



**Student & Parent Handbook  
(Grades 5 - 9)  
2018-2019**

**Madeira Middle School  
6612 Miami Ave. , Cincinnati OH 45243  
Phone: (513) 561-5555 Fax: (513) 272-4145  
Website: [www.madeiracityschools.org](http://www.madeiracityschools.org)**

**Tom Olson: Principal  
Chandley Bacher: Assistant Principal**

**WELCOME TO MADEIRA MIDDLE SCHOOL!**

**Madeira Middle School Handbook**  
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## **Dear Middle School Students and Parents,**

On behalf of everyone at MMS, I would like to welcome you to a new school year. Middle school is a great four-year period of “becoming.” Students enter the building as emerging intermediate-aged children and leave us as teen-agers on their way to young adulthood. This is an exciting time for them to be alive and we look forward to working with your children, helping each student become what he or she can become.

We also know this time of life has its challenges and uncertainties as students work through changing and evolving peer relationships as well as test the limits of their independency at both school and home. Our goal is to work with each child and teach the academic, social, and emotional skills to help him or her be successful at school and also in life. Parents, as you have questions or concerns we invite you to contact your child’s teachers - they will be happy to work with you. Students, as you have questions and encounter problems, please see one of your teachers or come to the office and we will help you figure out what to do next. No problem is so large or conflict so great we cannot work together for a win-win solution.

Part of the human condition is making mistakes. All of us will make mistakes this year (yes, that includes the principal!), but what is important is how we handle our mistakes and what we learn from our mistakes. The difference maker in successful people’s lives is how they improve themselves each day, and make a positive impact on those around them. This is our goal at the middle school.

This handbook serves as a reference guide for students, parents, and faculty. It contains policies, rules, regulations, and helpful information so you can understand many of the routines and procedures at MMS. Please read through the handbook together – parents and students – and let us know if you have any questions.

This school year has the potential to be the best year of our lives, and one day at a time we can make that wish come true. Welcome to MMS, the 2018-19 school year, and the success it offers to us all.

Sincerely,

**Tom Olson**  
**Principal**

## **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 MIDDLE SCHOOL MISSION**

- Madeira Middle School offers a total educational experience for students in grades five, six, seven, and eight.
- Madeira Middle School is designed as a bridge between the elementary and high school.
- The educational program is designed to focus attention on mastering basic skills and the involvement of each student and staff member in a community of learners. This is a time for both academic and social growth, a time for more freedoms, and with these additional freedoms, responsibilities of self, family, school, and community.
- It is the responsibility of the staff, administration, student, and parents to provide an environment that is conducive for academic, social, physical, and emotional growth for all students.
- Our staff is available to assist both students and parents in any way we can to achieve these goals.

*“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*

Mrs Ginger Madden, *Member*

Mr. Steve Bernicke, *Member*

Mr. Ryan Lex, *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 Olson, *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 Middle School**  
**6612 Miami Ave**  
**Madeira, Ohio 45243**  
**Phone: 513-561-5555**  
**Fax: 513-272-4145**

### **MMS Office Staff**

Mr. Tom Olson, Principal  
Mrs. Chandley Bacher, Assistant Principal  
Mrs. Julia Cabral, School Counselor  
Mrs. Maureen VanSkaik, Administrative Assistant  
Mrs. Eloise Miskimens, Administrative Assistant

### **DAILY SCHEDULE**

7:00 a.m.- 4:00 p.m. Office Hours  
7:45 a.m. Students permitted to enter the building  
8:00 a.m. School starts  
3:00-3:05 Bus Dismissal  
3:15 All students required to leave the building unless under the direct supervision of a teacher or adult.

**Core class times** will be divided differently by each grade level. Core classes include language arts (2), math, science, social studies, and one “encore” class in the 5th, 6th, and 7th grade. Art, Computer, and PE will have quarterly rotations within grades 5, 6, and 7, while STEM will have a quarterly rotation in grades 6 and 7. In the 8th grade, students have one Language Arts class, with students taking either high school foreign language or writing workshop to serve as a second language. Additionally, 8<sup>th</sup> Health/PE is a core class. Students receive high school credit for the Health/PE course, foreign language, and Honors Algebra 1.

**Band and Choir** are the performing arts options for students. Students will take these courses three times a week and will have an elective class on the other two days of the week. Those elective classes are different for each grade level.

### **Academic Grade Level Team Planning Time**

Each academic grade level team has a common planning time. At this time you can reach each academic teacher or schedule a conference with all of your child’s academic teachers any school day. The times for the common planning time this year are:

Grade 5: 8:50-9:35  
Grade 6: 9:40-10:25  
Grade 7: 10:30-11:15  
Grade 8: 8:00-8:40 or 11:15 – 12:00

### **[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 extracurricular 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 extracurricular 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](#)

### Grading Scale

Madeira Middle School utilizes a ten-point grading scale.

A	90-100
B	80-89
C	70-79
D	60-69
F	Below 60

### Schoology

Each student will continue to have a **Schoology** account for the school year. This account will be able to be accessed by you and your student on a daily basis and is the place to look for the posting of assignments, due dates, projects, upcoming quizzes and/or tests, other school work, and to find your child's grades in each subject. Teachers will give your child his/her access code and also provide you with your access code at the beginning of the year. **Schoology** is web-based, so you may access it from any device that has an internet connection. Students will utilize the electronic planner in Schoology, but if a student wishes to purchase a paper planbook, we will have some for sale in the office (\$3.00) or you may purchase one on your own that will meet your child's needs.

### Homework

Home study is a necessary and important part of each pupil's educational program. Good planning is necessary as some assignments are long range in nature and require planned study time for completion. Other assignments are made on a nightly basis. Parents should make it a habit to check the student's Schoology account (see SCHOODOLOGY above) each day to see that their student is completing assignments on time. Madeira Middle School students can expect an average of one to two hours of homework each night. This will vary from throughout certain times of the school year and will increase, as students get older. If your child is spending more than the suggested time doing homework on a consistent basis, please call the teachers to see if they can help reduce the time being spent on homework.

### Homework Assignments for Absences

Homework assignments may be requested by contacting the student's teacher via email or through the office between 7:30 and 9:30 a.m. when a student has missed school due to illness. Assignments must be picked up between 2:30 and 3:30 p.m. 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. Students have an equal number of days they were absent to make-up all class and homework.

### Testing

#### [Retention - Policy 5410 - Promotion, Academic Acceleration, Placement and Retention, click here and Administrative Guideline click here.](#)

Students who fail more than two of the academic core courses (language arts, mathematics, science, social studies) may be retained at the present grade level.

If retention is assigned, students who fail one or two (2) academic core courses and successfully complete a remedial program in these two courses during the summer may be promoted to the next grade. The remediation program requires prior approval of the building principal before students enroll in order to be promoted.

## [ELIGIBILITY STANDARDS](#)



## Middle School Eligibility

According to O.H.S.A.A. Bylaw 4-4-4. A student enrolling in the 7th grade for the first time will be eligible for the first grading period regardless of the previous academic achievement. Thereafter, in order to be eligible, a student in grades 7 or 8 may not fail 2 classes during the preceding grade period.

## Athletic Eligibility

Extracurricular activities are secondary to academics in importance, and are a privilege for those students who take part in them. Therefore, the following guidelines will be used to determine a student's extracurricular eligibility. Eligibility will be reviewed weekly during the sport seasons.

1. Eligibility is based on all subjects taken by a student.
2. Eligibility is a cumulative average, from the beginning of a grading period through the end of each week being checked.
3. A student will be given a "warning" the first time he/she receives a cumulative "F" or incomplete during a given grading period. A student on "warning" may still practice and compete.
4. At anytime during the grade period a student receiving a second cumulative "F" or incomplete in any class will become ineligible for athletic competition for a period of seven days,
5. Eligibility reports will be turned in by all teachers to the Athletic Director with the results reported to the athlete and respective coaches/sponsors.

## **[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

1<sup>st</sup> Offense – verbal / written referral by the driver

2<sup>nd</sup> Offense - written referral to Principal – may result in 1-3 day suspension from bus

3<sup>rd</sup> Offense – written referral to Principal – may result in 3-10 day suspension from bus

4<sup>th</sup> 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**

### **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 extracurricular 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.

**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.**

### **Office Referrals**

Students may receive an office referral for behavior deemed as serious or significantly repetitive so as to disrupt school procedures. Office referrals may be issued for the following behaviors: (1) Actions which disrupt the teacher from teaching (2) Actions which disrupt another student from learning (3) Any action which endangers the safety, health, or well being of another person.

The supervising staff member will handle minor disruptions. Office referrals will be written when the behavior is severe or when teacher assigned disciplinary actions have proven ineffective in correcting a behavior.

Students who receive an office referral from a teacher or supervisor will report to the principal's office. A student's parents will be notified as soon as possible when their child receives an office referral. The principal, who may collaborate with the referring teacher, will determine the consequence for the office referral. The consequence will be based on the severity and frequency of the disruption(s).

### **Discipline Consequences**

Consequences for student infractions of the code of conduct may range from any of the following, depending upon severity and frequency of the infraction.

- Phone call home and/or parent conference.
- Teacher detention.
- Office detention.
- In-school suspension.
- Out-of-school suspension.
- Recommendation for expulsion (Note: the superintendent will schedule a hearing if expulsion is recommended at the building level).

### **Detentions**

Detentions will take place immediately after school. Detention will last for thirty or forty minutes, from 3:00-3:30 pm, or 3:05 to 4:00 pm. Students and parents are expected to arrange for child transportation home following detention. Students will be required to work silently during detention on schoolwork. Detention will not necessarily take place on the day of the incident. Individual teachers may assign their own detentions, assuming they have contacted parents and made the appropriate arrangements.

### **In-School Suspension**

Occasionally, student infractions will require such a serious consequence as an In-school suspension. While serving an In-school suspension, a student will complete the school day under the supervision of a staff member for the entire school day. Students will not have the opportunity to socialize with classmates and peers and will be required to complete schoolwork throughout the day. Students will receive credit for completed work.

### **Out of School Suspension**

Students will not be permitted to attend school for a specific period of time (one to ten days) and while suspended will be expected to complete all schoolwork missed during the suspension. Upon their return to school, students may receive up to 50% credit for work completed while suspended. With the exception of expulsion from school, out-of-school suspension is the most severe consequences and is used for those infractions that are most serious or whenever all other consequences have failed.

## **Alternate Forms of Discipline**

Alternatives to suspension, such as work detail or community service, may be available at the discretion of the administration. Such alternatives will be discussed prior to the assignment with the student and administration. Such disciplinary action shall be proportional to the offense and may include physical labor and assistance with school maintenance.

## **General Building Rules**

1. Respect yourself---maintain appropriate dress and grooming, always do your best!
2. Respect others---treat others how you would like to be treated.
3. Respect the building--don't intentionally cause damage to the building, pick up after yourself.

## **TECHNOLOGY**

### **Cell Phone and other Personal Communication or Computer Technology Devices**

Most of our students have cell phones and use them to communicate with family members as well as for various kinds of social media. Cell phones can be very distracting in school and misuse of them can lead to disruption of classroom activities. Since telephones are readily available in the classroom and we encourage students to come to the office to phone home for a forgotten lunch or school assignment (etc.), all cell phones must be in the student's locker between 8:00 a.m. and 3:00 p.m. They are not to be taken to lunch or any classroom unless the student has special permission from a teacher or there is an extenuating circumstance for which the office agrees to allow a cell phone to be carried by a student during the day. 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 MIDDLE SCHOOL BUILDING SPECIFIC INFORMATION**

### **Supply Fees**

There is a charge for workbooks, paperback books used for various classes, art supplies, and lab fees, and student consumables. Information regarding the fees will be available at Open House and sent home prior to the start of school. Please pay the fees before the end of the first week of school. If you are unable to pay the fees by this date, please notify the school office so that other arrangements for additional time can be made.

### **Personal Supplies**

Your child is expected to maintain the following personal supplies for the school year:

- Writing paper
- Notebook and folders
- Pens and pencils
- Calculator

Chromebook (students will have the option to receive a chromebook for the year and parents will be able to purchase insurance for the chromebook for the year.)

### **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](http://www.spsezpaymilfordexempted.com).

### **Writing Checks to School**

Checks written to the school for fees or other items should be made payable to Madeira Middle School. To simplify and reduce errors in our record keeping, please submit separate checks for each student. Your cooperation in this matter is greatly appreciated.

### **Telephone Usage**

The use of school telephones by students needs to be kept at a minimum. Telephones are available in each classroom and students must receive permission from their teacher to use them. It is up to the teacher's discretion as to the reasons a phone call is permissible. If the student needs a return call from the parent, they must use the office telephone. The office phone needs to be used if a child is not feeling well. Students that are ill should not call home from a classroom.

### **School Visitation**

Parents are certainly welcome to visit school and are encouraged to do so. ANYONE VISITING THE SCHOOL MUST SIGN-IN THE MAIN OFFICE AND SECURE A VISITOR'S PASS TO WEAR WHILE IN THE SCHOOL. THIS PROCEDURE IS IMPORTANT FOR THE SECURITY OF OUR SCHOOL AND THE SAFETY OF THE STUDENTS. Please do not go to your child's classroom to deliver a message. This interrupts the entire class. If you need to see your child during the school day, we will call them from class to the office.

### **Parent Conferences**

Besides the regularly scheduled parent conferences held in the fall, you are encouraged to call the school anytime you have a question or concern about your child. The schedule has been arranged so that all academic teachers for each grade level have the same conference time. This makes it easy to have either a personal conference or a telephone conference with one or all of your child's academic teachers at the same time. At the beginning of the school year you will be notified when your child's academic teacher team has their common conference period (see Common Planning Time below). Please call if you have questions or concerns or you just want to know how your child is performing in the classroom. One of the main purposes of the common conference time is to make it easier for you to communicate with the academic teachers.

## Dress and Grooming

The primary purpose of the school is education, and all matters of dress and grooming must be weighed against that single objective. To that end, students should avoid styles of dress and grooming (including hair styling and makeup) which are bizarre and flamboyant, distract attention from the orderly pursuit of knowledge, disrupt the educational process or constitute a threat to individual safety or the safety of the group. **Coats, hats, and backpacks may be brought to and from school and are to be stored in lockers during the school day.** In addition, students are expected to maintain high standards of personal cleanliness and hygiene by making sure they are neither offensive to others nor a threat to the health of the school community. The administration will make final judgment on the appropriateness of any mode of student dress. The following guidelines are to be adhered to:

- Students should not wear any article of clothing that is distasteful by language or sign.
  - Students must cover the top of their shoulder. Muscle shirts, t-shirts, camisoles, halters and spaghetti straps are not appropriate unless top of shoulder is covered.
  - Students should not wear clothing that is distracting. Lower garments are to be worn at the appropriate length so as not to drag on the floor, expose skin or undergarments when sitting, standing, bending over or raising a hand. No skin or undergarment should be visible between a student's top and lower garment when sitting, standing, bending over or raising a hand. Skirts, dresses and shorts are to be worn at the appropriate length for school. The bottom of the lower garment should extend to the tops of the student's fingers when the arm is hanging naturally down the side of the body.
- Students should not wear clothing advertising alcohol, tobacco, or drugs or look alike labels.
- Students must wear shoes to school and to class.
- Students should wear clothing that is clean and not torn.
- Students are not permitted to wear hats/bandanas during the school day.
- Clothing must be modest, not skimpy or over-revealing as it is a distraction to the educational process.
  - Shorts are permitted when weather conditions make them appropriate. If you have a question about the appropriateness of your child's clothing, please contact the school BEFORE sending him/her to school.

If a student comes to school in inappropriate dress, the parent will be called and asked to bring appropriate clothing to school. Students will not be permitted to attend class until the problem is corrected.

## **Please review this handbook with your child. We will also review the handbook with your child at school.**

I have read the Student-Parent Handbook and agree to follow:

- 1) the Student Code of Conduct
- 2) the Dress Code
- 3) [the computer acceptable use policy](#) and [student network and internet acceptable use and safety agreement](#)
- 4) the following general building rules:

### General Building Rules:

Students should maintain appropriate hallway behavior. (No running, no yelling, no pushing or shoving of others).

Students should demonstrate respect for:

- a) the school building- by maintaining a clean locker, clutter-free hallways, not defacing school property
- b) others- treat others as you would like to be treated
- c) yourself- follow the dress code, make healthy choices, be punctual and maintain appropriate attendance
  - Students are not permitted to carry backpacks during the school day.

Please consult our District web-page for news and updates as the school year progresses.

**MADEIRA CITY SCHOOL MAIN WEB PAGE**

[www.madeiracityschools.org](http://www.madeiracityschools.org)

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Student signature

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Date

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Parent Signature

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Date

## CALENDAR 2018-2019 SCHOOL YEAR

<u>1st Quarter</u>	<u>August 15 - October 13</u>
August 15	First Day for Students
September 4	No School-Labor Day
September 22	No School - Teacher In-service day
October 13	End of 1st Quarter
<u>2nd Quarter</u>	<u>October 16 - December 20</u>
October 19	Conferences 3:30-7:00 pm
October 25	Conferences 3:30-7:00 pm
November 2	Conferences 3:30-7:00 pm
November 3	No School – Teacher In-service day
Nov 22-24	Thanksgiving Recess
December 20	End of 2nd Quarter
Dec 21-Jan 3	No School - Winter Break
<u>3rd Quarter</u>	<u>January 4 - March 9</u>
January 15	No School- Martin Luther King Day
February 8	Conferences 3:30-7:00 pm
	February 16 No School - Teacher In-service day
February 19	No School - President's Day
March 7	District Early Release
March 9	End of 3rd Quarter
<u>4th Quarter</u>	<u>March 12 - May 24</u>
Mar 26 - Apr 2	No School - Spring Break
April 18	District Early Release
May 24	End of 4th quarter - Last day for students/Early Release