

Madison Meadows Middle School

Home of the Rams



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A digital copy of the student handbook is available
on the Madison School District Website at <https://meadows.madisonaz.org/families/family-resources>

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INFORMATION OUTLETS

We provide you with a variety of options to gather the information you will need or want for school events. In order to receive updates, you must provide a valid email address and mobile number in PowerSchool.

The following are the information outlets at your disposal.

- Weekly Updater (Please make sure these emails are identified as an acceptable contact so they are not marked as spam by your email provider)
- Websites - Teacher/Grade Level, School, and District
- PowerSchool
- PTM Newsletter (emailed every Sunday) and Med-o-gram (emailed the first of every month) Sign up to receive PTM updates at www.meadowsptm.org.

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 offense in which they may be part of. Furthermore, appropriate behavior is acknowledged and reinforced. A PBIS committee meets monthly to discuss student conduct, areas of concern, positives to recognize, and discipline data.

Student Expectations

	All Learning Areas	Cafeteria	Playground	Cyberspace (BYOD)	Walkway/Stairway	Restroom
Respectful	➤ Follow staff directions the first time ➤ Use school appropriate language ➤ Listen when others speak ➤ Allow others to learn	➤ Follow staff directions the first time ➤ Use school appropriate language ➤ Use a quiet voice	➤ Follow staff directions the first time ➤ Use school appropriate language	➤ Follow staff directions the first time ➤ Use school appropriate language	➤ Follow staff directions the first time ➤ Use school appropriate language ➤ Use a quiet voice	➤ Follow staff directions the first time ➤ Use school appropriate language ➤ Use a quiet voice
Accountable	➤ Be on time ➤ Be prepared ➤ Wear your I.D. ➤ Take ownership of your choices & consequences	➤ Sit at assigned table ➤ Wear your I.D. ➤ Keep it clean ➤ Take ownership of your choices & consequences	➤ Keep it clean ➤ Take ownership of your choices & consequences	➤ Take ownership of your choices & consequences	➤ Wear your I.D. ➤ Keep it clean ➤ Take ownership of your choices & consequences	➤ Stay on task ➤ Wear your I.D. ➤ Keep it clean ➤ Take ownership of your choices & consequences
Mindful	➤ THINK first ➤ Demonstrate perseverance ➤ Encourage others ➤ Stay on task	➤ THINK first ➤ Stay on task ➤ Include others	➤ THINK first ➤ Include others	➤ THINK first ➤ Stay on task ➤ THINK before you post	➤ THINK first ➤ Walk with purpose ➤ Watch where you are walking	➤ Be timely ➤ Flush, wash, dry, goodbye
Safe	➤ Honor personal space ➤ Immediately report problems to staff ➤ Use materials as intended ➤ Stay in the designated area	➤ Honor personal space ➤ Immediately report problems to staff ➤ Use materials as intended ➤ Stay in the designated area	➤ Honor personal space ➤ Immediately report problems to staff ➤ Use equipment as intended ➤ Stay in the designated area	➤ Honor personal space ➤ Immediately report problems to staff ➤ Keep personal information private ➤ Practice digital citizenship	➤ Honor personal space ➤ Immediately report problems to staff ➤ Walk ➤ Walk on the right	➤ Honor personal space ➤ Immediately report problems to staff ➤ Use facility as intended

Parent Expectations

Respectful	➤ Build positive relationships with teachers & staff ➤ Support and encourage student growth & independence ➤ Model respectful behaviors ➤ Voice your opinion constructively regarding school concerns
Accountable	➤ Monitor the progress of your student (check Power School frequently) ➤ Set goals with your student ➤ Schedule appointments outside of school hours ➤ Make sure your student is at school on time every day ➤ Attend school events
Mindful	➤ Read and respond to emails & phone calls in a timely manner (within 24- 48 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 ➤ Bring your ID to check student out of school ➤ Keep contact information accurate and updated through E-Registration ➤ Always sign in and out through the office

Staff Expectations

Respectful	➤ Build positive relationships with students using PBIS guidelines ➤ Support and encourage colleagues ➤ Model respectful behaviors ➤ Attend all assigned meetings
Accountable	➤ Review, implement, and follow-up with student behavior contracts per established guidelines ➤ Maintain and update teacher websites weekly ➤ Attend all assigned meetings ➤ Read and respond to emails and phone calls in a timely manner (within 24-48 hours)
Mindful	➤ Always be mindful of FERPA ➤ Enforce all school policies ➤ Maintain a professional and positive attitude ➤ Minimize the impact of your absence on students, colleagues, school
Safe	➤ Supervise students in the classroom ➤ Be present and supervise in the hallways/courtyard during transitions ➤ Be on time and present for assigned duties ➤ Keep campus secure - gates, doors locked, ID's

MEADOWS BELL SCHEDULE

2026-27 SCHOOL YEAR

GRADES 5/6 (REGULAR DAY)

			PERIOD
8:30 AM	-	9:00 AM	GS
9:03 AM	-	10:02 AM	1
10:05 AM	-	11:01 AM	2
11:04 AM	-	12:00 PM	3
12:03 PM	-	12:43 PM	LUNCH
12:46 PM	-	1:42 PM	4B
1:45 PM	-	2:41 PM	5
2:44 PM	-	3:40 PM	6

GRADES 7/8 (REGULAR DAY)

			PERIOD
8:30 AM	-	9:00 AM	GS
9:03 AM	-	10:02 AM	1
10:05 AM	-	11:01 AM	2
11:04 AM	-	12:00 PM	3
12:03 PM	-	12:59 PM	4A
1:02 PM	-	1:42 PM	LUNCH
1:45 PM	-	2:41 PM	5
2:44 PM	-	3:40 PM	6

GRADES 5/6 (TCT WEDNESDAY)

			PERIOD
8:30 AM	-	9:22 AM	1
9:25 AM	-	10:13 AM	2
10:16 AM	-	11:04 AM	3
11:07 AM	-	11:37 AM	LUNCH
11:40 AM	-	12:28 PM	4B
12:31 PM	-	1:19 PM	5
1:22 PM	-	2:10 PM	6

GRADES 7/8 (TCT WEDNESDAY)

			PERIOD
8:30 AM	-	9:22 AM	1
9:25 AM	-	10:13 AM	2
10:16 AM	-	11:04 AM	3
11:07 AM	-	11:55 AM	4A
11:58 AM	-	12:28 PM	LUNCH
12:31 PM	-	1:19 PM	5
1:22 PM	-	2:10 PM	6

GRADES 5/6 (HALF DAY)

			PERIOD
8:30 AM	-	9:05 AM	1
9:08 AM	-	9:41 AM	2
9:44 AM	-	10:17 AM	3
10:20 AM	-	10:53 AM	5
10:56 AM	-	11:29 AM	6
11:32 AM	-	12:05 PM	7

GRADES 7/8 (HALF DAY)

			PERIOD
8:30 AM	-	9:05 AM	1
9:08 AM	-	9:41 AM	2
9:44 AM	-	10:17 AM	3
10:20 AM	-	10:53 AM	4
10:56 AM	-	11:29 AM	6
11:32 AM	-	12:05 PM	7

Madison Meadows Middle School MYP

Madison Meadows offers the International Baccalaureate Middle Years Program. You can find more information about our program by visiting the following site:

<https://sites.google.com/madisoned.org/madison-meadows-ib-myp/home?authuser=0>

Meadows students are:

- **principled** when they act with integrity and take responsibility for their own actions
- **caring** when they show compassion and respect for the work of others
- **communicators** when they use their own authentic voice
- **knowledgeable** when they use proper conventions
- **inquirers** when curiosity inspires them to find out themselves
- **risk takers** when they persevere even when the work becomes challenging or difficult

STUDENT IDENTIFICATION CARDS

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

SITE COUNCIL

(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 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. Students will be withheld from competition if they have office behavior referrals. Grade checks are completed throughout each sports season and, if a student has one or more failing grade at the time of the grade check, they will be withheld from some competitions.

ATTENDANCE: Working Together for Your Child's Success

We believe that being in school every day and on time is key to your child's learning and growth. Arizona State Law recognizes the important role of parents and guardians in making sure students attend school consistently. When students are absent, tardy, or leave early, it can interrupt their learning and the learning of others. Our goal is for all students to attend at least 90% of school days.

We understand that sometimes absences are unavoidable. To help us keep accurate records, please follow these guidelines:

Reporting an Absence: If your child will be absent, please call our Attendance Office at 602-664-7620 within 24 hours of the absence. You can also email us at meadowsattendance@madisoned.org. Please note that calls from students cannot be accepted. If you send a note when your child returns, it also needs to be received within 24 hours of the absence. If we don't hear from a parent or guardian, the absence will be marked as unexcused. 24-Hour Voicemail: For your convenience, our voicemail is available 24 hours a day at 602-664-7620 to report an absence.

What to Include When Reporting an Absence: When you call or email, please clearly state your child's name, grade, and the specific reason for their absence.

Being On Time (Tardiness): School begins at 8:30 AM. Students arriving at or after this time are considered tardy and must check in at the Main Office before going to class. Tardies are recorded on student report cards. Please know that excessive tardiness can add up to significant learning time missed. Excessive tardies may jeopardize open-enrollment status at Madison Meadows.

Excused Absences: We understand that there are valid reasons for missing school. Vacations & travel are not excused.

As outlined by the Arizona Department of Education, absences will generally be excused for these reasons:

Bereavement (loss of a loved one)

Other serious family emergencies

Observance of major religious holidays

Illness or medical appointment (a doctor's note may be required for frequent absences)

We encourage you to schedule family trips during school breaks to minimize disruption to your child's learning.

If no reason is provided or if the reason does not match the above criteria, the absence will be considered unexcused. Absences, excused or unexcused, contribute towards a student's absentee rate. Once a student misses 10 % of school days, they are considered "chronically absent." A student who missed 10 consecutive days unexcused will be withdrawn from school.

Consequences for attendance violations:

5 Absences = Warning letter will be issued

10 Absences = Meeting with parent and student will occur

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 will occur (if applicable)

The Importance of Regular Attendance: Consistent attendance is crucial for your child's academic progress and their social-emotional development.

What Happens When Tardies/Attendance is a Concern:

We want to work with you to ensure your child attends school regularly. Here's how we address attendance concerns:

Initial Outreach: The process begins with a formal letter of awareness and a collaborative meeting to establish a supportive Timely Attendance Action Plan.

Administrative Review: Continued tardies/absences lead to a formal review of the Action Plan, including discussions regarding Open Enrollment status and potential legal notifications.

Legal & Enrollment Consequences: If timely attendance does not stabilize, the student is classified as having "excessive absences," resulting in a Juvenile Court referral or the potential revocation of Open Enrollment status.

We are here to support you and your child in maintaining good attendance for the full academic day. Please don't hesitate to reach out if you are facing challenges that are impacting your child's ability to come to school.

Procedures for Tardies and/or Early Sign-Outs

Tardies or early sign-outs will be considered excused if a parent or guardian signs in their student at the front office or contacts the attendance clerk by phone or email. However, after 6 tardies or early pick-ups in a semester, only a note from a doctor's office will be accepted as a valid excuse for a tardy or early pick-up.

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.

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.

BUSES

MADISON SCHOOL DISTRICT POLICY EEAE-EA

Parents must sign up for transportation prior to the start of the school year by contacting the district transportation department by phone or email. You will need to share your student's first and last name, their student ID number, the requested bus and stop location, and if your student will be riding before school, after school, or both before and after school.

Students are required to carry their District-issued Student ID cards on the bus and to use them to badge on and off the bus. Parents are encouraged to download Tyler Technologies My Ride K-12 app from the App Store / Play Store. Parents can link the app to their student's ID and view bus information including route, stops, ETA and view where students board and exit the bus. The District will notify parents via the app when there is a bus delay.

Please refer to the District Handbook on Buses/District Transportation found on this page: <https://www.madisonaz.org/families/family-resources>

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 the 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. No strapless shirts allowed.
- 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.
- Hats and headwear are permitted on school grounds, however a teacher may retain the right to ask a student to remove their hat/headwear in a classroom. 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.

TECHNOLOGY DEVICES & INTERNET ACCESS

As part of Madison School District's (hereinafter 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.

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, there is potential for access to content 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, 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). By agreeing to the terms laid out in this handbook, the student is permitted use of EIS resources.

Acceptable Use

Each user must use the EIS to support personal educational objectives consistent with the educational goals and objectives of the District, which includes the following:

- 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 District employees.
- 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 and restitution, up to and including expulsion for students.

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 accepted 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 the use of the systems by others.

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.

ACCEPTABLE USE OF PERSONAL TECHNOLOGY DEVICES IN THE MADISON SCHOOL DISTRICT

Your child may bring a personal technology device to school, which might include cell phones, smartwatches, AirPods, headphones, iPads, Kindles, and other tablets with Internet browsing capabilities.

Please read and discuss these provisions with your child. Please retain the acceptable use information for your reference:

- Students are not to call, text message, email, or electronically communicate with others from their personal device starting from the first bell at 8:25 am until the final dismissal bell at either 3:40 pm or 2:10 pm on TCT days (including smartphones, smartwatches, listening devices such as earphones and AirPods) during the school day unless permission is given by the teacher. If a student violates this expectation the following steps will be taken:
 - 1st offense - 3rd offense - Student must turn device into the office. Students may pick up their device at the end of the school day.
 - 4th offense & after - A parent or guardian must pick up the device from the office. Student discipline response (ex: MIR) for every 4th offense.
- **Use only when educationally appropriate as directed by a teacher.**
- Use devices for educational purposes only. 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 Drive, or research for class projects.
- The school and District are not liable for the loss, damage, misuse, or theft of personally owned devices brought to school.
- 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 personal device privileges.
- The school and District are not liable for any loss of data.
- 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 cyberbullying and will not be tolerated. Any cyberbullying 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. Please see Discipline Matrix for more details on possible disciplinary actions for electronic device misuse/abuse.

Please know that students are never required to bring a personal device to school. All students will still be able to access and utilize school equipment. To help ensure appropriate access to online content, personal devices that connect to the District's open WiFi network will have Internet content filtered.

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/M 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 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 contact the parent/guardian by phone or letter.



Applications for free or reduced priced meals are available in the school office, the cafeteria OR you can also complete one online at: <https://family.titank12.com>.

Menus

Menus are able to be viewed online: <https://www.madisonaz.org/foodandnutrition>

Breakfast choices include a daily entrée; cereals; fat-free milk; 100% juice; and fruit. **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 includes a choice of daily entrees, fresh fruits, fresh vegetables, 100% juice, and a variety of flavors of fat-free milk.

A La Carte Purchases

Students may have the option to purchase a la carte items available at breakfast and at lunch depending on their school. These items cost an additional price with many options like water bottles, milk, juice, and other snacks. Please call your cafeteria to inquire about the selection of items and the price of these items. All of these items meet the Healthy, Hunger-Free Kids Act of 2010 Smart Snack nutritional regulations and requirements based on ingredients, calories, total fat, saturated fat, trans fat, sodium, and sugar limits. Parents have the option to call their school cafeteria to set up a block on these A La Carte purchases for their child so that their child will not be allowed to take these items.

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 students 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 at any time. Please view the current adult meal price for breakfast and lunch online at: <https://www.madisonaz.org/foodandnutrition>. **ALL** visitors must sign in at the school office and get a visitor badge before going to the cafeteria.

Food Allergy Policy

Please review the current food allergy policy online at: <https://www.madisonaz.org/foodandnutrition> . Also, please inform your school nurse of your student's food allergies, and if they change at any time throughout the school year.

Lunches from Home

Home lunches may come to school in paper/plastic sacks or a container specially designed for lunches (no restaurant food, drinks or bags). All home lunches should be marked with the student's name and homeroom teacher's name.

Lunches from home cannot be refrigerated or heated; 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).

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 one 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 accordance with the 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 with health related issues. 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 by the health office. 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. Students ARE NOT to reach out to parents directly without first seeing the health office and then getting permission to contact parent. 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, diarrhea or vomiting in the last 24 hours
- 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 in writing
- Has head lice

State law requires that a student be excluded from school if they are suspected of having a communicable disease. In the event of a disease outbreak such as measles, all students not in compliance with their immunizations and all exempt students must be excluded for 21 days as per the AZ Dept. of Health.

Chronic Health Conditions

Please contact the school nurse if your student has been identified as having a chronic health condition by a licensed physician.

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:

- The medicine needs to be in the original bottle with the student's name, medication name and dosage.
- 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, which has the student's name, medication, dosage when to administer, and the prescribing physician, or, if it is an 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 nurse's 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 (with prior permission from school nurse)

- 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.
- Students with diabetes who have a diabetes medical management plan provided by the student's parent or guardian, signed by a licensed health professional or nurse practitioner as specified by A.R.S. [15-344.01](#), may carry appropriate medications and monitoring equipment and self-administer the medication

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 or skateboard rack. 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, rollerblades, etc. may be similarly carried.

Motorized vehicles, including electric bikes, scooters, and hoverboards, are not allowed at any time per Municipal Code 36-64 (must be min age of 16 years for electric bikes/scooter).

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 from 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 BULLYING / HARASSMENT / INTIMIDATION

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, harassment, or intimidation in any form will not be tolerated.

Definitions

Bullying is any unwanted aggressive behavior(s) by another youth or group of youths, who are not siblings or current dating partners, that involves an observed or perceived power imbalance, and is repeated multiple times or is highly likely to be repeated; Bullying inflicts harm or distress on the targeted youth including physical, psychological, social, or educational harm. (CDC)

Types of Bullying (Arizona Department of Education):

Verbal Bullying: saying or writing things that could be mean or hurtful. Things like: name-calling, threats, taunting, teasing, and inappropriate sexual comments.

Social Bullying: Involves hurting someone's reputation or relationships. Making someone feel like they don't belong to a group. Some examples: leaving someone out on purpose, spreading rumors, embarrassing someone in public, or preventing someone from being friends with someone else.

Physical Bullying: Involves hurting a person's body or things that belong to them. Physical bullying includes: hitting, kicking, punching, spitting, pinching, pushing, damaging someone's belongings, or making rude gestures.

Cyberbullying: Cyberbullying is bullying that takes place over digital devices like cell phones, computers, and tablets. Cyberbullying can occur through SMS, Text, and apps, or online in social media, forums, or gaming where people can view, participate in, or share content. Cyberbullying includes sending, posting, or sharing negative, harmful, false, or mean content about someone else. It can include sharing personal or private information about someone else causing embarrassment or humiliation. Some cyberbullying crosses the line into unlawful or criminal behavior.

Harassment: Harass means conduct that is directed at a specific person and that would cause a reasonable person to be seriously alarmed, annoyed, humiliated or mentally distressed and the conduct in fact seriously alarms, annoys, humiliates or mentally distresses the person (A.R.S 13-2921). Harassment may be related, but not limited to, race, religious orientation, sexual orientation, gender expression, gender identity, cultural background, economic status, size, or personal appearance. Harassing behaviors can be direct or indirect and by use of social media.

Intimidation: A person commits intimidation if the person intimidates by word or conduct:

- A. To cause physical injury to another person or serious damage to the property of another; or
- B. 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

- C. 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, harassment, or intimidation 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, harassed, or intimidated or suspect another student is bullied, harassed, or intimidated 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, harassment, or intimidation 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, harassing, or intimidating others will be disciplined.

Knowingly submitting a false report under Policy JICK or this exhibit shall subject the student to discipline up to and including suspension or expulsion. Where disciplinary action is necessary pursuant to any part of Policy JICK or this exhibit, 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, harassment, or intimidation is a violation of the law.

STUDENT RECORDS and PUBLIC NOTICE FOR DESTRUCTION OF RECORDS

The Madison Elementary School District retains student records for three years after the student's promotion or withdrawal from the District. Following a student's 8th-grade promotion from the District or when a withdrawn student turns 16 years old, permanent student records are archived.

Only basic identifying information (student name, date of birth, student number), immunization records, last grade reports, and last State standardized test results are permanently archived when applicable.

All cumulative student records (except for permanently archived records) 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 from Special Education. Special Ed records are not permanently archived.

Before any records are destroyed, 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 AND 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. Please be advised that our student records department experiences a surge in requests each August as the District enrolls new students; you may experience a delay in processing during this time. Per 20 U.S.C. 1232g, school districts have 45 days to fulfill student records requests.

STUDENT RIGHTS & SUPPORTS

Madison District believes it is the right of every student to be educated in a positive, safe, caring, and respectful learning environment. A school environment inclusive of these traits maximizes student achievement, fosters student personal

growth, and helps students build a sense of community that promotes positive participation as members of society.

Madison schools, in partnership with parents, guardians, and students, shall establish and maintain school environments based on these beliefs. Madison schools shall implement age-appropriate programs designed to instill in students the values of positive interpersonal relationships, mutual respect, and appropriate conflict resolution.

The following basic guidelines of rights and responsibilities shall not be construed to be all-inclusive. Each student is obligated to respect the rights of classmates, teachers, and other school personnel. Students shall exercise their rights responsibly, with due regard for the equal rights of others and in compliance with the rules and regulations established for the orderly conduct of the educational mission of the District. Students who violate the rights of others or who violate rules and regulations of the District or of their school are subject to appropriate disciplinary measures.

Rights

- Students have the right to a meaningful education.
- Students have the right to physical safety.
- Students have the right to consultation with teachers, social workers, administrators, and anyone else connected with the school if they so desire, without fear of reprisal.
- Students shall not be subjected to unreasonable or excessive punishment.
- Students have the right to be involved in school activities provided they meet the reasonable qualifications of sponsoring organizations and school requirements.
- Students may present a complaint or grievance regarding a violation of their constitutional rights, equal access to programs, discrimination, or personal safety.

Protections

Positive Behavioral Intervention Supports and practices will be implemented to maintain a safe and positive school culture within the District. All students will be provided with the school procedures for the accountability of all students (District and school rules are published in the Parent/Student Handbook). Parents and students will notify building school administrators of any additional safety concerns as they arise to ensure the safety of all.

Support Services available to students in need may include but are not limited to the following. Please contact your building administration for support services referral.

- School Social Worker
- School Psychologist
- School Nurse / Health Associate
- School Resource Officer (if assigned to the school campus)
- Tiered Behavioral Intervention Support
- Referral to Community Agency

STUDENT WELLNESS

Madison School District Wellness Committee (DWC)

The primary purpose of the District Wellness Committee (DWC) is to involve parents, students, staff, and the community in a collaborative approach to developing the goals for nutrition education, nutrition promotion, physical activity, other school-based activities, and public updates. We are looking for enthusiastic and passionate Madison parents, Madison students (4th grade and older), and staff (including, but not limited to food service, nurses, PE teachers, MAC club leaders, teachers, principals, school board members, social workers, counselors, and psychologists) to join the DWC to promote physical, social, and mental health for our students and staff. View committee meeting times, accomplishments, and updates from the DWC, please visit our website at: <https://www.madisonaz.org/domain/33> For more information, or if you would like to join us for a meeting, please contact the wellness coordinator at 602-664-7953.

VOLUNTEERS & VISITORS

In order to access campus during school hours, all visitors and volunteers must scan into the Raptor system in the school front office using their government issued ID or driver's license. Visitors and volunteers must wear the time stamped name sticker provided upon entry for the entirety of their time on campus, no matter how brief. Visitors wishing to come on campus prior to the start of the school day may accompany their child to the gates where students enter campus and may not follow students into classrooms or the cafeteria. Visitors are expected to leave campus promptly when the first bell rings.

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, recurring basis, or serve as a chaperone.

Please visit the District Volunteer page to begin volunteering <https://www.madisonaz.org/domain/51>.

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.

STUDENT DISCIPLINE

Good conduct in 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.