

MUSTANG PRIDE!

2023-2024



**Madison
Elementary School**

650 Territorial Road NE
Blaine, MN 55434

**Student &
Parent/Guardian
Handbook**

PARENTS/GUARDIANS

It is important that each family have a copy of this handbook for reference.

Thank you.

MADISON ELEMENTARY

Mustang Pride



PHONE NUMBERS

Office	506-3300
Attendance	506-3306
Health Service	506-3304
Kitchen	506-3311
Adventures Plus	506-3313
Community Education	506-3312
Fax	506-3303
TDD	506-3300
Volunteer Services	506-3340

Website

www.ahschools.us/madison

Madison School Hours

Grades K-5

8:45 a.m. to 3:15 p.m.

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This handbook is available in alternate formats upon a 72 hour request.

ADVENTURES PLUS (A+)

The Adventures Plus (A+) program offers childcare before and after school to students in kindergarten through fifth grade for a fee. The Adventures Plus office is adjacent to the cafeteria on the east side of the school inside door 5. Contact Adventures Plus at 506-3313. More information at www.ahschools.us/adventuresplus.

ARRIVAL AT SCHOOL

Because many Madison students walk to school, supervision is provided outside, beginning at 8:25 a.m. **Students should not arrive at school earlier than 8:25 a.m.** Student patrol members will be present at street crossings at 8:25 a.m. Students enter the building at 8:35 a.m. and need to be **in their seats** by 8:45 a.m.

Kindergarten, first and second grade students will line up in front of the school. Third through fifth grade students should line up at the west playground door.

ATTENDANCE

Any time your child will be absent or late to school, call the Attendance Line at 763-506-3306. Please call by 9:00 a.m. and give the reason for the absence. If due to illness, please give the specific symptoms, such as vomiting, congestion, etc. If no contact is made, the student absence will be considered unexcused and/or truant.

Please have your children here on time for the entire day. Tardy behavior causes students to miss important learning. Students should be at their desks ready to work when the bell rings at 8:45 a.m. **Students arriving late to school must sign in at the office.**

Children are legally excused from school when ill, for family emergencies, and/or in the case of religious observances. Absences take children away from important learning. We ask for your help by scheduling medical appointments, vacations and entertainment for non-school days and hours.

If your child attends a medical appointment, you can provide the office with a note from your doctor/clinic so attendance is marked accordingly.

Checking students out early: When it is necessary to check your child/ren out before the end of the school day, you will need to bring your driver's license to complete the sign-out process using our security system in the entryway at door 1. Please note, to limit the amount of instructional time missed, we are not able to call the student/s from class until you arrive in the building.

BICYCLES & BICYCLE RACK

Kindergarten through fifth grade students, with the permission of their parents, may ride bicycles to and from school. Parents are strongly encouraged to have their children wear a helmet. Schools provide a bicycle rack for students to store their bicycles during the day. It is the responsibility of students to **lock** their bikes to the rack.

All bike riders should walk their bicycles when on school grounds. Bike riders are expected to cross streets at the corners just as other students do and to follow the school safety patrol. Bike riders should walk their bikes across intersections. When riding on the street, "RIDE ON THE RIGHT."

BREAKFAST PROGRAM

A breakfast program is available for students. Breakfast is served starting at 8:20 each morning. Due to a state grant, **all students can receive free breakfast** daily for the 23-24 school year. Students who eat breakfast must enter the school through Door 5 on the east side of the building. Door 5 opens at 8:20. Students must eat breakfast if they enter the building at that time.

BUSES

Students living in excess of **one mile** from school are offered free bus service. Students who are eligible for bus service will receive their bus route notification in the mail in late August. Students should be at their bus stop at the indicated time for their ride to school. Please contact the District Transportation Department at 763-506-1125 with any questions.

Riding a bus requires appropriate behavior by students. A brochure describing the bus policy will be sent home with students at the start of the school year.

Students who are new to bus riding often do not recognize their own stop. Please show your child where their bus stop is and how you want them to walk home.

CELL PHONES

Students may not use cell phones at school.

New Madison policy: All student cell phones are to be kept in students' backpacks. If a staff member sees a student's cell phone, it will be brought to the office and a parent will be required to come to Madison to pick it up. Please refer to the A-H Schools Cell Phone Policy.

CITIZENSHIP

Madison honors a student from each class monthly for school citizenship. These honorees will be recognized on our school's broadcast and will be invited to lunch in the principal's office.

COMMUNITY EDUCATION

Madison has an active Community Education program. Watch for flyers to be sent home during the year. Call 506-3312 for more information.

CROSSING GUARD

An adult crossing guard is employed at the intersection of Jackson and Territorial Rd. from 8:15-8:45 a.m. and 3:10-3:40 p.m.

DRESS CODE

Clothing that disrupts the educational process or violates standards of decency is not permitted. Due to safety concerns, students are discouraged from wearing flip-flop sandals at recess.

GOLDEN TICKETS

At Madison, our Golden Tickets are designed to acknowledge and reinforce appropriate student behavior. Any staff member or parent volunteer can give Golden Tickets to students. A school-wide drawing for a gold award will occur each month.

GUM

Gum is not allowed in school, with the exception of Special Education students with specific IEP notation.

HARASSMENT, VIOLENCE AND DISCRIMINATION POLICY

It is the policy of the Anoka-Hennepin Schools to maintain a learning and working environment that is free from harassment, violence or discrimination based on actual or perceived race, color, creed, religion, national origin, sex/gender, marital status, disability, status with regard to public assistance, sexual orientation, age, family care leave status or veteran status. The district prohibits any form of harassment, violence or discrimination based on actual or perceived protected class status.

HEALTH AND WELLNESS POLICY

Classroom snack and celebrations should reinforce the importance of healthy choices. **Families are encouraged to send healthy treats such as granola bars, fruit, crackers with cheese, pretzels, or popcorn.** Treats must be prepared commercially.

HOMEWORK GUIDELINES

For children in grades **K through 2**, homework is most effective when it does not exceed **10 to 20 minutes** each day. Children in **grades 3-5** can handle **30 to 60 minutes** a day.

The Madison staff believes that all students in grades K-5 need to spend a minimal time each afternoon/evening **reviewing and practicing** the learning taking place in the classroom.

We believe that every child needs to be prepared for the school day by:

- 1) having a good night's sleep and a good breakfast;
- 2) looking at, reviewing, signing and returning important papers;
- 3) having gym shoes, media books and assignments ready;
- 4) spending time reading outside the school day;
- 5) being on time for school.

The following are grade level homework expectations for Madison families:

Kindergarten

Please do the following DAILY:

- Send backpack, Take Home Folder, and reading bag (once received) to school.
- Check child's folder for papers to keep and/or send back to school the next day.
- Read to your child to model proper expression and to develop an enjoyment for reading.
- Have your child read his/her book bag books to you and discuss the events and characters.

Please also check your child's "Peek of the Week" (at least) once a week so you are up to date with events and curriculum expectations in reading, math and writing.

1st Grade

First Grade parents/families should check their child's folder every day for homework and remove completed items, flyers and announcements. Students are expected to bring their folder every day.

Homework expectations are:

- Read and be read to daily
- Do Math Home Connections, practice forward, backward and skip counting up to 120. (by 10s, 5s, 2s)

- Practice high frequency words daily (cumulative)
- Practice weekly spelling words
- Complete unfinished work and return to school
- Sign Parent/Teacher Communication Sheet at the end of each school day, if required by your teacher.

2nd Grade

Second Grade parents/families should check their child's folder everyday for homework and remove completed items, flyers and announcements. Students are expected to bring their folder every day.

- Review communication log (peek) each week
- Read 20 minutes daily
- Complete homework when assigned and return the following day
- Practice weekly spelling word list
- Sign Assignments Sheet daily

3rd Grade

- Read at least 20 minutes daily
- Complete math Homelinks with parent support
- Practice weekly spelling unit
- Complete unfinished work

4th Grade

- Read at least 20 minutes daily
- Practice of multiplication and division facts daily
- Practice spelling words
- Twenty minutes of Khan Mappers

5th Grade

- Read at least 30 minutes daily
- Complete math homework with parent support
- Practice weekly spelling words
- Complete unfinished work

ILLNESS

1. A child should remain at home until their fever has been less than 100 degrees Fahrenheit for 24 hours. Please note: temperature should be taken when a fever reducing medicine is no longer in effect, generally 4-6 hours after the last dose.
2. If a child is diagnosed with strep throat, the child needs to remain home until 12 hours after the antibiotic treatment is started. (The child still needs to be fever free for 24 hours even though they are on antibiotics.)
3. A child should remain home for 24 hours after last vomiting or diarrhea episode.

Having children come to school before they are well puts your child and classmates at greater risk for further illness.

Please remember to call the ABSENCE LINE at 506-3306 to report an absence by 9:00 a.m.

INSURANCE

Although Anoka-Hennepin Schools carries liability insurance, it does not carry insurance to cover medical or dental expenses related to student accidents. Information on a policy parents can purchase is available in the school office.

LUNCH PROGRAM

Hot lunch is optional. Due to a government grant, all students can receive free lunch during the 23-24 school year. (Mega bites are extra.) Each student has a confidential account number called a PIN number, which they access each time breakfast, milk, or a school lunch is purchased. It is recommended that parents enter money in your student's lunch account by cash, check or online using SchoolPay on the district website under Child Nutrition. **PLEASE use the memo portion of your check to indicate your child's PIN number and their classroom name.** Please keep your child's lunch account up-to-date. If the account has a negative balance, an automated phone call reminder will be placed to the family's main contact number.

MAKE UP WORK FOR STUDENTS WHO ARE ABSENT

Make up work for students who are ill is an issue with several concerns attached:

- Students who are ill may be too sick to complete make up work.
- Make up work can't replace the interaction between teachers and students.

Therefore,

- Generally, we will not supply make up work for students who are in kindergarten or any student who is absent for just one or two days.
- If a parent wants make up work for a student who is absent, the parent needs to request the work by calling the school office early. Please call in the morning, if possible.
- If work is requested, it may be picked up in the school office from 3-4 p.m. or may be sent home with another student.
- A general expectation is that make up work be completed in a timely manner. For example, make up work for two days will be turned in within four days.
- When students are absent due to family trips or an extended absence, we may not be able to send assignments home for the student ahead of time. Generally, assignments will be given to the student upon returning to school. This enables the teacher to give needed instruction and help for the student to complete the assignments successfully when they return to school.

MEDIA CENTER POLICIES AND PROCEDURES

Purpose

The mission of the Madison Elementary Media Center is to prepare students for life-long learning, informed decision-making, a love of reading and the use of information technologies. We have 12,000+ books and other resources available for check out. Our goal is to make the Media Center an inviting place where all students and staff feel welcome and enjoy learning.

Schedule

Madison Elementary features an “open access” Media Center. The Media Center remains open throughout the school day. Students may come to the Media Center to check out and return materials at times other than their scheduled Media class.

Check Out Policies

- Students are responsible for the materials that are checked out from the Madison Media Center. The number of items is determined by the student’s grade. A student may exceed that number with special permission for special projects. Students may keep an item for a two-week period, but are encouraged to return the books to the Media Center when they are finished.
- We do not charge fines for overdue books, however, students must return an overdue book before additional books may be checked out. To help remind students of overdue books, overdue slips will be printed out regularly.
- Students who lose or damage books beyond repair will be charged the replacement cost of the book. Lost or damaged materials must be paid for in order for the book to be reordered and restored to the Media Center. The value of the book is quoted on all overdue notices. If your child’s book is lost and later found, we will reimburse the cost if the book is returned in good condition within one year.
- We strive to teach our students to be independent readers. If you notice your child is bringing home materials at too high or low level of difficulty, please discuss this with your child.

MEDICATION IN SCHOOL

The goal of these procedures is to ensure the safe, accurate and timely administration of medication to students by trained personnel in the school setting.

Parents are advised that, if possible, medication should be given at home and on a schedule other than school hours. When it becomes necessary for medication to be taken by students during the school day, these procedures will be followed:

- Health Service personnel must supervise the administration of all medications in the school setting. All medications will be given under the supervision of a Licensed School Nurse and may be

delegated only to Health Paraprofessionals or, in rare instances, other staff who have been specifically trained for this responsibility by the Nurse.

- **The school must have a written request from a parent/guardian for the administration of any medication** (prescription or non-prescription) that needs to be taken by a student in school. The school must have a written order from a physician for all prescription medications given for more than a 15 school day period (i.e. Ritalin, seizure medication, etc.) and/or those medications given by injection or gastrostomy tube. The School Nurse will use professional judgment regarding the need for a physician’s orders to administer non-prescription medication.
- All prescription medication must be sent to the school in the correct pharmacy-labeled container. **All non-prescription medication must be sent to the school in the original container in which it was purchased, labeled with the student’s name.**
- **While in school, students are not to carry any medication on their person or store it in desks or lockers.** All medication (prescription and non-prescription) will be stored in a locked cabinet in the Health Service Office.
- **Cough Drops should be brought to Health Services Office.**

PARENT-TEACHER ORGANIZATION

All Madison parents/guardians and staff are welcome to attend Madison’s Parent Teacher Organization (PTO). There are no membership dues.

Generally, the PTO meets monthly at 6:30 p.m. in the Media Center. Parents are urged to become involved with Madison’s PTO. The PTO is the heart of the school and provides our students with many opportunities they would not normally have. **You are needed** to share in the fun of event planning and organizing for all Madison families. Please call the PTO voicemail to ask questions or volunteer your services at 506-3314.

PATROL

The School Patrol helps Madison students cross streets safely on their way to and from school. Patrol members are on duty at the corners of

Madison, Quincy and Jefferson from 8:25 a.m. until 8:35 a.m. in the morning and from 3:15 to 3:25 p.m. in the afternoon.

All students and adults must follow the directions of School Flag patrol members when crossing streets in front of school. Students must wait on the sidewalk until the patrol members tell them to cross.

POP

In compliance with the District Health and Wellness Policy, **pop is not allowed** in the classroom or in the lunchroom for children.

RECESS

Please make sure children are properly dressed for the weather. Students will go outside for recess unless it is raining. **The district guideline for keeping children inside for recess is zero degrees OR 10 degrees below wind chill.**

SCHOOL SPIRIT CLOTHING

In the fall, families will be able to order clothing items with a Madison logo. This offering is sponsored through Madison PTO. Every Friday is Madison Spirit Day. Everyone is encouraged to wear Madison Spirit Wear or Madison colors of blue and white.

IMPORTANT INFORMATION FOR ALL MADISON FAMILIES. PLEASE READ CAREFULLY.

SAFETY AT ARRIVAL AND DISMISSAL

STOP for a patrol flag. When the patrol flags are out (or in motion), the entire intersection is closed to traffic. Please **DO NOT block the right of ways with your car.** The left lane is not to be used.

Front Drive Drop-off and Pick-up Lane

In the morning: Please **stay in the RIGHT lane** and pull up as far as you can. Let your student(s) out and they will walk to their class lines outside. Please **stay in the right lane** and move forward when the cars ahead of you move forward. **Please do not block the intersection and crosswalk on the corner of Territorial Road and Madison Street.** Local traffic must be able to proceed.

At dismissal: Please pull in **SINGLE FILE** in the right lane along the curb. The first car will have to pull all the way up to the stop sign. **Drivers must stay IN their cars.** Do not leave the vehicle.

Please communicate with your student(s) about where you will pick up. They can watch for your vehicle and quickly get in on the curb side. For the safety of all, students cannot cross through the lot or traffic by themselves.

REMEMBER: STUDENT SAFETY IS OUR MAIN CONCERN.

Students cannot be left unattended on school property (including the playground) before OR after school. Staff is outside to supervise from 8:25 to 8:40 a.m. and 3:15 to 3:30 p.m. **For the safety of our students at arrival and dismissal, we kindly ask that dogs be left at home.**



SCOOTERS, SKATEBOARDS, IN-LINE SKATES, ROLLERSKATES AND ROLLER TENNIS SHOES

Elementary students may not use in-line skates, roller skates, skateboards or scooters on school property. Students who wear roller shoes (tennis shoes with wheels) cannot use the wheels during the school day or on school property because of the safety hazard they pose to the user and to other students.

SECURITY SYSTEM

For the safety of Madison students and staff, all visitors are **required** to have identification to enter the school OR check a student out for an appointment, etc. Madison's security system is in the school entryway. Visitors will use their I.D. to create a record of each visit.

STUDENT BEHAVIOR POLICY

Anoka-Hennepin Schools Core Values

The School Board of Anoka-Hennepin Schools has adopted a district-wide list of core values to guide students in developing ethical and responsible behavior. These values are intended to guide interactions within our school community and to guide members of our school community as they interact with others.

RESPECT - to show consideration for self, others and property

RESPONSIBILITY - to carry out obligations in a dependable manner; to acknowledge the consequence and rewards of one's choices; to contribute to society

INTEGRITY - to display honesty, perseverance, confidence, pride, trustworthiness and the courage of one's convictions

COMPASSION - to show empathy, generosity, kindness, patience and sensitivity

APPRECIATION OF DIVERSITY - to recognize and honor the dignity of each individual; to celebrate differences among culture, gender, ability; to work cooperatively with others and to resolve conflicts

Madison staff members are committed to model these core values in our interactions. We will work with parents to teach these core values to students both formally and informally. Parent involvement is essential to the successful learning of these values.

Anoka-Hennepin Schools Discipline Policy

www.ahschools.us - click school board and then policies.

All of the Anoka-Hennepin School District Policies are published in the Elementary Procedure Handbook. The school district handbook is available for review during the online registration process.

Madison High Expectations Behavior Plan

The development of self-discipline is a goal that both parents and teachers strive to develop in children.

We Believe:

- All students can and want to learn.
- All students have the right to an environment where they can learn and feel safe.
- Mutual respect is necessary for a school to be a positive place to learn and work.
- Appropriate behavior, to be learned, must be reinforced.
- A well-organized learning environment will decrease the number of students who experience behavior problems.
- Learning is enjoyable.

Staff will verbally reinforce appropriate behavior on a routine basis. Students can earn a Citizenship Award where they will be honored on the school news. Staff will issue Golden Tickets to students seen observing school rules. Prize drawings will be done approximately once a month.

TOYS

To maintain an appropriate learning environment, please keep all toys, trading cards, electronic games and other digital devices at home.

VISION AND HEARING SCREENING

Students in grades 1, 3 and 5 are screened for vision and hearing during the school year. Kindergarten students are screened for hearing during their kindergarten year. If a concern arises, you will be sent a form to be completed by your doctor. Contact the health office if you have questions or wish to request a screening.

VISITORS

Visitors are welcome at Madison within the following guidelines:

1. **Visits with teachers/staff must be prearranged by phone or by email.**
2. All visitors are required to have identification to enter the school. Madison's security system is in the school entryway. Visitors will use their I.D. to create a record of each visit.
3. If someone other than a parent/guardian is visiting for lunch, a parent/guardian must call the office to give verbal permission **one time** each year. That information will be entered into the school computer for reference throughout the school year.

VOLUNTEERING

You must complete a Volunteer Application and Criminal Record History Release (CRHR) **each year** for **each school** you would like to volunteer.

Steps to volunteer:

1. Complete the online volunteer application. Make sure to include your email address. New forms must be completed each year at each school, **at least three weeks prior to volunteering.**
2. Complete the online Criminal Record History Release form.
 - a. Both online forms can be found on the Madison website under the Involvement tab - Volunteering Opportunities. It is on the right hand side under the 'Apply' Section.
 - b. Once all your paperwork has been processed (allow up to three weeks), your VSC will contact you regarding your status and offer initial volunteer opportunities.
3. Volunteers NO LONGER will be able to turn in volunteer applications the week or day of an event. All forms (Application and CRHR) need to be turned in at least 3 weeks ahead of time to assure volunteer placement can be made.

WEDNESDAY PACKET

The youngest and/or only student from each family may take home a **Wednesday Packet** on Wednesdays. This packet includes flyers, forms and important school information.

The **Madison Memo** newsletter will be sent electronically to parents by email.





2023-24 CALENDAR

ELEMENTARY DIGITAL DAYS

2023-24 Calendar Key Dates - Elementary Digital Days

- Jul 4..... District closed, holiday
- △ Aug 22 – 24.....New teacher orientation
- Aug 28 - 31 No students, workshops
- Sep 4 District closed, holiday
- **Sep 5 First day of school**
- Oct 2..... No elem students
elem PLC/conf/staff dev, K-5 para staff dev
- Oct 18..... No students, staff dev
- Oct 19 - 20No school, MEA
- Nov 22..... No school, conf conversion day
- Nov 23..... District closed, holiday
- Nov 24..... District closed, designated holiday
- **Nov 30..... End of trimester one**
- Dec 1..... No students, staff planning, grades
- Dec 4.....No students, PLC/staff dev
Para staff dev
- Dec 25..... District closed, holiday
- Dec 26..... District closed, designated holiday
- Dec 27-29.....No school, winter break
- Jan 1..... District closed, holiday
- Jan 2.....No school, winter break
- Jan 15..... District closed, holiday
- Feb 19..... District closed, holiday
- Feb 20..... No students
elem PLC/conf/staff dev, sec staff dev
- Mar 5.....No students, PLC/staff dev
- **Mar 8..... End of trimester two**
- Mar 11-13..... No school, spring break
- Mar 14 -15..... District closed, designated holiday
- Mar 18..... No students, staff planning, grades
- Mar 29..... No students, staff dev
- May 27..... District closed, holiday
- **Jun 6..... End of trimester three**
- **Jun 6..... Last day of school**
- Jun 7..... No students, staff planning, grades

NOTE: If instructional days are lost due to emergency closings, the district may convert days designated as "staff planning," reduce spring break or extend the school year in order to make up lost days.

JULY				
M	T	W	TH	F
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31				

AUGUST				
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28	29	30	31	

SEPTEMBER				
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OCTOBER				
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30	31			

NOVEMBER				
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DECEMBER				
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JANUARY				
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29	30	31		

FEBRUARY				
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MARCH				
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APRIL				
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29	30			

MAY				
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JUNE				
M	T	W	TH	F
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