaz.org).

Classroom communications are prepared by classroom teachers based upon grade level expectations and/or upcoming events or field trips.

## **Nurse – 24 Hour Message Line (602) 664-7420**

Rose Lane School has a full-time Registered Nurse on our campus 5 days a week during regular school hours. Our Health Office's staff primary function is to provide needed health care for students while at school. Additionally, they are charged with school health appraisals, which consist of vision and hearing screening for state mandated grade levels. Deviations from the normal will be noted and parents notified by phone, note or a home visit.



**School Nurses do not diagnose or administer treatments, as that is the function of your family physician.**

### **ILLNESS OR ACCIDENT AT SCHOOL**

In the event of illness or accident during the school day, the student will be referred to the health office. If the student is seriously injured and should have medical attention, the parent is contacted and so advised. If it is necessary for the student to leave school due to a fever over 100 degrees, he/she may not return to school until they are fever free for 24 hours. The student is kept in the health office until the parent or guardian arrives to sign them out.

See the Health Office section in the Madison District Parent/Student Handbook online at [www.madisonaz.org](http://www.madisonaz.org)

## MEDICATION AT SCHOOL

When it is necessary for a student to take medicine during school hours, the nurse will cooperate with the family physician and the parents if the following requirements are met:

1. The medicine must be prescribed by a physician for the student.
2. Prescription medication may be administered only at the written request of the child's physician.
3. There must be written permission from the parent to administer prescription or over the counter medication to the child. Permission slips can be obtained from the nurse.
4. The medication must come to the nurse in the prescription bottle. In the case of "over the counter" medications, they must come to school in the **original** container.
5. **Medication must be transferred to and from school by an adult. Do not send medication with your child.**
6. Children are **not** allowed to carry medicine with them to take during the school day unless authorized.
7. **All medication that is not picked up by an adult at the end of the school year will be disposed of.**



See the Madison District Parent/Student Handbook at [www.madisonaz.org](http://www.madisonaz.org) for Arizona Immunization Requirements.

## **Parent & Faculty Organization (TEAM/SBM)**

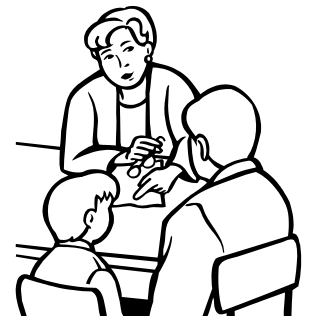
The Parent & Faculty Group (TEAM-Together Everyone Achieves More) is a group of active parents and teachers who are dedicated to making our school environment a joyful place for children. One of the goals of the Rose Lane TEAM Executive Board is also to serve as a Site Based Management team. They meet 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, 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](mailto: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 22, 23 & 24) and Winter (January 15 & 16) 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.

## **Parties**

Teachers may schedule 2 classroom celebrations on special occasions throughout the year. Teachers and/or homeroom parents will coordinate the parties and may contact you for help or a donated food item. If your child is celebrating a birthday and you would like to arrange for a special birthday snack for your child and his classmates, these birthday treats must be ordered through our cafeteria by contacting our cafeteria manager Linda Goodin at 602-664-7497. You may also download the order form from the Madison website ([www.madisonaz.org](http://www.madisonaz.org), click on "parents", "lunch menus", and scroll down to the "Birthday Program". Click on "Birthday Celebration form" section and return the completed form with payment to the cafeteria 7 days in advance. Please be sure to notify your child's teacher (preferably by email) of the date you are requesting the snacks to be distributed. Your child will pick up the snacks from the cafeteria, and share the special treat that you ordered with their classmates before they dismiss for the day.

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

**REMINDER: Balloons and flowers are NOT allowed at school or in the classrooms due to allergies and classroom disruptions. Gum and carbonated beverages are also not allowed at school.**



**PRIVATE PARTIES:** Invitations to private parties may not be distributed at 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, or devices brought to

school by the student, 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 1<sup>st</sup> through 4<sup>th</sup> grade students. Parents must register through the school website to access student grades (through the [www.madison.az.org](http://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 for all students, 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 should be paid at registration in July (or when registering your child if after July).** 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 28, 2018. **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 inside 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, along with glitter, 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](http://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 are encouraged to wear appropriate safety equipment.**

## 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 2018 - 2019 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><b><u>Drop By &amp; Say Hi night</u> : August 2, 2018</b> 5:30-6:30pm</p> <p><b><u>First Day of School:</u> August 6, 2018</b></p> <ul style="list-style-type: none"> <li>• 1<sup>st</sup> Quarter ends – October 5, 2018</li> <li>• 2<sup>nd</sup> Quarter ends – Dec 21, 2018</li> <li>• 3<sup>rd</sup> Quarter ends – March 15, 2019</li> <li>• 4<sup>th</sup> Quarter ends – May 22, 2019</li> </ul> <p><b><u>Last Day of School:</u> May 22, 2019</b></p>	<p style="text-align: center;"><b>Regular Dismissal Hours:</b> 7:40am – 2:30pm</p> <p style="text-align: center;"><b>Early Release TCT Wed Hours:</b> 7:40am – 1:00pm</p> <p style="text-align: center;"><b>Half Day Dismissal Hours:</b> 7:40am – 11:00am</p> <p style="text-align: center;"><b>Students are 'tardy' at 7:45 am.</b></p>	<p style="text-align: center;"><b><u>School Holidays – School CLOSED</u></b></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">September 3</td> <td>Labor Day</td> </tr> <tr> <td>October 8-12</td> <td>Fall Break</td> </tr> <tr> <td>November 12</td> <td>Veterans Day</td> </tr> <tr> <td>November 21-23</td> <td>Thanksgiving Break</td> </tr> <tr> <td>December 24-31</td> <td>Winter Break</td> </tr> <tr> <td>January 1-4</td> <td>Winter Break</td> </tr> <tr> <td>January 21</td> <td>MLK Day</td> </tr> <tr> <td>February 18</td> <td>Presidents' Day</td> </tr> <tr> <td>March 18-22</td> <td>Spring Break</td> </tr> <tr> <td>April 19</td> <td>Spring Holiday</td> </tr> </table>	September 3	Labor Day	October 8-12	Fall Break	November 12	Veterans Day	November 21-23	Thanksgiving Break	December 24-31	Winter Break	January 1-4	Winter Break	January 21	MLK Day	February 18	Presidents' Day	March 18-22	Spring Break	April 19	Spring Holiday																														
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**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**