ABILENE INDEPENDENT SCHOOL DISTRICT

MADISON MIDDLE SCHOOL



Campus Guide
2020-2021

3145 Barrow St., Abilene, TX. 79605
Phone (325) 692-5661 /Fax (325) 794-1313
abileneisd.org/madison-middle/
Like us on Facebook fb.me/madisonmsbison
Follow us on Twitter @madisonbison

Faculty and Staff

Principal – Joshua Newton	ext. 8740
Assistant Principal (8th grade) – Michael Sanders	ext. 1828
Assistant Principal (7th grade) – Tyler Burton	ext. 7702
Assistant Principal (6th grade) – Sherry Gumm	ext. 5376
Instructional Specialist – Joy Wiggins	ext. 1131
Principal's Secretary – Vanessa Burns	ext. 5989
Attendance Secretary – Robbie Brooks	ext. 5699
Counselor (A - K) – Cathy Hillin	ext. 3000
Counselor (L - Z) – Courtney Saunders	ext. 1064
Counseling/PEIMS Secretary – Laura Brokovich	ext. 2210
Nurse – Christi Boyd-Green	ext. 2954
SRO – Cody Brown	ext. 1952
Boys' Athletic Coordinator – Joshua Adams	ext. 3121
Girls' Athletic Coordinator – Dala Sanders	ext. 1846
Band – Paula McGrew	ext. 7217
Choir – Maddison Jones	ext. 8802
Orchestra – Candi Ice	ext. 8235
Theater Arts – Tiffany Mcleod	ext. 5481
LRC – Sharla Mitchell	ext. 1913
Cafeteria – Michelene Holley	ext. 1888
Transportation – Stephen Wilson	ext. 7298

On behalf of Madison Middle School's faculty and staff, we would like to welcome each of you to Madison Middle School for the 2020 - 2021 school year! We are extremely excited to have returning bison back on campus, and we extend a warm welcome to newcomers to Madison. We look forward to helping each student reach personal and academic goals. At Madison, attendance is a top priority and will be a major factor in each student's ability to reach these goals. You cannot be successful if you are not here! We encourage you to get involved in all aspects of middle school and take advantage of all the opportunities offered at Madison. Do not hesitate to contact faculty and staff members when you need assistance for any reason. If we are not aware of a problem, we cannot help find the solution. We are here for you!

Mission Statement:

At Madison Middle School, we strive to create a safe and challenging learning community that develops highly motivated critical thinkers and encourages community involvement in order to promote life-long learners.

Guidelines for Success: Kind, Respectful, Determined

School Colors: Orange and Blue **School Mascot:** Bison

Office Hours: The general office is open from 7:30 a.m. until 4:00 p.m.

School Day Hours: The school day for students is from 8:10 a.m. until 3:40 p.m. with the tardy bell ringing at 8:15 a.m. Students should not arrive at school prior to 7:30 a.m. because they will be without supervision. The doors will open at 7:30 a.m.

Student Behavior Management: As a learning community, Madison follows the practices suggested by Safe and Civil Schools. Each teacher structures his or her class using the CHAMPS acronym as a guiding tool. Creating classroom structure through the use of CHAMPS allows each teacher to tailor fit a classroom environment to each class's unique needs. The use of CHAMPS also gives constancy from one classroom to the next as all teachers and students share the same terms for expectations.

A key component to the success of Safe and Civil Schools at Madison is the work of the Foundations Team. This group of staff members meet monthly to determine the success of the Safe and Civil Schools implementation as well as make decisions for future growth. The Foundations Team also develops plans to help create structure in common areas around campus. This is a key factor in helping to ensure that students are safe at all times while on campus.

At Madison, all staff members strive to have a 3:1 ratio between positive and negative student/teacher interactions. We believe that students who have positive relationships with staff members on campus will show more growth and overall success. We also know that

inevitably, negative interactions will arise. Teachers and staff members work closely with the Madison Campus Behavior Coordinators to ensure that all discipline referrals are worked in a timely manner that treats students with dignity and respect. The Campus Behavior Coordinators are Michael Sanders (8th grade), Tyler Burton (7th grade), and Sherry Gumm (6th grade).

The Madison faculty uses a "three strike" referral for mild yet persistent behaviors that exist in class. Each time a student receives a strike, his or her parents will receive a phone call so that the teacher may discuss the reoccurring behaviors. Upon receiving the third strike, the student's teacher will make a final call to parents and send the referral to the office. At this time, one of the Campus Behavior Coordinators will touch base with the student, discus negative outcomes and make parent contact.

Bullying: The goal of the Madison administration, our counselors and all staff members is to create, and maintain, an environment on campus where students feel safe. Bullying, or potential bullying, can be reported to any staff member either in person or by email or phone call. Anonymous bully reporting forms are available throughout campus and can be filled out by any student and returned to a teacher, to the counselors' office, or to any administrator's office. Also, teachers can contact the counselors through a Google form if a student is in need, or if they feel a student is in need of talking with the counselors.

When bullying, or potential bullying, is reported, counselors and administrators will work together to determine the facts surrounding the report. That information is then presented to the Madison bullying committee. The bullying committee consists of the principal, a counselor and two Madison teachers. The bullying committee will then make a determination, based on the facts of the situation, as to whether or not the reported incident was bullying. The administration and counselors will then work with students, parents and teachers to resolve the issue as well as administer discipline when appropriate.

School Resource Officer: Madison is proud to have Officer Cody Brown on staff to serve as the School Resource Officer (SRO). Officer Brown is a member of the Abilene Police Department and is on campus to serve in several important roles. First, Officer Brown helps the administration and staff maintain a safe environment for all students, parents and staff members. Second, Officer Brown assists the administrative team with situations that may go beyond the limitations of the school's authority.

Officer Brown is also on campus to help build strong, positive relationships with students while they are at school. Officer Brown believes that building these positive relationships will help him better educate the students at Madison as well as give the students trust in the individuals that protect our community outside of school. Officer Brown is available to speak with all students as well as with parents. Officer Brown's contact information is located on page 2 of the Madison Campus Guide.

Daily Procedures

Early Arrival: The school day for students begins at 8:10 a.m., with the tardy bell ringing at 8:15 a.m. Students who arrive at school prior to 7:30 a.m. will be without supervision. These students will be asked to wait by the front doors of the auditorium on the west side of the building until the doors are opened at 7:30 a.m. On days when the temperature is below 40 degrees or on mornings with poor weather, the front doors of the auditorium will be opened at 7:00 a.m. to allow students the opportunity to wait in a warm and dry environment. Students who arrive before 7:30 a.m. on these mornings will be allowed to wait in the auditorium until 7:30 a.m.

Arrival: Before school, parents are asked to use the circle drive on the west side of the school building for dropping off students. Please do not use the parking lot on the north side of the building; our school buses have a difficult time entering and exiting when there is traffic in that lot. The circle drive can be accessed by way of Barrow Street at the south side of campus. Parents using the circle drive will be asked to drop off their son or daughter in the right-hand lane. Please do not use the left-hand lane for drop off; it will need to stay clear so that it can be used as a drive through lane. This will help both with safety as well as cutting down on the amount of time it takes to get through the circle drive before and after school.

If you are dropping your son or daughter off on Barrow Street, please drop them off on the east side of the street. Also, please pull all the way to the curb so that traffic can continue to flow on the street. Encourage your son or daughter to use the cross walk in the circle drive and to wait until traffic has been stopped and they are instructed to cross before they enter the circle drive parking lot.

Students may enter the building before the bell rings to go to the office to take care of business. Students participating in tutorials may enter the building upon arrival to school each day **with a pass** obtained from a teacher. The cafeteria is available for breakfast prior to 8:10 a.m. All 6th grade students will report to the cafeteria before school. 7th and 8th grade students who do not need breakfast will report to the auditorium. The cafeteria and auditorium provide quiet places for students to read or study before school. To help create this quiet environment, all students will be asked to remain at a voice level ”0” while in the auditorium or cafeteria.

School Dismissal: Students should exit the building immediately after the last class period unless they are attending tutorials, detention, athletics, or fine arts activities. Upon dismissal from school, all students riding the bus will report to the cafeteria no later than 3:45 p.m. Students walking home should be off campus by 3:45 p.m. Students waiting for a ride **must** wait on the sidewalks on the north side of the school or on the sidewalks on the west side of the school. **Students are not allowed to wait at the back of the school building, around the outside of the gym, or outside the auditorium on the Northwest end of the school.** Any student still on campus after 4:00 p.m. must wait at the front of the main entrance.

Parents picking up their student(s) from school are asked to use the circle drive on the west side of the school building. Please do not use the parking lot on the north side of the building; our school buses have a difficult time entering and exiting when there is traffic in that lot. The circle drive can be accessed by way of Barrow Street at the south side of campus.

Staff will supervise students at the front of the building until 4:00 pm. Please arrange for students to be picked up before this time.

Traffic and Parking: Parent and visitor parking is available in the main parking lot on the west side of the school. Visitor parking spaces are available for your convenience and are located directly in front of the main entrance. The main parking lot can be accessed from Barrow St. at the south end of campus.

Visitor Procedures

Visitors & Guests: Parents and other visitors are welcome to visit Madison Middle School. All visitors must first report to the main office and will be subject to a V-Soft ID check by presenting their driver's license. Your driver's license will be held at the office while you are on campus. A visitor's pass will be issued and must be worn while on campus. Visitor passes must be turned into the office upon leaving, and at this time, your driver's license will be returned. **Anytime during the school day (before/after school) visitors must stop in the front office**.

Visits to individual classrooms during instructional time are permitted only with approval of the principal and teacher and only so long as their duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment.

All visitors are expected to demonstrate the highest standards of courtesy and conduct; disruptive behavior will not be permitted.

Absences and Tardies

Reporting Absences: Regular school attendance is essential for the student to make the most of his or her education—to benefit from teacher-led and school activities, to build each day's learning on the previous day's, and to grow as an individual. When a student must be absent from school, a parent needs to contact Mrs. Robbie Brooks, Madison's attendance secretary, and report the absence. Mrs. Brooks' contact information is located on page two of the Madison Campus Guide. Upon returning to school, the student must bring a note, signed by the parent, that describes the reason for the absence. This note may be turned into the main office by the student at the start of the school day.

Tardies: The students have the responsibility to be on time to all of their assigned classes. Repeated failure to be on time to class will result in progressive disciplinary consequences set

forth by the campus principal. Students who are more than twenty (20) minutes late to a class will receive an unexcused absence unless they have a note from a teacher of the office.

Students who are late to the first period of the day must come to the attendance office and get an admit slip before they will be allowed to enter their first period class. A student who arrives to school up to twenty (20) minutes late after the start of the school day (8:15 am) will be counted tardy. Students who are more than twenty (20) minutes late for the start of the school day will receive an unexcused absence unless they have a doctor's note.

Release and Return of Students During the School Day: Parents needing to pick their student up from school should come to the main office and speak with the campus receptionist, Mrs. Ribia Espinosa. Parents will be asked to share the reason for the student leaving campus. Mrs. Espinosa will send a pass for the student to be released from class.

Upon returning to campus, the student will need to check back in with Mrs. Espinosa in the front office. Students returning to school will need to enter through the main doors of the school.

Because class time is important, we ask that doctor's appointments be scheduled, if possible, at times when the student will not miss instructional time. A student will not be called out of class until the parent/guardian arrives at the attendance office to sign him or her out.

School Communication

Campus administration, teachers and staff members will communicate important information to parents in several ways. Campus administration will communicate on a regular basis using School Messenger to send callouts to parents. Administration and teachers will also use Remind to communicate with parents and students in the form of text.

The Madison website will be kept up to date with important information and dates. The Madison homepage can be accessed by going to abileneisd.org/Madison-middle/. Parents are encouraged to reach out to teachers and staff members through email. All staff email addresses are available on the Madison website under the tab "Teachers/Staff."

Lunch Procedures

Lunch: During their lunch period, students are to be in the cafeteria. No student may leave the cafeteria area or school grounds without permission. Students may not enter the academic wing during their lunch, unless they have a written pass from a teacher or principal. Students may choose to eat the food provided in the cafeteria or bring their own meal from home. We ask that students not share food with one another while in the cafeteria. Students who want to take food from the cafeteria will be allowed to keep their items in their bags until the school day is over at 3:40 PM.

Free and reduced-price lunches are available based on financial need. Information about a student's participation is confidential. See the cafeteria manager to apply.

Lunch Delivery: Only parents, grandparents and legal guardians are allowed to bring food or eat with a student; food may not be provided for other students. Any parent wishing to bring food to their student may do so by bringing the meal to the front office and leaving it with the campus receptionist, Mrs. Espinosa.

Visitors During Lunch: Those on a student's contact list may eat lunch with the student in the Bison Bistro, located in the main foyer of the school, but must provide their own food. Individuals wishing to eat lunch with a student will need to check-in with Mrs. Espinosa in the front office. A pass will be sent to the student's class that will allow the student to join their guest in the Bison Bistro.

Contacting Teachers/Conferences

Contacting the Teacher: Parents wishing to contact teachers by phone during the school day should call the main school number at 325-692-5661. The front office staff will assist parents with getting in contact with the teacher. If the teacher is available during a planning period, the front office staff will transfer the call to the teacher's classroom phone. If the teacher is unavailable due to teaching a class, the front office staff will send the teacher an email with the parent's contact information and ask the teacher to call the parent back at the first available time. If the parent needs immediate assistance, the front office staff will notify administration and an administrator will assist the parent over the phone.

Parents are encouraged to stay in regular contact with their student's teachers. Email is a great tool for keeping an open line of communication with all teachers. All teacher and staff emails are available on the Madison website under the tab "Teacher/Staff."

Conferences: Teachers are available for parent/teacher conferences before and after school as well as during planning periods. For assistance with setting up a parent teacher conference, please contact the Madison counselors. Mrs. Kathy Hillin is available to assist all students whose last names begin with letters A through K. Mrs. Courtney Saunders is available to assist all students whose last names begin with letters L through Z. Both counselors' contact information can be found on page two of the of the Madison Campus Guide.

School Nurse

The Madison Nurse is Mrs. Christi Boyd-Green. Mrs. Boyd-Green's contact information can be found on page two of the Madison Campus Guide. Any parent wishing to speak with Mrs. Boyd-Green in person should first check-in at the front office.

Children who are on medication that must be taken at school are required to have a written request form filled out by the parent or guardian with the full instructions on how the medication is to be administered. The medication must be in a container labeled by the pharmacist and marked with the patient's name, directions concerning dosage, and the name of the drug. These medications must be kept in the clinic and will be dispensed by the nurse or, if she is not available, the secretary or principal.

If a student becomes ill during the school day, the student should receive permission from the teacher before reporting to the school nurse. The nurse will decide whether or not the student should be sent home and contact parents if necessary, and assist the student in obtaining a permit to leave school from the attendance office. The permit should be signed and dated by a parent and brought back to the office upon return to school. Students are prohibited from using their cell phone during school hours to call parents due to an illness.

Sometimes it is difficult to decide whether a child is truly ill, or if she/he may come to school. Below are some guidelines to follow:

- Your child should be free of fever for 24 hours before returning to school. If given Tylenol or other fever reducers, she/he is NOT fever free.
- If your child has been given antibiotics, she/he needs to wait 24 hours after the first dose before returning to school.
- If your child has been vomiting and/or has been having diarrhea s/he needs to stay home for 24 hours after the last episode.

Please help protect your child and the other children at school by following these guidelines. We appreciate your call when your child is home due to illness or accident. If you have any questions, please feel free to call the school nurse 692-5661 ex: 2954.

Learning Resources

LRC: The library is a learning laboratory with books, computers, magazines, and other materials available for classroom assignments, projects, and reading or listening pleasure. The library is open for student use during the following times:

- 7:55 a.m. until 8:10 a.m.
- During the school day with a teacher pass
- 3:40 p.m. to 4:00 p.m.

In addition to the materials available in the Madison library, students also have access to the Abilene Public Library and its resources. Students can request books from the Abilene Public Library be sent to Madison for checkout.

Student Email Account: Each student at Madison has been assigned a district email account through Gmail. This account can be accessed from any computer, on or off campus,

that has online capabilities. District email accounts are a great tool that help provide students and their parents an appropriate and safe way to communicate with teachers and staff at Madison.

All district email accounts are monitored by Gaggle. This program helps to ensure that the district email accounts are used in a safe way. Mis use of the district email account may result in loss of email privileges, loss of online privileges at school and possible school discipline.

At the beginning of each school year, students are asked to create a password that will serve as the one password students will use to log onto all district devices and accounts. Through the course of a year, some students will forget the password they created. Students needing their password reset should contact the Madison librarian, Mrs. Sharla Mitchell. Mrs. Mitchell's contact information is available on page 2 of the Madison Campus Guide.

IXL: IXL is an online program provided by the district to help students who are in need of academic remediation. Students will be given access to IXL by their teachers. IXL can be accessed at school and at home by going through Rapid Identity and selecting the IXL icon.

TEAMS/Frontline Parent Access: Parents can access and view their student's grades and information by going through the TEAMS/Frontline parent access portal. To access this resource, parents will need to go to the Abilene Independent School District homepage at abileneisd.org. From the homepage, parents can select the tab "For Parents." On this page, parents will see several links on the righthand side of the page. Select the link titled, "Grades Self Service." From this link parents will be taken to a page with two purple boxes available to select from. Parents will need to select the box on the left with the web address teams.abileneisd.org/selfserve/parents. From this link, parents can either log in with an existing account or create a new account. Instructions are provided for those who need to create a new account. For assistance, please contact the Madison counselors' secretary, Mrs. Brokovich. Mrs. Brokovich's contact information is located on page 2 of the Madison Campus Guide.

Xello: Xello is an online program that helps both middle and high school students plan for future success. Xello allows students to take in-depth career, personality, and learning-style assessments, explore a comprehensive database of careers, schools, and programs, participate in interactive lessons, and utilize high school course planning tools to make course selections and develop four-year plans.

Parent Involvement

PTO/PTA/Booster Clubs/Volunteering: The Madison PTA encourages all parents and guardians to join. The PTA meets once a month on Tuesday night. The meetings are held at 5:30 PM in the Madison Library.

Individuals wishing to volunteer on campus or serve as chaperones on school related field trips and events will need to go through a background check. For information on the background checks and volunteering opportunities, please contact Mrs. Espinosa or Mr. Newton. Contact information is available on page 2 of the Madison Campus Guide.

Additional Information

Birthdays and Celebrations: Birthdays are an important time for all students. We encourage parents to celebrate their student's birthday by joining them for lunch in our Bison Bistro. Birthday celebrations in the classroom must be requested ahead of time and approved by the principal as well as the classroom teacher. We ask that students not bring gifts to school. Students who bring gifts will be allowed to leave the gifts in the front office until the school days ends at 3:40 PM.

On days such as Halloween and Valentine's Day, students will be expected to leave all candy and other food items at home. Students may bring food to eat in the cafeteria at lunch but will not be allowed to share with other classmates. Gifts brought on those days will be left in the front office until the school day ends at 3:40 PM.

Lost and Found: The lost and found at Madison is located in front of the library where the sixth-grade hall and the cross hall meet. Items such as clothing, bags and lunch boxes will be placed in this location. Small items and more valuable items such as jewelry and keys will be taken to the front office. Cell phones that are found on campus will be kept in the vault until returned to their owner.

Tutorials: All teachers offer tutorials to students at least 2 times weekly. Each teacher will have his/her own tutorial schedule, but all morning tutorials will begin at 7:45 and end at 8:10. Afternoon tutorials will begin at 3:45 and end at 4:15. Students will need to check with individual teachers for tutorial times. Tutorial times will be posted at the information board at the front foyer welcome board, in the hallways and our website.

Bell Schedules

First Bell 8:10 AM	Madison Bell Schedule 2020-2021				
6th Grade		7th Grade		8th Grade	
Period 1	8:15-9:03	Period 1	8:15-9:03	Period 1	8:15-9:03
Period 2	9:07-9:52	Period 2	9:07-9:52	Period 2	9:07-9:52
Period 3	9:56-10:41	Period 3	9:56-10:41	Period 3	9:56-10:41
LUNCH	**10:44-11:19**	Period 4	10:45-11:30	Period 4	10:45-11:30
Period 4	11:23-12:08	**LUNCH**	**11:33-12:08**	Period 5	11:34-12:19
Period 5	12:12-12:57	Period 5	12:12-12:57	**LUNCH**	**12:22-12:57**
Homeroom	12:59-1:13	Homeroom	12:59-1:13	Homeroom	12:59-1:13
Period 6	1:17-2:02	Period 6	1:17-2:02	Period 6	1:17-2:02
Period 7	2:06-2:51	Period 7	2:06-2:51	Period 7	2:06-2:51
Period 8	2:55-3:40	Period 8	2:55-3:40	Period 8	2:55-3:40
Release	3:36	Release	3:38	Release	3:40

First Bell 8:10 AM	Madison Bell Schedule 2020-2021				Late Start
6th Grade		7th Grade		8th Grade	
Period 1	10:15 - 10:41	Period 1	10:15 - 10:41	Period 1	10:15 - 10:41
LUNCH	**10:44-11:19**	Period 4	10:45-11:30	Period 4	10:45-11:30
Period 4	11:23-12:08	**LUNCH**	**11:33-12:08**	Period 5	11:34-12:19
Period 5	12:12-12:57	Period 5	12:12-12:57	**LUNCH**	**12:22-12:57**
Homeroom	12:59-1:13	Homeroom	12:59-1:13	Homeroom	12:59-1:13
Period 6	1:17-2:02	Period 6	1:17-2:02	Period 6	1:17-2:02
Period 7	2:06-2:51	Period 7	2:06-2:51	Period 7	2:06-2:51
Period 8	2:55-3:40	Period 8	2:55-3:40	Period 8	2:55-3:40
Release	3:36	Release	3:38	Release	3:40

Madison Bell
Schedule 2020-2021

First Bell 8:10 AM

Early Release

6th Grade		7th Grade		8th Grade	
Period 1	8:15-9:03	Period 1	8:15-9:03	Period 1	8:15-9:03
Period 2	9:07-9:52	Period 2	9:07-9:52	Period 2	9:07-9:52
Period 3	9:56-10:41	Period 3	9:56-10:41	Period 3	9:56-10:41
LUNCH	**10:44-11:19**	Period 4	10:45-11:30	Period 4	10:45-11:30
Period 4	11:23-12:08	**LUNCH**	**11:33-12:08**	Period 5	11:34-12:19
Period 5	12:12-12:57	Period 5	12:12-12:57	**LUNCH**	**12:22-12:57**
Period 6	12:59-1:30	Period 6	12:59-1:30	Period 6	12:59-1:30
Release	1:26	Release	1:28	Release	1:30