

MADEIRA ELEMENTARY SCHOOL (MES)

(Preschool, Kindergarten – Grades 4)

Madeira City Schools

7840 Thomas Drive, Cincinnati OH 45243

Phone: (513) 985-6080 Fax: (513) 985-6082

Website: www.madeiracityschools.org



Student & Parent Handbook 2016-2017



The Madeira City Schools Mission Statement

In partnership with parents and community, Madeira City Schools provides and promotes a positive learning environment that challenges each learner to achieve full academic potential for excellence and be a responsible, educated, and caring individual now and in the future.

“Madeira City Schools ~ where learning is personalized and success is ensured.”

Philosophy

We believe that all students at Madeira Elementary School are learners whose needs are best met when home and school work in close cooperation and strive to provide an atmosphere that nurtures, challenges and develops the total child. It is our goal that all students will achieve to their maximum potential, enabling them to become contributing members of society and lifelong learners.

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This handbook was written to comply with and conform to the policies of the Madeira City Schools Board of Education. If any provisions in this handbook contradict those policies, the policies of the Board of Education shall supersede the provisions in the handbook.

Dear MES Parents,

Welcome to the 2016-2017 school year at Madeira Elementary School! The MES Staff has been planning for an exciting school year for your child!

Our staff is excited begin the school year with all of our students and families! Our goal is to work with students, staff, and families to provide a safe and exciting learning environment for all students. Madeira Elementary School has a tradition of excellence and we are all looking forward to continuing on that path this year! Please do not hesitate to contact me if I can assist you in any way.

This electronic handbook contains information about our school's policies and procedures. I appreciate you taking the time to read and discuss this handbook with your child(ren). Another great way to keep up to date with our activities and schedules is to join the listserv. You can do this by going to: www.madeiracityschools.org.

We look forward to each opportunity to work with you and encourage you to be involved at MES this year in any way possible. The Madeira Elementary School staff and the PTO will continue to work together to enrich your child's academic and social experience in the school. The 2016-2017 school year looks to be an exciting one for all students!

Sincerely,

Chris Flanagan

Chris Flanagan
Principal
985-6080

Dear MES Parents,

Welcome to Madeira Elementary School and the 2016-2017 school year!

You're invited to come and be part of our very active PTO chapter. Involvement in the MES PTO will give you countless opportunities to be an integral part of not only your student's educational experience, but the Madeira community as well.

Meetings, events, and other information can be found on the PTO link on the Madeira Elementary School website or on our Facebook page, MES PTO.

Kyla Hemler

Kyla Hemler
PTO Co-President

Deb Dobelhoff

Deb Dobelhoff
PTO Co-President

Madreia City Schools

BOARD OF EDUCATION OFFICE

7465 Loannes Drive, Cincinnati, Ohio 45243

985-6070

BOARD OF EDUCATION MEMBERS

Mr. Pat Shea, *President*

Mr. Tarek Kamil, *Vice President*

Dr. Cathy Swami, *Member*

Mr. Richard Palmer, *Member*

Mrs. Ginger Madden, *Member*

CENTRAL OFFICE STAFF

Mr. Kenji Matsudo, *Superintendent*

Mrs. Susan Crabill, *Treasurer*

Mrs. Lora Riblet, *Superintendent's Admin Asst.*

Mrs. Trish Niehaus, *Accts. Payable/Receivable*

Mr. Tim Weber *Assistant Superintendent*

Mrs. Melody Gregory, *Asst. to Treasurer*

Mrs. Diane Nichols, *Public Relations*

Mr. Kevin Wright, *Director, Special Services*

Before & After School Program by Champions @ MES

Erica Daniels 984-4878, ext 15

Heather Herlinger 985-6084 / 340-2061 (cell)

SCHOOLS AND PRINCIPALS

MADEIRA ELEMENTARY SCHOOL (Grades K-4) 985-6080

Mr. Chris Flanagan, *Principal*

Mrs. Chandley Bacher, *Assistant Principal*

MADEIRA MIDDLE SCHOOL (Grades 5-8) 561-5555

Mr. Tom Olsen, *Principal*

Mrs. Chandley Bacher, *Assistant Principal*

MADEIRA HIGH SCHOOL (Grades 9-12) 891-8222

Mr. David Kennedy, *Principal*

Mr. Joseph Kimling, *Athletic Director/Dean of Students*

TRANSPORTATION OFFICE (Ms. Kathy Moses)

561-1366

Madeira Elementary School Staff

7840 Thomas Drive ~ Cincinnati, OH 45243
Phone 985-6080 Fax 985-6082 Voicemail 985-6085

*To encourage and facilitate communications between school personnel and parents, the Madeira Board of Education has installed voice mail capabilities.

You may access a teacher's voicemail (VM): 985-6085. After dialing, you will hear a greeting welcoming you to the system. At any time you may input the 4-digit code to leave a voicemail message for your child's teacher.

There is an automated email system called Listserv. If you would like to have more information on this system or to subscribe go to www.madeiracityschools.org/gem

Each Staff member can be contacted through email by typing the first letter of their first name followed by the entire last name and "@madeiracityschools.org." e.g. tweber@madeiracityschools.org

<u>Office Staff</u>	<u>RM #</u>	<u>VM#</u>	<u>RM #</u>	<u>VM #</u>	
Mr. Chris Flanagan, Principal	100A	4000	Mrs. Chandley Bacher, Asst Prin.	103D 4303	
Mrs. Kathy Harper, Admin. Asst.	100	4050	Mrs. Sonja Burniston, Admn Asst	100 4051	
<u>Kindergarten</u>	<u>RM #</u>	<u>VM #</u>	<u>Grade Three</u>	<u>RM #</u>	<u>VM #</u>
Mrs. Annie Cortez	128	4128	Mrs. Julie Chancey	222	4222
Mrs. Emily Swallen	129	4129	Mrs. Doree Hyde	223	4223
Mrs. Amy Rider	130	4130	Mrs. Tricia Wilson	224	4224
Mrs. Jonelle Bell	131	4131	Mrs. Shelby Ledford	225	4225
<u>Grade One</u>			<u>Grade Four</u>		
Miss Chelsea Farrell	120	4120	Mrs. Angela Young	212	4212
Mrs. Mary DeWitt	121	4121	Mrs. Michelle Marketos	213	4213
Miss Katie Stockton	122	4122	Mrs. Katie Naegeli	214	4214
Miss Darlene Mason	123	4123	Mrs. Brigid Williamson	215	4215
Mrs. Megan McKee	124	4124	Mrs. Jackie Jansen	216	4216
Mrs. Stacy Radu	137	4137	 		
<u>Grade Two</u>			<u>Educational Assistants</u>		
Mrs. Kristina Wanstrath	202	4202	Mrs. Judy Batty		
Mrs. Tammy Saunders	203	4203	Mrs. Deanna Benton		
Mrs. Fran Wilson	204	4204	Mrs. Synda Bernicke		
Mrs. Nicole Prater	205	4205	Mrs. Nancy Cedillo		
Mrs. Jen Walker	206	4206	Mrs. Carly Corwin		
<u>Specials</u>			Miss Danielle Flanagan		
Art	Mrs. Beth Ferdinand	117 4117	Mrs. Karen King		
Computer/Tech	Mrs. Melissa Fleming	104 4104	Mrs. Susan Kucewicz		
Gifted / E ²	Dr. Tracy Alley	106 4106	Mrs. Lina McFarland		
Media Center	Mrs. Stephanie Welt	4500	Mrs. Missy Mecum		
Media Center Aide	Mrs. Kim Huber	4500	Mrs. Melissa Stringer		
Music	Mrs. Lori Adams	116 4116	Mrs. Mandi Taylor		
Physical Educ	Mrs. Jeanne Gulick	109 4109	Mrs. Stefanie Whitney		
Nurse	Mrs. Jackie Fiora	101 4101	<u>Before & After School Programs</u>		
Title 1 Reading	Mrs. Anya Bird	103B	Heather Herlinger	Champions	4307 4107
ESL	Mrs. Danielle Miller	103B 4217	 		
Remedial Math	Mrs. Ann Kappes	103A	<u>Cafeteria Staff</u>		
Remedial Reading	Mrs. Beth Pohlman	211 4211	Mrs. Tina Lucas	No VM	4111
Counselor	Mrs. Emily Nutley	102 4503	Mrs. Olive James		
Psychologist	Mrs. Libby Hagen	103C 4103	Mrs. Brenda O'Rourke		
Special Educ	Mrs. Amy Sprong	210 4210	<u>School Custodian</u>		
Special Educ	Miss Jennifer Bracken	126 4126	Mr. Jack Johnson		4003
Special Educ	Mrs. Chrissy Fast	208 4208	<u>Pre-School Staff</u>		
Special Educ	Mrs. Mary Ann McPherson	135 4135	Director	Mrs. Mary Ann McPherson	135 4135
Special Educ	Mrs. Karla Templeton	209 4209	SLP/Special Ed	Mrs. Barb Pearson &OT/PT	132 4132
Special Educ	Mrs. Janet McGuire	220 4220	Teacher	Miss Jackie Preston	134 4134
			Teacher	Mrs. Amy Horstman	136 4136
			Teacher's Aide	Mrs. Cathy Gerard	137 4137
			Teacher's Aide	Ms. Renu Singh	134 4134
			Teacher's Aide	Mrs. Amanda Seaman	136 4136
			Educ Asst	Mrs. Bridget Glover	135 4135
			Educ Asst	Mrs. Lisa Hilliker	135 4136
			Lunch Aide	Mrs. Marissa Chawner	134 4134
					134 4134

To be updated by PTO

PTO Executive Board 2016-2017

(Executive Committee in Bold)

President	Katie Maney Beth Demis	237-3107 484-3482	maneyk@me.com bdemis1@yahoo.com
Vice President	Kyla Hemler	324-1373	Hemler1
Vice President	Deb Dobelhoff	304-4196	debdobelhoff@aol.com
Treasurer	Tina Isgrig	477-7600	Tina.m.isgrig@gmail.com
Secretary	Jenn Goldy	678-8650	goldy.jenn@gmail.com
Around the World Day	N/A 2014-2015		
Art Appreciation/Art Room	Beth Ferdinand		bferdinand@madeiracitieschools.org
Beginning Buddies	Katie Maney		maneyk@me.com
Chess Club			
COSI (Science Exploration)			
Field Day /Jump Rope for Heart	Jeanne Gulick		jgulick@madeiracitieschools.org
Foreign Language	Katie De Alarcon		kdealarcon@mac.com
Got Art?	Ann Ramos	561-8979	aramos@cinci.rr.com
Mad Science	Ann Ramos	561-8979	aramos@cinci.rr.com
Publishing Center	Carrie Alexander Kristen Zoeckler		carriecorbett@gmail.com Kristen.zoeckler@gmail.com
Roller Skating	Jenny Vaughn		jennyvaughn@fuse.net
iSpace	Kathy Zubelik		kzubelik@gmail.com
Young Authors	Emily Torborg	272-1622	etorborg@aol.com
Cafeteria	Sandy Smith		madeirasmith95@gmail.com
Child Care	Katie Maney		maneyk@me.com
Class Pictures	Helen Sorg		helensorg@gmail.com
Caught Eating Healthy	Synda Bernicke	271-8527	sbernicke@cinci.rr.com
Health Screening Coordinator	Jackie Fiora		jfiora@madeiracitieschools.org
Hospitality	Lindsay Heitzman	561-9788	
Library	Stephanie Welt		swelt@madeiracitieschools.org
Membership	Sarah Schwallie		saraschwallie@yahoo.com
Playground Coordinator	Amy Hyland		amyhyland1@gmail.com
Room Parents	Kasey O'Reilly		koreilly@fuse.net
Teacher Appreciation	Melissa Bishop Deb Dobelhoff Kyla Hemler		melissawize@aol.com debdobelhoff@aol.com hemler1@me.com
Box Tops	Carolyn Brewer		brewercn@fuse.net
Changing Hands	Brandi Maples Gina Graham Tammi Chalfie Ann Dunn		bamaples@gmail.com graham97@fuse.net tammichalfie@yahoo.com groove3@hotmail.com
Harvest Festival	Erin DeBow		erindebowl@yahoo.com
Helping Hands Christmas	Tracey Blackwelder		tracey_blackwelder@gmail.com
Kroger Cards	contact MCS Foundation		
Market Day	contact HS PTO		
Sunshine	Kyla Hemler Katie De Alarcon		hemler1@me.com kdealarcon@mac.com
Vice President <i>(Communications)</i>	Jenn Goldy	678-8650	goldy.jenn@gmail.com
MES Directory	Sara Schwallie		saraschwallie@yahoo.com
MESsenger	Christina Solano		mcristinagonsalves@gmail.com
Post Office Coordinator			
Volunteer Coordinator			
Yearbook	Helen Sorg		helensorg@gmail.com

MES & MCS POLICIES AND PROCEDURES

MES DAILY SCHEDULE

8:50 a.m.	School open to students
9:00 a.m.	School begins ~ students in classrooms
9:02 a.m.	Morning announcements
3:30 a.m.	Preschool dismissal
3:28 p.m.	Afternoon Announcements
3:30 p.m.	Walkers, Car Riders & After School students are dismissed
3:32 p.m.	Bus riders are dismissed

Morning Session

9:00 a.m.	Preschool arrival
9:00 a.m.	Kindergarten arrival
11:30 a.m.	Preschool dismissal
11:45 a.m.	Kindergarten dismissal

Afternoon Session

12:30 p.m.	Preschool arrival
12:45 p.m.	Kindergarten arrival
3:00 p.m.	Preschool dismissed
3:30 p.m.	Kindergarten dismissed

ACADEMIC CALENDAR

The following dates represent the calendar year:

Quarter 1: August 17 – October 14 (K-4)

Quarter 2: October 17 – December 21 (K-4)

Quarter 3 – January 4 – March 10 (K-4)

Quarter 4 – March 13 – May 25 (K-4)

ATTENDANCE

The Madeira City Schools have a high regard for academic excellence and scholarship. School attendance and time spent in study have a significant relationship to achievement. It is important that good attendance patterns and work habits be established early.

Ohio School Law states that it is the responsibility of the parents to assure the regular daily school attendance of their child/children (ages 6-18) unless absences are a result of the following:

- Personal illness
- Illness in the family
- Death of a relative
- Quarantine
- Observance of religious holidays
- Emergency or set of circumstances judged as sufficient cause by school officials

Parents are to notify the school at 985-6080 between 8:00-9:00 a.m. each day if a student is to be absent or tardy. By law, a school official must contact the parent if the school has not been notified of a student's absence.

Upon the student's return to school, parents ***MUST*** provide written notification, stating the reason for each absence.

Parents are to make note of the school calendar and schedule vacations when school is out of session. Any interruption in a child's learning pattern often causes setbacks that are difficult to overcome.

Any child arriving after 10:45 a.m. or leaving two hours before the end of the day may not participate in any school district related extra-curricular activities on that day.

EXCESSIVE ABSENCE

After four days absence in a quarter the principal will contact the parent(s) to discuss this matter. Excessive absences may be reported to the Hamilton County attendance officer.

TARDINESS

Students who arrive after 9:00 a.m. will be marked tardy. After four tardy arrivals in a quarter, the principal will contact the parent(s). Excessive tardiness may be reported to the Hamilton County attendance officer. If you are dropping off your child in the morning, please be sure to allow them time to be in their classroom by 9:00 for a consistent start to their school day.

EARLY DISMISSAL

Parents requesting early dismissal should send a note to the classroom teacher at the start of the school day. Please date these notes and indicate the time and reason for the request. Parents must come to the school office to pick up the child. Upon returning to school, students must again report to the office. Parents are encouraged to schedule appointments with doctors or dentists after school hours. However, if an appointment must occur during school hours, it should be made as early or as late in the school day as possible.

AUTHORIZATION TO RELEASE

Only persons listed on the Emergency Medical Information form have authorization to pick up your child from school. Other persons not listed must receive prior authorization via written notification from parents.

BEFORE/AFTER SCHOOL

The Before School Program is a planned program, operated by Champions, offering quiet group and/or individual activities from 7:00 a.m. to 9:00 a.m. for children attending MES each morning school is in session. This program is designed for children whose parents work and find it necessary to bring their children to school earlier than 8:50 a.m. each morning. A light breakfast is served just before dismissal to class.

The After School Program is a program operating during the after school hours at MES by Champions and is designed primarily for children who have working parents. The program operates from school dismissal to 6:00 p.m. each day school is in session. The students are served a nutritional snack and are able to choose from a variety of activities. A time for completing homework assignments is also provided.

All special programs are tuition funded. Payments are divided over nine months. No taxpayer dollars go to support these programs. Please check our website for additional information.

BICYCLES

Bicycles may be ridden to school and are to be parked in the rack on the side of the school. Pupils riding bicycles are to get off of them as soon as they reach the sidewalk by school and walk them to the rack. At dismissal, bicycles are not to be ridden until pupils leave the school grounds. Students riding bicycles must cross with the school crossing guard in both the morning and afternoon. Parents should review the safety rules with their children and encourage children to lock their bikes at all times.

BIRTHDAYS

Often children want to celebrate their birthdays by bringing in treats for their classmates. Please contact your child's teacher ahead of time to make arrangements to bring in one small individually wrapped treat that will be eaten at lunch time, ½ day Preschool and kindergarten classes will serve it mid-session.

It is requested that no birthday invitations be distributed at school. Not only do we lose valuable educational time, but it can also cause hurt feelings. If addresses are needed, please consult the MES Directory.

CALENDAR

Please refer to the Madeira School District calendar for dates of upcoming important events. This calendar is also available on the website.

CELL PHONES

Cell phones are **not** permitted at MES. **With permission**, students may use school phones if they must make a call. If you must reach your child please call the office at 985-6080 and to leave them a message.

CUSTODY

The school is required by law to honor all custody agreements decided through legal proceedings. It is imperative that the school be provided with any legal documents pertaining to joint or sole custody rights. School personnel have no legal means of prohibiting an estranged parent from seeing or picking up a child unless custody information has been provided to the school.

DISCIPLINE

Refer to page 15 for the Code of Conduct.

DRESS CODE

School attire should be in good taste and conducive to learning. Clothing that depicts smoking, obscene language or alcohol are inappropriate. Parents will be asked to bring a change of clothing so that the child may return to class. Hair-cut/styles must not disrupt learning (no mohawks, unnatural color or spiking). Clothing must be modest, i.e. shorts/skirts to student's fingertips, no spaghetti straps or tank tops.

Choose the appropriate clothing for the temperature. Children who do not have warm clothing will be kept indoors on cold days. **In the interest of safety, no skate shoes, sandals, slip-ons or dress shoes with hard soles.** Crocs MUST have a strap across the heel. Shoes with black soles often leave marks on our floors. **Light colored rubber soled shoes are preferred.**

EARLY DISMISSAL DAYS

There are three (3) *early dismissal* days throughout the school year. These days are used for **Teacher Professional Development**. Adjustments to half-day kindergarten school times are: 9:00-11:45 a.m. and 12:45-2:00 p.m. Adjustments to preschool times are: 9:00 – 11:00 a.m. and 12:00 – 2:00 p.m. Dismissal is at 2:00 p.m. for all students.

EMERGENCY DRILLS

Fire, tornado and safety lockdown drills are required by law and are an important safety precaution. It is important when the first signal is given that everyone obeys orders and goes to his or her assigned location. The teachers will share this information with students on the first day of school. Please re-emphasize the importance of these drills with your child.

FEES

A schedule of student fees and method of payment will be provided at the beginning of the school year. Fees are used to cover the cost of consumables (i.e.: workbooks, etc.). Please pay these fees by the end of the first week of school. If you are unable to pay the fees by this date, notify the school office immediately so that other arrangements can be made.

GRADES AND GRADING (Grades 1-4)

It is the purpose of all marking systems to indicate to the parents and children the level of work achieved at school. The following serves to clarify the grading scale now used in Madeira Schools:

A =90-100	Excellent	D =60-70	Barely passing; below average
B =80-90	Above Average	U =Below 60	Unsatisfactory, not passing
C =70-80	Average		

(*First grade students are not graded their first quarter of school because it is a transitional time for the child.)

Report cards are sent to parents at the end of each ten week period. Mid-term progress reports are sent home 1st quarter. Midterms progress reports for the 2nd, 3rd and 4th quarters are sent home on an as needed basis. Refer to the calendar for specific dates. Both must be signed by a parent and returned to the teacher.

Progress Book code is sent home at the start of each school year. This allows parents to monitor their child's progress in each subject area.

GUIDANCE

We believe that all the students at MES are thinking, feeling, and acting human beings. At times their thoughts, feelings, and/or actions may conflict. The sorting through of these conflicts may require guidance from the counselor. Counseling allows a person to build their self-esteem by recognizing strengths, showing respect, and realizing progress. The counselor strives to meet each child's individual needs by offering individual and classroom visitations. It is the goal of guidance that every child will achieve emotionally to their maximum potential, thus enabling them to become a productive member of society.

HOMEWORK POLICY

Home study is a necessary and important part of each student's educational progress. Some assignments are long range while others are nightly. Parents can assist their children by providing a suitable study area and showing an interest in what the children are doing without actually doing the work for them. It is important to talk to them daily about school and what is happening there.

Homework expectations for the grade levels are as follows:

Preschool and Kindergarten

- 15 minutes reading nightly
- Parents should read to their children daily and encourage an interest in books.

1st Grade

- 20 minutes reading nightly
- Review of sight words nightly
- Other work as assigned
- Sharing as assigned

Parents should review and correct the child's daily papers with their child. A child should also read to his/her parents. As the year progresses, parents can help the child master number facts, sight words, spelling words, and writing skills.

2nd Grade

- 20 minutes reading nightly
- 10 minutes of math nightly (Mon. - Thurs.)
- Tests and special projects as assigned

Students should read for at least 15-20 minutes each night. They should learn weekly spelling words and learn addition and subtraction facts. Parents should supervise the correction of papers if required by the teacher. (Homework time is 30-40 minutes.)

3rd Grade

- 20-30 minutes reading nightly
- 5-10 minutes math fact practice nightly
- Review spelling words nightly
- Written language arts and math practice assigned weekly
- Test preparation and other work as assigned

Student plan books are used by the students to manage their assignments and record nightly reading. Parents should check these nightly to ensure assignments are being completed. The average time for homework should be 30-45 minutes.

4th Grade

- 30 minutes reading nightly
- Review spelling words nightly
- Review math facts nightly
- Written language arts and math practice assigned weekly
- Science and Social Studies test preparation

Student plan books are used by the students to manage their assignments. Students and parents should check these nightly to ensure that assignments are being completed. The average time for homework should be 30-45 minutes.

ILLNESS

If a student becomes ill in school, he/she will report to the office for appropriate follow-up action. If necessary, parents will be notified for advice (i.e.: should the student be picked up, etc.) If your child has a fever, vomiting or diarrhea, he or she should remain at home for a minimum of a 24 hour period. Your child may return to school only after he or she has been temperature free for 24 hours without the use of Tylenol, aspirin, etc. See Attendance section (pg. 8) for inclusion in extra-curricular activities. Following your child's absence, send a note to us for our files so that we may be in compliance with state law. Teachers will give students an opportunity to make up required assignments. If the assignments are not completed, the student will receive an "incomplete" for that work.

Parents may call the school office between 8:15 a.m. and 9:00 a.m. to request assignments for the day(s) the child is absent.

LIBRARY

"Love Our Library" Program

We welcome your support of the "Love Our Library" program at Madeira Elementary School by allowing your child to donate a book in celebration of his/her birthday. With a suggested \$15 donation, your child may select a brand new book from recently purchased titles. A personalized bookplate will be placed in the book and your child's picture and book selection will be posted at the entrance of the media center. Additionally, your child will be the first to checkout the book. If your child has a summer birthday, we will send home participation forms home in the spring.

LISTSERV

The directions for the Listserv are:

Go to the Madeira City Schools web page and click on district communications.

Click on the link of "list serves".

Follow the directions to subscribe to the listserve.

LOST AND FOUND

The school cannot be responsible for a child's lost items. A Lost and Found area is located in the front lobby. Students should check here for missing items. PLEASE WRITE YOUR CHILD'S NAME INSIDE HIS OR HER POSSESSIONS SO THAT WE CAN EASILY RETURN THE ITEM TO HIM OR HER.

LUNCH

Plate lunches are available and milk may be purchased separately. Menus are sent home at the beginning of the school year and announced each afternoon for the next day. Please do not send glass containers and preferably no soft drinks. An online account may also be set-up for students via www.spsezpaymilfordexempted.com. Lunch cost is \$2.50; milk is 50 cents.

MEDICATION

Medication is to be administered at home. In extreme cases when medication is required during the school day there must be compliance with the following policy:

1. Prescription drugs or non-prescription drugs to be taken at school must be accompanied by a doctor's order and labeled with all necessary information including the student's name, the date, the name of the drug and the time intervals when the drug is to be taken. Non-prescription medication including lip balm is not permitted in school unless prescribed by a doctor.
2. Medications must be brought to school in a container appropriately labeled by the pharmacy or physician. Students may not bring the medicine to school. This must be done by the parent or a designee.
3. A release form and written permission from the parent/guardian and doctor of the student requesting that medication be given or taken during school hours must be on file in the main office. These permission forms must be obtained through the main office.
4. New release forms must be obtained each year and as necessary for changes in medication order.
5. All medication to be taken in school will be stored in the office, out of view. Students are responsible to go to the office to receive their medication at the proper time.

MONEY

Unless requested to do so in a note from school, do not send large amounts of money to school with your child.

MP3 PLAYERS / IPODS

Students are discouraged from bringing iPods and MP3 players to school. They may not be used during school hours, but may be used on the bus ride to and from school. The school assumes no liability for loss or damage.

PAPERBACK BOOKS

Many teachers order paperback books (Scholastic, Weekly Reader, etc.) for their students. Teachers cannot accept cash. Please make your check payable to the company supplying the books.

PARENT ADVISORY COUNCIL (PAC)

Each grade level has a representative whose responsibility it is to disseminate information, answer questions, and listen to concerns (except for personnel matters). PAC meets quarterly. Refer to page 6 for the representatives' names and phone numbers.

PARENT CONFERENCES

Conferences are scheduled usually in October and February. In addition, teachers or parents may request special conferences as needed. As always, parents are encouraged to visit MES, but please check in the office first. January conferences are available to parents when placement is uncertain for the following school year.

PERFORMANCES

Each year every child performs in one grade level musical.(grades K-4) These musicals are held in the high school auditorium. Family and friends are invited to attend the performance. Please note that students must be present in school in order to participate in school sponsored after school activities (musicals, etc.) that same evening. See attendance section (page 5 #5) for inclusion in extra-curricular activities.

PLAYGROUND

We welcome the use of our playground facilities by the community on weekends and during the following hours:
Mon-Fri, 6:00 p.m. to dusk.

PTO

The MES PTO provides an excellent opportunity for parents to become actively involved with their children's education. You are encouraged to participate. PTO has regularly scheduled meetings and is involved in school activities such as Room Parents, *MES MESsenger*, and Young Authors.

Your PTO sponsors *many* worthwhile programs, events, and services for MES. The continued success of these activities depends on *you!* Volunteers make the PTO a dynamic part of each student's time at school. Working parents in partnership with non-working parents are helping to move the PTO forward. There is much to do! It is our hope that every parent who wishes to become involved will have that opportunity! Membership is open to preschool through grade 4 parents and teachers.

The **PTO** is **YOUR** organization...
It functions best when **YOU** participate!

PROGRESS BOOK see *Grades and Grading*

PUBLIC LIBRARY VISITS

Our students will be visiting the Madeira Branch Library in the fall and spring. A schedule will be worked out with the librarian and shared with our students and parents.

REQUIRED FEDERAL AND STATE ANNUAL NOTICES

Annual Notice of specific Policies are required by the Federal and State Government to be made available to parents and students. The Annual Notice provides links to important policies that include, but are not limited to: Civil Right Compliance Officer, Bullying and Harassment, Nondiscrimination, Drug Prevention, Parent Involvement, Student Educational Records, and School Safety. Click on the link below and you will be directed "Annual Notices". Click on each link within the document to read the entire Policy. After review return to the handbook.

[ANNUAL NOTICES](#)

SAFETY PROCEDURES

In conjunction with the Madeira Police and Fire Departments, plans are in place to keep all of our children safe. Should an emergency warrant evacuation of MES we would proceed to Madeira-Silverwood Presbyterian Church for an attendance check then on to the high school. Parents would be notified and dismissal arranged from this site. No child would be released until everyone is safe and accounted for.

Should "Shelter in Place" be enacted, all students would be directed to the multi-purpose room in school and the building would be secured. No child would be released until the police lift the curfew and no one will be permitted to enter the building. Necessary provisions and communication devices are in place. Parent support and cooperation are imperative should this occur.

SCHOOL CLOSINGS/SCHOOL EMERGENCY

In the event of severely inclement weather or mechanical breakdown, school may close or the starting time may be delayed or an early dismissal from school may be necessary. Should this occur, announcements will be made on the radio, television or by Listserv (see pg. 4). Broadcasts will occur by 6:00 a.m. If no report is heard, then school will be in session. A school delay means that school starts two (2) hours later. Buses also run two (2) hours later also.

STUDENT DROP-OFF AND PICK-UP

Kindergarten – 4th grade

Arrival:

Car riders are to be dropped off at the front door of school no early than 8:45 a.m. Drivers should not leave their vehicles and students should quickly exit to prevent traffic delays. If you need to enter the building proceed to a designated parking area. Students should exit their cars from the sidewalk side of the car. **Please refrain from using cell phones while on school property to ensure the safety of the students.**

Dismissal:

Car riders are dismissed from the front door at 3:30 p.m. Drivers should not leave their vehicles. Children will be dismissed to the Media Center and then will be called to their car as it arrives. Students should enter quickly so cars can pull away to keep traffic flowing. If you need to leave your car please use a designated parking space. **Please refrain from using cell phones while on school property to ensure the safety of the students.**

PRE-SCHOOL

Arrival:

Use the designated parking spaces in the main staff parking lot. Please do not leave siblings in the car and do not leave your vehicles in the driveway. **Students should be escorted to the room using the Preschool door.**

Morning Preschool arrive by 9:00 AM and pick-up for dismissal at 11:30 AM.

Afternoon Preschool arrive by 12:30 PM and pick-up for dismissal at 3:00 PM.

All day preschool students arrive at 9 AM and pick-up for dismissal at 3:00 PM.

The preschool before and after school program is located in Preschool Room 134, enter through the playground door.

STUDENT/PARENT INFORMATION

Accurate information pertaining to your child's medical condition, as well as information on how to contact you at home or work is vital for school records. All changes in phone numbers and/or addresses should be reported to the school office when they occur.

STUDENT PICTURES

Optional individual student pictures are taken each year in fall and again in the spring. Information about school pictures will be sent home.

TELEPHONE CALLS

Please try to avoid calls to the office between 8:45-9:05 a.m. and 3:00-3:45 p.m. These are very busy times of the day. Messages will be given to the students in the event of a change of plans or an emergency. Students are not permitted to make phone calls. Each teacher has a voice mail box (refer to the directory in the front of the handbook). This is checked daily by the teacher.

TESTING

The Ohio AIR Standardized Tests are administered to Grade 3 (Reading and Math) and Grade 4 (Reading, Math, and Social Studies). These are given in November (3rd Grade Reading only) and April/May. Kindergarten students participate in the Kindergarten Readiness Assessment within the first two months of school. State required testing for all preschoolers is the Early Learning Assessment (twice annually) and The Child Outcomes Summary Report.

TEXTBOOKS

Textbooks are an important and expensive tool used to maximize the instructional program. Books are assigned to individual students. The conditions of the texts are recorded and students are responsible for returning them in the same basic condition. To preserve the books for many years to come, we request that each child cover their books, replacing the cover as needed. All books lost or damaged must be paid for at the end of the school year. Report cards will be held until all fees are paid.

TOYS

Students are not to bring toys, radios, CD players, etc. to school unless they have the permission of their teacher.

TRANSPORTATION

Transportation is a service provided by the Madeira City Schools Board of Education in accordance with the rules and regulations of the State of Ohio and should be regarded as a privilege by students and parents. **It is expected that those who ride the school buses will observe appropriate classroom conduct at all times.** All schedules, routes, and stops are under the direction of the Transportation Supervisor.

In an effort to provide safety for the many students that ride our buses, it will be necessary to transport children to only one regular stop during the week. Arrangements for transportation to ride home with a friend, scout meetings, etc., will need to be the responsibility of the parent/guardian. If a family emergency arises that makes it necessary for a student to ride a bus to another location, please contact the **Transportation Office Supervisor Kathy Moses at 561-1366** or the school and every effort will be made to help resolve your problem. Any questions about transportation of pupils to and from our school are also best answered by contacting the Transportation Office.

To ensure the safety of your child, please review the below guidelines with your student. Additional safety information and a Frequently Asked Questions (FAQ) sheet can be found on the Transportation link on the district website. The following guidelines are also posted for students on the bus.

Bus Transportation Rules

1. Use appropriate classroom conversation.
2. Do not eat or drink on the bus.
3. Stay in your seat.
4. Keep your head, arms, hands, and feet inside the bus at all times.
5. Keep aisles clear.
6. No obscene gestures or profanity.
7. Dispose of trash in waste can.
8. Must follow all bus safety rules for boarding and departing bus.
9. Be courteous and cooperate with your driver.
10. Bus driver is authorized to assign seats.

** All school rules within the district code of conduct apply while riding school transportation.

Consequences

- 1st Offense – verbal / written referral by the driver
- 2nd Offense - written referral to Principal – may result in 1-3 day suspension from bus
- 3rd Offense – written referral to Principal – may result in 3-10 day suspension from bus
- 4th Offense – written referral to Principal – may result in loss of bus privileges

** Serious offenses may result immediate referral and removal from the bus.

VISITORS/SAFETY

ALL visitors, including parents, **MUST** provide the required identification and use the security system in place to gain access to the building. Please understand that in an effort to protect our students, there can be no exception to this rule. In the interest of student safety, all exterior doors will be locked after arrival and dismissal. All visitors **MUST** sign in, state the reason for the visit and obtain a "visitor" badge from the office to gain access to the classrooms. Please abide by these safety procedures.

WEDNESDAY FOLDERS

Every Wednesday students will bring home the blue folder that contains all of the important school related announcements for the week, excluding homework assignments. Parents should review this each Wednesday night and return the folder on Thursday with responses as appropriate.

WITHDRAWAL OF STUDENTS

Parents are requested to notify the school in advance of a student's pending withdrawal. Parents should obtain and complete a "Withdrawal Form" and submit this to the school office.

DISCIPLINE

CODE OF CONDUCT

The Madeira City School District expects all students to follow the Code of Conduct (page 15) adopted by the Board of Education. These rules are essential for maintaining an orderly, efficient classroom environment which is conducive to learning.

BUILDING RULES

Our goal is to develop each student's potential for learning and to foster positive interpersonal relationships. To this end we have identified three basic proactive rules:

1. Take care of yourself.
2. Take care of others.
3. Take care of the environment.

Students are encouraged to:

1. Stop and think
2. Make good choices and discuss bad choices they made
3. Respect others including their property

Within the school are the following identified zones:

Classroom = Learning Zone

Playground = Safe Zone

Halls = Quiet Zone

Cafeteria/Multi-Purpose Room = Community Zone

Poor choices could result in any of the following consequences:

1. Call home to parent
2. Work project
3. Loss of recess
4. Letter of apology
5. Office visit
6. Letter home to parent
7. Parent conference with teacher or principal
8. Loss of privilege
9. Assigned seating in cafeteria
10. Loss of extracurricular activity
11. Temporary removal from classroom
12. In school suspension
13. After school detention
14. Time out
15. Desk moved from group
16. Complete discipline reflection form
17. Removal of illegal item (toys, portable game system, etc.)
18. Devise plan for improvement
19. Classroom behavior plan consequence (change color card)
20. Restitution
21. Logical consequence to infraction as determined by administration

Repeated violations or a single severe violation to any of the listed violations may result in:

~ expulsion ~ suspension ~ emergency removal ~ removal from school related ~ permanent exclusion from school

As with everything, the communication between home and school is vital to the success of each child.

Disruptive / Violent Behavior

Any student who threatens serious harm to others, e.g. hitting, creating a "hit" list, etc., will be immediately referred to the principal for appropriate disciplinary action. After an investigation and gathering of information, an appropriate action will be taken which could result in immediate removal from school and subsequent suspension/expulsion. Any type of conduct that disrupts, endangers or threatens the orderly operation of the school or infringes upon the safety and well being of students, staff and any other person, will be considered prohibited conduct. The administration and/or the superintendent reserve the right to exercise discretion in considering what behavior is inappropriate or prohibited and what consequence will be applied.

5517.01 - BULLYING AND OTHER FORMS OF AGGRESSIVE BEHAVIOR

Harassment, intimidation, or bullying behavior by any student in the Madeira City School District is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. "Harassment, intimidation, or bullying", in accordance with R.C. 3313.666, means any intentional written, verbal, graphic or physical act including electronically transmitted acts i.e., Internet, cell phone, personal digital assistant (PDA), or wireless hand-held device, either overt or covert, by a student or group of students toward other students, including violence within a dating relationship, with the intent to harass, intimidate, injure, threaten, ridicule, or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity, on school provided transportation, or at any official school bus stop that a reasonable person under the circumstances should know will have the effect of:

- A. Causing mental or physical harm to the other students including placing an individual in reasonable fear of physical harm and/or damaging of students' personal property; and,
- B. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other students.

MADEIRA CITY SCHOOLS

STUDENT CODE OF CONDUCT

This Code of Regulations is adopted by the Board of Education of the Madeira City School District pursuant to Sections 3313.661 and 3313.662 of the Ohio Revised Code.

Any pupils engaging in the types of conduct either specifically or generally like the kinds of conduct listed below, are subject to disciplining proceedings which could include expulsion, suspension, emergency suspension, removal, or permanent exclusion from curricular or extra-curricular activities pursuant to Sections 3313.661 and 3313.662 of the Ohio Revised Code.

The types of conduct prohibited by this Code of Regulations include but are not limited to:

1. Assault on a school employee, student, or other person, on school premises, while in the custody or control of the school or in the course of a school-related activity.
2. Buying, selling, using, possessing, showing signs of having used, or being under the influence of any controlled substance (drugs, narcotics, marijuana, etc.); or buying, selling, using, possessing, showing signs of having used, or being under the influence of any counterfeit controlled substance (any substance that is made to look like a controlled substance, or that is represented to be a controlled substance, or that a faculty member or administrator believes to be a controlled substance).
3. Buying, selling, transferring, or using any drug, medication, inhalant, or other substance which can be taken internally where the student or students involved cannot show a legitimate health or other reason for the use of such substance.
4. Sell, offer to sell, or possess a controlled substance on school premises or at a school-related function (trafficking in drugs).
5. Possessing, using, or being under the influence of any alcoholic beverage or intoxicant of any kind, or having an odor of drugs or alcohol, on school premises or at a school-sponsored function.
6. Damage or destruction of school property on or off of school premises.
7. Damage or destruction of private property on school premises or in areas controlled by the school.
8. Damage or destruction of property belonging to a school employee or anyone connected with the school district, whether damage occurs on or off school premises.

9. Any disruption or interference with school activities. Included in this prohibition would be threats of violent acts or physical harm such as written or verbal bomb threats, hit lists, or any listing of student or faculty names with implied threats, false alarms, etc. even under the guise of a joke.
10. Violent acts including but not limited to aggravated murder, murder, voluntary manslaughter, involuntary manslaughter, felonious assault, aggravated assault, rape, gross sexual imposition, felonious sexual penetration.
11. Fighting.
12. Unauthorized use of fire, including arson, is not permitted and no students shall light fires or attempt to light fires on school property or at school sponsored events on or off school property. A student may not possess firecrackers or other explosive devices on school property or at school sponsored events on or off school property.
13. Possession of or use of dangerous weapons including carrying concealed weapons. All students are forbidden to possess, handle, transmit, or use any instrument in school, on school grounds, on school buses, or at school sponsored activities that is ordinarily considered a weapon. Any object which could be used to harm or injure another person and which has no school related purpose for being in school or on school grounds will be considered a weapon for the purposes of this code. The following are examples of instruments ordinarily or generally considered weapons: knives of all types and lengths, guns, pellet guns, BB guns, lead pipes, chains, chuck sticks, throwing stars, darts, metal knuckles, fist packs, ammunition, black jacks, unauthorized tools, and chemicals. This includes all forms of look alikes. This includes conveying or attempts to convey, or knowingly possess a deadly weapon or dangerous ordinance onto any property owned or controlled by, or to any activity held under the auspices of the Board of Education.
14. Disrespect to a teacher or other school authority, including but not limited to inappropriate language, obscene gestures, and voice.
15. No student shall smoke, use, or possess any substance containing tobacco, including but not limited to cigarettes, cigars, a pipe, a clove cigarette, and chewing tobacco, or the use of tobacco in any other form. As provided in 3313.751 of the Ohio Revised Code, it shall be a violation of this rule to use or possess tobacco in any form, at any time, anywhere on school premises and/or at any school activity regardless of its location. This code also includes ORC2151,87(B): A child under the age of 18 years of age may not use, consume, possess, purchase, attempt to purchase, order, pay for, share the cost of, accept or receive tobacco products at any time. Students are under the same prohibition on school premises, school buses, or at school sponsored activities regardless of age.
16. A student may not harass staff, visitors, or other students in either written or oral form. Harassment includes the expressed or implied threat of the exercise of physical or verbal abuse. This prohibition includes racial, ethnic, religious, gender, disabilities and sexual harassment in written or oral form.
17. Hazing.
18. Use of indecent or obscene language in oral or written form toward staff or students.
19. Extortion of pupil or school personnel.
20. Cursing.
21. Theft.
22. Engaging in sexual acts or displaying excessive affection or other inappropriate behavior with a person of the same or opposite sex on school premises or at a school-related function are prohibited including indecent exposure.

23. Any type of prohibited activity listed herein engaged in by a student on school premises, on a school bus, or while in the control or custody of the school district regardless of whether on or off school premises or at a school-related activity regardless of location, shall be reason for expulsion, suspension, removal, or permanent exclusion from school.
24. Demonstrations by individuals or groups causing disruption to the school program.
25. Publication of obscene, pornographic, or libelous material.
26. Falsifying of information given to school authorities in the legitimate pursuit of their jobs including forgery of school-related documents.
27. Cheating or plagiarizing.
28. Gambling.
29. Failure to abide by rules and regulations set forth by administration for student parking and/or disobedience of driving regulations while on school premises.
30. Insubordination and disregard of reasonable directions or commands by school authorities, including school administrators and teachers.
31. Skipping detention.
32. Refusing to take detention or other properly administered discipline.
33. Leaving school during school hours without permission of the proper school authority.
34. Obscene language /gestures including publication of obscene, pornographic, or libelous material.
35. Public displays of affection.
36. Publishing, posting, or distributing non-school sponsored, hand-written, printed, or duplicated matter among fellow students within the schools without the permission of the proper school authorities.
37. Placing of signs and slogans on school property without the permission of school authorities.
38. Failure to abide by reasonable dress and appearance codes set forth in student handbooks or established by administration or the Board of Education including improper or suggestive dress.
39. Tardiness.
40. Truancy.
41. Unauthorized use of materials or school equipment.
42. Presence in areas, during school hours or outside of school hours, where a student has no legitimate business to be without the permission of a school administrator or teacher.
43. Presence on school property with a communicable disease.
44. Willfully aiding another person to violate school regulations.
45. Chronic misbehavior which disrupts or interferes with any school activity.
46. Commission by a pupil of any crime in violation of the Ohio criminal code or the Ohio juvenile code, whether on or off school property, regardless of whether the pupil is engaged in a school activity, may be subject to discipline proceedings which include expulsion, suspension, emergency suspension, removal, or permanent expulsion from curricular and/or extra-curricular activities pursuant to sections 3313.661 and 3313.662 of the Ohio revised code and board policy.

47. Commission by a pupil of any crime in violation of the Ohio Traffic on school premises or while in the control or custody of the school district regardless of whether on or off of school premises or at a school-related activity regardless of location.
48. Any other activity by a pupil which the pupil knows or should know will disrupt the academic process or a curricular or extracurricular activity while on school premises or while in the control or custody of the school district regardless of whether on or off of school premises or at a school-related activity regardless of location.

The Board of Education will adopt, on an annual basis, the handbooks of each school building. The conduct procedures and consequences listed in the handbooks are additional requirements of this policy.

For parent information only Copy will be included in packets for signature and return to school.

STUDENT NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY AGREEMENT

To access e-mail and/or the Internet at school, students under the age of eighteen (18) must obtain parent permission and must sign and return this form. Students eighteen (18) and over may sign their own forms.

Use of the Internet is a privilege, not a right. The Board of Education’s Internet connection is provided for educational purposes only. Unauthorized and inappropriate use will result in a cancellation of this privilege.

The Board has implemented the use of a Technology Protection Measure, which is a specific technology that will protect against (e.g., block/filter) Internet access to visual displays that are obscene, child pornography, or harmful to minors. The Board also monitors online activity of students in an effort to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. Nevertheless, parents/guardians are advised that determined users may be able to gain access to information, communication and/or services on the Internet which the Board has not authorized for educational purposes and/or which they and/or their parents/guardians may find inappropriate, offensive, objectionable or controversial. Parents/Guardians assume this risk by consenting to allow their students to participate in the use of the Internet. Students accessing the Internet through the school’s computers assume personal responsibility and liability, both civil and criminal, for unauthorized or inappropriate use of the Internet.

The Board has the right to monitor, review and inspect any directories, files and/or messages residing on or sent using the Board’s computers/networks. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.

Please complete the following information:

Student User’s Full (please print)

School: _____ Grade _____

Parent/Guardian’s Name: _____

Parent/Guardian

As the parent/guardian of this student, I have read the Student Network and Internet Acceptable Use and Safety Policy and Guidelines, and have discussed them with my child. I understand that student access to the Internet is designed for educational purposes and that the Board has taken available precautions to restrict and/or control student access to material on the Internet that is obscene, objectionable, inappropriate and/or harmful to minors. However, I recognize that it is impossible for the Board to restrict access to all objectionable and/or controversial materials that may be found on the Internet. I will not hold the Board (or any of its employees, administrators or officers) responsible for materials my child may acquire or come in contact with while on the Internet. Additionally, I accept responsibility for communicating to my child guidance concerning his/her acceptable use of the Internet-i.e., setting and conveying standards for my daughter/son to follow when selecting, sharing and exploring information and resources on the Internet. I further understand that individuals and families may be liable for violations.

To the extent that proprietary rights in the design of a web site hosted on the Board’s servers would vest in my child upon creation, I agree to assign those rights to the Board.

Please check the box below

- I give permission for my child to use and access the Internet at school and for the Board to issue an Internet/e-mail account to my child.

Parent/Guardian’s signature: _____ Date: _____

Student

I have read and agree to abide by the Student Network and Internet Acceptable Use and Safety Policy and Guidelines. I understand that any violation of the terms and conditions set forth in the Policy and guidelines is inappropriate and may constitute a criminal offense. As a user of the Board’s computers/network and the Internet, I agree to communicate over the Internet and the network in an appropriate manner, honoring all relevant laws, restrictions and guidelines.

Student’s Signature: _____ Date: _____

Teachers and building principals are responsible for determining what is unauthorized or inappropriate use. The principal may deny, revoke or suspend access to the Network/Internet to individuals who violate the Board’s Student Network and Internet Acceptable Use and Safety Policy and related Guidelines, and take such other disciplinary action as is appropriate pursuant to the Student Code of Conduct.

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MES Student/Parent Handbook 2016-2017



The MES Student/Parent Handbook can be accessed online.
 To review this document go to www.madeiracityschools.org
 Click on Madeira Elementary School, located on the left.
 Click on 2016-2017 Student/Parent Handbook, located in the center.

If you do not have computer access or are unable to retrieve this document,
 please call 985-6080 and a hard copy will be made available to you.

Please read/review the Student/Parent Handbook information in its entirety
 and return this note to your child's teacher by Friday, August 26, 2016.

___ Yes, I have read the on-line version of the MES Student/Parent Handbook.

___ I do not have computer access or was unable to retrieve the on-line version,
 but I have read/reviewed a hard copy of the MES Student/Parent Handbook.

 Child's Name (please print)

 HR #

 Parent/Guardian Signature

 Date

NOTE: *This page will also be available in the Student Information Packets
 that will be picked up in August.*