**General Information**

**OPEN HOUSE:** Students will receive their Homeroom location the day of Open House. Homeroom locators will be posted around campus and students will pick-up their schedules from their Homeroom class.

**SUPPLIES**

General grade-level school supply lists are available on our school’s website. Teacher specific supply lists will be sent home with your child the first week of school.

**ARRIVAL AND DISMISSAL PROCEDURES**

Regular 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. No supervision is provided before and after school unless students are a part of the morning HOST program or participates in an extracurricular activity.** Student safety is always a priority to the faculty and staff at Madison Middle School. Because of our commitment to safety, we ask that you follow our arrival and dismissal procedures. **Car riders must be dropped off and picked up in the car rider line located in the faculty parking lot**. Parents are not to drop off students prior to 9:00am unless the student is in the HOST Program. **Bus riders arrive in the front of the school, report to the cafeteria, then the gymnasium in the beginning of the school day. Car riders and walkers will enter the gates near the faculty parking lot, report to the cafeteria, then the gymnasium.**

We begin serving breakfast at 9:00am, and breakfast is free to all students. Students are not allowed to roam the campus. Students who ride their bikes are reminded that bikes must be walked once on campus and secured in the bike rack area. During dismissal, students are expected to leave campus immediately after school unless they are participating in a supervised after school function. *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.*

**STUDENT ABSENCES**

It is the responsibility of the student’s parent or guardian to explain the absence to the office. An attendance line is provided for this purpose. **Phone 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 class work missed provided the student makes arrangements with the teachers within three (3) school days of the student’s return to school.

**SIGN IN/SIGN OUT PROCEDURES**

All students who arrive after the 9:35am 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 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).

**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. HOST students may arrive at 7:30am. Contact carol.lee@hcps.net for more information. Register online at [HOST (Before and After School, Summer Care) Programs / Overview (hillsboroughschools.org)](https://www.hillsboroughschools.org/host); https://www.hillsboroughschools.org/host

**EXTRAMURAL/AFTER SCHOOL ACTIVITIES:**

If you plan to participate in any of the extramural sports such as soccer, track, basketball, flag football or volleyball, your child must be eligible. **To be eligible to participate, all of the requirements must be fulfilled prior to the first day of tryouts**. This includes a sports physical, purchasing district insurance, and reviewing safety videos. Parents and students MUST create an account at **www.planeths.com** and complete all paperwork online. Sixth graders are academically eligible to participate during the first semester. Beyond the first semester, all students must have a 2.0 GPA from the prior semester. Please contact Mrs. Allen-Robinson at monteesia.allen@hcps.net to discuss eligibility for retained students.

In an effort to ensure that our students are not picked up late and left unsupervised after school sponsored events, we ask that you make arrangements to be on time to pick up your child. If a student is not picked up on time, they will not be allowed to attend any extracurricular activity held at, or in conjunction with our school unless you personally plan to stay with your child for the entire event.

**TRANSPORTATION**

Transportation information can be found at <https://www.hillsboroughschools.org/transportation> or on the school’s website by or before August 5. Find My Bus Stop: [**WebQuery**](http://www.sdhc.k12.fl.us/doc/445/transportation/resources/busroutes/) 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.

**STUDENT NUTRITION SERVICES**

At Madison, breakfast and lunch is free for all students for the 2022-2023 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://www.hillsboroughschools.org/Page/3734#:~:text=Hillsborough%20County%20Student%20Nutrition%20Services%20offers%20healthy%20meals,may%20qualify%20for%20free%20or%20reduced%20price%20meals%21)

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

**PHYSICAL EDUCATION**

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.**

**CANVAS**

Take time to go over your child’s grades with them. Grades, assignments, and messages from teachers can be found in Canvas. This creates an opportunity to help your child get organized for the week. Don’t have a parent log in for Canvas? Go to <https://sdhc.instructure.com/courses/36524> for detailed instructions on how. Access the complete Canvas Family Guide at <https://bit.ly/canvasfamilyguide>

**Conduct Policies**

**DISTRICT STUDENT HANDBOOK**

Our district’s available online at <https://www.hillsboroughschools.org/conduct>. Policies will be reviewed and explained during the first week of school. Please read the handbook so that you are familiar with school/district policies.

**BULLYING (HCPS Policy 5517.01)**

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. Bullying is prohibited against any student for any reason, including but not limited to, any such behavior that is directed toward a student on the basis of academic performance, or against whom federal and state laws prohibit discrimination.

To guide the investigation of alleged bullying, three key elements must be present in order to fall into the Substantiated Bullying category. This includes behaviors that are repeated, or could be reasonably repeated, intentional, and 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.

**Anonymous Bullying Hotline -** Bully and Harassment Prevention and Reporting

The School Board is committed to providing an educational setting that is safe, secure, and free from harassment and bullying for all of its students and school employees. The District will not tolerate unlawful bullying and harassment of any type. The District in consultation with District students, parents/guardians, teachers, administrators, school staff, school volunteers, community representatives, and local law enforcement agencies have developed a District policy as part of a comprehensive plan intended to prevent bullying and harassment. District's Policy on Bullying and Harassment a reporting system has been created to appropriately identify, report, investigate, and respond to situations of bullying and harassment. Online Form to Report a Bully. The District has also created this website as a resource and tool to help cultivate a learning environment where everyone involved can thrive and achieve excellence in education.

HCPS Bullying Hotline Link can be found at:

HCPS website at <https://www.hillsboroughschools.org/bullyprevention>

Anonymous Bullying Forms: [Anonymous Bully Report (office.com)](https://forms.office.com/Pages/ResponsePage.aspx?id=-f2oEP_CDU6cGR_iwYgWSlfHKK0R9cNEu-CHNB5dB91UOVo2S0RJN00wVzVHSjVMRjJJWDRPWTFKOSQlQCN0PWcu)

**CELL PHONE AND ELECTRONIC POLICY**

Cell phone use during school hours are prohibited unless permission has been given by faculty and staff at Madison. Students may use their cell phone prior to 9:25am in the gym and after school at 4:25pm (3:25pm on Mondays). All other times the cell phone must be turned off and out of sight. **Taking pictures or videotaping is NOT permitted unless authorized.**

**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 is 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 AND 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. Clothing exposing the torso or the midriff, either front, back, or sides shall not be worn. Underwear shall not be visible. Clothing shall not expose the mid-chest area. Clothing not properly fastened or with tears that are indecent shall not be worn. Clothing traditionally designed as undergarments or sleepwear shall not be worn as outer garments. All pants and shorts shall be secured at the waist. Boys’ shirts shall have sleeves. 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.

**MEDIA RELEASE**

We have many opportunities for our students to be interviewed, photographed by newspapers and television, as well as videotaped. It is important that parents sign a permission slip allowing your child to participate should this opportunity become available. The permission to be interviewed, photographed, and videotaped will be sent home the first week of school. Please sign and return to your child’s homeroom teacher ASAP.

**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.

**SCHOOL HEALTH SERVICES**

**Immunization Requirements 7th-12th grade**

Students entering seventh grade must submit an updated immunization record with a Tdap. All students from seventh through twelfth grade immunization record must that the student has met the minimal state requirements:

* **5 doses DTaP (diphtheria-tetanus-pertussis)**
* **4 doses Polio (IPV or OPV)**
* **2 doses MMR< (measles-mumps-rubella)**
* **3 doses Hepatitis B**
* **1 dose Tdap (tetanus, diphtheria, pertussis)\***
* **2 doses Varicella (chickenpox) or has had the disease as documented by a healthcare provider\*\***

**\*Note: 1 dose Tdap (tetanus- diphtheria- pertussis) for seventh grade is required. An updated DH 680 form to include Tdap must be obtained for submission to the school.**

**\*\*Varicella vaccine is not required if Varicella disease is documented (the year the child had the disease must be included) by a Licensed Physician, Advanced Registered Nurse Practitioner or Physician Assistant.**

If your child has NOT started these immunizations, you need to contact your physician or the Hillsborough County Health Department.

***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.***

**State Mandated Screenings**
School Health Services is responsible for state-mandated screenings, Florida Statute 381.0056(6)(e). Vision and hearing screenings are necessary to identify impairments that interfere with learning. In addition, growth and development, body mass index (BMI) and scoliosis screenings are necessary to prevent complications associated with obesity and diabetes and heart and lung damage, respectively. The mandatory grade levels are listed below:

* Vision screening – provided to students in grades KG, 1, 3, and 6. Vision screening will also be performed on all students entering Florida schools for the first time in grades KG through 5.
* Hearing screening – provided to students in grades KG, 1, and 6.
* Hearing screening will also be performed on all students entering Florida schools for the first time in grades KG through 5.
* Growth and development screening with BMI – provided to students in grades 1, 3, and 6.
* Scoliosis screening – provided to students in grade 6.

All students who do not pass their screening will be referred for further examination and corrective measures. If you are in need of a health care provider for your child, please contact your school nurse. If you do not want your child to participate in any of the mandated screenings, you must notify your child's school nurse in writing before the assigned screening date every school year a screening is required

If you have any questions, please call the office of School Health Services, 813-273-7020.