

Madison

Elementary School

Family Information Calendar & Student Handbook

2023 – 2024



The Madison Promise

- **I WILL** speak up instead of acting as a bystander.
- **I CHOOSE** to participate in activities that don't involve teasing.
- **I FORGIVE** others if they make poor choices.
- **I MODEL** good behavior.
- **I ACCEPT** others for their differences.
- **I INCLUDE** others in group situations.
- **I WILL** talk to an adult when there is a problem I cannot manage on my own.
- **I AM** powerful in making a difference at Madison.

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MADISON

Telephone Numbers and Addresses

Main Line 509-354-3600
Bullying/Harassment Hotline 509-354-3599
Absence Line 509-354-3616
Fax 509-354-3636

Madison Elementary School
319 West Nebraska Avenue
Spokane, WA 99205

Madison Website Address:
<http://www.spokaneschools.org/madison/site/default.asp>

Spokane Public Schools Website Address:
www.spokaneschools.org

Madison School Mission Statement

The Madison Elementary Community made up of parents, students and teachers are committed to providing excellence in education and believe in:

- * Providing high academic and behavioral standards
- * Meeting individual needs
- * Students' active involvement in their own learning
- * Instilling the idea that learning is a "life-long" pursuit
- * Helping prepare students for their future

We will work together to provide a safe, secure and nurturing environment in which students may reach their full potential.

- * **CREATED IN DECEMBER OF 2012.**

Principal's Message

Dear Students, Parents and Community Members,

Welcome to Madison Elementary! It is with great enthusiasm and pride that I invite you to our Madison community. I look forward to continuing to foster a partnership with you or meeting you and will continue to provide the best practices and teachers that Spokane Public Schools has to offer.

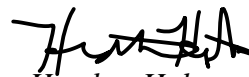
Madison Elementary School is one of 34 elementary schools that serves preschool through fifth grade students and two Designed Instruction Classrooms. Staff at Madison are proud to be able to serve these students and their families.

The Madison Elementary School community is committed to providing "excellence in education." The staff is very dedicated and committed to prepare students to be successful learners for middle school, high school and to be college career ready. We are a Title I School that supports all students as measured in our School Improvement Plan (SIP) with the following attributes: fostering academic behaviors, creating an environment of learning, creating academic press, and promoting a culture of success.

When students walk in our door, learning is the primary focus for all students. We expect our students to be good citizens and respect the learning of other students. Excellence in education cannot be realized without parents who are recognized as their child's first teacher and our goal is to work closely with you as a team to provide your child with the resources and the skills they need to be productive citizens.

I look forward to partnering with you for a successful 2023-2024 school year. Please do not hesitate to reach out to me if you have questions, concerns or just want to share ideas as to how we can continue the home school partnership for your child.

Sincerely,



*Heather Holter
Principal*

Attendance/Absences

Regular attendance is essential for learning and is a very necessary habit toward a productive adult life. However, if your child does not feel well, he or she should stay at home since the first stage of many illnesses is dangerous for your child, as well as others. If your child will be out of school for longer than three days, please inform the classroom teacher so that a plan for keeping schoolwork up-to-date can be created.



Generally speaking, a student who is too ill to participate in recess is too ill to be in school. Special consideration is allowed in exceptional cases, but this must be worked out through the principal, classroom teacher and the school nurse.

Parents are asked to call the school attendance line at **509-354-3616** by 9:00 a.m. if their child is ill and going to be absent. Contacting the school using the attendance line assures us of your child's safety and decreases the number of calls to a busy office at the most hectic time of day. The attendance line telephone number is conveniently listed at the bottom of every page of this calendar and each Madison Messenger.

Behavior Expectations


It is important to note that the school can/will enforce rules and consequences for misbehavior on the way to school or on the way home.

- Walk directly to/from school/home.
- Treat students and community members with respect.
- Walk on sidewalks, staying out of the street.
- Follow directions of bus drivers, safety patrol and adult staff.
- Follow school and bus rules.
- Arrive at school between 8:00 and 8:25 A.M. Tuesday – Thursday or 9:00 and 9:25 on Mondays. (If a student arrives before 8:00, parent may be contacted)



Madison is a ***Positive Behavior Intervention Support*** system, schools, also known as PBIS. Please see the first phase of the PBIS school wide Expectations below.

Madison Elementary School-wide Expectations (Madison's 3Ms)

	Halls	Lunchroom	Playground	Assembly	Outside Lines	Restrooms	Classroom
Mindful citizens	<i>Stay to the right of hallway</i>	<i>Watch where you are walking</i> <i>Stand in line appropriately</i> <i>Stay in one place</i>	<i>Use playground equipment correctly</i> <i>Stay within boundaries</i> <i>Stay outside with class until bell/whistle</i> <i>Walk on blacktop</i>	<i>Enter and leave quietly</i> <i>Sit on pockets</i> <i>Hands in lap</i>	<i>Get in line and stay in line</i> <i>Walk on sidewalk</i> <i>Use crosswalks</i>	<i>Wash hands</i> <i>Give others privacy</i>	<i>Enter and leave quietly</i> <i>Use classroom supplies and materials appropriately</i> <i>Help others</i>
Motivated learners	<i>Walk without talking so others can continue learning</i>	<i>Clean up after yourself</i>	<i>Play fair</i> <i>Put equipment away</i>	<i>Be a good listener</i>	<i>Walk directly to your bus line</i> <i>Give others space in line</i>	<i>Leave restroom clean</i>	<i>Participate</i> <i>Complete assignments in a timely manner</i> <i>Listen and follow directions</i>
Magnificent decision makers	<i>Keep lines orderly</i> <i>Keep hands and feet to self</i>	<i>Talk quietly</i> <i>Eat your own food</i> <i>Raise your hand to be excused</i> <i>Use good manners</i> <i>Say please and thank you</i>	<i>Leave toys, electronics, and sporting goods at home</i> <i>Use polite language</i> <i>Keep hands, feet, and belongings to self</i>	<i>Take care of yourself</i> <i>Voices off</i>	<i>Be on time</i> <i>Keep hands and feet to self</i>	<i>Get back to class quickly</i> <i>Be quiet</i>	<i>Come to class prepared to learn</i> <i>Keep hands and feet to self</i> <i>Allow others to learn</i>

Behavior and Conflict Philosophy

Our behavior and conflict action plan at Madison is designed to reinforce and support positive behaviors. Classroom teachers address most instances of misbehavior, referring only a small percentage to the office. Parents/guardians will be contacted when incidents are severe enough that the principal becomes involved. Consequences range from a simple "Time Out" & problem-solving session with the teacher or a buddy classroom to suspension or expulsion from school, depending upon the infraction. In most instances, Restorative Practices will be used to help students understand how to correct their behavior for themselves and those that they have impacted with their actions. Please contact your child's teacher or the office if you have any behavioral concern.

School-Wide Behavior Plan:

Philosophy Statement: It is our belief that all students are capable of being cooperative and productive students.

1. They will always be treated with respect, regardless of their behaviors.
2. They are capable of correcting their own behavior.
3. They will be allowed to remain in a room when their behavior does not interfere with the learning or safety of others.

School-wide Philosophy for Social/ Emotional

Learning: Zones of Regulation

What are The Zones of Regulation?

The Zones is a systematic, cognitive behavior approach used to teach self-regulation by categorizing all the different ways we feel and states of alertness we experience into four concrete zones. The Zones curriculum provides strategies to teach students to become more aware of, and independent in controlling their emotions and impulses, managing their sensory needs, and improving their ability to problem solve conflicts.

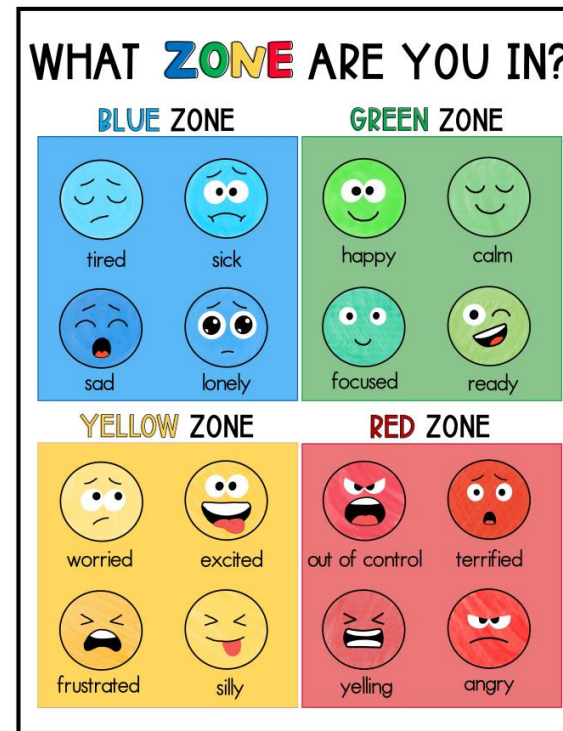
The Four Zones: Our Feelings & States Determine Our Zone

The **Red Zone** is used to describe extremely heightened states of alertness and intense emotions. A person may be elated or experiencing anger, rage, explosive behavior, devastation, or terror when in the Red Zone.

The **Yellow Zone** is also used to describe a heightened state of alertness and elevated emotions; however, one has some control when they are in the Yellow Zone. A person may be experiencing stress, frustration, anxiety, excitement, silliness, the wiggles, or nervousness when in the Yellow Zone.

The **Green Zone** is used to describe a calm state of alertness. A person may be described as happy, focused, content, or ready to learn when in the Green Zone. This is the zone where optimal learning occurs.

The **Blue Zone** is used to describe low states of alertness and down feelings, such as when one feels sad, tired, sick, or bored.



Purposeful People – Monthly Traits

There is a school wide focus on the monthly traits. Counselor, Classroom teachers and MTSS work together through the PBIS activities to promote the trait each month. Each month classrooms have the opportunity to win golden awards for displaying school wide expectations and that month's character trait.

September – Respect

October – Responsibility

November – Gratitude

December – Empathy

January – Perseverance

February – Honesty

March – Cooperation

April – Courage

May – Creativity

June - Kindness

Bicycling to School

At times, when weather permits, students enjoy bicycling to school. For the safety of all students, please abide by the following expectations:

- **The District Safety Officer recommends that only students in grades three and above ride bikes to school.**
- All bikes must be parked in the racks provided and locked. The school cannot accept responsibility for damaged or stolen items.
- Bicycles must be walked while on school grounds and across patrolled crossings.
- All students **must wear helmets** in accordance with city ordinance. Please see additional information on helmets.



Bus Policy

Zum Transportation provides transportation for eligible students to Madison during the school year. Madison wishes to work in partnership with parents and Zum to provide safe, efficient transportation to and from school. For this to occur, children are required to follow bus expectations and the directions of the driver.



Due to liability concerns, no student may ride a bus unless he/she has been determined to be eligible. To determine eligibility, please visit: <https://www.spokaneschools.org/busing>. In addition, students are not allowed to ride the bus to a friend's house or an activity occurring at another location.

If you have any transportation related questions, please call the district transportation office at 509-354-7770.

Celebrations, Rewards, and Food in the Classroom Schools may hold up to three (3) classroom and/or school-wide celebrations that involve food each school year. SPS will provide a list of healthy non-food celebration ideas on the SPS website. Please check with your child's classroom teacher on how you can contribute to these fun and time-honored celebrations.

- Celebrations must have principal approval.
- **If food/beverage is offered it must be unopened, commercially pre-packaged** requiring no preparation, and **Smart Snack compliant**. It should also adhere to all relevant **allergy considerations**. SPS will provide a list of Smart Snack approved foods and beverages for staff and parents/guardians on the SPS website under Meals/Food in Classroom. Please read all labels carefully before bringing to school.
- The food must be served after lunch to help ensure students eat a nutritious lunch.

- Activities must comply with SPS and Spokane Regional Health District sanitation requirements. Handwashing, using gloves for ready to eat foods, and keeping foods at a safe temperature (below 41 or above 135 degrees) are key sanitation practices.
- **No food can be provided for birthday celebrations.** Consult with your classroom teacher on how to help celebrate the birthday child without food treats (including cupcakes or candy). A list of ideas can be found on the Spokane Public Schools website under Meals/Classroom Food
- **If snacks are provided for consumption by the class, they will be Smart Snack compliant.** The above guidelines for food in schools/classrooms apply.
- **Food/beverage (including candy) will not be used as a reward/incentive** or withheld as punishment for any reason, such as for performance or behavior. SPS will provide a list of alternate ways to reward students on the SPS website Meals/Classroom Food. This could include items like a classroom set of stickers or pencils, or a small trinket for students. Also, parents could send in a favorite book to read or help with a special art or craft.

Clothing

Please place your child's name on each piece of clothing.

Students are expected to wear clothing that is appropriate for the weather and school environment. Words and/or pictures on clothing are not to depict violence or contain messages promoting drugs, alcohol, or tobacco.

If students come to school in inappropriate clothing, parents will be called to bring a change of clothes to school, or we will provide alternative clothing for the students to wear for the day. On school spirit days students are allowed to dress up, however masks, makeup and clothing that depicts drugs, violence, or weapons are still not allowed. Absolutely no weapons are permitted, even toys.

Hats/Hoodies

Here at Madison, we do not have a school wide rule about wearing hats and hoodies. It is left to the discretion of each classroom teacher to set the expectation around hat and hoodie wearing in their own classroom or learning space. Please help support us in this by explaining that the wearing of hats and hoodies may change as the students go to different classrooms throughout the day. Expectations will be made clear by each teacher at the beginning of the year and reviewed throughout the year.



Crosswalk



All students, parents and families who walk to school are required to cross at designated crossings. Parents are encouraged to create a “walking map” for student(s) to follow when walking to and from school. Adult monitored crossings exist at both the corner of Rowan and Wall, as well as Queen and Whitehouse. **Please be respectful of our crossing guards and assist them in keeping our children safe.** Students are also required to walk bicycles across crosswalks.

Directory Information

Federal law allows a school district to identify certain information as “directory information” that may be publicly released without permission of parents/guardians.

What is it?

Spokane Public Schools identifies this information as: name, address, listed telephone number(s), date and place of birth, major field of study, photograph or video/audio tape, participation in officially recognized activities and/or sports, weight/height of members of athletic teams, dates of attendance, awards received, most recent previous school attended, or other similar information that would not generally be considered harmful or an invasion of privacy if disclosed.

Who gets it?

Spokane Public Schools does not deliberately give directory information to solicitors who want the information for commercial purposes. Directory information may be released to anyone else, including other parents, the

media, colleges and universities, (and names, addresses and telephone listings may be released to military recruiters), unless a student's parent or guardian lets the school office staff know, in writing, that they don't want this information released. The school registration form contains a box parents or guardians can check, or they can simply submit a written request at any time during the school year. Parents and guardians reserve the right to ask a school to withhold or not withhold directory information as they wish.

What happens if I decide to withhold it?

The decision to have directory information withheld has a wide-ranging effect. It means schools will not add a student's name to a printed athletic roster. The student won't appear on a posted class list, honor roll list or in the yearbook. They won't be included in the band/orchestra/choir/drama performance program. Their name won't be announced at graduation. Generally, students names cannot be listed anywhere that would allow them to be viewed by the public.

Pets



. For the safety of our students and your pet, please leave your pet home when you come to school.

Service animals are always welcome.

EPA Asbestos Management Plan

The U.S. Environmental Protection Agency (EPA) requires that all buildings containing asbestos materials receive regular inspection and maintenance. In the Spokane School District, facilities which have asbestos-containing materials are either in non-public places or are well encapsulated and maintained to prevent the release of fibers into the air. Schools containing these materials receive regular surveillance and must have a management plan on file.

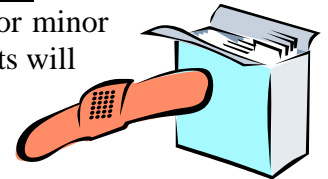
A copy of the asbestos management plan for Madison is located in the office and may be examined by staff, parents and building workers upon request. The plan describes the location of the materials and the maintenance plan for those materials. The specifics of each previous inspection are also kept in the plan file.

Extra-Curricular Programs

Each elementary in Spokane Public Schools is allotted a pre-determined amount of funds to offer extra-curricular experiences for students in kindergarten through 5th grade. The goal is to equally distribute the funds among the following three areas: fitness, enrichment and academic support. At Madison, we work hard to provide a wide array of activities to pique the interest of many different students. Our belief being that active, well-rounded students enhance the Madison student body and surrounding community. Past extra-curricular offerings have included: Yoga Club, Art Club, Writing Club, Math Club, Theater Club, Cross Country, Tumbling, and Bloomsday Training. Look for information coming home throughout the year on various activities that your student(s) can be involved in.

First Aid

School personnel are trained to handle first aid for minor injuries. In case of serious injury or illness, parents will be contacted immediately and 911 called if warranted. It is imperative that we have multiple emergency phone numbers on file in the event that a parent cannot be reached.



Harassment, Intimidation or Bullying

Spokane Public Schools has a harassment/sexual harassment policy. According to this policy, harassment is the deliberate choice to say or do something to hurt another person (either physically or emotionally) because of their race, religion, color, sex/gender, national origin, disability or use of sexually degrading words toward an individual. It also means to say or do (words or actions) something of a demeaning, derogatory, or intimidating nature that negatively affects a student's learning environment (such as obscenities, defamatory statements, teasing about physical differences, etc.) Madison values each and every one of its students and it

is important that we maintain an environment that's safe for learning. We expect that all students and staff will be treated with respect at all times. If you witness acts of harassment or aware of bullying or harassment, please contact our 24-hour Bullying/Harassment Hot-line at 509-354-3599.

Head Lice

There are many myths that exist when thinking about head lice. Here are a few facts to help dispel some of these myths:

- Anyone with clean or dirty hair can get head lice.
- They spread from person to person, but do not spread disease.
- They are a nuisance, but not considered a health risk.
- Head lice need human blood to live. They'll die within 48 hours if they can't get it.
- They are dependent on a person's body temperature and moisture.
- Lice don't jump or fly, but they are fast crawlers.
- They only live on humans. Pets do not carry human head lice.
- They are almost always transmitted by head-to-head contact.
- It can be hard work to get rid of them.
- An itchy scalp is the most common symptom of having head lice and may continue for a while after treatment.

Helmets

City ordinance requires all people to wear a helmet when riding their bikes, skateboards, scooters, etc. on streets, sidewalks and other public property. **Students attending schools located within the city must therefore wear a helmet when riding their bikes to and from school.**



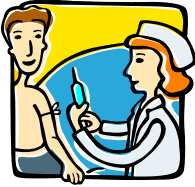
Many children in the Spokane area are treated each year for bicycle-related injuries that are sometimes critical or cause life-long brain damage. The goal of the city ordinance is to help reduce the number of head injuries among young people by requiring helmet use.

The Spokane Regional Health District's website at www.srhd.org/safety/injury/helmet.asp has excellent information about helmet safety and the appropriate types of helmets to use. Also, the Health District's Helmet Distribution Program provides free helmets for children through dozens of community partners, including fire stations, hospitals, law enforcement and service clubs. Call 324-3613 for details.

Home Address and Telephone Number

It is very important that the school be kept informed at all times of the home address, telephone number, current email address, and emergency telephone numbers where a parent can be reached. Please notify us if there are any changes so that we may have authorization and information as to what we are to do in case of an emergency with your child.

Immunization



Washington State law requires that each child attending school be adequately immunized according to a schedule determined by the Washington State Department of Health prior to the first day of school. All immunizations must be verified by a healthcare provider. The law allows exemption from any or all immunizations as the only exception to adequate immunization. Parents are asked to provide a Certificate of Immunization Status (CIS) form when they register their children for school. Parents must provide healthcare provider verified immunizations including the month, day and year for required immunizations. Registration and attendance are contingent upon either adequate immunization or exemption from immunization.

Insurance

Special accident insurance is made available through a commercial agency as a service to school families. An information brochure will be sent home early in the school year explaining coverage and price.

Lost and Found

Most personal items may be found on a rack outside the lobby. Please place names on all items and check the lost and found frequently for lost items. You would not believe how large our lost item collection becomes! All items remaining after each conference week will be donated to a charitable organization.



Lunch and Breakfast Program

Lunch and breakfast are served daily. A complete menu appears on the district webpage at www.spokaneschools.org/Menus. Milk is included in the price of the meal but may be purchased separately. Student lunches are free, including milk. White and chocolate milk may be purchased for \$1.00 per half pint. Students may also purchase a “super” which is an extra lunch entrée for \$2.00. Please complete the CEP form found online at <https://www.spokaneschools.org/cep>.



Parents are invited to join their child for lunch and encouraged to notify the office on the day they plan to visit. Adult lunches are \$4.00 without milk and \$5.00 with milk.

Breakfast is also served daily and is offered to everyone. Breakfast begins promptly at 8:00 AM and continues to be served until 8:25 AM. Student breakfasts are free, including milk. Adult breakfasts are \$2.75.

Madison Messenger

The Madison newsletter is a monthly electronic newsletter that is emailed to parents. Please make sure we have your current email address on file. Other important dates and information will be posted on the Madison website or Peachjar. Our school also uses text messages to notify families of important information. Please make sure your phone number is current.

Nursing Services

Madison has a full-time nurse. Madison's nurse can be reached by contacting the school at 509-354-3596. Students with life threatening health conditions such as diabetes, asthma, seizures, and life-threatening allergies must have a completed health care plan and medications in place before the student can attend school – EVERY YEAR!

Medication

According to state law, Spokane Public Schools may permit district personnel to dispense **oral medication** at school only when the following requirements are met:

- 1) A medication request form must be completed for each student receiving any kind of prescription or non-prescription medication at school. It must be signed by the child's parent/guardian **and** a healthcare provider. It must be current and must be valid for a period not to exceed one school year.
- 2) All medication must be in a properly labeled container:
 - a. Prescription medication must be in a container labeled by the physician, dentist or pharmacist, and be brought to school **by the child's parent**. Many parents, when getting the prescription filled, ask the pharmacist for an extra properly labeled bottle for school use.
 - b. Non-prescription medication must be brought to school in its original container.
- 3) **Self-carry policy in Spokane Public Schools.** For the safety of all students, we prefer that all medications are stored securely and administered by trained school staff. A "medication request" form or health care plan must be completed by the parent and health care provider for all medications administered by school staff. However, at times, parent/guardian may thoughtfully decide that their child needs to carry their medication at school. To self-carry medication the student must be able to self-administer without any assistance or reminders.

The following requirements must be met if medication is to be carried by a student:

- Only one day's dose may be carried.
- Student must carry a note from parent authorizing them to self-carry one dose.

Note must contain:

- Date(s) the student will be carrying medication
- Name of the medication
- Parent signature and contact information
- Dr's name and contact information

Medication continued

Additional requirements are mandated by state law for those students who carry and self-administer medication for asthma and severe allergies. All students who self-carry this type of medication must submit a completed "Asthma or Allergy Plan" form to the school.

It's important to remember that different school districts have different self-carry requirements.

- 4) Parents must make arrangements to pick up medication at the end of the school year or when a student transfers. Medication will be disposed of if it is not picked up.

Parent Teacher Conferences

Conferences are an integral part of the school's reporting program. They are designed to give parents an accurate and objective report on their child's progress and behavior. Parents/guardians should not hesitate to ask questions about any concerns they may have. Parents/guardians are also encouraged to share information that will help teachers and staff meet the child's individual needs.

There are two conference weeks scheduled during the school year. The first week of conferences is scheduled for August 31st and September 1st 2023. The second week of conferences is scheduled for January 25th and 26th 2024.

Students are not in class on conference days, however they can still receive breakfast between 8am-10am and lunch between 10am-1pm.

Parent Teacher Organization (PTO)

PTO stands for Parent Teacher Organization, a group of parents, teachers and staff working together to enhance educational opportunities for students. Membership in PTO is open to all Madison parents, faculty and staff. *PTO meetings are typically held on the last Wednesday of every month from 5-6PM. Specific dates are located on the school calendar found at spokaneschools.org/Madison.* Parents are welcome and encouraged to attend these meetings and to become involved in PTO at any level to assist the staff at Madison in providing high quality education and generous quantities of fun for children.

A variety of activities are sponsored by PTO throughout the school year. Please watch for flyers about upcoming dates and events.

Fundraising

Funds raised by the PTO are used to enhance and improve student experiences at Madison Elementary School. A few fundraising opportunities at Madison include:

- *Spring Chocolate Sales typically held in February/March.*
- *Business Partner nights with local restaurants that donate a portion of the proceeds to Madison Elementary PTO.*

*All Fundraisers must be approved ahead of time through our principal and district office. Call 509-354-3600 for more information.

Skate Nights

A series of PTO sponsored skate nights occur throughout the year at Pattison's Roller Rink. See the Madison website for specific dates and times.



Parking/Pick up and Drop Off

For the safety of all students, please abide by the signs posted along Nebraska and Whitehouse streets. Students should be dropped off on the west side of the school along Whitehouse no earlier than 8:15 AM (9:15 on Mondays) in the drop off zone. The signs in this zone indicate drivers must remain with the vehicle. There is no supervision for students waiting outside until 8:15AM (9:15 on Mondays).

Please be mindful of crosswalks and neighboring driveways when dropping off and picking up students. Please do not do a U turn as this is dangerous for students. We appreciate you driving in a safe manner to help keep our students and families safe.

Parking/Pick up and Drop off continued

The north side of the building, along Nebraska, is a designated bus zone. Please avoid dropping off or picking up students in this area, as Madison has as many as 8 buses picking up and dropping off each day. The parking lot on Nebraska by the portables will be closed daily and will not be available for student drop-off and pick-up. Because we are a **Secure Single Point of Entry building**, if you are coming into the school for any reason, you must enter through the main doors. Press the button to be let in by the office staff. Students and staff have been instructed not to open any door for anyone. This is for the safety and security of all students.

Breakfast

Students eating breakfast can enter the building via the front doors at 8AM (9AM on Mondays).

Patrol

Student patrols will assist students in crossing at the corners of Whitehouse and Rowan, and Whitehouse and Nebraska. Adult crossing guards will be provided at Whitehouse and Queen, and Wall and Rowan.



We urge you to acquaint yourself with all crossings and the route your child will follow. Student patrols are on duty at crossings for 15 minutes before school begins and for 15 minutes after school is out. The adult patrol will be at the assigned crossings 30 minutes before and 30 minutes after school. Students crossing patrol-supervised streets are expected to cross only with the patrols and during the times when patrols are on duty. We urge your

full cooperation in encouraging your child to always obey the school patrols and be continually alert at crossings. Parents are reminded to send their children to school at a time that will allow them to cross while the patrols are on duty.

Students who are aged 10 and older and in 4th or 5th grade may join patrol with parent permission and teacher recommendation.

Personal Belongings & Cell Phones

We ask that you do not allow your child to bring personal belongings as they are frequently broken or lost, and the school cannot be responsible for them. Personal items cause a distraction to the learning environment.

In a busy world, many parents wish to stay in touch with their children before and after school. Madison recognizes this need. However, to insure that wireless phone use does not interfere with the educational process, students must turn them off when arriving at school, store them in a backpack, and leave them off until after school is over. **Students may not use their cell phones during school hours, including lunch time.**

Madison will not assume any responsibility for a phone that is lost or stolen.

The following consequences will occur if a student brings personal items to school, including the use of their cell phones during the school day:

- **1st offense:** All personal belongings, including cell phones taken by staff must be turned into the office for safe keeping and returned to the student at the end of the school day.
- **2nd offense:** All personal belongings, including cell phones taken by staff must be turned in to the office for safe keeping until parent can pick up. Parents will be notified.

Pictures

Individual and class pictures will be taken during the school year. Class pictures are regarded as a service to parents and students, and the school does not require purchase of the pictures. Written notices will always be sent home with each student announcing when the pictures will be taken and the costs involved.

Dates: Individual Portraits	Monday, October 9, 2023
Individual Re-takes	Thursday, November 8, 2023
Class Pictures	Thursday, February 29, 2024



Playground

Recess is a planned part of the daily curriculum. Each student should dress according to the weather so that they may participate in outdoor activities.



A student returning after an illness is expected to go outdoors for recess since there is limited supervision inside.

With the arrival of colder temperatures, it is important to remember to send your child to school with an adequate coat, hat, gloves and footwear. Recess time is an important time for students to run and play, and going outside is a whole group activity. If conditions outside are unsafe, students will be kept inside at recess times.

If your child does not have adequate clothing, please contact the principal or counselor, and we will do everything possible to provide coats, hats or other needs from our lost and found supply. We want students who learn well, play well, and stay warm.

All students and staff are responsible for ensuring everyone's safety while on the playground.

Please follow these expectations:

1. Be respectful and play safely.
2. Use official Madison game rules only.
3. Include everyone.
4. Use Madison equipment only. Toys and equipment from home are not permitted.
5. To play on field, use stairs or slope from blacktop. No entry to or exit from field may be made behind the mo-van.
6. Remain where you can be seen by an adult supervisor.
7. Stay to the east of the trees in the park. Never go farther south than the 4th tree or the edge of the border of the swings.
8. Avoid playing on the other side of the yellow line on the blacktop outside rooms 109 119, and 121.

Progress Reports

Students in grades K-5 receive progress reports at the end of each grading period in February and June.

Records

Spokane Public Schools has a student records policy (#3400) which explains to parents and students their right to review and have a copy of a student's record and ways to request corrections in the record if errors occur.



The policy states that information about individual students will not be released to most persons or agencies without the written consent of parents. However, the policy states that the district will forward school records, without parent consent, to schools in another district to which a student transfers. This is to facilitate the prompt placement of the student in the new school. Also, without parent consent, the district will forward transcripts or other information requested by high school students to colleges and other educational institutions to which students are applying.

Rights and Responsibilities

Spokane Public Schools has passed a student rights and responsibility policy (#3200) which sets forth the general policy of the district regarding student conduct. In addition, the school district has passed specific rules and regulations which implement the general policy.

The rules and regulations describe the rights of the students, including the right to student expression, assembly, freedom from unreasonable search and seizure, and freedom from discrimination. The rules and regulations additionally describe the responsibilities of students. They set forth the general responsibilities and list the rules and regulations which must be observed.

Lastly, the rules and regulations set forth the disciplinary actions which may be imposed upon the student by the district if the student should violate district policy or the specific rules and regulations. Disciplinary action includes discipline, suspension, expulsion and emergency action. The due process rights of students regarding notice of intended disciplinary action and hearing procedures available to the student are also included.

Safe Schools Hotline

If you have information regarding weapons, drugs, alcohol, or other criminal behavior in or around Spokane Schools, please call 509-354-SAFE (7233). All calls are completely anonymous 24 hours a day, year round. Thank you for your continued cooperation and support in keeping our schools safe.

Schedule K-5

Monday	9:25 a.m. – 3:00 p.m.
Tuesday – Friday	8:25 a.m. - 3:00 p.m.

Arrival:

- Students should arrive at school no earlier than 8:15 (9:15 on Mondays) when the blacktop gates will be unlocked. Students who are eating breakfast at school may arrive at 8:00 (9:00 on Mondays) and enter through the front doors. Parents may be called if their student arrives prior to 8:00 (9:00 on Mondays).
- Students enter the building with their classes at 8:25 (9:25 on Mondays).

Dismissal:

- Students are expected to leave the premises as soon as school lets out.

Schedule Pre-School

AM Preschool 8:15AM-11:15AM Tuesday-Friday

PM Preschool 12:00PM-3:00PM Tuesday-Friday

There is no Pre-School on Mondays

Skateboards, Scooters, Rollerblades, etc.

These items are not allowed at school. They are considered personal items, and unlike bicycles, are not able to be properly secured or stored during the day. This expectation also includes Heely's (shoes with wheels in the heel).

Due to safety concerns and district liability, skateboarding is not permitted on Spokane School District Property at any time.



Speech/Language Program

Students with speech, language, voice and/or fluency disorders are seen by the Speech/Language Pathologist (SLP) on a weekly basis. They are seen individually or in small groups depending on the student's needs. To be eligible, students must be referred, tested, and qualified based on current Washington State Law. Please contact your child's teacher if you have questions about such assistance.

Spirit Days

Madison observes the following spirit days. On spirit days students are invited to dress for the day. However, clothing still needs to be school appropriate.

We Are Wednesdays – wear your “We Are United” shirts on Wednesday!

Fridays – Wear Madison Spirit Wear or Blue and Green

9/29 Career Day

10/06 Rainbow Day “Say Hello Day”

10/12 Kindergarten Color Day -YELLOW

10/27 Flannel Day / Kindergarten Color Day – ORANGE

10/31 Book Character Day

11/17 Superhero Day

11/21 Kindergarten Color Day – BROWN

12/22 Hat Day / Kindergarten Color Day – GREEN

1/19 Crazy Outfit Day

1/24 Kindergarten Color Day – WHITE

2/14 Kindergarten Color Day – PINK & GRAY

2/23 Sports Day

3/01 Book Character Day

3/08 Kindergarten Color Day – BLUE

3/29 Crazy Hair Day / Kindergarten Color Day – SILVER

4/26 Black & White Day / Kindergarten Color Day – BLACK

5/17 Kindergarten Color Day – PURPLE

5/31 Mismatched Sock Day

6/07 Silver & Gold Day / Kindergarten Color Day – GOLD

Tardy Policy

At Madison, being on time is important. Students who enter classrooms even a few minutes late, face a rough start to the day. The first bell rings at 8:25, signaling that students have five minutes to be in their classrooms. The tardy bell rings at 8:30. Students are considered tardy if they are not physically in the classroom when the tardy bell rings. Parents must come to the office and sign their student in if they are tardy.

Technology

Each student is checked out a laptop to use during the school year. Parents can be held financially responsible for lost, stolen, or damaged laptops.

Madison students have access to the internet for research and projects. The Spokane School District has an internet filter to prevent students and staff from going to inappropriate web sites, chat rooms, or other unacceptable areas.

Madison maintains a school webpage to keep parents and the community informed about the school. You are invited to visit the site at www.spokaneschools.org/madison. Please email Mary Bacon at MaryBa@Spokaneschools.org if you have any questions about the site or are looking for specific information.

Telephone Use (Student Phone)

School phone lines need to be kept open for parents and others who need to reach us. Prior to leaving home, please make arrangements for your child's after-school activities since we must limit students' phone use to emergencies only. Students will not be allowed to call home to arrange play dates or sleepovers.



Threats

Persons found to have made threats of violence or harm against students, employees, or others will be subject to district policies and will be referred to appropriate community agencies which may include law enforcement and mental health services. Building wide we are asking students, staff, and families to report potential threats. "If you see something, say something."

Madison values each and every one of our students and it is important that we maintain an environment that's safe for learning.

Tobacco-Free Environment

District policy prohibits the use of any and all tobacco products in or on all school property, including all buildings and grounds (playing fields, parking lots, etc.).

Vision/Hearing Screening

The Spokane School District screens elementary students for vision and hearing. Dates are as follows:

- Hearing/Vision (Grades K, 1, 2, 3 and 5 only)

Visitors

We are a secure single point of entry building. All visitors must enter through our front doors and check in at the office. When visiting Madison, please sign in and pick up a visitor pass at the office. For the safety of our students, we will enforce this for ALL visitors.

Teachers often have special activities to which parents are invited. Children are excited to have their parents visit on such occasions. We encourage you to attend as many activities as you can including our monthly PBIS assembly.

Parents are welcome to join their child(ren) at any time for lunch. As with any visitor, you will need to check in at the office and obtain a visitor's badge.

Volunteers

Volunteers are required to fill out a WSP Criminal History Background check. Please see the office for the appropriate form. Volunteers are asked to sign-in at the office and obtain a pass each time they help in the building. If you would like to volunteer, please contact the Madison office 509-354-3600.

Weapons

Our school district staff is dedicated to working with parents, police and lawmakers to create the safest possible environment. Possession of firearms on school property will result in a one-year mandatory expulsion, subject to appeal, with notification to parents and law enforcement. The firearm need not be loaded or even in operating condition.

A tougher law against dangerous weapons is in effect. The dangerous weapon list includes objects such as slingshots, air rifles, knives and anything that propels a projectile, such as a rubber dart gun, etc. Even a young child bringing such an object to school for "show and tell" faces serious consequences. Toy weapons should not be brought to school under any circumstances.

Weather

When the weather is severe, please be careful to ensure that your child arrives at the regularly scheduled time (8:25 a.m.). To avoid after-school confusion, please have a foul weather plan if your child walks or rides a bike. This helps keep your child safe and keeps our phone lines free for emergencies. Please listen to major radio and TV stations for school closure information. They generally begin broadcast closure information at 5:30 a.m.



Withdrawal from School

Students are to withdraw in person with their parent or guardian. Please notify the school office in advance of anticipated withdrawal. All books and materials must be accounted for at that time. Also, please check with the office regarding lunch accounts, as there may be an amount owing or a refund due.