

**2016 - 2017**

**Mustang Pride!**



**Madison  
Elementary School**

650 Territorial Road N.E.  
Blaine, Minn. 55434

**Student &  
Parent/Guardian  
Handbook**

# PARENTS/GUARDIANS

Your child was asked to bring this handbook home to you. It is important that each family have a copy for reference.

Thank you.

## MADISON ELEMENTARY



## 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

## School Hours

### Grades K-5

9:10 a.m. to 3:40 p.m.

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

## **ABSENCES**

Any time your child will be absent from or late to school, call the Attendance Line at 763-506-3306 to report it. Please call by 9:30 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 truant.

Students arriving late to school must sign in with the school secretary. Tardy behavior causes students to miss important learning. Please have your children here on time for the entire day.

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.

## **ADVENTURES PLUS**

The Adventures Plus program offers childcare before and after school to students in kindergarten through fifth grade. The Adventures Plus office is adjacent to the cafeteria on the east side of the school. Contact Adventures Plus at 506-3313.

## **ARRIVAL AT SCHOOL**

Because many Madison students walk to school, supervision is provided outside, beginning at 8:50 a.m.. **Students should not arrive at school earlier than 8:50 a.m.** Student patrol members will be present at street crossings at 8:50 a.m. Students enter the building at 9 a.m. and need to be in their seats by 9:10 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.

## **ASSIGNMENT NOTEBOOK**

Students in Grades three and four will use assignment notebooks to organize their schoolwork. One assignment notebook will be provided to the students in the fall. Replacement notebooks cost \$4.00.

Fifth graders will use a different system to track their assignments.

## **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. Beginning the first day of school, students may purchase breakfast in the Madison cafeteria. Students who qualify for a free or reduced hot lunch also qualify for a free breakfast. Breakfast is served starting at 8:45 each morning. Students who eat breakfast must enter the school through Door 5 on the east side of the building.

The state of Minnesota passed a bill to fund free breakfast for all kindergarten students.

## **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 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.

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 him/her to walk home.



## **CELL PHONES**

**Students may not use cell phones at school.** If a parent/guardian has specific safety concerns for their child, we will keep the cell phone in the office during the school day. Please refer to the 2016-2017 Anoka-Hennepin School District Cell Phone Policy.

## **CITIZENSHIP**

Madison honors students in each classroom monthly for school citizenship. These honorees will be recognized on our school's news show.

## **COMMUNITY EDUCATION**

Madison has an active Community Education Program. Call 506-3312 to reach the Community Education Office.

## **CROSSING GUARD**

An adult crossing guard is employed at the intersection of Jackson and Territorial Rd. from 8:40-9:10 a.m. and 3:35-4:05 p.m.

## **DRESS CODE**

Please make sure children are properly dressed for the weather. Students will go outside for recess unless it is raining or below zero.

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**

Any staff member or parent volunteer working in the school can give Golden Tickets to students. They are designed to acknowledge and reinforce appropriate student behavior. Students take home one copy of each Golden Ticket received and put the other copy in special containers in each classroom. A school-wide drawing for a golden pencil is done approximately every other Friday.



## **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 School District No. 11 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. Appropriate foods for such celebrations include granola bars, fruit, crackers with cheese, pretzels, or popcorn (no cupcakes, cookies or candy). Schools may identify up to four special days where exceptions are made to the food requirements under the district policy.

## **HOMEWORK GUIDELINES**

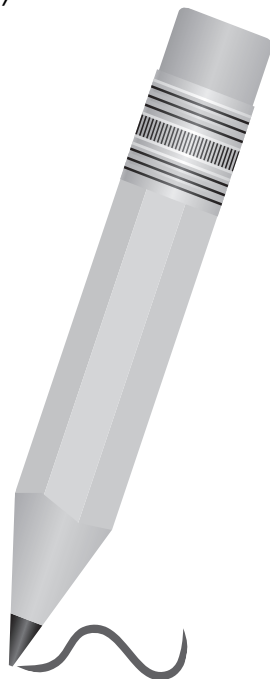
For children in grades **K through 2**, homework is most effective when it does not exceed **10 to 20 minutes** each day. Children in **grades 3-5** can handle **30 to 60 minutes** a day.

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, 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**

Kindergarten parents, please check your child's folder every day for things to send back the next day and remove things to keep at home. Students are expected to bring their folder every day.

- Read daily; guided reading books (kept in Ziploc bag) and read-alouds
- Practice sight words
- Practice counting forward and backwards.

## **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 Homelinks and/or worksheets, practice forward, backward and skip counting up to 120.
- Practice writing first and last name, address, phone number and date of birth.
- Practice sight words daily (cumulative)
- Practice weekly spelling unit
- Complete unfinished work
- 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 a night and record on reading log (return log as assigned by classroom teacher)
- Complete Math Homelink when assigned and return the following day

- Practice weekly spelling word list
- Complete other homework as assigned by classroom teacher

### 3rd Grade

- Read at least 20 minutes daily
- Math Homelinks completed with parent support
- Practice weekly spelling unit
- Complete unfinished work
- Sign Student Planner at the end of each week (check-in on Mondays)

### 4th Grade

- Read at least 20 minutes daily
- Math Study Link completed with parent support
- Practice spelling words
- Complete unfinished work
- Student Planner completed
- Review the Student Planner and classroom websites with your child daily for assignments and updates.

### 5th Grade

- Read at least 30 minutes daily
- Math homework completed with parent support
- Weekly spelling practice
- Complete unfinished work
- Weekly assignment sheet completed, signed by parent, due on Monday.
- Complete other homework as assigned by classroom teachers.



### HOT LUNCH PROGRAM

Each student has a confidential account number called a PIN number, which he/she accesses each time breakfast, milk, or a school lunch is purchased. It is recommended that parents enter money in students' lunch accounts by check or on line AH Connect Website for 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 with money available. If the account has a negative balance, an automated phone call reminder sent by the district will be placed to your home.

### ILLNESS

1. A child should remain at home until his/her fever has been less than 100 degrees Fahrenheit for 24 hours. 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 at home until 24 hours after the antibiotic treatment is started.
3. A child should remain at home for 24 hours after last vomiting or diarrhea episode.
4. Pink eye medication must be administered for 24 hours before a child can return to school.

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

### INSURANCE

Although District No. 11 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.

## **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 absent for just one day.*
- *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 as early in the day as 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 he/she returns 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 17,000+ books, tapes, 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.

- We do want all students to be checking out books each week, however, if books are not returned or paid for at the end of the school year, they will remain in the computer, and students will not be able to check out books at the start of the new school year until their record is cleared.

## **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.

## **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 voice mail 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 8:50 a.m. until 9 a.m. in the morning and from 3:40 p.m. to 3:50 p.m. in the afternoon.

All students must follow the directions of School 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.



**Remember, student safety is our main concern!**

### **SAFETY AT ARRIVAL AND DISMISSAL**

STOP for a patrol flag. When the patrol flags are out, the entire intersection is closed to traffic. Please do not block the walking right-of-ways with your car. Right hand turns cannot be made until the flags are lifted.

#### **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 child out and they will walk to their lines. 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 Rd. and Madison as you enter the front drive.**

##### **● In the afternoon:**

Please pull in single file along the right curb. The first car will need to pull up to just before the crosswalk. You will need to stay with your car.

Children will need to know when you will be in the front pick up lane so they will watch for your car and quickly get in on the curbside. If the line pulls forward, more cars are able to pull into the pick-up lane.

### **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.

### **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 wearer and to other students.

### **STUDENT BEHAVIOR POLICY**

District No. 11 Core Values

The School Board of District No. 11 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.

The core values are:

**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.

### **District No. 11 School Discipline Policy**

<http://www.anoka.k12.mn.us> - click school board and then Policies.

All of the Anoka-Hennepin School District Policies are published in the Elementary Procedure Handbook. This publication is sent home to every family prior to the beginning of the school year.



### **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 broadcast. Staff will issue Golden Tickets to students seen observing school rules. Prize drawings for golden pencils will be done approximately every other week.

#### **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 fall of each 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.



ANOKA-HENNEPIN  
**SCHOOLS**  
*A future without limit*

## 2016-17 CALENDAR

# ELEMENTARY DIGITAL DAYS

### 2016-17 Calendar key dates - digital days

- Jul 4 .....District closed, holiday
- △ Aug 23-25 .....New teacher orientation
- Aug 29 - Sep 1 .....No students, workshops
- Sep 5 .....District closed, holiday
- Sep 6 .....**First day of school**
- Oct 10 .....No elem students  
elem PLC/conf, K-5 para staff dev
- Oct 19 .....No students, staff dev
- Oct 20 - 21 .....No school, MEA
- Nov 23 .....No school, teacher, paras, cooks  
conf conversion day
- Nov 24 .....District closed, holiday
- Nov 25 .....District closed, designated holiday
- Dec 1 .....**End of trimester one**
- Dec 2 .....No students, staff planning, grades
- Dec 5 .....No students, PLC/staff dev  
9/10 month duty day
- Dec 23 .....District closed, designated holiday
- Dec 26 .....District closed, holiday
- Dec 27 - 30 .....No school, winter break
- Jan 2 .....District closed, holiday
- Jan 16 .....No school, MLK day
- Feb 20 .....District closed, holiday
- Feb 21 .....No students  
elem PLC/conf, sec staff dev
- Mar 9 .....**End of trimester two**
- Mar 10 .....No students, staff planning, grades
- Mar 13 - 15 .....No school, spring break
- Mar 16 - 17 .....District closed, designated holiday
- Apr 14 .....No students, staff dev
- May 29 .....District closed, holiday
- Jun 8 .....**End of trimester three**
- Jun 8 .....**Last day of school**
- Jun 9 .....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.

3/24/2016

[anoka.k12.mn.us](http://anoka.k12.mn.us)

JULY				
M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

AUGUST				
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29	30	31		

SEPTEMBER				
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OCTOBER				
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31				

NOVEMBER				
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JANUARY				
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30	31			

FEBRUARY				
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27	28			

MARCH				
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APRIL				
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MAY				
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JUNE				
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