SCHOOL HOURS:
FIRST BELL: 7:45 A.M.
TARDY BELL: 7:50 A.M.
DISMISSAL: 3:10 P.M.
August, 2017

Dear Parents and Guardians of Madison Elementary Students,

Welcome to our school! We hope you will find this handbook helpful as it includes a lot of information about our school.

Madison Elementary recognizes that a child’s education is a responsibility shared by the school and family and agrees that to effectively educate all students, we must be partners in education. Students perform better when we share our interest and involvement in their education. We encourage parents and guardians to get involved as partners in education by communicating regularly with teachers and administration, attending school functions such as parent/teacher conferences and literacy nights, and participating in parent groups and classes. Most importantly, talk to your children about what they are learning and share your enthusiasm with them! If education is a priority for you, it will be for your child.

I look forward to seeing all of our students and beginning another great school year!

Sincerely,

Mrs. Valerie Smythe
Principal

Welcome to Madison Elementary School
Phone: 970-348-1700      Fax: 970-348-1730
http://madison.greeleyschools.org
Like us on Facebook.com: Madison Elementary School

SCHOOL HOURS: Monday - Friday
1st BELL: 7:45 am
TARDY BELL: 7:50 am
DISMISSAL: 3:10
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## Section 1: Welcome to Our School

### Madison Elementary School

#### Our Vision

*Work hard, Get smart, Graduate!*

#### Our Mission

Madison Eagles are committed to excellence by demonstrating **PRIDE** in and around our school community.

#### Our Core Beliefs

<table>
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<th></th>
<th>Staff</th>
<th>Students</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Perseverance</strong></td>
<td>We believe in ourselves, our students, and what can be achieved in the future as we work hard together. We commit to demonstrating excellence in everything we do.</td>
<td>We believe in ourselves and what we can achieve in the future as we work hard now. We commit to demonstrating excellence in everything we do.</td>
</tr>
<tr>
<td><strong>Relationships</strong></td>
<td>We are professionals who treat each other with kindness and respect. We recognize successes and cultivate continuous positive energy in our relationships.</td>
<td>We treat everyone with kindness and respect. We create a classroom community that supports and encourages each other.</td>
</tr>
<tr>
<td><strong>Identified Goals</strong></td>
<td>We focus on ensuring that students meet or exceed identified goals with the collaboration of parents and students.</td>
<td>We are responsible for identifying and working towards our individual goals. We must advocate for ourselves to achieve high expectations.</td>
</tr>
<tr>
<td><strong>Diversity</strong></td>
<td>We embrace the individual uniqueness of our school community as this diversity enriches the educational experience for all.</td>
<td>We all have a right to feel safe and included at school. We show respect to others and celebrate our differences.</td>
</tr>
<tr>
<td><strong>Engagement</strong></td>
<td>We create and facilitate an engaging academic environment where students are actively learning at high levels.</td>
<td>We take ownership of our learning by being motivated and self-directed.</td>
</tr>
<tr>
<td>Assignment</td>
<td>Staff Member</td>
<td>Room</td>
</tr>
<tr>
<td>------------------</td>
<td>------------------</td>
<td>------</td>
</tr>
<tr>
<td>Kindergarten</td>
<td>Kate Jones</td>
<td>103</td>
</tr>
<tr>
<td></td>
<td>MacKenzie Geyer</td>
<td>104</td>
</tr>
<tr>
<td></td>
<td>Rochelle Dubois</td>
<td>105</td>
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<tr>
<td></td>
<td>Erin Harrison</td>
<td>106</td>
</tr>
<tr>
<td>First Grade</td>
<td>Minnie Garza</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Tiffanny Ale</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Amber Jirón</td>
<td>3</td>
</tr>
<tr>
<td>Second Grade</td>
<td>Kayla Whitaker</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td>Andy Fine</td>
<td>13</td>
</tr>
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<td></td>
<td>Kati Still</td>
<td>14</td>
</tr>
<tr>
<td></td>
<td>Nancy Habegger</td>
<td>15</td>
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<tr>
<td>Third Grade</td>
<td>Rita Robinson</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Karen Pariset</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>Abbey Walker</td>
<td>24</td>
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<tr>
<td></td>
<td>Kate Novell</td>
<td>25</td>
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<tr>
<td>Fourth Grade</td>
<td>Bill Lawson</td>
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<tr>
<td></td>
<td>Michelle Renner</td>
<td>22</td>
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<td></td>
<td>Audrey Parker</td>
<td>23</td>
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<tr>
<td>Fifth Grade</td>
<td>Misty Gavina</td>
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<td></td>
<td>Angie Mueller</td>
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<td></td>
<td>Rebecca Bice</td>
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<td>Eva Chinn</td>
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<td>Stephanie Neujahr</td>
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<td>M-C Tchr</td>
<td>Hannah Draper</td>
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</tr>
<tr>
<td>BAC Tchr</td>
<td>McKensie Nweke</td>
<td>7</td>
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<tr>
<td>SLP</td>
<td>Darcy Bonnema</td>
<td>15A</td>
</tr>
<tr>
<td>Sch Psych</td>
<td>Kristin Arnold</td>
<td>16A</td>
</tr>
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<td></td>
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<tr>
<td>Assignment</td>
<td>Staff Member</td>
<td>Room</td>
</tr>
<tr>
<td>Title 1 Interventionists</td>
<td>Ronda Underwood</td>
<td>2/3</td>
</tr>
<tr>
<td></td>
<td>Amanda Temple (4-5)</td>
<td>5A</td>
</tr>
<tr>
<td></td>
<td>Elaine Folkesson (K-1)</td>
<td>4A</td>
</tr>
<tr>
<td>ELA Teachers</td>
<td>Missy Tarantino</td>
<td>102</td>
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<tr>
<td></td>
<td>Cassie Guy</td>
<td>102</td>
</tr>
<tr>
<td>Literacy Coach</td>
<td>Jennifer Rios-Alers</td>
<td>4B</td>
</tr>
<tr>
<td>Math coach</td>
<td>Kristen Stewart</td>
<td>4A</td>
</tr>
<tr>
<td>RMSE Coach</td>
<td>Jessica Fawcett</td>
<td>4A</td>
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<tr>
<td>GT Coach</td>
<td>Julia Rivera</td>
<td>15B</td>
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<tr>
<td>T-1 Inst Asst</td>
<td>Carol Gustafson</td>
<td>3A</td>
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<tr>
<td>Special Education</td>
<td>Diana Retana</td>
<td>6</td>
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<td>Paraprofessionals</td>
<td>Erick Palamino</td>
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<td>BAC Paraprofessionals</td>
<td>Abel Haro</td>
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<tr>
<td></td>
<td>Marcus Duran</td>
<td>7</td>
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<td></td>
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</tr>
<tr>
<td>Principal</td>
<td>Valerie Smythe</td>
<td>Office</td>
</tr>
<tr>
<td>Asst. Principal</td>
<td>Cameron Shinn</td>
<td>Office</td>
</tr>
<tr>
<td>Office Manager</td>
<td>Lynn Van Buskirk</td>
<td>Office</td>
</tr>
<tr>
<td>School Secretary</td>
<td>Stefanie Garcia</td>
<td>Office</td>
</tr>
<tr>
<td></td>
<td>Edith Benevidez</td>
<td>W. Building</td>
</tr>
<tr>
<td>Kitchen Staff</td>
<td>Krista Brown</td>
<td>Kitchen</td>
</tr>
<tr>
<td></td>
<td>Jeannie Chávez</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Vivian Moreno</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Bldg Manager</td>
<td>Angela Herrera</td>
</tr>
<tr>
<td></td>
<td>Night Custodian</td>
<td>Martha Pena</td>
</tr>
</tbody>
</table>
## Madison Parent Engagement Opportunities 2017-2018

<table>
<thead>
<tr>
<th><strong>Parent Teacher Conferences</strong></th>
<th>Parents are scheduled to meet with each of their children’s teachers to set goals and learn about their performance, both academically and behaviorally. Madison has a 100% attendance expectation for our parents.</th>
</tr>
</thead>
</table>
| September 18th 12-8 pm  
September. 21nd 3:30-7:30 pm | February 5th 12-8 pm  
February 8th 3:30-7:30 pm |

<table>
<thead>
<tr>
<th><strong>Madison Parent Teacher Organization</strong></th>
<th>This group supports Madison students, staff, and school activities by running fundraisers and providing feedback on school activities and events. We alternate between morning and evening meetings.</th>
</tr>
</thead>
</table>
| Monday Aug. 28th @ 8:00 A.M., Tuesday Sept. 26th @ 6:00 P.M.,  
Monday Oct. 30th @ 8:00 A.M., Tuesday Nov. 23 @ 6:00 P.M.,  
Monday Jan. 29th @ 8:00 A.M., Tuesday Feb. 27th @ 6:00 P.M.,  
Monday March 26th @ 8:00 A.M., and Tuesday May 1 @ 8:00 A.M. |

<table>
<thead>
<tr>
<th><strong>School Accountability Meetings (Quarterly)</strong></th>
<th>The School Accountability Committee meets four times each year to discuss data, school improvement plans, grants, budgets, and staffing.</th>
</tr>
</thead>
</table>
| 6:30-7:45 P.M. in the library:  
2017: Sept 26th, Nov 23rd  
2018: Feb 27th, May 1st |

<table>
<thead>
<tr>
<th><strong>Family Literacy Nights</strong></th>
<th>Students and their families have the chance to read books together, take Read and Win tests, and earn points to enter point clubs. Students in point clubs are recognized at monthly All-School Assemblies. Pizza is sold for $.25 a slice and a drink is provided.</th>
</tr>
</thead>
<tbody>
<tr>
<td>9/26/17, 10/24/17, 11/28/17, 1/23/18, 2/27/18, 3/27/18, 4/24/18 and 5/15/18</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Parent Education Nights</strong></th>
<th>Madison families are invited to learn about topics such as literacy, math, science and social studies. And are invited to participate in state testing and wellness through fun, family orientated activities.</th>
</tr>
</thead>
</table>
| Literacy: 9/7/17  
Math: 10/5/17  
Science: 11/2/17  
State testing: 1/11/18  
Wellness activities: 2/15/18 |

<table>
<thead>
<tr>
<th><strong>Family Movie Nights</strong></th>
<th>Madison Families are provided an opportunity four times during the year to bring pillows and blankets and watch a movie as a family for $.50 per ticket. Water and popcorn are available for sale. Students must bring an adult with them!</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 29th, December 1st, February 23rd, April 13th</td>
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</table>

| **Madison Field Day** | May 11th is our Madison Field day. There are two sessions:  
Kindergarten- 2nd Grades and 3rd Grades - 5th grades. You will receive more details in the spring. |
|---|---|

<table>
<thead>
<tr>
<th><strong>All School Carnival</strong></th>
<th>On April 21st Madison will hold its 4th annual All-School Carnival. There are games of chance, face painting, a picture booth, food, and entertainment. Proceeds go toward purchasing new equipment for our playground.</th>
</tr>
</thead>
</table>

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<thead>
<tr>
<th><strong>Madison Choir</strong></th>
<th>Madison Choir offers students in grades 3-5 opportunities to perform for the school as well as the community. Students work together to create musical experiences that include a performance of the Star Spangled Banner for the Rockies and a musical in March.</th>
</tr>
</thead>
</table>
| Practice: Every Tuesday  
Concerts: Sept. 16th (Rockie’s |
Parent Participation Opportunities

At Madison, we know that when the school and families work together, your children achieve more. We encourage all parents and family members to get involved! Ways you can get involved include:

- **Volunteer:** Madison has an open door policy. We would love to have you come to observe or help with the great happenings at our school. As partners in your child’s education, we can do much more together than we can do alone. In order to ensure a safe, secure environment, we require all visitors and volunteers check in at the office to receive a **badge**. Staff and students will notice your badge and gladly answer any questions you may have. Contact your child’s teacher or the office for information about volunteering in the classroom or school.
  - **Background checks:** Parents who plan to be involved in our school through volunteering, classroom parties, and/or attending fieldtrips must complete a background check. Completing the form is quick and easy from any computer with internet access, from your smartphone, or from a computer here at Madison. Here are the steps:
    - Go to the district website at **greeleyschools.org**
    - Click on the icon to the left of the screen.
    - Click on the Volunteer icon.
    - Click on the Volunteer Sign In & New Registration.
    - Complete the registration process.
    - Once your registration is accepted, you will have a volunteer badge in the office that you can scan to track the amount of time you volunteer.

- **Room Parent:** We celebrate three class parties during the year: Halloween, Winter break/Christmas, and Valentine’s Day. Parents are needed to help plan parties and arrange food for the parties. Healthy foods are encouraged at our parties.

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**Intramurals**

Intramurals is an opportunity for all students Kindergarten – 5th Grade to receive extra physical activity and practice of skills through games, sports, and team challenges. Intramurals offers students the chance to interact with siblings, friends, and students in different grades and classes, whom they may not get to during the school day. Intramurals will allow students to spend time inside and outside, as well as use a variety of fun PE equipment! Permission slips will be going home shortly after the beginning of the school year.

Tuesday and Thursday (starting September 12th and ending March 15th) afternoons from 3:15-3:45 in the gym.

**Soaring Eagles Fitness Club**

More information soon!
Section 2: Madison Procedures

Celebrating Birthdays at School

We are happy to celebrate student’s birthdays, but we must plan for those celebrations to ensure that instruction is not interrupted. Please talk to your child’s teacher to make arrangements a week in advance.

In conjunction with the District Wellness Policy, healthy treats such as pretzels, fruit, animal crackers, or stickers are encouraged.

Calendars and Important Dates

At the beginning of each month, you will receive a calendar with important dates for Madison Elementary School. These dates will include any days off, as well as dates for PTO meetings, Parent Education Nights, Family Literacy Nights, Family Movie Nights, monthly student assemblies, field trips, etc. These dates are also available on our school website at: http://madison.greeleyschools.org

Field Trips

As stated on the Board of Education Policy IJOA, field trips are student excursions and/or experiences for the purpose of gaining firsthand knowledge away from the classroom. The teacher shall provide the parents with information concerning the purpose and destination of the trip, transportation and eating arrangements, date and time of departure, and the estimated time of return. A parental permission slip is required for each student participating in the trip, including walking excursions. Parents wishing to chaperone the field trip must be successfully registered as a school volunteer, and teachers are responsible for informing accompanying adults of their duties and responsibilities. Parents may not bring other children when they chaperone a field trip, and may need to provide their own transportation and/or pay their own way.

The teacher shall review acceptable standards of conduct with the students in advance of the trip. The teacher has primary responsibility for the conduct of the students. Students who cannot be self-controlled or teacher-controlled may need a parent to accompany them, or have an alternate activity planned for them.
Parents wishing to be considered as a chaperone on a field trip must be pre-approved as a volunteer through our District 6 background check process found on the home page of the District 6 website. See page 28 in this parent handbook for more detailed instruction on how to become approved as a volunteer in District 6.

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**INCLEMENT WEATHER PROCEDURES**

**School Closing for Weather and Emergencies**
*The most reliable source for school closings will be the district website: [www.greeleyschools.org](http://www.greeleyschools.org)*

You may also find closure information at the following radio stations:

**Weather Related Closings**
- Radio stations: KUAD 99.1FM; KUNC 91.5 FM; KATR – 1450 AM; KYOU—92.5 FM; KVVS – 1170 AM; KISF—96.1FM

**Other Closings:** If a situation occurs that requires us to keep our students inside the building for their safety, we will implement our lockdown procedures. During a lockdown, no students or staff members may leave the building. No one will be allowed to enter the building until the lockdown is over. If we have to institute a lockdown, we appreciate your understanding of our need to keep children and staff safe. In the event of a lockdown, you will receive a note with pertinent information.

In the event of a closure of schools, the Superintendent will determine when the school time will be made up.

Students should dress appropriately for Colorado’s ever changing weather. In winter months, a warm morning can quickly change into a winter blizzard. Since students are outside before and after school as well as during recess, appropriate dress would include hats, gloves, and winter coats. Snow boots should also be worn for outdoor activities in the winter. If you are in need of any of these items, please let us know in the office and we can help supply you with these items. If your child is well enough to attend school, he/she will be required to participate in recess outside.

**Inclement Weather at School:**
On extremely cold (15 degrees or below as determined by our school weather station) or wet mornings, the “Inside Day” sign will be posted at the front window of the school. On these days, students should proceed to the gym through the east doors, and stay there until the bell rings, at which time, they can proceed to class.

Due to the nature of Colorado weather, we may start out the day as an inside day and by lunch it may be warm enough to have students go outside for recess or vice versa. The
school office will make the call for inside days which will be when the weather (with or without wind chill) is below 15 degrees or when it is raining. If it is snowing, but not below 15 degrees, students will be sent out to recess. We know that fresh air and exercise are good for students as well as staff and so whenever possible, we want students to have the opportunity to be outside. So, please make sure your students are dressed appropriately for all variations of weather (see Dress Code section).

### On School Grounds

Students **may not be on the school grounds before 7:35 A.M., and must be picked up by 3:20 P.M.** There is no adult supervision before 7:30 A.M., nor after 3:20 P.M. If students develop a pattern of arriving too early or not getting picked up on time, a meeting will be set up with school administration and the child’s family to create a plan of action to ensure their safety. After school, an alternative is always the Boys and Girls Club Monfort Center which adjoins our property! The cost for this after school program is only $10.00 for the year!

*Please help us keep your children safe by following these times for dropping off and picking up your children.*
The bus lane in front of the school is marked with red and white stripes and is for the exclusive use of the District 6 school buses and the day care vans. Please do not park in, or block, this lane. The safety of our children is all of our responsibility.

The following map shows our designated drop-off and pick-up areas, as well as the traffic pattern that must be used to ensure all of our student’s safety.
Student Check Out

Educationally, it is best if students not leave school during the school day for appointments, but we know that sometimes, it is necessary to take a child out of school before the end of the school day. When you need to do this, please know that for safety and security reasons, WE WILL NOT RELEASE A CHILD WITHOUT THE PARENT, GUARDIAN OR DESIGNATED ADULT (listed on emergency card) COMING INTO THE SCHOOL AND SIGNING OUT THE CHILD. Children must be signed-out in the office, and then the student will be summoned from the classroom to meet their parent in the office. It is our job to keep your children safe while they are in our care and so your understanding of this policy is appreciated.

Additionally, school is in session until 3:10 P.M. each day. Students will not be released after 2:55 P.M. without an appointment card. Learning continues until the bell rings and it is a disruption to the entire class if a child is dismissed early. If your child must be excused early, you will need to show a doctor’s appointment card to the secretary, or talk to a school administrator before your child will be released. Any early dismissal impacts perfect attendance rewards.

School Safety
(Visitors on school grounds)

Keeping our students safe is our first priority at Madison Elementary. As a school, we practice procedures for fire drills, tornado drills and a lockdown of our school in the event of an emergency. We must, however, also know who is in our building and on school grounds at all times to ensure the safety of our students. As such, we are asking parents and family members to wear a visitor’s pass while on school grounds at all times.

In the school building: Madison’s doors are locked throughout the day. If you enter school at any time, you must be “buzzed” into school and then you MUST sign the visitor’s log in the office, and place a Madison visitor’s sticker on your shirt. If you are not wearing a Madison visitor’s sticker while in the building, you will be asked to return to the office. When you are wearing a Madison visitor’s sticker, we know you have children in our building and have a reason to be here.

On the Playground: If you want to remain with your child on the playground before or after school, you must wear a district volunteer badge or school playground pass at all times. (See page 28 to learn how to get your own District 6 Volunteer Badge). You may keep this badge with you for the remainder of the year. In this way, all Madison staff members can see that you have completed a background check and have a reason to be on the school grounds. However, if you enter the school building, you MUST still sign in at the office.

Outside Classrooms: All students must be checked out through the school Office. They will not be released from their classroom. For student safety, we most politely request that parents not walk or wait for students inside the buildings or outside of the classrooms.

I understand that these safety precautions can be an inconvenience, but we feel they are needed to ensure our students’ safety. Thank you for your help!
Section 3: Madison Expectations

Use of School telephones/Cell Phones

Please be sure that your child knows what their “after-school” arrangements are before they leave home in the morning. We try to limit phone usage after school as that is the time of day when the staff needs the phone to return calls, receive calls, etc. Also be sure your child knows the plan for inclement weather. If weather does change during the day, they should know the “back-up” plan ahead of time.

We do not allow children to call to make arrangements to go home with friends or to the Boys and Girls Club. They need to plan for that ahead of time. We sincerely appreciate your help in this matter.

If you need to get an IMPORTANT MESSAGE TO YOUR CHILD, PLEASE CALL OUR OFFICE BY 2:50 P.M. IF YOU WOULD LIKE US TO DELIVER THE MESSAGE BY THE END OF THE DAY. Except in cases of emergency, students or teachers are not called to the telephone during school hours.

Messages for teachers will be placed in their office mailboxes or can be left on voice mail. The teacher will return calls within 24 hours.

Personal cell phone usage during school hours is not permitted by students and phones must be kept in the students’ backpacks. Teachers may grant special permission for usage if deemed necessary; however, teachers may collect a phone if it is being used inappropriately during school hours. Parents will be allowed to pick-up the phone from the office. The school is not responsible for lost, stolen or damaged phones.

Home/School Communication

At Madison, we know that communication is important for any partnership to be successful. Our communication with you will come in a variety of forms.

School Newsletter: You will receive a monthly school newsletter. In this newsletter, you will find a calendar of events for the month, information from the principal and any news about Madison students, staff and activities. Any questions about a newsletter should be directed to the main school office, phone number: (970) 348-1700. You can also find information about our school on our website. (http://madison.greeleyschools.org)

Facebook: We post school information, celebrations, announcements and pictures on our Madison Facebook account. I have seen several Facebook accounts for Madison, follow us at: Madison Elementary School @madisoneaglesgreeley.

★Wednesday Folders: In order to ensure the best possible communication between you as parents and our staff, we will send home a folder every week with your child. This folder will contain your child's work as well as relevant information from our school. We ask that you look over your child's folder each Wednesday evening. Homework expectations vary by grade level.
Automated Phone Calls: For certain events, such as Parent Teacher Organization (PTO) meetings, Parent Education Meetings, Picture Day, and/or special events, we may send out a school-wide phone message. The automated system usually sends the message to the phone number you listed as “home”. These messages are translated in both English and Spanish.

Communication with Madison Teaching Staff:
Madison staff members are able and willing to communicate with families through e-mail, texts and through Classroom Dojo. We use Classroom DoJo (DoJo.com) schoolwide. Parents will either get a paper invitation with your student’s code or you’ll get a text message invite (click on the link.) You will be required to download the free DoJo app to your phone. You will automatically connect with your child’s teacher. You can select the option for Spanish on the app if you want communication in Spanish. Please talk to your child’s teacher on our Back-to-School Night, or at Parent Conferences in September, to arrange for the communication style that best fits your needs.

Parent Teacher Conferences: Formal conferences between teachers and parents will be held twice during the school year. You will be notified by your child’s teacher to set up conference appointments; once in the fall and once in the spring. An informal conference can be arranged at any time at your request. Please contact your child’s teacher.

If you have a question or concern, your first contact should be with your child's teacher. The teacher spends approximately six hours each day with your child and knows them better than any other staff member. If you need "general" school information, please feel free to call our office.

Dress Code and School uniforms

Students who attend Madison Elementary are required to wear uniforms. Students may wear only navy blue, black or khaki colored pants, shorts or skirts. Tops (and any jackets worn in the classroom) must have sleeves and collars and must be solid white, gray, yellow or black with no visible logos. There are to be NO jeans, sweat pants, or “skinny” pants. Shorts and skirts must be long enough that when the student is standing with their arms at their sides their fingertips do not touch skin. As stated in district dress code policy, NO “Dickies” or “Southpole” brand pants, shorts, or shirts may be worn.

Shoes and shirts must be worn at all times. Flip flops or similar footwear are highly discouraged at school. They do not provide the protection needed during P.E. and/or daily recess. Please keep these shoes for casual wear at home. Also, NO “Heelies” may be worn in school.
Spaghetti-strap type blouses and tank tops should not be worn at school. All shirts must cover the mid-drift. Our school is air conditioned and our weather can change at a moment’s notice. This type of clothing does not protect your student from the temperature changes.

**Any other school provided shirts (football, 5210, choir, etc.) may only be worn on Fridays, or with special permission.**

In the event a student comes to school dressed inappropriately, parents will be called to bring appropriate clothing. Students will be required to change into appropriate clothing to comply with our school's uniform policy. Habitual infractions of the school's uniform policy may result in disciplinary action by school administrators.

Colorado weather can be tricky. Students should come to school dressed appropriately for the weather. During the winter, students will be sent outside for recess unless the temperature (with or without wind chill) is below 15 degrees. Please make sure that on cold winter days, your child comes to school with a coat, hat, mittens and appropriate footwear. Winter boots need to be changed to appropriate shoes while inside.

There are days that students are not required to wear their uniforms. When not in uniform, the following is our district dress code.

**Greely-Evans School District 6**
**Non-Negotiable Universal Dress Code Expectations**
Policy JICA - Student Dress Code

Non-negotiable universal student dress code expectations
1. Any clothing item or accessory that causes a disruption to school safety, personal safety and/or the learning environment may result in discretionary intervention by school administrators
2. Tattoos, clothing or accessories that display drugs, sexual innuendos, inappropriate language, alcohol, tobacco products or gang connotations are not permitted. Tattoos displaying any of these must be covered at all times.
3. No hats are permitted inside of the school building during the school day. If “hoodies” are worn, the hood may not be worn inside of the school (religious headwear exceptions).
4. Sunglasses or dark glasses, absent a verified medical condition, are not to be worn or displayed inside of the school building.
5. Trench coats are not permitted anywhere on school property.
6. Soled shoes or sandals must be worn at all times (no “bedroom” slippers or similar footwear
7. No exposed undergarments.
8. Inappropriately sheer, tight or low-cut clothing that bares or exposes traditionally private parts of the body including, but not limited to, the stomach, buttocks, back, breasts or cleavage is not permitted.
9. No shaved or notched eyebrows (absent a verified medical condition).
10. No red or blue belts or shoelaces.
11. No team jerseys or belt buckles that display the numbers 13, 14, 18, 31, 41 or 81.
12. No solid red or solid blue shirts (other than designated school uniforms).
13. No red or blue “Dickies” or “Southpole” brand pants, shorts or shirts.
14. No red or blue bandanas or any color bandana that is draped on clothing or hanging out of a pocket.
Homework Expectations

Homework has many benefits:
1. To communicate with parents about the curriculum taught in the classroom.
2. To practice skills taught.
3. To teach students how to manage time in the classroom and at home.
4. To foster responsibility.
5. To build independent study skills.
6. To help students make the connection that learning takes place anywhere.

Parent Role:
Parents should assume the role of facilitator. As students advance from grade to grade, the parent should allow for more independence in the completion of homework. Parents or siblings should never complete homework for the student as that student is not learning. If the homework assignment is too difficult for your child to complete mostly on their own, please have a conversation with your child’s classroom teacher.

It is very helpful to provide a consistent time and quiet place for your child to complete homework, making sure they have all of the supplies needed. Finally, please make sure your child has completed their homework correctly.

Grade Level Student Expectations:

Kindergarten:
Kindergarten students at Madison Elementary are assigned graded homework. Reinforcement activities for reading and math will be sent home on Mondays for the week. Parents are asked to read to or with their child each evening for 15 minutes. This could include bed-time stories, student take-home reading booklets, or 15 minutes of fun reading. Students should be exposed to as much new vocabulary as possible during the day and during evening reading. In addition parents are asked to work with their child on a literacy activity and a math activity each day for about 5 minutes.

First Grade:
A total of 30 minutes of homework nightly, Monday through Thursday:
- 20 minutes of Reading. Parents must sign the Reading Log each night.
- 10 minutes of Math homework each night.

Second Grade:
A total of 30 minutes of homework nightly, Monday through Thursday:
- 20 minutes for Reading each night.
- 10 minutes for Math, Math Facts, and/or Spelling each night.

Third Grade:
A total of 30 minutes of homework nightly, Monday through Thursday:
- 20 minutes of nightly Literacy practice (to include reading, and writing activities).
- 10 minutes of Math practice (including math facts practice and homework completion).

Fourth Grade:
A total of 30 minutes of homework nightly, Monday through Thursday:
- 20 minutes of Reading, and completion of reading log 5 nights a week, signed by the parent.
- 10 to 15 minutes of either Math or Spelling practice 4 nights each week, Monday – Thursday.

Fifth Grade:
Fifth grade students at Madison Elementary will receive nightly homework to reinforce skills learned during the school day. Nightly assignments may include:
- 15 minutes of nightly reading
- 15 minutes of nightly math practice
- Finish homework not completed in class
Section 4: Attendance, Safety, and Student’s Social Emotional Learning

Attendance Policy and Expectations

DAILY ATTENDANCE:
Significant learning for all students is provided each time class is held in Weld County School District 6. This educational opportunity is provided as a result of in-class participation and high-quality instruction. The benefits of this experience cannot be fully replaced. Consequently, regular and punctual attendance is important for success in school, and absences are detrimental to effective learning. Good attendance builds good work habits.

If your child is absent from school during the day, he/she may not attend after school activities for that evening, i.e., football practice, RESIST, choir performances, field trips, etc.

District Attendance Policy

Students cannot learn at their highest levels if they are not in school. As a result, the District 6 Board of Education has adopted a new student attendance policy (Policy JH Student Absences and Excuses). You can view the policy in its entirety at:

http://www2.greeleyschools.org/Board/Manual/toc.asp.

EXCUSED ABSENCES:
Excused absences are defined as any absence from school due to temporary illness or injury and any other reason deemed acceptable by the school administrator. Parents must call the office to excuse an absence within 48 hours. The school administrator may require verification, such as a physician’s statement when absences become habitual.

The school administrator will call a meeting with the student and his/her parent or guardian if the child has four excused absences from school in any month, or ten excused absences during any school year. Together we will create a plan to ensure students are in school learning at high levels.

UNEXCUSED ABSENCES:
Unexcused absences are absences which are not reported to the school by a parent or guardian within 48 hours, or not judged as excused by the school administration.

As per Colorado Education Code 22-33-107 3 (I) “A student who has 4 unexcused absences in one month or 10 unexcused absences during the school year” is classified truant. Administration will schedule a meeting with the student and his/her parent or guardian if the child has four unexcused absences from school in any month, or ten unexcused absences during any school year. Together we will plan to ensure that students are in school learning at high levels. The administration may determine to put the student on an Attendance Plan. An intervention plan may include a possible referral to Youth and Family Connection or the Compass Program. Students and their Parents may be referred to Truancy Court if attendance problems persist.
If you know your child will be missing school for an extended period of time, please come to the office to complete a prearranged absence form. If approved, this form will ensure your child is excused for their absence.

Absences: If your child will be absent, please call the school office before 9:00 A.M. The school phone number is (970) 348 – 1700.

TARDIES:
All students must be in their classroom by 7:50 A.M. Any student arriving after 7:50 A.M. is tardy and will be required to go to the office to receive a tardy slip. Any student dismissed before 3:10 P.M. will also receive a tardy as learning continues until 3:10 P.M. Only students who are ill or have a written doctor’s appointment note will be excused. (Students dismissed at or before noon will be marked absent for a half day.)

Absences and excessive tardiness WILL AFFECT a child’s progress in school. Your child needs to be here on time every day so that he/she develops the many skills needed to become and/or remain a proficient student. As parents, YOU are a key to helping your child arrive on time. We appreciate your helping us with this important aspect of school and life!

Tardy Policy: If a student is not seated in their classroom before the bell rings at 7:50 A.M., the student is considered “Tardy” and must report to the main office to get a pass to enter class. Tardies will be addressed in this manner:
• 1st, 2nd, and 3rd tardies: Documented in Attendance Logs in the main office.
• 4th tardy: School personnel will contact parents of students that are habitually tardy. Habitual tardiness may result in the development of an attendance plan and/or other action as determined by school administration.

Principal’s Reception:
Principal’s Reception is a monthly celebration for students who continually do their best every day during that month. Students are invited to the reception when they have met the following criteria:
➢ No more than 1 absence in the month (excused or unexcused)
➢ NO tardies during the month
➢ No discipline referrals
➢ 100% effort for the month (as determined by their teachers).
Students in grades K-2 receive a pencil and hear a story. Students in grades 3-5 receive a treat of some kind. Pictures are taken of students in each grade level and posted in our front hallway and on our Facebook page.

Perfect Attendance Award:
Students who have no absences (excused or unexcused) and no tardies are eligible to receive a perfect attendance award.

We are looking at a new incentive program for students who have great attendance and no tardies. You will hear more about this as the year begins. Incentives may include weekly and monthly prizes for perfect attendance (including NO tardies and/or early dismissals) as well as a bicycle for perfect attendance for the year. Stay tuned for more information in the fall!
Positive Behavior Intervention Support

Madison is part of a State and District initiative called Positive Behavior and Intervention Support (PBIS). This effort teaches and reinforces positive behavior instead of just disciplining students for their misbehavior. Madison staff members recognize positive behavior by giving Talon Tickets in the classroom, hallway, cafeteria, and/or playground. These tickets are then used for various rewards, or in the Madison School Store, where they can be redeemed for 10 cents each. Any, and all, staff members may give Talon Tickets. When given to a child, the bigger side of the ticket will be used for class and school drawings, and the smaller, right side of the ticket, will be detached and sent home. When your child brings home part of their Talon Ticket, ask them how he/she was caught following the rules at school!

Madison Elementary “7 Habits of Happy Kids” by Sean Covey

Habit 1: Proactive  I am a responsible person. I take initiative. I choose my actions, attitudes and moods. I do not blame others for my wrong actions. I do the right thing without being asked, even when no one is looking.

Habit 2: Begin With the End in Mind I plan ahead and set goals. I do things that have meaning and make a difference. I am an important part of my classroom and contribute to my school’s mission and vision. I look for ways to be a good citizen.

Habit 3: Put First Things First I spend my time on things that are important. This means I say no to things I know I should not do. I set priorities, make a schedule, and follow my plan. I am disciplined and organized.


Habit 5: Seek First to Understand, Then to be Understood I listen to other people’s ideas and feelings. I try to see things from their viewpoint (paradigm). I listen to others without interruption. I listen with my ears, my eyes, and my heart. I am confident voicing my ideas.

Habit 6: Synergize I value other people’s strengths and learn from them. I get along with others, even people who are different than me. I work well in groups. I seek out other people’s ideas because I know that by teaming with others, we can create better solutions than any one of us can alone.

Habit 7: Sharpen the Saw I take care of my body by eating right, exercising, and getting enough sleep (body). I learn in lots of ways and lots of places, not just at school (brain). I spend time with family and friends (heart). I take time to find meaningful ways to help people (soul). I balance all four parts of myself.
**New Social –Emotional Curriculum**

For the 2017-2018 school year, Madison will be piloting a new social emotional curriculum called **In Focus**. This curriculum uses the findings of extensive brain research to structure and sequence short lessons that meet the needs of all three levels of the brain: safety, emotions and motivation, and thinking. The lessons will take about 10 minutes each, four days each week. This curriculum will provide common language throughout out school, and help us support all of our students.

**No Place for Hate:**

Madison is a **No Place for Hate school**. The No Place for Hate® initiative provides educators and students with the resources to ensure that anti-bias and diversity education are an integral part of the school curriculum. No Place for Hate® also helps to create and sustain inclusive school environments where all students feel valued and have the opportunity to succeed by promoting respect for individual differences while challenging bigotry and prejudice.

**Anti-Bullying Curriculum**

According to stopbullying.gov, **bullying is defined as unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time.**

Bully Prevention is taught with a curriculum within Madison’s Positive Behavior and Intervention Support System, or PBIS, and is taken very seriously. All students are taught the 3 step method of telling a bully: to STOP his/her behavior, WALK away from the person, and then TALK to an adult if the behavior does not cease. Madison staff members are committed to preventing bullying from occurring. It is important for students and families to know the difference between bullies and friends who get mad at one another over a disagreement.

Please refer to **School Board Policy JICDE* - Bullying Prevention and Education** and/or contact the school if you have any questions.

If your child reports that they have been bullied at school, it is important to make sure they tell a staff member. If that staff member does not seem to help resolve the issue, encourage your child to tell the principal or assistant principal. You can also call to report an incident. It is important to resolve the issue as soon as possible. If we don’t know the bullying is going on, we cannot help!
# Madison Discipline Process

## Minor/Classroom Offense:

- All staff will teach and practice Madison expectations and procedures with their students.
- Implement verbal recognition and award classroom DoJo points, Talon Tickets or “I AM A Leader” bracelets for students demonstrating desired behaviors.
- Student breaks a rules (1): Student receives a specific warning from the staff member. It may sound like: “Right now you are ____ When you ___, it makes me feel ___ because ____. A better choice would be to _____ so you can learn and others can too. Thank you (name).” You will document the warning of the Student Discipline Form (SDF).
- Student breaks the rules again (2): The student is again sent to their buddy classroom to write about why they believe they were asked to leave the classroom. After the teacher discusses their thinking, the student is retaught the desired skill by that staff member. The teacher must complete the 2nd box on the Student Discipline Form (SDF) and both send a copy of the SDF to parents as well as contact them. Document the incident and the parent communication in IC.
- Student breaks the rules again (3): The student is asked to again write about why they believe they were asked to leave the classroom in their buddy classroom, again, reteaching the needed skill. The student is warned that the next issue will result in a classroom referral. The teacher must complete the 3rd box on the SDF and both send a copy of the SDF to parents as well as contact them. Document the incident and the parent communication in Infinite Campus (IC).
- Student breaks the rules again (4): The student receives a Classroom Referral and a consequence from that staff member. The teacher completes the 4th box on the SDF. A parent’s plan for improvement and a consequence for continued behavior must be added. A copy of the updated SDF Document is then sent home after the teacher lets them know to expect it. The incident must be recorded in IC.
- After 3 Minor/Classroom Referrals within 4-5 weeks, an Office Referral may be created, attaching a copy of the completed SDF.

## Major Offense:

- Staff member fills out a Major Referral form and immediately sends the student to the office.
- Principal or Assistant Principal assigns a consequence, documents in IC, calls parent, and gives a copy of the Major Referral to the staff member as soon as possible. If written documentation is not immediately available, a call will be to the HRT to provide information. Students in ISS will be placed in a classroom to complete work sent by the HRT.

### Examples of Major Offenses:

- physical harm to others
- fighting
- bullying
- swearing
- vandalism
- threats of harm
- stealing
- gang related activity or speech

For a student repeatedly making noises and distracting others:

"Name, you are continuing to make noises and distract others even though I have asked you to stop. If you continue to make noises you might get a referral and I don’t think either of us want that.

Why don’t you move over here so you don’t end up in trouble? Just take a little time to relax and refocus and everything will be ok. Remember, you are not in trouble right now, but if you continue making noises, you will be!"

Check back in a couple of minutes to see if the student is calm. Retell the desired behavior and praise them for making such a great decision. Send the student back to their seat/group when they are ready.
Items Not Allowed in School

Students come to school to learn. When they bring “toys” or electronic games, it interferes with learning. Students are to bring to school only those items which are needed for learning. Students, who bring non-required items such as: electronic games, I-Pods, MP3 players, CD players, trading cards, laser pointers, playground equipment and/or toys etc., may have these items confiscated. Parents will be called and will be given an opportunity to come to the school to pick up the item. If these items are brought to school and stolen, the school is not responsible. Personal cell phone usage during school hours is not permitted by students and phones must be kept in the students’ backpacks or locked up in the child’s classroom. Teachers may grant special permission for usage if deemed necessary; however, teachers may collect a phone if it is being used inappropriately during school hours. Parents will be allowed to pick-up the phone from the office. The school is not responsible for lost, stolen or damaged phones.

Fidgets (spinners)
Fidgets are the new craze, advertised to improve focus and concentration. However, most students do not need a device such as this to focus on their instruction. In our experience, most Madison students are playing with their fidget and NOT paying attention to the instruction. If a student needs some type of a fidget, a behavioral plan will be created with guidelines to ensure the fidget helps, not hurts, the student’s attention. If a student without a specific behavioral plan brings a spinner fidget to school, and has it out during class, that spinner fidget will be confiscated and be awaiting pickup by the child’s parent.

Possession of the following items is NEVER acceptable and WILL RESULT in consequences such as suspension and/or expulsion:
- Alcohol
- Fireworks
- Pocket knives
- Weapons (or replicas of weapons)
- Drugs
- Lighters
- Tobacco in any form
- **Any other items deemed dangerous by school administration.

PLAYWORKS:
“Kids need to play. Playworks creates a place for every kid on the playground to feel included, be active, and build valuable social and emotional skills. We’re changing the culture of school…”

Madison follows the components of “Playworks”. As such, students will have choices from the playground, blacktop area (tetherball, switch and 4 square, or basketball) or field games (tag games, kickball, or soccer). Choices and games change periodically.
Recess and Playground Expectations

Slides
- Wait your turn with no crowding, pushing, shoving, or other unnecessary and inappropriate physical contact.
- Go down the slide in a sitting position, one person at a time, and feet first. Walking, climbing or attempting to go up the slide is dangerous and not permitted.
- Do not flip or hang over the top of the bars of the slide or hang feet over the side of the slide.
- Keep a safe distance away from the bottom of the slide.

Swings
- Swing one at a time in a sitting position with feet toward the building.
- Pushing others, riding double, standing, bailing out, swinging sideways or twisting are not permitted.
- Do not grab onto another person’s swing or swing while holding onto another swing.
- Wait until the swing is stopped before getting on or off. No “bailing out”.
- Stand to the side of the swing set while waiting for a turn. Do not go under the swings or climb/play on the support bars.

Bars, Playweb and Climbing Equipment
- Standing on, walking on top of, or jumping off tall equipment is not permitted.
- Playing tag on the equipment is not permitted.
  - On the twirling bars:
    - Students must be able to reach and mount bars by themselves.
    - Use hands when dismounting. Two hands must be on the bars at all times.
    - Clothing/jackets should not be used on twirling bars.
  - On the Playweb:
    - Students must not walk on the top ropes, nor slide on the metal bars.

Grass Area
- Organized Play Works games will be played on the grass area. This games may include tag games, kickball, or soccer.
- All students are to stay within the boundaries of the playground fence unless they have permission from a duty person to retrieve a ball. Students are not to be on the platform of the stairway leading to the lower playground.

Blacktop
- No running on the blacktop or sidewalk except when playing basketball.
  - No grass sports are to be played on the blacktop (even when there is snow on the grass and they can’t play there).

Sand
- Throwing or kicking sand is not allowed.

Snow
- Students can always choose to remain on the blacktop to better avoid getting their shoes wet.
- Boots should be worn to play on the snow. While we remind student to stay dry if they don’t have snow boots, a student may choose to go into the snow and their feet may get wet.
- Keep the snow on the ground. Throwing snow, especially at other students, may result in a discipline referral.
- Walk, don’t run, on icy areas!
Section 5: District Information and Policies

VALUES AND BELIEFS

Our students come first.

We know every child can achieve.

We commit to excellence, innovation and continuous improvement.

We ensure safe and healthy schools.

We view diversity as an asset.

We provide opportunity and choice.

We partner with families and communities.

MISSION: Engage, Empower, Inspire

District 6 provides every student with a personalized, well-rounded and excellent education in a safe, caring environment.

VISION: District 6 educates today’s students in partnership with families and communities to succeed in tomorrow’s world.

STUDENT LEARNING AND ACHIEVEMENT

Students will engage in a challenging, personalized, well-rounded education preparing every student to be college and career ready with the skills needed to be successful in the community and world.

STRENGTHENING PARTNERSHIPS

District 6 will increase engagement and interest in learning through community and school partnerships with our students, parents, and community to enhance student success.

CLIMATE AND CULTURE

We will cultivate a safe and supportive learning environment for all, embracing our diversity, honoring and engaging all stakeholders, and promoting safety.

OPERATIONAL AND ORGANIZATIONAL EFFECTIVENESS

We will be innovative and accountable to the community, through measurable outcomes and continuous improvement.
Expectations for Riding the Bus

Some students at Madison qualify to ride a bus to and from school. If you feel your child may be eligible to ride the bus, please call transportation at 348-6800.

General Bus Riding Guidelines

1. Students are to be waiting at the designated bus stop when the bus arrives. It is suggested that students arrive to the bus stop 5 minutes before the designated time and wait no more than 15 minutes past the designated time if the bus is running late. It is also suggested that students not arrive at the bus stop more than 5 minutes early to avoid any mischievous behavior. Most district buses run multiple routes and are expected to maintain assigned schedules. Therefore, bus drivers are instructed not to wait for latecomers who fail to arrive at designated pick-up points at the scheduled time.

2. Children should wait in an orderly line, clear of traffic, off the street and on the curb (if present), and should refrain from running games or horseplay.

3. Misbehavior of students at bus stops may result in disciplinary action.

4. The majority of school buses are designed to transport three passengers per seat. The bus driver is authorized to assign seats.

5. School buses are designed to transport passengers only. Any item (such as a band instrument or backpack) that is carried on board the bus should be carried in that passenger’s lap. No item that is hazardous (such as glass containers), disruptive (such as pets), blocks the center aisle, or takes up the room of another passenger may be transported in a school bus. If there is a difference of opinion regarding this provision, the Transportation Supervisor (or designee) shall make the determination.

6. Passengers will not be permitted to wear clothing or footwear that can damage upholstery or floor finishes.

7. Food, candy, gum, or beverages should not be consumed on the bus during regular route operations. Passengers who violate this provision may be subject to disciplinary action.

8. Bus drivers are responsible for maintaining discipline on buses. They need your support and cooperation to ensure the safety and welfare of all passengers.

9. Students shall leave and board the bus at their assigned stops at home or school. In accordance with District Six policy, any exceptions to this provision will require prior written approval from the appropriate principal or authorized designee.

10. Parents are responsible for instructing their children to board and depart the bus only at their assigned stop. Bus drivers will try to be cooperative and supportive; however, it must be recognized that bus drivers, particularly substitutes, cannot always know where each child is supposed to board or depart the bus.

11. The Transportation Department will make a reasonable effort to return items left on school buses to their rightful owners. Please note that District 6 cannot be responsible for lost items.

12. When requested by a school authority, all bus riders are required to properly identify themselves.

13. Examples of inappropriate behavior are as follows:
   a. Failure to follow instructions of driver or para-pro.
   b. Failure to board or depart the bus in an orderly manner.
   c. Failure to remain properly seated.
   d. Unnecessary loud noises.
   e. Hitting, teasing, or harassing other students.
   f. Throwing objects in, on, at, or from the bus.
   g. Failure to provide proper identification.
   h. Vandalism or destruction of property.
   i. Profanity, vulgarity, or obscene gestures.
   j. Use of tobacco in any form.
   k. Spitting.
   l. Abuse of lap belts.
   m. Failure to remain quiet and still in the vicinity of railroad crossings.
Health Services Information for
STUDENT/PARENT HANDBOOK

Health Services - Who are we?

- For Health Service forms and information please see the District 6 Health Services Website.
  [http://www.greeleyschools.org/Page/8187](http://www.greeleyschools.org/Page/8187)  www.greeleyschools.org > departments > health services
- District 6 has School Health Clerks who are the main care-givers in health offices in all district and charter schools. They perform first aid and care for ill children, administer medications, perform health screenings, manage immunization and health records. They are available to answer questions and are able to contact School Registered Nurse Consultant at all times. Health Clerks have taken a health clerk training course and have yearly CPR, First Aid, Medication Administration, and other trainings as needed for specific student health needs.
- District 6 has School Registered Nurse Consultants who work as a team with health clerks, school administration and staff to provide physical, mental, and social support to help children learn. School Registered Nurse Consultants are trained with an RN-BSN and have obtained School Nurse licensure through CDE. School Nurses are responsible for preparing health care plans, documenting health histories, collaborating with special education team on educational plans, delegating to unlicensed personnel who provide care for students, assisting with health education units, consulting with outside health providers and agencies.

Illness/Injury, Emergency Information

- Accidents/Illness/Injury –
  - Health office staff or other qualified personnel will administer first aid for any ill or injured student. If needed, parent/guardians will be contacted and in extreme cases, 911 may be called.
- Emergency information – PLEASE KEEP EMERGENCY CONTACT INFORMATION UPDATED WITH THE FRONT OFFICE STAFF. We need to be able to contact you if your child is ill or injured.

Medications

- If your child must have medication of any type during school, including prescription or over-the-counter medicine (pills, syrups, cough drops, eye drops, creams, ointments, inhalers, injectable), you have three choices:
  - Parents/Guardians may come to school and give it to their child at the appropriate time.
  - Parents/Guardians and health care providers may complete and sign a physician authorization form. The medication must be in a pharmacy-labeled bottle or original packaging with instructions.
  - Parents/Guardians may discuss with their health care provider an alternative schedule so the medication can be given outside of school hours.
- Medications of any sort (over the counter or prescription) are not to be in the possession of students, except for those with written authorization from their health care provider, their family and school registered nurse consultant.
- If your child will need any medication or treatment at school, please obtain a copy of the physician authorization form from the health office or download from the Health Services website by going to the following website, and then clicking on “Medication at School.”
  [http://www.greeleyschools.org/Page/13266](http://www.greeleyschools.org/Page/13266)
Health Questionnaire / Students with Health Concerns

- Health questionnaires - it is extremely important that parents/guardians complete the annual health questionnaire and Emergency Information form.
- Students with known health concerns – School Registered Nurse Consultants write Health Care Plans (HCP) for students that require specific procedures at school.
- All students who have diabetes, seizures, severe allergies, severe asthma or who have any medication (prescription or over the counter) in school should have a HCP. Other disorders may also have specific precautions which would require a HCP. PLEASE contact the school Health Clerk or School Nurse if you have concerns about your child’s health.
  - Students with Severe Asthma, Severe Allergies, Seizure Disorder or Diabetes – forms are available from health office or on health services website for physician completion http://www.greeleyschools.org/Page/13266

Immunizations

- Immunizations are an important part of our children’s health care and Colorado Law requires that children going to school be vaccinated to prevent vaccine-preventable disease. Students are not permitted to attend school without meeting immunization requirements or having a signed personal, medical, or religious exemption.
- If parents have concerns about immunizations and vaccine safety, visit www.ImmunizeForGood.com.
- The Colorado Immunization Program’s website is located at www.ColoradolImmunizations.com.
- Schools work hard to ensure compliance with the immunization laws. Your help in providing updated immunization records at school registration and when your child receives additional vaccine(s) is greatly appreciated.

Screenings

- Hearing and vision screenings are conducted annually by health services staff including District Audiologist. The following grades are screened: Pre-K, K, 1, 2, 3, 5, 7, and 9, all new students, and students with special education needs – per the State of Colorado guidelines.
- Glasses when prescribed by an eye care professional are extremely crucial to student success. Please make sure students wear them daily at school.
- Students who do not pass vision screening will receive a “referral” for follow-up care. Students who do not pass hearing screening will continue to be monitored by school audiologist.

Loaned Clothing

- The health office has a limited supply of extra clothing for accidents. Please wash and return these clothes at your earliest convenience.

Parent Health Resources

- Health office staff are happy to assist parents in finding health information and access to health care.

School Wellness

- Research shows that children perform better in school when they eat healthy and are physically active. To support academic achievement and healthy living, District 6 offers exciting wellness opportunities for both students and employees. Please visit www.greeleyschools.org/wellness.

When to keep your child home / Exclusion from school for health reasons

- Healthy Children Learn Better. The following Exclusion Guidelines will be utilized to determine if a student should be sent home because of illness.
# District 6 Health Exclusion Guidelines

<table>
<thead>
<tr>
<th>Symptom</th>
<th>Exclusion Guidelines</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cough</td>
<td>Recommended for students experiencing severe, uncontrolled coughing or wheezing, or difficulty breathing.</td>
</tr>
<tr>
<td>Diarrhea</td>
<td>Recommended for students with other symptoms in addition to diarrhea such as: vomiting, abdominal pain, fever, the diarrhea cannot be contained in a toilet, there is blood or mucus in the stool. Student should be diarrhea free for 24 hours without medication before returning to school.</td>
</tr>
<tr>
<td>Fever (defined as a temperature &gt;100.5°F orally)</td>
<td>Recommended if the student has symptoms in addition to the fever such as a rash, sore throat, vomiting, diarrhea, etc. Student should be fever free for 24 hours without medication before returning to school.</td>
</tr>
<tr>
<td>Mouth Sores</td>
<td>Recommended if student is drooling uncontrollably.</td>
</tr>
<tr>
<td>Rash</td>
<td>Recommended if student has symptoms in addition to the rash such as behavioral change, fever, joint pain, bruising not associated with injury, or if the rash is open and oozing.</td>
</tr>
<tr>
<td>Stomach Ache Abdominal Pain</td>
<td>Recommended if the pain is severe, if the pain appears after an injury, or if the student had symptoms in addition to the stomach ache such as vomiting, fever, diarrhea, etc.</td>
</tr>
<tr>
<td>Swollen Glands</td>
<td>Recommended if the student has symptoms in addition to the swollen glands such as difficulty breathing or swallowing, fever, etc.</td>
</tr>
<tr>
<td>Vomiting</td>
<td>Generally recommended if the student has vomited more than 2 times in 24 hours, if the vomit is green or bloody, if the student had a recent head injury, or if the student has symptoms in addition to the vomiting such as fever, diarrhea, stomach ache, etc. Student should be vomit free for 24 hours without medication before returning to school.</td>
</tr>
<tr>
<td>Earache</td>
<td>No exclusion necessary</td>
</tr>
<tr>
<td>Headache</td>
<td>No exclusion necessary. Contact nurse if headache is persistent, severe, is accompanied by other symptoms or if the student has a health care plan.</td>
</tr>
<tr>
<td>Lice</td>
<td>Exclusion is for children found with live head lice only. Data does not support school exclusion for nits (lice eggs).</td>
</tr>
<tr>
<td>Contagious Illness</td>
<td>Students on antibiotics for contagious illnesses, such as strep throat, tonsillitis, bronchitis, pinkeye or pneumonia, must stay home until antibiotic has been taken for 24 hours. All skin lesions must be covered by a bandage or clothing during the school day. This may include impetigo, ring worm, scabies, and other fungal, bacterial or viral skin infections.</td>
</tr>
<tr>
<td>Other considerations</td>
<td>Consider exclusion if:</td>
</tr>
<tr>
<td></td>
<td>- The student is unable to participate comfortably in usual activities</td>
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<tr>
<td></td>
<td>- The student requires more medical care than the school personnel are able to provide</td>
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<tr>
<td></td>
<td>- The student has a high fever, behavioral changes, persistent crying, difficulty breathing, uncontrolled coughing, or other signs suggesting a severe illness.</td>
</tr>
<tr>
<td></td>
<td>- The student is ill with a potentially contagious disease and exclusion is recommended by a health care provider, the state or local public health agency.</td>
</tr>
</tbody>
</table>

Source:  
D6 Exclusion Guidelines 08022012  
http://www.cde.state.co.us/cdesped/NurseHealth.asp#infect
**Lunchroom Information**

**BREAKFAST:** Breakfast is free for all Madison students and served in the classroom beginning at 7:45 am.

**LUNCH:** Lunch is free to students at Madison in kindergarten through fifth grade.

Even though lunches are free, **it is still critical for each family to complete their free and reduced lunch form to ensure lunches remain free for our school.** A form will be sent to every household about 30 days before school starts and the forms will also be available online (D6 Website) and we will have additional hard copies in the kitchen and school office.

**STUDENT PRICES:** Milk may be purchased by students bringing sack lunches at 60¢ cents per carton.

**ADULT MEAL PRICES:** Adult lunches can be purchased for $3.50 and an adult breakfast for $2.00. Adults can pay by cash, check or online.

**Wellness Policy:** Research shows that children perform better in school when they eat healthy and are physically active. To support academic achievement and healthy living, Weld County School District 6 offers exciting wellness opportunities for both students and employees. With devotion to wellness programming for the entire district, healthy initiatives are changing behaviors for life. District 6 has strategies in place to improve eating habits, increase physical activity, and provide a healthier school atmosphere. For more information about the wellness program, visit [www.greeleyschools.org/wellness](http://www.greeleyschools.org/wellness)

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**Students Use of the Internet and Electronic Communications**

Board of Education Policy JS outlines the unauthorized and unacceptable uses of technology.

Students shall use district technology devices in a responsible, efficient, ethical, and legal manner.

Because technology and ways of using technology are constantly evolving, every unacceptable use of district technology devices cannot be specifically described in policy. Therefore, examples of unacceptable uses include, but are not limited to, the following.

No student shall access, create, transmit, retransmit, or forward material or information:
1. That promotes violence or advocates destruction of property including, but not limited to, access to information concerning the manufacturing or purchasing of destructive devices or weapons
2. That is not related to district education objectives
3. That contains pornographic, obscene, or other sexually oriented materials, either as pictures or writings, that are intended to stimulate erotic feelings or appeal to prurient interests in nudity, sex, or excretion
4. That harasses, threatens, demeans, or promotes violence or hatred against another person or group of persons in violation of the district’s nondiscrimination policies
5. For personal profit, financial gain, advertising, commercial transaction, or political purposes
6. That plagiarizes the work of another without express consent
7. That uses inappropriate or profane language likely to be offensive to others in the school community
8. That is knowingly false or could be construed as intending to purposely damage another person’s reputation
9. In violation of any federal or state law or district policy, including but not limited to, copyrighted material and material protected by trade secret
10. That contains personal information about themselves or others, including information protected by confidentiality laws.
11. Using another individual’s Internet or electronic communications account without written permission from that individual
12. That impersonates another or transmits through an anonymous remailer proxy
13. That accesses fee services without specific permission from the site administrator

To view this entire policy, please go to:
http://www.boarddocs.com/co/wcsd6/Board.nsf/Public?open&id=policies

**Student Email Accounts**

Greeley-Evans School District 6 will provide a free email account for every student. Having an email account will allow students to email teachers questions and receive classroom updates. Depending on the teacher, students may also be able to turn in assignments using email.

All students will receive training on appropriate use of email before teachers provide them with their usernames and passwords. Training will include: dealing with potential bullying, handling email from unknown senders, general email etiquette, and informing students that email messages leave a permanent digital record. Parents are encouraged to use CommonSense Media resources to learn how to support their children as they navigate the online world. Resources can be accessed by visiting the following website (http://www.commonsensemedia.org).

If you do NOT want your student to have a district provided email account, you may fill-out a “Student Electronic Mail (email) Opt-Out Form” in the office of any district school. Otherwise, your child will be assigned a school email account.
Please remember to follow:

The A, B, C’s of Education

A  Be an **Active** partner in your child’s education. Attend meetings or be a classroom volunteer. Ask your child how their day was and what they learned at school.

B  Be a **voice** for your child. Participate in P.T.O. and/or S.A.C. Meetings.

C  **Create** a supportive learning environment for your child by providing a distraction- free homework environment and setting a scheduled homework time. As much as possible, sit with your child while they do their homework or while they read.

Acceptable use of email falls under the Board of Education policy governing student use of the Internet and electronic communications. Policy JS states that no student shall access, create, transmit, retransmit, or forward material or information:

1. That promotes violence or advocates destruction of property including, but not limited to, access to information concerning the manufacturing or purchasing of destructive devices or weapons.
2. That contains pornographic, obscene, or other sexually oriented materials, either as pictures or writings, which are intended to stimulate erotic feelings or appeal to prurient interests in nudity, sex, or excretion.
3. That harasses, threatens, demeans, or promotes violence or hatred against another person or group of persons in violation of the district’s nondiscrimination policies.
4. That uses inappropriate or profane language likely to be offensive to others in the school community.
5. That is knowingly false or could be construed as intending to purposely damage another person's reputation.
6. That contains personal information about themselves or others, including information protected by confidentiality laws.
7. Using another individual’s Internet or electronic communications account without written permission from that individual.
8. That impersonates another or transmits through an anonymous remailer proxy.

If you have questions, please contact your school principal.