



MADISON MIDDLE STUDENT/FAMILY HANDBOOK



Vision

Madison Middle School is committed to enhancing the academic and personal development of students by providing a community of support, opportunities, and high expectations for all students.

Mission

Madison Middle School will prepare students for life by ensuring an inclusive and safe learning environment where students are engaged in experiences that will equip them with 21st century skills (critical thinking and problem solving, collaboration, adaptability, initiative/entrepreneurship, communication, information and technology literacy, creativity).

Core Values

- Culture of Learning
- Collaboration & Support
- Safety (Physical and Psychological Safety) Environment
- Leadership
- Civility
- Accountability



Civility Statement

HCPS Civility Statement

In order to provide a safe, caring and orderly environment, the school district of Hillsborough County expects civility from all who engage in school activities. Mutual respect, professionalism and common courtesy are essential qualities that all need to demonstrate in promoting an educational environment free from disruptions, harassment, bullying and aggressive actions.

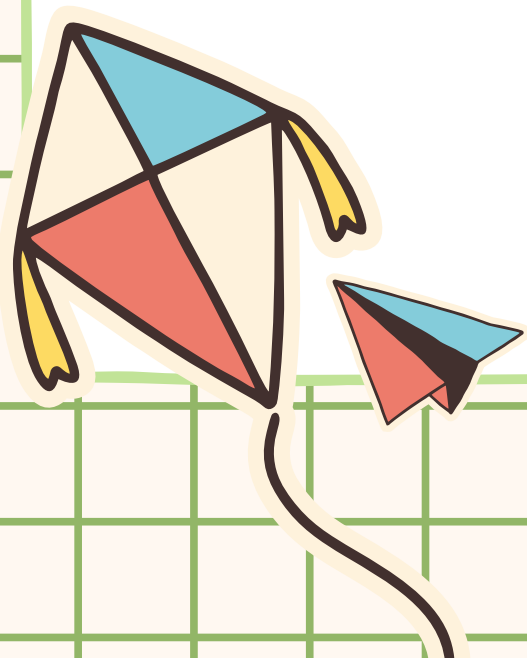


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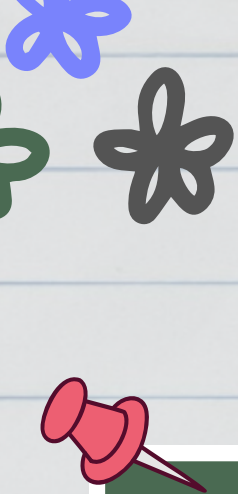
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GENERAL INFORMATION



HOST (BEFORE SCHOOL CARE)



HOST Program (before school care)

Students may sign up for the HOST program, if before school care is needed for \$25 per week. There is an annual \$30 registration fee. Contact Ms. Sellmer at izabella.sellmer@hcps.net for more information regarding Morning HOST at Madison MS; or, visit our school's website.

Register online: <https://www.hillsboroughschools.org/host>



TRANSPORTATION

- Transportation information can be found at <https://www.hillsboroughschools.org/transportation> or on the school's website by or before August 7.
- Find My Bus Stop: WebQuery will have up-to-date busing information for the current school year. Any questions or concerns regarding buses, please contact Transportation. The Transportation Call Center can be reached at 813-982-5500 between the hours of 6:00AM - 6:00PM on Mondays, and 6:00AM - 7:00PM Tuesday through Friday. If you have an emergency beyond our scheduled hours of operation you can reach our School Security at 813-623-3996.



HCPS HANDBOOK

Hillsborough County Schools Student Handbook:

<https://www.hillsboroughschools.org/conduct>.

Please read this handbook and visit the link so that you are familiar with school/district policies.





Physical Education (PE)

Florida State Law requires physical education for all 6th, 7th, and 8th grade students. An up-to-date statement from a doctor requesting curtailment or elimination of physical education must be on file at the school if your child is to refrain from any or all physical activities.

Sneakers are required. Slides/flip flops cannot be worn to PE as this is a safety issue.

6th grade students will not dress out or be permitted into the locker room for PE during their first year at Madison MS.

Student Nutrition

At Madison, breakfast and lunch is free for all students for the 2023-2024 school year. To receive more information regarding school meal benefits (including free/reduced lunch options), visit our school district's School Meal Benefits page for more information: [Student Nutrition Services / Meal Application | School Meal Benefits \(hillsboroughschools.org\)](https://hillsboroughschools.org).

*Parents and/or students are not permitted to have food delivered from food delivering services (i.e. UberEats, Doordash, etc.).



Report Student Absences

- It is the responsibility of the student's parent or guardian to report student absences. An attendance line is provided for this purpose. Call 813-272-3050 and choose the attendance option (Ms. Prall). Call as early in the morning as possible.
- A preplanned absence for a personal reason that is acceptable to the Principal, shall be considered excused. Permission for such absences must be requested and approved at least three (3) school days prior to the absence. A student who has an excused absence is permitted to make up missing classwork; the student should make arrangements with their teachers within three (3) school days of the student's return to school.



Access Supply List

<https://www.hillsboroughschools.org/domain/4978>

SIGN IN/SIGN OUT PROCEDURES

- **All students who arrive after the 9:35 a.m. tardy bell, must report to the Main Office to sign in. A parent/guardian should accompany the student to excuse the tardy.**
- **ALL students who must leave campus during school hours must have parent permission and administrative approval before they will be allowed to sign out.**
- **Picture I.D. is required when a parent or guardian is signing out a student. We will not release students to anyone who has not been designated on the emergency card.**
- **Students will not be called out of class until the parent/guardian is in the Main Office.**
- **The student sign-out system is located in the Main Office and students will not be permitted to sign out after 4:05pm (3:05pm on Mondays) with or without a parent present.**

Madison Bell Schedule 23/24

| | Regular | Early Release | Club day/Assembly |
|-----------------------|--|---|---|
| Announcements | 9:35-9:38 (3) | 9:35-9:42 (7) | 9:35-9:42 (7) |
| 1st | 9:38-10:26 (48) | 9:42- 10:22 (40) | 9:42-10:22 (40) |
| 2nd | 10:30-11:18 (48) | 10:26- 11:06 (40) | 10:26-11:06 (40) |
| 3rd | 11:22- 12:10 (48) | 11:10- 11:50 (40) | 11:10-11:50 (40) |
| 4th | 12:14- 1:02 6 th grade lunch (48) | 11:54-12:34 6 th grade lunch (40) | 11:54-12:34 6 th grade lunch (40) |
| 5th | 1:06-1:54 7 th grade & STEM lunch (48) | 12:38-1:18 7 th grade & STEM lunch (40) | 12:38-1:18 7 th grade & STEM lunch (40) |
| 6th | 1:58- 2:46 8 th grade lunch (48) | 1:22- 2:02 8 th grade lunch (40) | 1:22-2:02 8 th grade lunch (40) |
| 7th | 2:50-3:38 (48) | 2:06- 2:46 (40) | 2:06-2:46 (40) |
| 8th | 3:42- 4:30 (48) | 2:50-3:30 (40) | 2:50- 3:30 (40) |
| Activity | | | 3:34-4:30 (56) |

There will be no sign outs allowed after 3:00 on Mondays

There will be no sign outs allowed after 4:00 on Tuesdays-Fridays

ATHLETICS

ALL REQUIREMENTS MUST BE FULFILLED PRIOR TO THE FIRST DAY OF TRYOUTS. THIS INCLUDES A SPORTS PHYSICAL, PURCHASING DISTRICT INSURANCE, AND REVIEWING SAFETY VIDEOS.

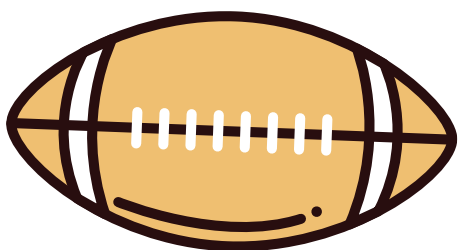
[HTTPS://WWW.HILLSBOROUGHSCHOOLS.ORG/ATHLETICFORMS](https://www.hillsboroughschools.org/athleticforms)

PARENTS AND STUDENTS MUST CREATE AN ONLINE ACCOUNT TO COMPLETE AND SUBMIT DOCUMENTS:

[HTTPS://STUDENTCENTRAL.BIGTEAMS.COM/](https://studentcentral.bigteams.com/)

ELIGIBILITY:

- SIXTH GRADERS ARE ACADEMICALLY ELIGIBLE TO PARTICIPATE DURING THE FIRST SEMESTER. SIXTH GRADERS MUST EARN A 2.0 GPA OR HIGHER TO PARTICIPATE FOR 2ND SEMESTER SPORTS.
- 7TH & 8TH GRADE STUDENTS MUST HAVE A 2.0 GPA FROM THE PREVIOUS SEMESTER TO PARTICIPATE IN EXTRAMURAL SPORTS.
- CONTACT MS. LENA DIGIOVANNI AT LENA.DIGIOVANN@HCPS.NET TO DISCUSS ELIGIBILITY.
- STUDENTS ARE UNABLE TO PARTICIPATE IF RETAINED IN MIDDLE SCHOOL.
- EXTRAMURAL SPORTS (GIRLS & BOYS): BASKETBALL, VOLLEYBALL, TRACK & FIELD, SOCCER, FLAG FOOTBALL



SCHOOL HEALTH **SERVICES**

MEDICATION GUIDELINES



In compliance with Florida State Law, only prescription medication will be administered at school. Over-the-counter or sample medications must be accompanied by written orders from the physician. Whenever possible, medication schedules should be arranged so medication is given at home. If it becomes necessary for your child to take medication at school, please call for further information from our health assistant, in the school clinic, at 813-272-3050, extension 233.

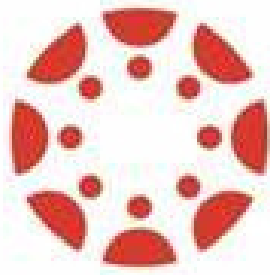


IMMUNIZATION REQUIREMENTS

Students entering seventh grade must submit an updated immunization record with a Tdap.

The state law provides for the exclusion from school without proper immunization records. Your child will be excluded from school if the records are not complete prior to the first day your child will be attending seventh (7) grade.





CANVAS

Class Assignments, Grades, and Communication

Canvas is the primary platform for communication between students, parents, and teachers regards class assignments, grades, and class information. Students and parents are strongly encouraged to check Canvas at least three times a week for updates from teachers.

Go to <https://sdhc.instructure.com/courses/36524> for detailed instructions on how to access the complete Canvas Family Guide at <https://bit.ly/canvasfamilyguide> ; or, use the links below.

Canvas Family Guide Intro:

- <https://youtu.be/Ggi4CGoeXCU>

Access Canvas from your smartphone:

- **IOS:** <https://youtu.be/wHSzGzz0Eds>
- **Android:** <https://youtu.be/whMHB63VsJQ>

How to monitor your child's progress:

- <https://youtu.be/lt1Px6tJUZQ>

First Responders

| <u>Topic</u> | <u>1st Person</u> | <u>2nd Person</u> | <u>3rd Person</u> |
|--------------------------------------|--------------------------|-------------------|-------------------|
| Report Absence | Ms. Prall | | |
| Student Grades | Teachers | School Counselors | Administration |
| Student Conflict/Mediation | School Counselors | Administration | |
| Athletics/Eligibility | Ms. DiGiovanni | Coach Steinke | |
| Schedule Changes | School Counselors | Ms. Brown | |
| District and State Assessments | Ms. Brown | | |
| STEM Program Related Questions | Mrs. Rafferty | Mrs. Hawkins | |
| 504 Plans Questions | School Counselors | | |
| ESE/IEP Questions | Ms. Galin-Attleson | Case Managers | |
| Canvas Support | Ms. Koji | School Counselors | |
| Evaluations for Educational Services | Ms. Galin-Attleson | | |
| Bully Reports | Online/School Counselors | Administration | |
| Registration Questions | Ms. Willis | Ms. Harrison | |



SCHOOL-WIDE EXPECTATIONS



**Madison's
Expectations:
Be a S.T.A.R!**

S

BE SAFE

T

TASK ORIENTED

A

BE ACCOUNTABLE

R

BE RESPECTFUL

Arrival Procedures



- School hours are from 9:35am to 4:30pm. Mondays are Early Release Days (3:30pm dismissal).
- Students are allowed on campus at 9:00am and should be off campus no later than 4:40pm. Students should not be on campus before 9:00am unless the student(s) have registered for Morning Host.
- Morning Host begins at 7:30am in Room 23.
- Car riders must be dropped off and picked up in the car rider line located in the faculty parking lot.
- Bus riders arrive in the front of the school
- When students arrive on campus before 9:35am, they must do the following:
 - First, report to the cafeteria
 - Afterwards, students will report to the gymnasium. Students will be released to their First Period class at 9:28am. At no point, should students wander campus.
- Breakfast begins at 9:00am, and is free to all students. Students who ride their bikes are reminded to walk their bikes when they are on campus and secure their bike in the bike rack area

Dismissal Procedures



- During dismissal, students are expected to leave campus immediately unless he or she participates in an extracurricular activity. Plan for rainy days; and make sure your child knows what to do at dismissal if it is raining. In the case of severe weather, students may be held until conditions improve.
- At the end of the school day , car riders and walkers will be dismissed first. Afterwards, bus riders will be dismissed by their teacher when an announcement is made over the intercom. We will release students by calling their bus numbers over the intercom; so, students are expected listen attentively to the afternoon announcements.

Cell Phone/ Electronic Policy

Cell phones, tablets, electronic games, and similar devices are not permitted during school hours unless permission has been granted by a staff member at Madison MS. Students may use their cell phones in the gym (before 9:25 a.m.), and after school (after 3:25pm on Mondays and 4:25pm Tuesday-Friday). All other times, electronic devices must be turned off and out of sight. Taking pictures or videotaping is NOT permitted unless authorized. If a student needs to contact a parent/guardian during school hours, the student must request a hallway pass to the Office of Student Affairs or Main Office.

If a student violates this policy, his or her device will be confiscated. Below are outcomes for violating the electronic policy:

1st Offense: device returned at the end of the day, documented, student reminded of the policy.

2nd Offense: device returned at the end of the day, documented, and parent contacted/conference.

3rd Offense: parent must pick-up the device and conference with administrator.

4th Offense: parent must pick-up device, and student must drop off the device in the beginning of the day and retrieve device at the end of the day (parent must agree).

5th Offense +: student will receive a discipline referral and consequence for disobedience (progressive discipline).

Electronic Use Codes:

Green zone-able to use designated devices

Red zone-permitted to use designated devices



Social Media Disruptions

Social Media Disruption (SMD):

- This section was added to assist schools in addressing the increasing volume of disruptions and behavioral offenses related to the use of Social Media.

- SMD is defined as the intentional use of digital devices such as cell phones, computers, tablets etc. to send, post, or share negative/harmful content that creates an adverse impact on a school's learning environment.

Negative/harmful content can in turn cause discomfort or humiliation, or unreasonably interfere with the school's ability to maintain routine safety and order on campus.

- This offense includes the transmission of negative/harmful content regardless of who the initial recorder was; i.e. if a student is sent the information and then in turn sends out the same information, they too are held accountable.

- This offense includes the intentional posting or sharing of messaging that is insensitive, inappropriate, harmful, and/or slanderous to individuals and/or to groups.

- This offense is not dependent upon the subject(s) awareness of being recorded. Negative/harmful content includes, but is not limited to:

- School fights
- Bathroom incidents
- Vaping/smoking
- Hazing
- Intentionally creating a disturbance
- Destruction of property
- Sexual conduct

Dress Code & Grooming Policy

The dress and grooming of students shall be that which contributes to the health and safety of the individual, promotes a positive educational environment, and non-disruptive of the educational activities and processes of the school. Per the district's Student Code of Conduct:

- Shoes shall be worn. Skate tennis shoes and bedroom slippers are unacceptable and not allowed.
- Clothing that exposes the entire shoulder, tube tops, spaghetti straps, or similar type of clothing may only be worn with a blouse or shirt. Boys' shirts shall have sleeves.
- Clothing exposing the torso or the midriff, either front, back, or sides shall not be worn.
- Underwear shall not be visible. All pants and shorts shall be secured at the waist. Clothing traditionally designed as undergarments or sleepwear shall not be worn as outer garments.
- Clothing shall not expose the mid-chest area.
- Clothing not properly fastened or with tears that are indecent shall not be worn. Distressed jeans shall be no shorter than fingertip length.
- Mini-skirts, mini-dresses, and short shorts shall not be permitted. Hemlines shall be no shorter than fingertip length.
- Head coverings shall not be worn in the building unless required for religious observance or health-related reasons.
- Garments and/or jewelry that display or suggest sexual, vulgar, drug, gang, weapons, or alcohol-related wording or graphics, or that provoke or may tend to provoke violence or disruption in the school, shall not be worn. Wallet chains shall not be worn.

Dress Code & Grooming Policy

1st Offense: Change into expected dress code

2nd Offense: Change into expected dress code, phone call home, and conference with student

3rd Offense: Change into expected dress code, phone call home, and detention

4th Offense: Phone call home and one day of In-School Suspension (ISS)

5th Offense: Two days of In-School Suspension (ISS)

6th Offense +: May result in Out-of-School Suspension

TARDY POLICY

Students are expected to arrive to school/classes on time to increase learning opportunities and reduce classroom distractions. Furthermore, students will have four minutes to transition between classes. If a pattern of tardies occur, parents/guardians will be contacted and students will be held accountable.

1-4 unexcused tardies

Conference with student and reminder of expectations; phone call to parent/guardian after the 4th unexcused tardy

5-8 unexcused tardies

Detention(s); phone call to parent/guardian

9+ unexcused tardies

Day(s) of In-school Suspension; conference with parent/guardian; modified transition plan



HALLWAY PASSES

72 hallway passes for the school year
(18 passes per quarter; 3 per week)

Hallway passes can be used for the
restroom, clinic, and classroom visitations

Passes used during lunch do not count
towards total passes

Students with medical or legal documentation
will receive special accommodations

Students cannot use hallway pass for the
first and last ten minutes of class

Students must have a pass while in the
hallways during instructional time



BULLYING



Bullying is defined as any written or verbal expression, or physical or electronic act or gesture, or a pattern thereof, that is intended to coerce, intimidate, or cause any physical, mental, or emotional harm to any student, or would be reasonably assumed to cause harm.

Three key elements must be present in order to fall into the Substantiated Bullying category.

- Behaviors that are repeated, or could be reasonably repeated
- Intentional
- Reflect a power imbalance between the individual engaged in bullying behavior and the one being bullied.

Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, or purposely excluding someone from a group. Cyberbullying is a specific form of bullying using technology to hurt, harm or humiliate another individual or group.

Report Bullying



Report to an adult on campus:

- In-person reporting
- Message an adult on Canvas
- Complete witness statement in Main Office and submit to a guidance counselor

Complete Anonymous Bullying Forms:
[Anonymous Bully Report \(office.com\)](#)

[HCPS Bullying Hotline Link](#) can be found
at:

- <https://www.hillsboroughschools.org/bullyprevention>



SCHEDULE TEAM CONFERENCES

Want to schedule a team conference?
Contact our team leaders or school
counselors:

6th Grade Team Lead:

dannielle.garcia@hcps.net

7th Grade Team Lead:

lena.kamal@hcps.net

8th Grade Team Lead:

izabella.sellmer@hcps.net

STEM Team Lead:

terrassa.rafferty@hcps.net

School Counselors:

lisa.shaw@hcps.net

stephaniek.hawkins@hcps.net



CLUBS

All students will participate in a club once a month. Last year, we had the following clubs and plan to add more this school year:

Board games

Journalism (yearbook, social media, etc.)

Cooking Club

Art Club

Technology Club

Fitness Club

Sports Club (intramural sports)

Drama Club

Flight Simulator Club

Harry Potter Club

Drumline

Running Club

Study Hall

Math League

CyberPatriot

NJHS

First Priority

Robinson HS Starlets (Color Guard)

Please Join

- Parent Teacher Student Association (PTSA)
- MASA (STEM Booster)
- Music Booster Program

More information will be shared via school newsletter



REMINDERS/TIPS

REVIEW BIWEEKLY
NEWSLETTERS ON
CANVAS, TEXT
MESSAGE, SCHOOL
WEBSITE, OR EMAIL

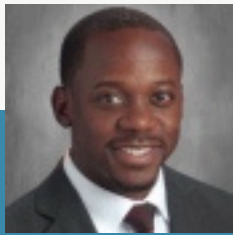
USE THE SIDEWALKS
AND DO NOT WALK
ON THE GRASS (PE
FIELDS EXCEPTION)

CHECK GRADES ON
CANVAS
REGULARLY; ASK
FOR HELP WHEN
NEEDED

FOLLOW ALL SCHOOL-
WIDE EXPECTATIONS
AND PROCEDURES

ANY UNFINISHED
CLASSWORK IS
EXPECTED TO BE
COMPLETED FOR
HOMEWORK

Administration, Support, & Resource Personnel



David Parker

Principal

david.parker@hcps.net



Traci Brown

Assistant Principal for Curriculum

antonio.cordovi@hcps.net

6th grade discipline, testing, scheduling, and etc.

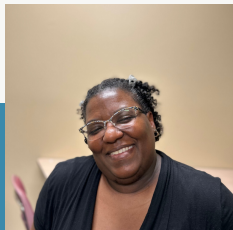


Lena DiGiovanni

Assistant Principal for Student Affairs

lena.digiovanni@hcps.net

7th and 8th grade discipline, athletics, facilities, etc.



Treinqua Harrison

Principal Secretary

treinqua.harrison@hcps.net



Courtney Willis

Data Processor

courtney.willis@hcps.net

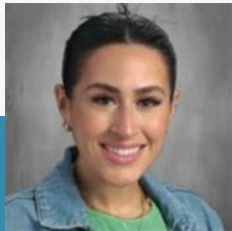
Registration, withdrawals, and records request



Dannielle Garcia

6th Grade Team Leader

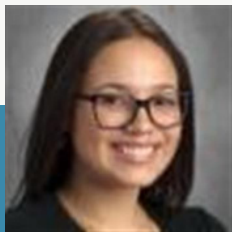
dannielle.garcia@hcps.net



Lena Kamal

7th Grade Team Leader

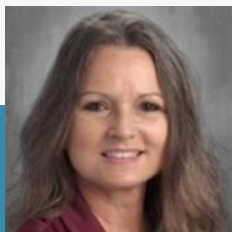
lena.kamal@hcps.net



Izabella Sellmer

8th Grade Team Leader

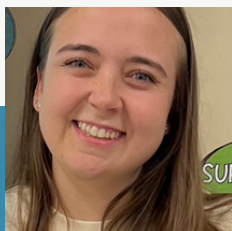
izabella.sellmer@hcps.net



Terrasa Rafferty

STEM Team Leader

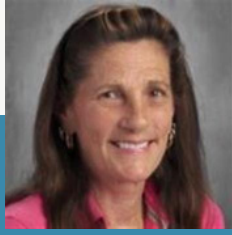
terrasa.rafferty@hcps.net



Heather Hagelberg

Elective Team Leader

heather.hagelberg@hcps.net



Tracy Prall

Student Affairs Secretary

tracy.prall@hcps.net

Attendance calls

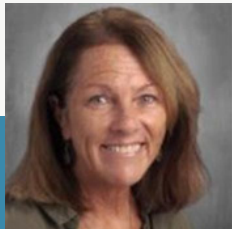


Doris Williams

Bilingual Paraprofessional

doris.williams@hcps.net

Assist with ESOL students



Lisa Shaw

School Counselor

lisa.shaw@hcps.net

Students last name M-Z for 6th & 8th Grade & 7th Grade, 504



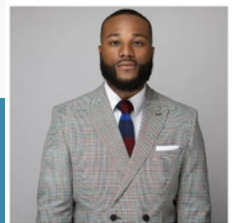
Stephanie Hawkins

School Counselor

stephaniek.hawkins@hcps.net

Students last name A-L for 6th & 8th Grade, STEM, 504

Plans, counsel

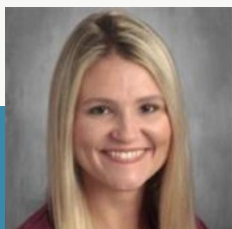


Larenz Johnson

Student Success Coach

larenz.johnson@hcps.net

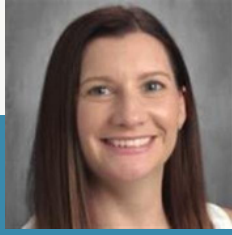
Support students with academic and behavioral concerns



Hillary Suarez

Speech/Language Pathologist

hillary.suarez@hcps.net

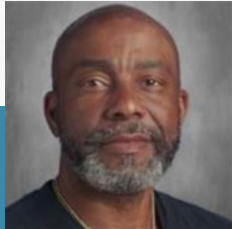


Amanda Koji

Media Specialist

amanda.koji@hcps.net

Media Specialist, Book Fair, Canvas Support

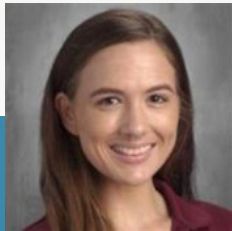


Calvin Glover

Campus Specialist

calvin.glover@hcps.net

ISS Coordinator, Coach



Libby Galin-Attleson

Exceptional Student Education Specialist

libby.galin-attleson@hcps.net

IEPs and eligibility



Officer Runkles

School Resource Officer



Deron Steinke

Game Manager

deron.steinke@hcps.net

Coordinate extracurricular sports events



Ana Conti

Student Nutrition Manager

ana.conti@hcps.net

Supervise and coordinate breakfast and lunch



Nurse Renee

School Nurse, LPN

Administer medication, administer first aid



Nurse Brackins

School Nurse, RN

Administer medication, administer first aid, perform physical examinations



School Psychologist

School Psychologist

Counsel, administer test and evaluations



Tessa Hunziker

School Social Worker

Monitor student attendance, counsel, assist families with resources