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**Parent – Student Handbook**

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**Aerospace Engineering Academy**

**Ghost Riders**

**“*Soaring to New Heights*”**

**Mr. Anthony Daniele, Math**

**Ms. Lisa Hightower, Language Arts**

**Mr. Christopher Smith, Aerospace Engineering Technology**

**Mrs. Terrasa Rafferty, Social Studies**

**Mrs. Joanna Tirella, Science**

**Aerospace Engineering Academy**

**STEM Institute**

**Madison Middle School**

**David Parker - Principal**

**4444 W. Bay Vista Avenue**

**Tampa, FL 33611**

**(813) 272-3050**

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**Madison Middle School**

**Aerospace Engineering**

**Vision and Mission**

Vision

To build positive, life-long learners in the fields of Science, Technology, Engineering, Math, Language Arts and Social Studies

Mission

To provide accelerated, engaging, relevant, and rigorous learning experiences, focusing on Science, Technology, Engineering and Math with integrated instruction in the Language Arts and Social Studies curriculum.

**Madison Middle School**

**Aerospace Engineering**

**Classroom Expectations**

1. Be on time.
2. Be prepared.
3. Be task oriented.
4. Be respectful of yourself, others, and the rules.
5. Always STRIVE for excellence.

Dear Parents and Students,

Welcome to the 2023-2024 school year and to the STEM Aerospace Engineering Academy at Madison Middle School. Our team name is *Ghost Riders* and our motto is, “Soaring to New Heights.” We look forward to an exciting and rigorous year with you.

This handbook serves to acquaint you with team policies and procedures, as well as our goals and expectations for the school year. Additional information will be available on Canvas, Madison’s website, and Hillsborough County Schools website – School of Choice.

***Ghost Riders’* Honor Code**

1. All school and district rules as stated in Hillsborough County’s Student Handbook apply.
2. Students are to be dressed in Hillsborough County Dress Code and equipped with the proper supplies, such as binder, paper, pens and pencils daily.
3. Instruction begins when the tardy bell rings. Be in your seat and prepared with the necessary supplies ready to follow teacher directions without comment.
4. The teacher dismisses you, not the bell.
5. Raise your hand to be recognized by the teacher in order to ask permission to leave your seat, throw something away, etc.
6. No gum, candy, or any food or drink items are allowed in the classroom without prior permission from the individual teacher.
7. Respect other people and their property.
8. Horseplay, throwing objects, profanity, vulgarity, distracting noises, grooming, and other disrespectful/off task behavior will not be tolerated in the classroom.
9. Electronic use with teacher authorization for educational purposes **only**.
10. Plagiarism will not be tolerated. Students caught copying from an unauthorized source and/or using another student’s work will earn a zero and a parent will be notified.

***Ghost Riders’* Procedures**

1. Students will follow school-wide procedures.
2. Students will follow, in all classes, the Internet Safety and Etiquette contract they sign in Technology.
3. Students are responsible for carrying their planner daily. Students must copy daily assignments and homework from every class into their planner.
4. Students will use a grade level color (6th green, 7th red, 8th blue) folder for team, school, parent correspondence. This folder must remain in students’ backpacks throughout the year.
5. Students will report to class on time. An unexcused tardy will result in the lowering of their conduct grade. Please refer to the Conduct Grade Scale on page 7.
6. Students have three days to submit make-up work following an excused absence per the Hillsborough County Attendance Policy. A parent may excuse an absence by calling Madison at 813-272-3050, or by sending a note, excusing the absence to the student affairs office on the day they return to school.
7. Classwork and homework assignments are due on the assigned due date. Teachers are not required to give partial credit for late work.
8. Lost or stolen textbooks/workbooks are the student’s financial responsibility. Textbook checks are held periodically.
9. Students must adhere to academic expectations to remain in the STEM program. **(See Academic Expectations on page 7)** Academic interventions will be implemented at the first sign of falling grades. **Continual missing homework, failures on tests as well as missing and incomplete classwork will be cause for a team meeting and the possibility of probation.**
10. Students are required to “sign out” when leaving the classroom for any reason. A total of two passes per week for student requested permission to leave the classroom will be permitted.
11. Students will silently watch the morning announcements. No phones, no talking while announcements are made.
12. Students will silently listen to the afternoon announcements. Your teacher will let you know when it is time to pack up for dismissal.

**Contact Information for *Ghost Riders* Teachers**

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| --- | --- | --- | --- |
| **Team Teacher** | **Subject** | **Room** **#**  | **E-mail address and Website** |
| Mr. Daniele | Math | 40 | Anthony.Daniele@hcps.net |
| Ms. Hightower | Language Arts  | 46b | Lisa.Hightower@hcps.net |
| Mr. Smith | Aerospace/Technology | 46 | Christopher2.Smith@hcps.net |
| Mrs. Rafferty | World HistoryCivicsAmerican History | 39 | Terrasa.Rafferty@hcps.net |
| Mrs. Tirella | Science | 47 | Joanna.Tirella@hcps.net |

***Ghost Rider* Behavior Interventions**

Students choosing not to follow Hillsborough County Rules, Madison School Rules, *Ghost Riders’* Honor Code and/or *Ghost Riders’* Procedures will be subject to the interventions listed below. Individuals are responsible for their own actions.

**Conduct grades are recorded in Canvas. Students start with a 100%. If a conduct violation occurs, the grade lowers. Please see notes in Canvas regarding any conduct cuts. Conduct may determine eligibility for field trips and other school activities.**

**Madison’s Conduct Codes and Scale**

Code Definition Percentage Points Cut

D: Disruptive (stops flow of instruction) 2

C: Calling Out 2

OT: Off-Task 2

OS: Out of Seat 2

UN: Unprepared 2

OU: Out of Hillsborough County Dress Code 2

G: Gum / Candy / food / drinks 2

PD: Putting Down Students 2

IN: Inappropriate Language 2

PB: Inappropriate Behavior 2

DR: Disrespectful 2

UT: Unexcused Tardy 2

E: Inappropriate use of Electronics 2

R: Referral 5

Interventions include but are not limited to:

Warning (Verbal, Non-verbal or Written)

Conduct Cut – Entered in Canvas and Behavior Tracker

Time Out and Conduct Cut – Entered in Canvas and Behavior Tracker

Removal from Classroom and Conduct Cut – Entered in Canvas and Behavior Tracker

Lunch detention – After 2 entrees in Behavior Tracker for the same offense.

Referral - three or more behavior trackers for the same incident may result in a disciplinary referral.

Phone Call to Parent

Conference with Team

Conference with Parent These may result in a Conduct Cut as well.

Guidance Referral

AP Referral

***Severity Clause****: The following behaviors will not be tolerated during any school related activity: deliberate disruption, violent behavior, the use of profanity, sexual harassment, digital misconduct, verbal/physical threat directed toward an adult or student, bullying, verbal or physical harassment, discriminatory or pejorative speech, inappropriate interactions with others, engaging in smoking, vaping of any kind, illegal drugs, vandalism, theft, gambling or any other type of behavior that is judged to be detrimental to the health, well-being, safety, or reputation of oneself or others. These actions may result in an administrative referral that will automatically earn a conduct grade of a C or lower, placed on probation, and/or possible removal from the STEM Choice program. An Administrative Referral is legal documentation on student records.*

Reasons for Revocation of School Choice and Choice Hardship: (see hcps link below)

Student Change-of-Placement:
A Student Change-of-Placement will result in a revocation of school choice and choice hardship.

Violation of Level One – Zero Tolerance Offense**:** (See Hillsborough County Schools Student Code of Conduct – 2023/2024 Handbook)

**V**iolation of Level Two –Major Offense:
A student violation of either a Level One-Zero Tolerance Offense or Level Two-Major Offense may result in revocation of school choice and choice hardship.

Student Conduct:
Three (3) student referrals for misconduct may generate a warning letter to parents for possible revocation of school choice and choice hardship. Subsequent referrals for misconduct may result in revocation of school choice and choice hardship.

Student Tardies:
Five (5) tardies to school within a grading period may generate a warning letter to parents for possible revocation of school choice and choice hardship. Subsequent tardies may result in revocation of school choice and choice hardship.

Student Pick-Up:
Continued failure by a parent to pick-up a child from school at the designated dismissal time may result in a revocation of choice hardship.

Attendance:
Five (5) absences from school within a grading period may generate a warning letter to parents for possible revocation of school choice and choice hardship. Subsequent absence may result in revocation of school choice and choice hardship.

Civility:
Failure on the part of the student or parent to abide by the Hillsborough County School Board's Civility Policy may result in the revocation of school choice and choice hardship.

Submission of fraudulent, false, misleading information:
The submission of fraudulent, false, or misleading information on School Choice and Choice Hardship applications may result in revocation of the School Choice and Choice Hardship.

Appeals:
Appeals for Revocation of School Choice and Choice Hardship are processed through the Hillsborough County School Board's established Grievance Procedure.

Additional information can be found at HCPS website: [Choice / Procedures and Reasons for Revocation of School Choice and Choice Hardship (hillsboroughschools.org)](https://www.hillsboroughschools.org/Page/3735)

**Madison Middle School**

**Aerospace Engineering**

**6th, 7th & 8th Grade Academic Expectations for the STEM Institute**

Earning a D or an F on a Report Card, in any STEM class, may result in the student being removed from the STEM program at the end of the semester or possibly sooner.

8th graders earning a D or an F in any high school credit course will be place on academic probation and monitored for academic progress. 8th graders earning a D or an F in any high school credit course may be removed from the STEM program to prevent the effect of a low GPA on their high school academic record.

The STEM team, the parents, administration, and guidance will decide the removal of a student from the STEM program.

**Grading Scales**

 **Academic** **Grade Scale Conduct Grade Scale**

 A = 90% - 100% A = 90% - 100%

 B = 80% - 89% B = 80% - 89%

 C = 70% - 79% C = 70% - 79%

 D = 60% - 69% D = 60% - 69%

 F = 0% - 59% F = 0% - 59%

**Community Service**

Students are required to perform a minimum of one hour of community service per nine weeks for a grade in Mrs. Rafferty’s Social Studies class. Students must complete the Community Service form to receive credit for hours served. The form is available in paper copy in Mrs. Rafferty’s class and on Canvas.

**Booster Club**

Madison Association of STEM Advocates, MASA, is a volunteer organization created to enhance the student experience of the STEM Institute. MASA members work closely with teachers and students fundraising, assisting with organization of events, procuring speakers and new learning opportunities within the community and around the state as well as many other activities that boost the STEM experience to another level. PLEASE consider joining!!! Additional information is located on their Facebook page: MASA Madison Association of STEM Advocates.

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**PARENTS,**

**Your child has been reviewing this handbook for the past few days in their STEM classes. We want all students to have a clear and thorough understanding of STEM’s policies and procedures. We ask that you review the handbook with your child and THEN sign and return this page.**

**A copy of the handbook has been emailed to you and can be accessed on Canvas. (A paper copy can be provided upon request)**

**Thank you,**

**Your STEM Team**

**RETURN THIS SHEET TO Ms. Hightower**

 **BY Friday, August 25, 2023**

**Print Student’s Name** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Last Name First Name MI

I have read the *Ghost Riders* Parent-Student Handbook and I am aware of the privileges and responsibilities as a student on the *Ghost Riders* team, the STEM Institute and of Madison Middle School. I have read and I understand my Grade Level Expectations. I choose to follow these rules and procedures and fulfill the expectations in order to maintain an atmosphere that is conducive to learning.

**Student Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_**

I have read the *Ghost Riders* Parent-Student Handbook. I have carefully read, and I understand the Grade Level Expectations. I will support my child and help them follow the rules and procedures as well as fulfill the expectations of the *Ghost Riders* team, the STEM Institute and Madison Middle School.

**Parent/Guardian Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_**

**To optimize the STEM experience, we need your help and support. Please consider volunteering in one or more of the following ways! Together, we can do great things!!!!**

**How can I help the STEM Team?** (Please circle those that interest you)

May we give your information to our parent organization, MASA, so they can contact you?\_ \_\_\_\_\_\_\_\_\_\_

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| --- | --- |
| **Donations** | **Volunteer** |
| Baked goods | Fundraising |
| Beverages | Field trip chaperone/ school activities |
| Paper goods  | PTA Liaison |
| Prizes/reward items | Great American Teach In Guest Speaker  |
| Financial | STEM Advisory Committee |