MADISON TRADITIONAL ACADEMY

925 E. Maryland
Phoenix, AZ 85014
602-745-4000

Principal
Brooke Sachak

Administrative Assistant
Mrs. Monica Ayala
eayala@madisoned.org

TABLE OF CONTENTS

ABOUT MTA....4
Governance....4
Mission Statement....4
Philosophy....4
Purpose....4
Traditional Curriculum....4
ADMISSIONS....5
ATTENDANCE....5
Absences....5
Make-up Work....5
Taking your child out early from school....5
Tardies....5
CLASSROOM PARTIES....6
CURRICULUM....6
Extracurricular Activities....6
Language Arts....6
Mathematics....7
Science....7
Social Studies/History/Geography/Government....7
Special Area Classes....8
Technology....8
CURRICULUM PROCEDURES....8
Classroom Organization....8
Curriculum Instruction....8
DAILY SCHEDULE....9
FIELD TRIPS....9
OWL-STAR ASSEMBLIES....10
FOOD SERVICES....10
GENERAL INFORMATION....11
Animals / Pets....11
Cell Phones....11
Lost and Found....11
Messages to Students....11
Moving and Transferring....11
Parties....11
Permanent Records....11
Personal Items / Toys....12
Student Supplies....12
Telephone Usage by Students....12
GRADING AND REPORT CARDS....12
Parent-Teacher Conferences....12

Progress Reports....12
Promotion....12
HOMEWORK/ASSIGNMENTS....13
Absent and Late Work....13
Daily Guidelines....13
Homework Hints and Suggestions....13
Long-term Assignments (assigned more than one week in advance)....14
Parent Responsibilities....14
Student Responsibilities....14
Teacher Responsibilities....15
HEALTH OFFICE INFORMATION....15
Health Information....15
Should you keep your child home?....15
SCHOOL RULES AND REGULATIONS....16
Student Expectations....17
Student Discipline....17
General Expectations....18
Cafeteria Expectations....19
Playground Expectations....19
SCHOOL SAFETY....19
SCHOOL SERVICES....20
Curriculum Night....20
Electronic Newsletter....20
Extended Day Care (MAC)....20
Fundraising....21
Parent-Teacher Organization (The Guild)....21
Site Council....21
Transportation....21
Volunteering....21
Volunteer Opportunities....22
Other Expectations....23
Not Everything Counts as Volunteering....23
Consequences for Non-Compliance....23
STUDENT DROP-OFF AND PICK-UP....23
Student Drop-Off....23
Student Pick-up....23
Important Reminders to keep the line moving:....24
STUDENT UNIFORM DRESS CODE....24
Uniform Tops:....24
Uniform Bottoms:....24
Footwear:....24
Additional Standards:....25

VISITING YOUR CHILD..... 25

ABOUT MTA

Governance

MTA parents, administration, and staff work together as partners in the school's decision-making process. The Guild, MTA's PTO, is organized with the representation of parents and staff to establish and uphold the school's educational foundation. All rules and regulations outlined in this manual shall be consistent with the Madison Elementary School District Governing Board's policies and be actively enforced by the principal.

Mission Statement

We are dedicated to providing the structure, environment, and inspiration to propel our students to achieve academic excellence and become responsible, productive, and respectful future citizens.

Philosophy

The Madison Traditional Academy was founded on the principle that parents and staff shall work together to provide an education that encourages students to pursue academic excellence to the best of their abilities. The back-to-basics curriculum, pace of studies, and specific expectations for academic achievement, behavior, and dress require a firm commitment from every parent, student, and teacher. Every effort will be made to maximize student educational time and promote high standards and expectations for all students, parents, and staff. By selecting MTA, parents, students, and staff are responsible for and committed to supporting MTA programs, upholding standards, and following the rules and policies of the school.

Purpose

MTA….Where Learning Never Stops!

Traditional Curriculum

MTA develops a solid foundation of fundamental and higher-level thinking skills. Our curriculum uses direct teaching techniques, whole-class instruction, and approved teaching methods.

ADMISSIONS

MTA is a “school of choice” with no complex boundaries. MTA accepts students based on the Madison School District's open enrollment policy. Families must meet the behavioral, attendance, academic, and mandatory family volunteer requirements to continue enrollment.

ATTENDANCE

Arizona State Law charges the parent or guardian responsible for the student’s consistent school attendance. Attending school daily, being on time, and remaining for the entire day are very important for the total commitment to learning. Absences and tardiness disrupt the learning process. Students are expected to attend regularly (minimum of 90 % of the school days) and be prompt in arriving. Regardless of the reason, extreme absenteeism or tardiness may result in the loss of open enrollment from MTA. Parents are encouraged to make doctor, dentist, and other appointments for their child at times that will not interfere with school.

Absences

All absences must be reported to the 24-hour attendance line 602-745-4021 (even if you have informed your teacher of the absence). Please indicate the reason for absence. Absences not reported within 48 hours will be considered unexcused or truant absences. Students who are truant for ten or more consecutive days will be immediately removed from the MTA enrollment roster and lose their open enrollment privilege.

Make-up Work

When a student is absent, homework will be provided upon their return, and the student will be provided one day for each day missed to make up any missed work. Parents may request homework from their teachers for absences exceeding three days. The homework can be picked up in the school office after 3:00 p.m.

Taking your child out early from school

For your child’s protection, no child will be released directly from the classroom to a parent. If your child must leave school early, a parent must come into the school office to “sign out” their child. Anyone signing out a student for early release must show identification. Students will not be called to the office until the parent or designee has arrived and signed them out. Students will not be called out of class less than 15 minutes before the end of the school day.

Tardies

Students not in the classroom by 8:00 a.m., regardless of the reason (including medical appointments), will be considered tardy. All students must be signed in at the front office by a parent or guardian and receive a pass before being allowed in the classroom. Excessive tardiness may result in the loss of open enrollment at MTA.

CLASSROOM PARTIES

School-sponsored classroom parties are limited to three (3) per school year. Usually, these three parties are conducted before Winter recess, Valentine's Day, and at the end of the year. Games and recreation activities used during classroom parties shall be related to an academic or character development endeavor. Please refer to the General Information section for classroom celebrations of student birthdays.

CURRICULUM

The philosophy of MTA is that students will rise to high expectations. Therefore, MTA implements grade-level advanced Math. MTA shall meet or exceed all curriculum objectives established by the Madison Elementary School District. A sequential curriculum will be utilized in language arts, math, and reading. New material is introduced each year, which builds upon the previous year's curriculum. The Arizona State Educational Standards will remain as the MTA's framework. Quality teaching strategies will infuse the relationship of the subject matter to real-world situations. The curriculum selected for each subject area will reflect the MTA philosophy and the importance of basic skills acquisition.

Extracurricular Activities

Extracurricular activities are activities conducted during regular school hours. Specific activities include, but are not limited to, assemblies, field trips, and flag observances.

Students are expected to be well-behaved during all extracurricular activities.

A student may be excluded from an extracurricular activity at the discretion of the teacher or the administration.

Language Arts

At MTA, our Language Arts curriculum is grounded in research-based practices aligned with the Arizona State Standards. In the lower grades, instruction is rooted in the Science of Reading and emphasizes systematic phonics instruction. We use Wonders materials as our Tier 1 instructional curriculum. As students progress into the upper grades, they engage with StudySync, novel studies, and other district-approved curriculum resources that develop critical thinking, reading comprehension, and writing skills across various genres.

The language arts program shall integrate the following components:

- Reading skills shall be developed utilizing quality literature and the classics, along with the phonic skills learned in spelling and handwriting. A strong emphasis shall be placed on listening and reading comprehension, literary appreciation, passage structure, and mental actions. MTA utilizes the

Accelerated Reader (A.R.) program. Each student will take a quarterly assessment (known as STAR) to determine their reading ability range. Students read age-appropriate books and then take quizzes testing their comprehension. Each student shall have a library book available at their desk to read at all times. Detailed book reports may be required throughout the year. Each grade level determines the number of book reports. Detailed book reports shall be on books approved by the teacher within the student's personal reading level range. Failure to complete the required book report is considered a missed long-term assignment. Students shall not be allowed to repeat book reports from previous years for detailed book reports.

- Appropriate listening, speaking, and memorization exercises shall be required at each grade level. Students shall memorize and recite material appropriate for their grades. The teacher may select quality poetry or prose, or sections from the Constitution or other patriotic memory pieces.

Mathematics

Mathematics shall include the mastery and practical application of basic mathematical principles. The use of calculators to complete class work or homework shall occur only when directed by the teacher. The mathematics program used shall be Reveal Math. Reveal is a textbook-based program that presents the material in an incremental, circular approach. Through reasoning, representation, connections, and problem solving, Reveal requires students to stay connected daily with specific mathematical concepts. Concepts shall be developed, reviewed, and practiced daily. Note: Reveal math is taught <u>one</u> academic grade level ahead at each grade level.

Science

MTA shall utilize the Inspire Science program for grades Kinder through 2nd, which has been adopted and approved by the Madison Elementary School District. Science shall include applying science and engineering practices in the context of biological sciences, earth and space sciences, and physical sciences.

Social Studies/History/Geography/Government

MTA will utilize social studies materials adopted and approved by the Madison Elementary School District. The history/government program shall study ancient history, American history, Arizona history, world history, and grade-level-appropriate current events. Geography shall include studying places, locations, regions, relationships within places, and map skills appropriate to grade levels. Citizenship and patriotism shall be emphasized in studying history, geography, and government.

Special Area Classes

Art, General Music, and Physical Education are taught by certified teaching specialists and are required classes for all K-4 students. Students in K-4 will receive

at least 30 minutes of daily instruction in each area, twice every six days. Students in 5-8 grades will receive two elective options during the school day. The elective options include art, music, PE and things such as creative writing, theatre, band and many other options. A library is also available for student use and is supervised by a non-certified staff member.

Technology

Technology shall be integrated into the MTA curriculum as an additional resource that offers the students quality practice, for reference, or communication related to a specific subject. Computer skills, such as keyboarding, will be taught where developmentally appropriate. Every classroom has a classroom set of Chromebooks available for student use.

CURRICULUM PROCEDURES

The following general curriculum procedures are established to ensure that Madison Traditional Academy will continue to meet the expectations of parents, teachers, administration, and the Madison Elementary School District Governing Board. Classroom teachers and administrators shall utilize the following procedures as a guide for classroom organization and planning:

Classroom Organization

- A student's academic progress shall primarily be determined by individual achievement.
- Students' desks shall face the teacher's primary instructional area.
- Appropriate discipline techniques, which focus on positive reinforcement of appropriate behavior, shall be used to maintain a structured, calm, and orderly classroom atmosphere.

Curriculum Instruction

- Each teacher shall utilize whole-class instruction, direct teaching, and approved methods to meet individual needs. Instructional time and students' time on task shall be maximized. Classroom activities not directly related to academic tasks should be kept to a minimum in all grade levels.
- Grade levels and subject areas will be consistent in their curriculum.
- Teachers shall strive to provide academic challenges for all students. Parents shall also be encouraged to provide extended learning activities for their children.
- Teachers shall help students gain the necessary skills to become productive citizens by modeling and discussing the meaning of good citizenship, courtesy, honesty, and respect for personal and public property. They expect students to follow their example.

- Students shall remain in class until their assigned dismissal to maximize instructional time.
- All school announcements, visitors, and guest observers, as well as individual messages to students, shall not interfere with instructional time.
- High expectations for neatness, spelling, grammar, punctuation, and accuracy on all written assignments shall be maintained. Space shall be provided for students to show their work on tests and other assignments when appropriate. If necessary, an assignment may be returned to the student for revision.
- Teachers shall provide and establish a predetermined routine for testing.
- Students should be seated quietly and remain seated during testing. Teachers shall monitor students during the administration of a test. All necessary material shall be provided and interruptions kept to a minimum.
- Report cards shall be completed every quarter.

DAILY SCHEDULE

Regular Day 8:00 a.m. - 3:00 p.m.

Half Day Early Dismissal 8:00 a.m. – 11:30 a.m.

TCT Release Day 8:00 a.m. – 1:30 p.m.

Unless there is a sponsored school activity or they are enrolled in MAC, students should not arrive on the school grounds until 7:30 a.m. Supervision by staff is not provided until 7:30 a.m. Upon arrival, students should proceed to their designated playground area. In the event of bad weather, students may go directly to their classrooms.

FIELD TRIPS

- There is a district $50.00 Activity Fee (tax credit may be applied) charged per student to assist with the costs of covering field trips. The following procedures will apply:
- Field trips shall be related to the curriculum and appropriate to students' grade level.
- Each grade level is permitted one field trip annually.
- The teacher shall preview material pertinent to the field trip.
- Teachers shall provide clear objectives for academic field trips. Teachers may require students to take notes and/or collect data for reports.
- Arrangements for the field trip, parent notification, transportation, lunch, and adult chaperones shall be made at least four weeks in advance.
- Ratio of adult chaperones shall be in accordance with Madison Elementary School District guidelines.
- MTA does not participate in field trips where the students stay overnight.

OWL-STAR ASSEMBLIES

K-4th grade, two students per homeroom, 5-8th grade, six students per quarter per grade are recognized for their Owl-Standing behavior at the Owl-Star Assembly. Owl-Stars who are Safe, Mindful, Accountable, Respectful, and Trustworthy (SMART) are celebrated in front of their peers and parents/guardians, and are awarded an Owl-Star certificate. This assembly is a Tier 1 Positive Behavior Intervention and Support (PBIS).

Due to limited space, students receiving Owl-Star awards can invite **two adult** family members/guardians to attend the assembly.

Please review the following expectations by the administration:

- This is a surprise for your child. Please do not share this information with them before the assembly.
- Each adult attending must be approved and signed in as a visitor in our RAPTOR system.
- Adults may arrive 10 minutes before the assembly and are expected to leave when their child returns to class.
- There will be reserved seating for two adults.
- Photography or videos during the assembly are not allowed. However, adults can take pictures with their children immediately after the assembly.
- We encourage parents/guardians to allow their child to return to class and leave as usual at the end of the school day.

FOOD SERVICES

The Madison website offers access to the monthly menus and a list of current meal pricing.

To avoid classroom disruption, lunches brought to school will be kept in the front office. Remind your child to check the front office for their lunch before going to the cafeteria.

Students/parents are not allowed to share or exchange food.

Parents, guardians, grandparents, or adult relatives can have lunch with a student. Visitors must sign in at the school office before eating at the cafeteria.

Parents may only bring and distribute food for their children. Parties or celebrations (e.g., birthday cakes or pizza) are prohibited.

GENERAL INFORMATION

Animals / Pets

Animals/pets are not to be brought to school without obtaining special permission from the teacher and principal.

Cell Phones and Smartwatches

Students are permitted to have a cell phone at school; unless instructed by the teacher to use it for educational purposes, it must be turned off in their backpack. This will include smartwatches that are used to text or make calls. MTA staff will confiscate cell phones and Smartwatches during the academic day if they see or hear them, and disciplinary action may be taken.

Lost and Found

The lost and found is in the cafeteria and open during school hours. Please check often for those missing jackets, shoes, pants, and lunch boxes. Please write your child's name on their clothing, water bottles, or lunch boxes. Items found that are more expensive, such as jewelry, money, or eyeglasses, will be kept in the front office.

Messages to Students

Classrooms will not be interrupted for parent messages unless an URGENT situation arises. Please be sure your child knows where he/she is going after school before leaving home in the morning. A change in the standard method will require a note from the parent.

Moving and Transferring

If you are moving and/or transferring to another school, please notify your teacher and the office one week in advance. Before leaving, library books, classroom materials, and cafeteria charges must be cleared.

Parties

Students are not permitted to distribute private party invitations at school. Parents are to mail invitations home. The Guild organization makes a directory available each year for parents' use. Please do not send flowers, balloons, gifts, etc. to school for your child. These items are a distraction to the educational environment and are not allowed.

Permanent Records

A cumulative record is maintained on each student as they progress through school. These records are open for inspection, but only to the person of concern, the parent or guardian, and in the presence of office staff.

Personal Items / Toys

Students are not to bring toys, candy/gum, athletic or playground equipment, electronic devices, or other non-school items to school without the teacher's permission. Any items that may interfere with the academic environment may be taken by the teacher and returned to the student later or turned into the office to be picked up by parents. Please note: MTA personnel are not responsible for any items that may be damaged, lost, or stolen. Such things as toy knives, toy guns, batons, skateboards, rollerblades, scooters, skate shoes, etc., should never be brought to school.

Student Supplies

We do ask that students furnish such items as pencils, paper, notebooks, etc. Supply lists for each grade level will be available on the MTA website. Some supplies will need to be replenished throughout the year.

Telephone Usage by Students

Permission for students to use the phone must come from the teacher. A student must have a note from his/her teacher when using the office phone. In an emergency, the student can use the phone without a note. Please encourage your child to leave a message in the event they reach your voicemail.

GRADING AND REPORT CARDS

Grading and report cards shall be given following Madison Elementary School District guidelines.

Parent-Teacher Conferences

Parent/Teacher conferences are scheduled each fall and spring. Fall conference attendance is expected. Spring and/or additional conferences will be held at the request of teachers and/or parents.

Progress Reports

Parents shall be contacted at the mid-term of each grading period regarding their child's academic and behavioral performance. Progress reports shall be consistent in grades first through eighth.

Promotion

Students shall be promoted when they meet minimum grade level standards and pass all objectives for their grade level. Social promotions are discouraged. Please note: Participation in the eighth-grade promotion ceremony is a privilege, and the school administration reserves the right to deny any student participation due to poor grades, behavior, or attendance.

HOMEWORK/ASSIGNMENTS

The family and the school share the responsibility for the total education of a child and requires the active participation of the child in the educational process. Homework is designed to: provide reinforcement of skills and concepts, strengthen basic skills, stimulate and further personal interests, develop independent study skills, develop initiative, responsibility, and keep parents aware of their child's curriculum and academic progress. Daily homework shall be due at the beginning of the next school day.
Types of homework assigned may include, but are not limited to

- Completing work started in class
- Writing themes, short stories, or compositions
- Drilling and practicing specific skills
- Researching for long-term projects
- Memorizing material to be recited in class
- Listening, observing, and evaluating radio, TV, forums, concerts, and other programs related to courses
- Conducting interviews and gathering information from authoritative sources
- Working on notebooks, maps, and other projects related to course activities

Absent and Late Work

When a student is absent, homework will be provided upon his/her return, and the student will be provided one day for each day missed to make up any missed work. Parents may request homework for absences exceeding three days when the call is made to report the child's absence. The homework can be picked up in the school office after 3:00 p.m..

Late work procedures vary by grade level. Please consult with your child's teacher regarding the procedures for your grade level.

Daily Guidelines

The average daily guidelines for homework (per District policy) are:
Grades 1-2, 15-20 minutes per day.
Grades 3-4, 25-35 minutes per day.
Grades 5-6, 50-60 minutes per day.
Grades 7-8, 60-90 minutes per day.

In addition, students are expected to spend 15 to 30 minutes daily reading. They may be read to, read silently, or read to parents or others in the home.

Homework Hints and Suggestions

- Find a private place to work, undistracted by TV, video, siblings, etc Be comfortable, yet structured.

- Reserve time each evening for long-term projects
- Pay careful attention in the classroom. Each child must utilize available class time to avoid falling behind.
- Record accurate information on homework sheets in your best handwriting
- Organizational skills are essential. Keep homework in a neat folder and clean out daily
- Be positive! Remember, the goal of homework is to review and reinforce what your teacher has taught
- If a concept is new, or the student is new to our school, try working in shifts or using a timer. Short concentrated efforts at new concepts will alleviate added stress on the children and parents
- Be flexible! Try something new or different to help your child understand their homework
- Praise your child for their efforts
- If the frustration level escalates and both parent and child are frustrated, stop! Take a break from the homework, and if you can, try again later.

Long-term Assignments (assigned more than one week in advance).

Examples of long-term assignments include, but are not limited to, book reports, poems/recitations, science projects, research papers, and current events. Failure to turn in a long-term assignment by the due date shall result in a failing grade (50%) for students at all grade levels. When a student is absent, long-term assignments are due at the beginning of class on the first day the student returns.

Parent Responsibilities

- Check their child's homework for complete, neat, and accurate responses · Provide a homework routine.
- Provide a place for homework free from distraction
- Ensure proper materials and supplies are available for completing assignments. · Show interest in the assignment
- Check their child's agenda
- Utilize teacher websites as a resource
- Communicate with the teacher promptly if a homework concern arises

Student Responsibilities

- Keep an accurate record of assignments
- Have the necessary materials to complete the assignment
- Complete assignments on time
- Do their own work
- Apply and practice skills learned in class
- Strive for the highest quality work possible
- Do their homework to the best of their ability

- Communicate with parents when new concepts are challenging · Keep a weekly agenda updated.
- Utilize teacher websites as a resource.

Teacher Responsibilities

- Provide appropriate feedback
- Assign meaningful and grade-level-appropriate homework
- Make every attempt to keep homework consistent at each grade level · Consider long-term assignments when assigning the daily homework. · Ensure that all work is reviewed for classroom assignments
- Communicate well in advance on long-term assignments
- Respond promptly when homework concerns are brought to their attention.
- Regularly update their web pages to reflect the week's activities/homework, MTA.

HEALTH OFFICE INFORMATION

Administration of prescription or non-prescription medication may only occur upon the written or oral request of a parent/legal guardian. All medication **MUST** be in its original container (ARS 15-344). Parents shall not send medication to school with their children. Bring the medication directly to the nurse and discuss with her the medication administration.

Arizona State Law requires all children entering school to be immunized against polio, diphtheria, tetanus, measles, mumps, rubella, and Hepatitis B. Schools must refuse to enroll children without completed immunization records.

Health Information

We must have the following information in case of a health emergency:

Telephone number (s) where parents may be reached during school hours.

To whom the child can be released when parents are unavailable.

The name and telephone number of the family doctor, the name of the insurance carrier, and the hospital of choice in case of a medical emergency**.**

PLEASE NOTIFY THE OFFICE IMMEDIATELY OF CHANGES IN YOUR TELEPHONE NUMBER (EITHER WORK OR HOME) OR ADDRESS. WE MUST BE ABLE TO CONTACT YOU AT ALL TIMES.

Should you keep your child home?

The following information should help with your decision.

The common cold is the most frequent illness. A child with "mild" cold symptoms without fever, otherwise feeling well, may go to school. A child with "heavy" cold

symptoms and a cough belongs home in bed despite having no fever. If your child complains of a sore throat and has no other symptoms, he may attend school. If the sore throat is accompanied by a headache, stomachache, or fever, keep your child home and call your doctor.

FEVER - A fever is a warning that something is wrong with the body. No child with a temperature over 100˚ should be sent to school. Do not allow your child to return to school until he has been free of fever for 24 hours (without medication).

COUGH—A child with a mild cough and no fever may come to school. A child with a heavy or constant cough should stay home until the cough becomes milder. If this type of cough is accompanied by other symptoms (e.g., congestion or mild fever), it is recommended that a health care provider address it before returning to school.

STOMACH ACHE—Consult your doctor if your child has a severe stomachache that is enough to limit his/her activity.

VOMITING—If vomiting occurs, keep your child home (for 24 hours after the last time he/she vomited during the evening, night, or morning) until the child can keep food down. Call your doctor if prompt improvement does not occur.

DIARRHEA - A child with diarrhea should be kept home (for 24 hours after) the last loose stool during the evening, night, or morning. Call your doctor if prompt improvement does not occur.

RASH - A rash may be the first sign of one of the many childhood illnesses, such as strep or chicken pox. A rash, or “spots,” may cover the entire body or appear in only one area. Do not send a child with a rash to school until your doctor has said that it is safe to do so.

TOOTHACHE - Contact your dentist.

EARACHE - Consult your doctor without delay.

HEADACHE – A child whose only complaint is a headache usually does not need to be kept home.

ASTHMA—If breathing treatment was needed before coming to school, please inform the nurse that morning, stating what time the treatment was given and any other pertinent information so that the nurse may continue treatment if needed.

SCHOOL RULES AND REGULATIONS

MTA is intended to have a highly structured, calm, and orderly atmosphere. Respect and courtesy shall be exhibited at all times. Teachers and parents are expected to exemplify appropriate modes of conduct and abide by school rules.

School rules shall be consistent with Madison Elementary School District Governing Board policies.

Student Expectations

MTA is a Positive Behavior Interventions and Supports (PBIS) school. Students at MTA are SMART (Safe, Mindful, Accountable, Respectful, and Trustworthy). Students are expected to be SMART in all areas of the school, which include: classrooms, walkways, cafeteria, gym, office, bathrooms, playground, field, library, and any school-sponsored events or activities, and SMART towards staff and other students. All students at MTA receive Tier 1 PBIS.

Teachers proactively teach, enforce, and encourage SMART behavior throughout the school with an emphasis during the beginning of the school year and after district calendar breaks. Students are reinforced for desired behaviors by staff through the use of verbal praise, Owl Tickets, and incentives in the classroom and school-wide.

Students have the opportunity to exchange Owl Tickets for student incentives at the Owl-Store. The Owl-Store is funded through The Guild and is run by parent/guardian volunteers. Community and parent/guardian donations are welcome as long as they are deemed school appropriate by the PBIS Owl-Store Staff Member Liaison and Administration. Students also have the opportunity to earn classwide incentives which are determined by their teacher.

Student Discipline

Teacher/staff managed behaviors (minor behaviors) are documented through Minor Incident Reports and are issued with consequences.

Minor incident behaviors include (but are not limited to) the following: academic dishonesty, defiance, disrespect, language, disruption, minor aggressive acts (including physical contact), property misuse, technology violation, violation of the uniform policy, and other behaviors deemed not SMART at school.

Teachers/staff typically redirect students by giving students a verbal redirection and having an explicit conversation about expectations, with an opportunity to change behavior, before receiving a MIR with consequences. Teachers should consider the age, grade, and history of the student when issuing consequences. In addition, the teacher should take into consideration whether the student's behavior was the result of an accident or caused by a choice a student had made. Some behaviors warrant a MIR without verbal redirection and/or an explicit conversation, as expected behaviors are

taught at the beginning of the year and are reviewed on-going as needed by teachers. Teachers/staff may also respond to student behavior (but are not limited to) the following interventions:

- Change of seating
- Loss of recess/lunch detention
- Loss of credit
- Student sent to “Buddy Room”
- Student apology
- Restitution
- Skill building conversation
- Parent conference/involvement
- Any other noted consequences/intervention in the MSD student discipline handbook

Administrative managed behaviors (major behaviors)are documented through an Office Discipline Referral with relevant consequences. Office Discipline Referrals (ODRs) are imputed into a student’s Educlimber student behavior record.

Major incident behaviors includes (but are not limited to) the following: Disruption, Defiance, Disrespect Towards Authority, Non-Compliance, Tardy, Leaving School Grounds without Permission, Unexcused Absence, Truancy, Academic Dishonesty, Forgery, Lying, Plagiarism, Violation of Uniform Policy (Dress Code), Gambling, Abuse: Verbal/Profanity/Obscenity, Abuse: Verbal; Profanity/Obscenity to Adult, Negative Group Affiliation, Public Display of Affection, Computer/Network Infraction, Telecommunication Device/Other Technology Violation, Petty Theft, Theft, Extortion, Robbery, Armed Robbery, Trespassing, Vandalism or Criminal Damage, Tobacco, Alcohol, Drugs: Possession, Sale, or Distribution Share or Use, Harassment - Nonsexual, Bullying, Threat or Intimidation, Hazing, Harassment, and Sexual Misconduct, Sexual Materials, Indecent Exposure or Public Sexual Indecency, Harassment - Sexual, Verbal Provocation, Minor Aggressive Act (physical contact), Disorderly Conduct, Recklessness, Endangerment, Fighting, Assault, Arson, Threats to staff, students or school, Weapons, Dangerous Items, and other behaviors deemed not SMART at school. Administration will follow the MSD discipline rubric (located in the MSD Handbook) to determine the student’s consequences for major behaviors.

If the student earns multiple MIRs within a 45-day period for the same behavior, the student may be issued an ODR with consequences. Two Minor Incident Reports (MIRs) can result in an Office Discipline Referral with consequences.

Both minor and major behaviors are tracked and reviewed to recommend additional support or action steps for students. When appropriate, Tier 2 and Tier 3 behavior interventions are implemented.

Student behavior at MTA is considered when evaluating a student’s open enrollment status for the following school year. Student behavior can result in the revocation of the student’s open enrollment status.

Student Transportation E-bikes, scooters, skateboards and bicycles

Students may walk or ride a bicycle to school. We have designated bike rack that will remain locked during the school day. Skateboards, electric scooters and electric e-bikes are not permitted on campus.

General Expectations

Students shall:

- Not possess weapons, tobacco, alcohol, or drugs
- Be on time for class and school activities
- Show respect to adults and fellow students
- Respect other individuals' properties and do not take items belonging to others
- Help preserve school property and grounds
- Do not have chewing gum on campus
- Settle disagreements without fighting or threatening to fight.
- Use only wholesome and courteous language
- Walk on the sidewalks in a quiet and orderly manner when moving about the campus
- Act appropriately during school safety drills
- Enter the teachers' workroom, supply rooms, and staff rooms with permission only

Cafeteria Expectations

Students shall:

- Keep hands and feet to yourself
- Walk, no skipping and running
- Keep all food on trays and in the cafeteria
- Listen to and treat cafeteria duty adults with respect
- Talk in quiet voices
- Do not trade food at any time
- Students will stay in their seats while eating
- Students ask for permission to use the restroom or throw trash away

Playground Expectations

Students shall:

- Keep your hands and feet to yourself
- Use the recess/lunch equipment properly
- Come directly to and stay in the play areas
- Walk, do not run
- No playing in the restrooms
- Line up quietly when the bell rings
- Listen to and treat playground duty adults with respect

- No rock throwing
- Inappropriate words are not allowed

SCHOOL SAFETY

Madison performs numerous emergency response drills throughout the school year to ensure student and staff safety. Madison's Emergency Operations Plan comprises information provided by the Department of Homeland Security and the Arizona Department of Education. Our staff is regularly trained on handling campus emergencies through best-practice courses offered by the Arizona Division of Emergency Management and FEMA.

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

Fire Drills: All Madison schools perform monthly fire drills.

Lockdown Drills: All Madison schools hold at least two yearly lockdown drills. During a lockdown, all campus buildings are closed and locked. No one, other than emergency responders is permitted to enter or leave the building until the all-clear is given.

For your 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 cannot answer phones during drills/emergencies to keep lines open for critical communication.

SCHOOL SERVICES

The success and operation of MTA is due, in part, to the attendance and participation of parents, teachers, and administrators in school organizations and committees. MTA offers services to enhance school unity, parental involvement, and an environment that promotes student success, care, and safety. Services shall include, but are not limited to

Curriculum Night

MTA shall provide an overview of curriculum-based instruction at the beginning of the year. Parents may purchase materials to help their children at home.

Electronic Newsletter

The eHoot is MTA's weekly newsletter sent electronically every other Friday. The eHoot contains important information from the school and a message from the principal.
The Hoots and Hollers is our PTO Guild newsletter sent out electronically each week.
It contains general information about the school and announcements of special events and meetings.

Extended Day Care (MAC)
Madison Adventure Club (MAC) is a program the district offers to care for children before and after school. This service is offered for a fee by the District's Community Education Department.

Fundraising
Families are encouraged to participate together in this activity. Door-to-door sales by students are strongly discouraged.

Other fundraising activities on campus involving students shall take place before school, after school, or at lunchtime and must be approved by the principal.

Parent-Teacher Organization (The Guild)

The Guild is a volunteer parent-teacher organization that meets each month to support academic endeavors. The Guild activities include fundraising, building school community and spirit, and governance of the school and its functions. The Guild officers are elected by the membership, and one teacher shall be a member.

Parents may earn an hour of volunteer time by attending the monthly Guild community meetings. These are normally held on the second Monday of the month, in the evening at the cafeteria. Other volunteer opportunities are shared by the Guild at meetings, on social media, via their emailed Hoots 'n' Hollers newsletter, and on their website at: https://mtaguild.org/.

Site Council

The purpose of the MTA Site Council is to ensure that individuals are allowed to share in the decision-making process. The Site Council supports the school's philosophy, vision, goals, student achievement, and climate. There shall be at least one meeting scheduled per month (except December and May) during the school year. Membership will consist of 10 members:

- Principal (Chairperson and non-voting member)
- Assistant Principal
- 2 teachers, serving alternating 2-year terms
- 2 parents, not employed by the Madison School District, 2 elected on alternating 2-year terms, and one PTO (Guild) Executive Board Officer elected by the PTO Executive Board annually (not to exceed 2 years) - 1 classified staff representative
- 1 community member

Transportation

The open enrollment policy dictates that parents are responsible for providing transportation for their child to and from MTA.

Volunteering

As outlined in the Madison Traditional Academy Family Commitment Form, each family is required to volunteer a minimum of 5 hours per quarter for a total of 20 hours per school year to maintain their family's open enrollment for the following academic school year. Volunteer hours do not roll over from one quarter to the next, or from one school year to the next. Volunteer hours may only be earned by parents, legal guardians, and/or grandparents/legal step-grandparents. All volunteers must register and be pre-approved through the Madison School District security portal called RAPTOR. Please note it can take up to 2 weeks for applications to be approved in RAPTOR.While on campus, all visitors must sign into the RAPTOR system in the front office and wear the provided volunteer ID Badge. It is the parent's responsibility to seek out, schedule, complete and ensure that their volunteer time is accurately reflected in the RAPTOR system. Visitors who are not volunteering (for ex. having lunch with their child or attending an event) should sign into Raptor as a visitor and wear the visitor ID Badge.It is important to link the volunteers' identity to the student. Specifically, if the person volunteering has a different last name than the student. For example, if the volunteer's legal name is Smith and the student's last name is Jones, notification should be sent via email to the MTA front office in advance to connect the volunteer to that student.

Volunteer Opportunities

Most volunteer opportunities and events are communicated via the Guild through their website (https://mtaguild.org), social media (Facebook: Madison Traditional Academy Guild and Instagram: @mtaguild) and in their weekly Hoots 'n' Hollers email. It is important that the school office and Guild have an accurate email address for you (which you should check regularly) - as almost all our communication is done electronically.

Off-campus work is always pre-assigned by a teacher, staff member or Guild committee chair for a pre-determined amount of time to correspond with a specific job. For example, a teacher may send home some work to be alphabetized, valued at 30 minutes of volunteer time. You complete the task and return the work.

The Teacher or Staff Member will coordinate with the Guild to have time recorded in your Raptor account. Volunteers cannot change the pre-assigned amount of time for a job (i.e., if that above mentioned alphabetizing takes you 45 minutes, you still earn the pre-determined 30 minutes of credit). Volunteers may not complete a self-assigned task.

Volunteering in the Classroom

While parents are needed for special projects, activities, and field trips, teachers cannot be the sole source of volunteering for all families. Please do not expect teachers to always have something meaningful for you to do. To avoid disruption to the learning environment, parents should never stop in, or drop by a classroom unannounced. Parents must obtain teacher permission and be scheduled before coming into the classroom to volunteer.

Other Expectations

All visitors/volunteers are expected to dress appropriately (no revealing clothing, no exercise wear, no offensive words/images on t-shirts, etc.) Cell phones cannot be used while on campus. For student privacy, visitors are not permitted to take pictures while on campus. Ringers should be off or set to vibrate. Volunteers are expected to circulate and interact with students/staff when volunteering. If necessary, consult a staff member for behavior/discipline issues. Siblings or other children are not allowed to accompany volunteers on campus.

Not Everything Counts as Volunteering

Time spent eating lunch with your child does not count as volunteer time. Attending classroom parties/events does not count as volunteer time (unless you were one of the event coordinators or scheduled helpers). Donating items/refreshments to a classroom does not count as volunteer time. Only time assigned for pick up, drop off, or preparing/setting up of items donated should be counted.

Consequences for Non-Compliance

Failure to volunteer the minimum of 5 hours per quarter for a total of 20 hours per school year may result in the loss of your Open Enrollment Status for the next year.

STUDENT DROP-OFF AND PICK-UP

Student Drop-Off

- Students cannot be on school grounds until 7:30 a.m. (unless enrolled in MAC or attending a school-sponsored activity). Please note: There is no MTA staff supervision on the playgrounds until 7:30 a.m.
- Practice Parking lot CPR (Cooperation, Patience, and Respect) · Enter the school off 10th St., form two lines of cars, and merge into one line at the corner turn.
- Continue moving forward into the Drop-Off Zone when space exists (along the sidewalk)
- Once you have dropped off your child(ren), merge left out of the line and proceed to the exit (Maryland exit will support left and right turns simultaneously)
- After drop-off, students should proceed to their designated playground.

Student Pick-up

- Enter off of 10th Street
- Form two lines of cars (one for left turns, one for right turns off 10th Street)
- Merge into one line at the corner turn (behind home plate)
- Stay in the line until you have picked up your child(ren) at the sidewalk area · Older siblings should go to the pick-up area of their younger sibling
- Once you have your child(ren), merge left out of the line and proceed to the exit
- Please note: The Maryland exit will support left and right turns simultaneously

Important Reminders to keep the line moving:

- Practice Parking lot CPR (Cooperation, Patience, and Respect) · Never leave a car unattended in the pick-up/drop-off line
- Continue to move forward when space is available (leave room to merge/exit) · For the safety of your child, have them enter/exit on the passenger side · Do not merge into the left exit lane until you have your child(ren)and are leaving.
- Watch for children and cars when merging

STUDENT UNIFORM DRESS CODE

Madison Traditional Academy has a mandatory uniform dress code for all students in kindergarten through eighth grade. Students are required to conform to the dress standard each day. It is the parents' responsibility to ensure compliance with the dress code. The MTA administration will have complete and final judgment on all matters concerning interpreting the standard of dress policy. The designated uniform shall be

Uniform Tops:

- Solid white, solid navy blue, or solid red colored tops. Tops must have collars. (Students may wear their MTA t-shirts on Fridays).
- All shirts and blouses must be hemmed, appropriately buttoned, and tucked in at all times.
- Sheer, see-through shirts are not allowed.
- Shirts may not be turned inside out.
- Any shirt worn under the collared shirt must be the same color or a white short-sleeved t-shirt.

Uniform Bottoms:

- Boys: The bottoms must be navy blue or khaki pants or shorts. Girls: The bottoms must be navy blue or khaki pants, shorts, skorts, skirts, jumpers, or capri pants.
- Girls may wear MTA's approved plaid skirt, skort, or jumper. Girls may wear a navy blue, red, or white polo-style dress. · Tights, footless tights, or leggings must be solid white, cream, red, black or navy.
    - When wearing skirts, dresses, or jumpers, girls must have athletic/sport shorts underneath.
- Shorts, skirts, skorts, dresses, or jumpers must be below the fingertips when the students place their hands at their sides.

Footwear:

- All shoes must be fully closed (front and back), matching, properly tied, and cannot have a heel higher than one inch. No Slipper like shoes or crocs, five-finger-toe shoes, etc., will not be allowed.
- Socks must be a solid, matching color (red, navy blue, white, or black) and may not have any logo or extend above the knee.

Additional Standards:

- Logos on uniform clothing other than the MTA logo may not be larger than one inch and may be a different color than the uniform. Socks must be a solid, matching color (red, navy blue, white or black) and may not have a logo bigger than 1 inches or extend above the knee.
- Uniform clothing may not be altered by slits, tears, holes, excessive dirt, shredded hems, etc.
- Uniforms that are too tight fitting, oversized, or baggy are prohibited.
- Heavy winter outerwear must be removed once inside the classroom.
- Light outerwear is worn inside the classroom, such as a sweatshirt or sweater, must be a solid single school uniform color (red, navy blue, black, or white) and may not contain a logo larger than one inch (with an exception of the MTA logo).
- Any buttons, jewelry, belt buckles, and any other accessories which contain vulgar, lewd, obscene, or offensive messages are not allowed.
- Clothing that may lead to substantial interference with school activities; those which advocate the use of alcohol or drugs, and clothing which refers to or identifies with gangs, as well as apparel with racially or sexually suggestive messages or pictures, are banned at school or school activities.
- Long hanging chains and large belt buckles with metal studs are prohibited.
- Bandanas are not allowed on campus.
- Baseball caps or other headwear (including hoods on jackets) may not be worn inside buildings. Baseball caps worn outside must have the bills facing forward.
- Jewelry on pierced body parts other than the ear is not allowed. Any jewelry deemed a safety issue will be asked to be removed. Examples: Large hoop earrings and dangling earrings.
- Hair must be neatly groomed, without extreme cuts, styles, bleaching, or coloring. Hair must be a solid natural color. Bangs shall be worn above the eyebrows or pinned away from the eyes.

VISITING YOUR CHILD

All visitors must sign in through Raptor and get a visitor's badge in the office anytime they visit the campus. If you visit or volunteer in a classroom, please turn off cell

phones. If you deliver lunch or other items for your child, please leave such items in the office. Due to liability issues, children (including siblings) not enrolled in Madison Traditional Academy will not be permitted to attend. Parents are welcome to visit their children's classes; however, parents are not to "drop in" the classroom to visit or "drop off" to the classroom forgotten books, homework, lunches, etc. This practice disrupts the learning process of the entire class. To ensure we maximize academic time, we request that any item that is dropped off be done so with the front office. The office will alert the classroom teacher. Children should be encouraged to ask their teacher for an appropriate time to come to the office when they know an item may be dropped off.