



Parent-Student Handbook

849 S. Sunnyvale St.
Mesa, AZ 85206
480-472-8800

<http://www.mpsaz.org/madison/>
MPS Information and Guidelines
<http://www.mpsaz.org/parents/infoguidelines/>

IMPORTANT TELEPHONE NUMBERS



Principal.....472-8861
Secretary472-8861
Registrar.....472-8862
Attendance472-8863
Health Office.....472-8860
Media Center472-8835
Cafeteria.....472-8839
Family Support.....472-8857

SCHOOL BELL SCHEDULE



7:20 a.m.	Students can arrive on campus.
7:45 a.m.	School Starts
1:40 p.m. (K-3) & 1:45 p.m. (4-6)	Student Early Release every Wednesday
2:10 p.m. (K-3) & 2:15 p.m. (4-6)	Student Dismissal (Mon., Tues., Thurs., Fri.)



Early Release Schedule 2011-2012

Professional Development 9/14/11, 11/16/11, 2/15/12, 3/21/12 (Wednesdays) 12:15

End of Grading Periods 10/7/11 (Friday), 12/20/11 (Tuesday), 3/7/12 (Wed.) 11:45

October Conferences, October 17-21, 2011 (Monday-Friday) 1:15

January Conferences, January 9-13, 2012 (Monday-Friday) 1:15

Welcome to a Year of Success at Madison Elementary School



Students and their families become an important member of the Madison community when they come onto this campus. Together we will work toward making this the best year ever for our students. One of our main goals is to give our students the academic knowledge and skills they will need to be successful. Another goal is to help students develop into responsible citizens. Our staff is always working to make Madison an exciting and safe place to learn.

Success at Madison is a shared responsibility among parents, students, teachers and staff. Communication and cooperation will help us meet this responsibility. This handbook will “communicate” to your family what our expectations are for students here at Madison.

It is important to understand that no matter where students go, or what they do, there will be certain regulations to guide them. The rules and expectations at Madison School have been carefully thought-out and are meant for our students’ benefit.

Madison School Rule –

No one has the right to interfere with the learning, safety or well-being of others.

Madison School Expectations –

Do what is expected and do it the best you can.

We look to two words to guide our expectations:

Respect: Students will show respect for the property, rights and privileges of others, just as you expect and appreciate this respect when others show it to you.

Pride: Students’ conduct at all school activities is a reflection of students, their family and our school. We expect students to be worthy of the respect of others at all times. We want our students to be proud of being a Madison student, and we also want others to be proud of our student body. Each one of us is responsible for Madison’s reputation.

Honor Roll Guidelines for 4th – 6th

Your child has the opportunity to be entered on the honor roll for Madison Elementary each quarter of the school year. There are three honors possible and the criteria for each honor roll are listed below.

Principal's Honor Roll

- A's in all academic areas ~ Reading, Language, Math, Social Studies and Science
- No 2's or 1's in any of the effort areas of the report card

Madison Honor Roll

- A's and B's in all academic areas ~ Reading, Language, Math, Social Studies and Science
- No 2's or 1's in any of the effort areas of the report card

Rising Stars

A student who does not qualify for Principal's Honor Roll or Madison Honor Roll, but demonstrates consistent, tremendous effort, will qualify for Rising Star Award.

- No 2's or 1's in any of the effort area of the report card
- C's or higher in Reading, Math, and Language

Students must show responsible behavior for homework completion, reading homework completion, responsible attitude in class, etc. in order to be considered for any of the above honor rolls.

Students who receive Principal's Honor Roll and/or Madison Honor Roll for four quarters will be invited to attend Awards Assemblies.

Parent Signature _____ Date _____

Student Signature _____ Date _____

Approved by SIAC on October 25, 2010

“S.P.A.R.K.E.Y.”



Students Practicing Reading is
KEY to SUCCESS!!

*Reading is critical to a child's success in school and in life,
but no one said it couldn't also be a whole lot of fun.*

S.P.A.R.K.E.Y Directions:

On the student created recording sheets, students initial each flame, star/planet, path square, or tadpole sidewalk for each 15-minute time period they read at home. Parents can read to their child for it to count. Students return the slip to you when all the blocks are initialed and signed by parents.

Incentives:

At the designated hours, students will receive rewards at various increments. At 25 hours, students will receive a “scale” to begin building SPARKEY, the fire ‘reading’ dragon!

Principal's Challenge:

If students read 1 million words as a school, the principal will be at the students' mercy. (Student council will survey the school to see what they would like me to do. Now...no kissing a pig or shaving my hair!)

STUDENT INFORMATION MATH MASTERS FACT CLUB



1. Study the appropriate math facts for your grade level.
 2. Take the monthly three minute timed tests in your classroom and score at least 98%.
 3. Your teacher will request a membership card for you.
 4. Listen for your name on the morning announcements and watch for the principal to come to your classroom to present your membership card.
- ** Math Facts Club members will periodically receive special rewards or the privilege of taking the principal's Math Masters tests.

MATH CLUB QUALIFYING TESTS BY GRADE LEVEL

Grade	Addition	Subtraction	Multiplication	Division
1 st	4 minutes	4 minutes	<i>(50 problems on each test)</i>	
2 nd	3 minutes	3 minutes		
3 rd	3 minutes	3 minutes		
4 th	3 minutes	3 minutes	3 minutes	
5 th	3 minutes	3 minutes	3 minutes	3 minutes
6 th	3 minutes	3 minutes	3 minutes	3 minutes

MATH MASTERS COMPETITION

1. Become a Math Facts Club member in your classroom.
2. Take the Math Masters timed test with the principal on the designated dates.
3. A score 98% or above on the test in the given time, students will receive a winning prize. The principal will grade the test and let you know how you scored.
4. Math Masters Winners will be awarded a T-shirt on their first 98% or above on the test. Math Masters prizes will be awarded to students who score 98% or above on the monthly Math Masters test administered between January and April.
5. Students who wish to take the Math Masters test for the next grade level may do so if they first qualify in their classroom. However, the Math Masters test is given only 1 time per month.

MATH MASTERS QUALIFYING TESTS BY GRADE LEVEL

Grade	Problem	Minutes	Accuracy
1 st	50 add and 50 subtraction	6	98% or above
2 nd	50 add and 50 subtraction	4	98% or above
3 rd	50 add and 50 subtraction	3 ½	98% or above
4 th	50 add, 50 subtraction, 50 multiplication	4	98% or above
5 th	50 add, 50 subtraction, 50 multiplication, 50 division	4 ½	98% or above
6 th	50 add, 50 subtraction, 50 multiplication, 50 division	4	98% or above

Student Behavioral Expectations

ON AND AROUND CAMPUS:

Students are expected to:

1. play only on playground areas, and not on sidewalks
2. throw only playground balls, not sand, rocks, or any other object that could injure others
3. arrive on campus at 7:20 a.m., and proceed to breakfast or the playground area
4. walk in a safe and orderly fashion on all sidewalks and hallways
5. move about the campus with a hall pass in clear view
6. follow instructions of all staff members
7. show pride in our school and yourself by keeping school buildings and grounds free of litter and graffiti
8. take turns swinging (count to 100 or say alphabet twice) and in the use of other playground equipment. We use good safety judgment in playing on these pieces of equipment
9. not play dangerous games, fight, or play fight
10. eat all food in the cafeteria (gum and candy is not acceptable at school)
11. leave all weapons and other unsafe objects at home
12. remain on school grounds until dismissed or given permission to leave
13. settle differences or disagreements peacefully, without fighting, threats, name calling, insults or put-downs
14. keep shoes on at all times

CELL PHONES AND OTHER ELECTRONIC DEVICES

Students' possession and use of cell phones and other personal electronic devices at school, on school buses and at school activities are governed by the rules of the school. *In no event may a personal electronic device be used in a manner that violates the privacy of others or disrupts the school's objective of maintaining a safe and orderly learning environment for all students.*

All cell phones and other electronic devices must be *turned off and placed in the student's backpack or purse during class, on campus or riding the bus.* Administrators and teachers are authorized to confiscate electronic devices that are used in a classroom or used in any other manner that violates district policy or school rules. The parent of a student whose electronic device has been confiscated may recover the item from the school administrator. Repeated misuse of a cell phone or other device may result in loss of the privilege of carrying or using the item at school.

The district is not responsible for cell phones and other electronics devices that may be lost, stolen, damaged or left in a desk at school.

ITEMS PROHIBITED AT SCHOOL:

1. Gum or candy on campus.
2. roller-skates, rollerblades, skateboards and scooters

These items can distract from the educational program at Madison. Please help keep them at home!

BIKES ON CAMPUS:

Students are expected to:

1. get off their bikes at the crosswalk when they come to school in the morning
2. walk their bikes from the crosswalk to the bike rack
3. follow directions from the staff
4. walk bike from the rack to the crosswalk at the end of the school day; then ride their bikes home when they have crossed the street

DURING ASSEMBLIES:

Students are expected to:

1. show respect to the speaker and/or performers and to those sitting around them
2. walk quietly to and from assemblies
3. show their appreciations by clapping appropriately; booing, hooting or whistling are not appropriate
4. come to assemblies with a positive attitude to learn and appreciate the work of other classes and groups

IN THE CAFETERIA:

Students are expected to:

1. show appropriate behavior and respect to fellow students and staff
2. use an inside voice
3. walk into the cafeteria and stand quietly in line, keeping their hands and feet to themselves
4. practice good table manners; eat their food in a polite manner
5. eat food in the cafeteria; no food may be taken outside
6. walk to throw away trash
7. clean up after themselves
8. all trash is thrown into the trashcans
9. empty milk/juice cartons thrown into recycle
10. stack their own tray

IN THE RESTROOMS:

Students are expected to:

1. keep voices quiet and respect the privacy of others
2. keep the restrooms neat and tidy. Be sure to flush toilets and urinals
3. wash their hands before leaving to prevent the spread of germs
4. use paper towels as needed and then place them in the trash cans
5. use faucets, sinks, and other equipment appropriately
6. refrain from climbing or writing on the partitions
7. use the assigned restrooms (primary/intermediate) during recess

AT THE DRINKING FOUNTAIN:

Students are expected to:

1. take a short drink if there are others waiting
2. leave spaces between students and stand quietly with hands to themselves

PLAYGROUND RULES:

Designated areas:

Students will be expected to be on their appropriate playground at all times. Grades K-3 will play on the primary playground and grades 4-6 on intermediate playground. Only exceptions will be announced.

General

Students are expected to:

1. not push anyone off equipment
2. not climb on top of anyone
3. get a pass to enter building
4. not play tag around playground apparatus
5. use good judgment when jumping from playground equipment
6. do not chase after PE equipment in parking lot

Swings

Students are expected to:

1. swing straight - don't twist
2. sit down - do not stand or kneel
3. swing alone, not double up
4. swing in the same direction
5. wait until the swing has stopped to get out, not bail out
6. count to 100 out loud or say the alphabet twice when others are waiting a turn

Slides

Students are expected to:

1. Go up only on the stairs; go down the slide
2. Go down sitting down with feet first
3. Get out of way quickly when reaching the bottom
4. Slide down one at a time
5. Keep slide clean

Climbing Apparatus

Students are expected to:

1. move carefully and be aware of others
2. give others room to move up and down
3. take turns
4. start at the same end of the equipment, and move in the same direction
5. refrain from any kind of speed contests on the equipment or from trying to cover large distances in a single move
6. know how to drop, landing on feet with knees slightly bent

Sand and Rocks

Students are expected to:

1. NOT THROW ANY SAND OR ROCKS
2. Respect those making sandcastles

Sidewalk

1. Give priority to walkers
2. Walk bikes only
3. No running
4. No skateboards or rollerblades allowed

RULES TO GAMES:

Students are expected to:

1. Agree on the rules at the beginning of the game
2. Let all students join the game if he/she follows the rules
3. Follow directions of the playground aides

For All Games

In the event of a fight or severe disagreement, playground supervisor may discontinue the game for that recess; those purposely interfering will be benched for the rest of recess.

Rule Changes will be announced 3 times the week of the change. Please be alert and try to make the adjustment quickly.

<p><u>Basketball</u></p> <ol style="list-style-type: none"> 1. No deliberate hitting or tripping. 2. 8-10 players per game. 3. All games are half court. 	<p><u>Football</u></p> <ol style="list-style-type: none"> 1. Approved footballs only. 2. Use specified area for playing. 3. Maximum 10 players per team. 4. No tackle football. Two hand touch. 5. Everyone is allowed to play. 6. Unnecessary roughness will cause removal from game. 	<p><u>Soccer</u></p> <ol style="list-style-type: none"> 1. No kicking or knocking down of players. 2. Limit - 11 people per team. 3. Game stops immediately if an injury occurs. 4. Play in specific area - non-players must not interfere.
<p><u>Tetherball</u></p> <ol style="list-style-type: none"> 1. Don't sit and swing on tetherball. 2. 1 or 2 players only or 2 on 2. 3. Use hand only to hit - do not swing. 4. No purposely aiming for innocent bystanders. 5. No climbing poles. 6. Follow rules - stay in own area and don't grab rope 	<p><u>Softball Games</u></p> <ol style="list-style-type: none"> 1. 8-10 players per side. 2. All spectators and players on the batting team must stand behind the backstop at all times. 	

HOMEWORK (IKB & IKB-R)

Homework, when used to reinforce skills, is a valuable and useful activity. In order to provide meaningful homework experiences for students, it is necessary for the home and school to work together. Generally, homework for Madison students shall fall into one of the following categories:

1. Completing regular classroom assignments.
2. Reinforcing the teaching of basic skills.
3. Providing opportunity for individual academic extension.
4. Making up work missed during absences from the classroom.
5. Learning to work independently and develop self-discipline.
6. Accepting responsibility for completing assignments.
7. Developing better study skills and organizing the student time.
8. Encouraging learning experiences.
9. Enriching learning experiences.
10. Enhancing learning experiences.

Homework assignments are not used to penalize students. Most homework assignments, other than those due to long absences, should not exceed 20 minutes for grades K & 1, and 30 minutes for grades 2 – 6.

Dress and grooming

This summary features highlights of the district's Policy JFCA: Student Dress and Grooming to help students comply with the standards at school and school events.

Each principal and School Improvement Advisory Council may supplement the following district wide standards. Complete information is available in your school office. ([Español](#))

General Standards

Personal appearance and dress are the responsibility of the student and the student's parent or guardian.

Students will not dress or groom themselves in a manner that, in the judgment of the school administrator, presents a risk to the health, safety or general welfare of the student, other students or staff, or that is counterproductive to the district's educational objectives.

Students will refrain from displaying tattoos or wearing clothing, jewelry or other accessories that communicate, whether through language, images, symbols, artwork, color schemes or clothing styles:

- a message related to tobacco, alcohol, illegal drugs and other items that cannot be legally purchased or possessed by minors
- a message that advocates or promotes violence or terror
- a message that is sexually suggestive, vulgar, obscene or plainly offensive
- a message that would cause a reasonable person, as a student or staff member, to feel threatened, intimidated or harassed because of the person's race, ethnicity, religion, gender or sexual orientation
- a message expressing gang membership, affiliation or support

The foregoing standards regarding "message" clothing will be interpreted and applied by school administrators in a manner that avoids infringement of a student's First Amendment rights.

Dress Standards

Without limiting the general standards, students must comply with the following standards at school and school events:

- Jeans, pants and trousers must be worn at the waist area and must not drag excessively on the ground. No sagging is allowed.
- Clothing must cover the abdomen, back, buttocks, chest and genital areas. Tops that expose cleavage are prohibited. When standing, tops must

completely cover the midriff to the skirt, shorts or pants. See-through clothing is prohibited.

- Skin-tight outer clothing, such as spandex, is prohibited unless it is worn for a school-sponsored extracurricular activity (for example, dance or wrestling).
- Tube tops and halter tops are prohibited. Tank tops and other sleeveless tops are permitted only if the straps are wider than 1 1/2 inches and the armholes are no lower than 2 inches from the armpit.
- Shorts must have at least a 2-inch inseam and extend to the tip of the student's fingers.
- Dresses and skirts must extend at least 1 inch beyond the tip of the student's fingers.
- Clothing or attire by which an adolescent female student does not wear a bra or underwear, wears a bra or other garments as outerwear, or wears clothing in a manner such that underwear is visible through outerwear is prohibited.
- Clothing or attire by which an adolescent male student does not wear underwear, wears underwear as outerwear, or wears trousers or shorts so that underwear is visible is prohibited.
- Pajamas and other sleepwear are prohibited.
- Bandannas, hairnets and do-rags are prohibited.
- Jewelry and accessories with studs, spikes, sharp objects or heavy chains are prohibited.
- Sunglasses may be worn indoors only if there is a medical need to wear them.
- Hats or other head apparel may not be worn inside school buildings unless for religious, medical or safety purposes. Students will not be prohibited or discouraged from wearing hats or other clothing designed to reduce sun exposure while outdoors.
- Trench coats and other oversized clothing that can conceal contraband are prohibited.
- Footwear must be worn at all times. Shoes, such as "wheels in the heels," that pose safety hazards and shoes, such as cleats, that may damage flooring are prohibited.
- Safety dress requirements for specific classes must be followed.

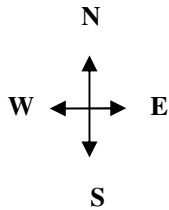
Grooming Standards

Without limiting the general standards, students must comply with the following standards at school and school events:

- Students are expected to bathe and groom themselves regularly so that any lack of personal hygiene is not annoying or disruptive to students or staff.
- Secondary students may use cosmetics. Heavy mascara and other use of cosmetics that give the student a disturbing or distracting appearance is prohibited. Face paint is prohibited.

Madison Traffic Safety Notes

Madison students should never be on campus before 7:20 am.



The Parent Drop-Off & Pick-Up area is the **safest** place for parents to drop off their children before school and to pick up after school. **This is a no cell phone zone.**

MADISON ELEMENTARY SCHOOL
(South side of building)

Pedestrians
have right of
way.

1. Parent Drop-off and Pick-up Area

2. Merging Traffic Flow

S a f e t y F e n c i n g

C
R
O
S
S
W
A
L
K

3. South Parking Lot

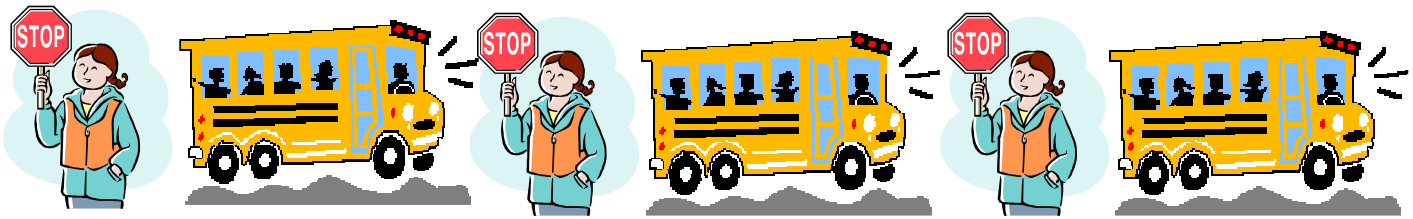
Westbound

PLEASE AVOID U-TURNS ON ELENA STREET. THANKS!!

'NEW' Traffic Procedures for Parent Drop-Off & Pick Up

Madison's parents, teachers and staff are always concerned about student safety. Our students and parents deserve a safe traffic area for pick-up and drop-off. Pedestrian safety depends on adherence to the uniform practices and procedures in the parent drop-off and pick-up area and the south parking lot. To increase the safety of our students and drivers, we need you to help us with the following areas of concern:

- 1. Parent Drop-off and Pick-up Area** – Parents drive into parent drop-off and pick-up area (near sidewalk). Parents wait in their vehicle for students. Once you have your child, please carefully merge into the flow of traffic area to leave campus. Please be considerate of other parents who are waiting to drop off or pick up students.
- 2. Merging Traffic Flow Area** – This area is for vehicles to merge to depart campus after your child has been dropped off or picked up. *PLEASE do not stop and call your child over to your vehicle.* This is a dangerous practice we do not want to start at Madison. Please be considerate of other parents who are waiting to drop off or pick up students.
- 3. South Parking Lot** - If you wish to see your children to their line-up area, please park your car in the south parking lot. *Parents are to utilize crosswalks to enter campus.* The south parking lot also has designated areas for handicapped and daycare vans only. No child is allowed into the parking lot without an adult escort.
- 4. Bus Area** – Parents and staff should not drive in bus area during designated times (7-8:00 am & 2-2:45 pm).
- 5. Elena Street** – Parents who park on Elena Street are to walk on the sidewalk to the basketball court for student pick up. **Do no walk into the retention basin or south parking lot.** No child is allowed to cross Elena without an adult escort.
- 6. School Crosswalks – Arizona Statue 28-797** – Speed limit in crosswalks is 15 mph. No parking is allowed in crosswalks. No u-turns are allowed in crosswalks. Crosswalks are maintained by staff to ensure safe passage for parents and students.



Bus Rules of Conduct

Student safety is the No. 1 priority of every bus driver in Mesa Public Schools. Your child's school bus is an extension of the school. It is important for students to follow the rules on the bus as they would in the classroom. Well-behaved riders allow the driver to focus on driving, not discipline.

Please take a moment to review these safety rules with your child.

Waiting for the Bus

1. Walk to the bus stop with a parent or in groups of two or more.
2. Be at the stop 10 minutes before the bus is scheduled to arrive.
3. Stay out of the street and away from traffic.
4. Respect property in the neighborhood.
5. Be kind and courteous to others.
6. Form one line before the bus comes to a stop.

Boarding the Bus

1. Let the bus come to a complete stop before boarding.
2. Enter the bus one person at a time.
3. Board quickly without crowding or pushing.
4. Use the handrail, and do not run on the steps.
5. Go directly to a seat, and sit upright facing the front.

On the Bus

1. Be courteous, and obey the driver's instructions.
2. Keep the aisles clear, and remain seated until your stop.
3. If seats are assigned, sit in your assigned seat.
4. Keep your hands, arms, feet, legs and head away from others and inside the bus.
5. Talk quietly. Do not yell; use vulgar, or abusive language.
6. Do not throw anything inside the bus or from the bus.
7. Eating is not permitted on the bus. Do not drink on the bus unless the bus driver allows you to do so.
8. Do not play or use electronic devices without a headset.
9. Do not carry skateboards, glass objects, insects, reptiles, animals, weapons, explosive devices, tobacco, alcohol or drugs on the bus.
10. All cell phones must be off and placed in your backpack or purse.
11. Do not abuse or deface the bus or bus equipment.
12. Keep cases, band instruments and other belongings under control at all times.

Items Banned from Buses are glass objects other than eyeglasses; tobacco; alcoholic beverages; illegal, dangerous and other non-prescribed drugs; weapons; explosive devices and harmful chemicals.

Insects, reptiles and other animals, with the exception of service animals, are also prohibited by the state of Arizona's Minimum Standards for School Buses and School Bus Drivers.

Leaving the Bus

1. Stay seated until the bus comes to a complete stop.
2. Do not push or crowd others.

Crossing the Road

1. Cross the street only when the driver has indicated the way is safe. Walk 10 feet in front of the bus so the driver can see you. Never cross behind the bus.
2. Keep looking to the right and left as you walk.
3. At an intersection, look in all directions.
4. Do not cross the street at an angle.
5. Walk briskly across the road, but do not run.

MPS Transportation

If you have questions or concerns, call the Fremont Satellite Center at 472-8950. Students that receive special education services or McKinney-Vento will call Stapley Satellite Center at 472-0160.



Dear Madison Parents:

Bus riders are under the authority of the school administrator and the bus driver, and shall observe established and appropriate standards of classroom behavior and dress. Video cameras are used to monitor behavior on buses.

Bus-riding privileges may be denied to a student who violates the rules of conduct.

Students who damage district property may be suspended or expelled from school. Under Arizona law, parents or guardians may be charged for the cost of damage done to district property by their children.

Denial of School Bus Service

Riding the bus is a privilege – not a right. Inappropriate conduct at bus stops, on buses or in the process of boarding or disembarking from a bus may result in the denial of bus-riding privileges. When school bus rules are violated, the following will occur:

Reasonable Requests – Students who refuse to give their names, to accept a temporary or permanent seating assignment, or to respond appropriately to other reasonable requests may be denied bus-riding privileges.

- **Warning** – The bus driver may warn a student to correct his or her behavior before taking disciplinary action.
- **First Infraction** – Following the first infraction documented in writing, a student may be denied bus-riding privileges on buses for a minimum of one day.
- **Second Infraction** – The second infraction documented in writing may result in the denial of bus-riding privileges from buses for a minimum of three days.
- **Third Infraction** – The third infraction documented in writing may result in the denial of bus-riding privileges from buses for a minimum of five days.
- **Fourth Infraction** – The fourth infraction documented in writing may result in the denial of bus-riding privileges from buses for one month or for the rest of the semester, whichever is longer.
- **Serious Infractions** – If an infraction is deemed serious enough, the student may be denied bus-riding privileges from buses for an entire school year.

Riding the bus is a privilege – not a right.

Madison Elementary Map

