



Student & Parent Handbook

(PK- 4)

2018-2019

Madeira Elementary School

7840 Thomas Drive, Cincinnati OH 45243

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

Website: www.madeiracityschools.org

Chris Flanagan: Principal

Chandley Bacher: Assistant Principal

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2018-2019**

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Dear MES Parents,

Welcome to a new school year at Madeira Elementary School! The MES staff has been planning for an exciting school year for your child!

Our staff is excited to 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 many opportunities 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. This school year looks to be an exciting one for all students!

Sincerely,

Chris Flanagan
Principal
985-6080

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.

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.

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

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.

Madeira City Schools

BOARD OF EDUCATION OFFICE 7465 Loannes Drive, Cincinnati, Ohio 45243 985-6070

Mr. Kenji Matsudo, *Superintendent*
Mrs. Susan Crabill, *Treasurer*
Mrs. Lora Riblet, *Superintendent's Admin Asst.*
Mrs. Trish Niehaus, *Accts. Payable/Receivable*
Mrs. Vicki Mitchell, *Admin. Asst., Special Services*

Mr. Tim Weber *Assistant Superintendent*
Mrs. Melody Gregory, *Asst. to Treasurer*
Mrs. Diane Nichols, *Public Relations*
Mr. Kevin Wright, *Director, Special Services*

BOARD OF EDUCATION

Mr. Pat Shea, *President*
Mr. Richard Palmer, *Vice President*

Mr. Steve Bernicke, *Member*
Mr. Ryan Lex, *Member*
Mrs. Ginger Madden, *Member*

Before & After School Program by Champions @ MES

Erica Daniels 984-4878, ext 15

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

Elementary School Staff Directory

Office		Rm#	VM#		Special Ed		Rm#	VM #
Principal	Chris Flanagan	100A	4000			Amy Sprong	210	4210
Asst. Principal	Chandley Bacher	103D	4303			Chrissy Fast	208	4208
Admin Asst.	Seana Whapham	100	4050			Janet McGuire	220	4220
Admin Asst.	Sonja Burniston	100	4051			Jennifer Bracken	126	4126
Nurse		101	4101			Rebecca Larson		
Kindergarten	Annie Cortez	128	4128		EAs	Deanna Benton		
	Emily Swallen	129	4129			Judy Batty		
	Amy Rider	130	4130			Karen King		
	Jonelle Bell	131	4131			Lina McFarland		
First Grade	Stacy Radu	120	4120			Lindsey Franklin		
	Mary DeWitt	121	4121			Melissa Stringer		
	Chelsea Farrell	122	4122			Sarah Bairnsfather		
	Darlene Mason	123	4123			Jill Watson		
	Megan McKee	124	4124			Nikki Young		
Second Grade	Kristina Wanstrath	202	4202			Sara Bairnsfather		
	Tammy Saunders	203	4203			Susan Kucewicz		
	Fran Wilson	204	4204			Synda Bernicke		
	Nicole Prater	205	4205			Kelly Kuzniczci		
	Jen Walker	206	4206					
Third Grade	Julie Chancey	222	4222		K Aides	Christine Finke	128	AM
	Doree Hyde	223	4223			Rachel Grayson	129	
	Tricia Wilson	224	4224				130	
	Shelby Ledford	225	4225			Chris Harper	131	
	Melissa Unger	226	4226					
Fourth Grade	Angela Young	212	4212		ESL	Leslie Schicht		
	Michelle Marketos	213	4213		Math	Ann Kappes	103A	4336
	Katie Naegeli	214	4214		Reading	Beth Pohlman/Michelle Scheiman	211	4211
	Brigid Williamson	215	4215		Counselor	Emily Nutley	103D	4503
	Jackie Jansen	216	4216		Psychologist	Libby Hagen	103C	4103

Art	Beth Ferdinand	117	4117		SLP/Spec Ed	Barb Pearson	132	4132
Computer	Melissa Fleming	104	4104		Speech	Karla Templeton	209	4209
Gifted	Dr. Tracy Alley	106	4106		Social Worker	Rebecca Lammers-Childrens	103D	4303
Media Center	Stephanie Welt/Kim Huber	MC	4500		PT	Melissa O'Cull		
Music	Tina Gutierrez	116	4116		PT Asst	Jane Masters		
PE	Jeanne Gulick	109	4109		OT	Elena Krikorian		
PS Director	MaryAnn McPherson	135	4135		Cafeteria	Tina Lucas, Olive James, Brenda O'Rourke		4111
Teacher	Amy Horstman	136	4136		Custodian	Scarlet & Gray		4003
	Jackie Preston	134	4134		Champions			4307
	Liz Freeman	137	4137					
Teacher's Aide	Amanda Seaman	136	4136					
	Bridget Glover	134	4134					
	Cathy Gerard	137	4137					
	Renu Singh	137	4137					

MADEIRA ELEMENTARY SCHOOL

MES DAILY SCHEDULE

MES 9:00 a.m. - 3:30 p.m.

AM Kindergarten 9:00 a.m. - 11:45 a.m.

PM Kindergarten 12:45 p.m. - 3:30 p.m.

AM Preschool 9:00 a.m. - 11:30 a.m.

PM Preschool 12:30 p.m. - 3:00 p.m.

Early Dismissal Days

There are three (3) **early dismissal** days throughout the school year. These days are used for **Teacher Professional Development**.

Dismissal is at 2:00 p.m.

Kindergarten AM: 9:00-11:45 a.m.

Kindergarten PM: 12:45-2:00 p.m.

Preschool AM: 9:00 – 11:00 a.m.

Preschool PM: 12:00 – 2:00 p.m.

ATTENDANCE REPORTING

MES Attendance Line: 924-3777

After 9:00 am: 985-6080

BOARD OF EDUCATION - ANNUAL NOTICES, POLICIES AND ADMINISTRATIVE GUIDELINES

The Board of Education has adopted **Policies and Administrative Guidelines** for students, parents and staff of which we must be in compliance. Federal and State law and other Enforcement Agencies require the district to provide Annual Notices to Students and Parents for some of the Policies and Administrative Guidelines.

Annual Notices should be reviewed by Parents and Students by clicking [here](#).

All of the Board of Education Policies and Guidelines can be found by clicking [here](#) with the ability to search keywords.

The length and technical nature of the Policies and Guidelines make it more feasible to provide this information in a link. If you do not have access to technology please contact your students school building office staff and they will make sure you either have access or hard copies of the requested information.

[ATTENDANCE INFORMATION - POLICY 5200 click here and ADMINISTRATIVE GUIDELINE click here.](#)

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.

The State of Ohio recently amended laws regarding school attendance (HB 410). This change requires school districts to monitor **hourly attendance rather than daily attendance** and also creates definitions for “**excessive absences**” and “**habitual truancy**”. School districts are also required to communicate to families when a student’s attendance is considered to be excessive or habitual. Please read the Policies and Administrative Guidelines referenced below and contact our school office if you have any questions.

[Late Arrival and Early Dismissal - Policy 5230 click here and Administrative Guideline click here.](#)

Students who arrive after 9:00 a.m. will be marked tardy. 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.

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. If returning on the same day to school, students must 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.

[Attendance/Tardies in Regards to Extracurricular Activities](#)

Students are not permitted to attend or participate in extra-curricular activities if they did not attend school on that day. Any child arriving to school after 10:30 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.

[Closings and Delays](#)

In the event of severely inclement weather or mechanical breakdown, school may close, the starting time may be delayed or an early dismissal from school may be necessary. Our automated call system, Public School Works, will make a call. If you have opted out of receiving the emergency calls, you can rely on Listserv, the radio, or television. A school delay means that school starts two (2) hours later. Buses also run two (2) hours later also.

[Withdrawal of Students - Policy 5130 click here and Administrative Guideline click here.](#)

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.

[ACADEMIC INFORMATION - POLICY 5421-GRADING click here](#)

Grades and Grading (Grades 1-4)

Report cards are sent to parents at the end of each quarter. 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.

90-100 =	A
80-89 =	B
70-79 =	C
60-69 =	D
59 and below	U (not passing)

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

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.

Homework

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.

Testing

MAP: K-4 (fall, winter, spring)

Ohio AIR standardized tests:

Grade 3 Reading (fall) Math (spring)

Grade 4 Reading, Math, and Social Studies (spring).

Kindergarten Readiness Assessment: within the first two months of school.

Preschool: Early Learning Assessment (twice annually) and The Child Outcomes Summary Report.

[TRANSPORTATION - POLICY 8600 click here and ADMINISTRATIVE GUIDELINE click here.](#)

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 expectations below with your student. Additional Transportation information can be found by clicking [here](#) on the district website or each building link. The following expectations 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.

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.**

AM: 9:00 a.m.- 11:30 a.m..

PM:12:30 p.m. - 3:00 p.m..

ALL Day: 9 a.m. - 3:00 p.m..

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

HEALTH INFORMATION

Medication - Policy 5330 - Use of Medication click [here](#) and Administrative Guideline 5330 click [here](#).

Medication is to be administered at home. In extreme cases when medication is required during the school day there must be compliance with the Policy and Administrative Guidelines listed above and links

provided. There are additional Medication Administrative Guidelines to follow that can be found on the district website Board Policies and Guidelines.

Discussions and arrangements for Medication must take place with the School Nurse in the building office. Forms for the accurate and safe dispensing of medication must be on file in the nurse office.

Illness

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. 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. 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.)

Student/Parent Medical 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.

DISCIPLINE

Code of Conduct - Policy 5500 click [here](#). **Administrative Guideline** click [here](#).

This Code of Conduct 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 in Policy 5500, 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. **Student Discipline** Policies and Administrative Guidelines are in Section 5600 and in the **Annual Notices** Section of Code of Conduct/Discipline by clicking [here](#).

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

Building Rules

MES has implemented a PBIS (Positive Behavioral Interventions and Supports) model of behavioral interventions and supports to ensure that our students can engage in a safe and productive learning environment.

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.

Bullying and Other Forms of Disruptive Behaviour - Policy 5517.01 click [here](#) and Anti-Harassment - Policy 5517 click [here](#).

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:

- 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,
- Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other students.

The Board of Education adopts, on an annual basis, the handbooks of each school building.

TECHNOLOGY

Cell Phone and other Personal Communication or Computer Technology Devices

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.

Students are discouraged from bringing Personal Communication Devices 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.

Student Network and Internet Acceptable Use and Safety Agreement - Policy 7540.03 click [here](#).

The Board of Education is committed to the effective use of technology to both enhance the quality of student learning and the efficiency of Board operations within the school system. **Policy 7540 - Computer Technology and Networks click [here](#).**

However the use of the District's network and technology resources by students is a privilege, not a right. As a prerequisite, students and their parents must sign and submit a *Student Network and Internet Acceptable Use and Safety* form annually. This signature process by parents and students is completed upon review of InfoSnap sign off that the Internet Acceptable Use policy has been read.

The Superintendent shall develop and implement a written District Technology Plan (DTP). Procedures for the proper acquisition of technology shall be set forth in the DTP. The DTP shall also provide guidance to staff and students about making safe, appropriate and ethical use of the District's networks(s), as well as inform both staff and students about disciplinary actions that will be taken if Board technology and/or networks are abused in any way or used in an inappropriate, illegal, or unethical manner.

OTHER MADEIRA ELEMENTARY BUILDING SPECIFIC INFORMATION

Before and After School Program, operated by Champions

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.

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.

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. Haircut/styles must not disrupt learning. Clothing must be modest, no spaghetti straps or tank tops. Choose 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.***

Emergency Drills

Fire, tornado and safety lockdown drills are required by law and are conducted periodically to provide students the opportunity to practice and be prepared for such scenarios. In the event of an emergency, every attempt will be made to provide a safe and reassuring environment for all students.

Consumable Supply 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.

Media Center

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.

List Serv

Madeira School District and each building uses a self-enrolled system that communicates information throughout the year by your Building Principal or District Administration.

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

To help students when they misplace items, parents should write a student's name on clothing, backpacks, and lunch containers. Students should periodically check the lost and found for misplaced items. Any items that are not claimed will be donated to a local charity.

Lunch

Food Service is provided to Madeira School District by Milford School District. Milford provides an online payment system for students that will purchase milk or lunch. Parents can pre-pay an amount for the student to make the purchase that avoids sending money to school. Milford also provides the administrative process to determine families eligible to receive reduced or free lunch services. Go to the building webpage and click on Lunch, and you will find Menu's, prices, online payment instructions and the application for Free or Reduced Lunch.

An online account may be set-up for students via www.spsezpaymilfordexempted.com.

Money

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

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.

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.

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.

Parent Teacher Organization (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!

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.

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 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.

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) that is checked daily by the teacher.

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.

Visitors and 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.