

Madison Elementary School

Parent and Student
Handbook
2017-18



400 Madison Street,
Coos Bay - OR 97420
Phone (541)-888-1218
Fax (541) 888-3064
www.cbd9.net

TABLE OF CONTENTS

Welcome	4	Library	17
Madison Staff	5	Meals/Lunches	18-19
Attendance	6-7	Mealtime Accounts	19-20
Behavior Expectations -	7-9	Media Access to Students	20
Booster Club Parents	9	Medication – prescription	20-21
Bus Notes	9	Parent Conferences	21
Bus Services	10-11	Parent /Teacher	21
Child Custody`	12	Communication	
Counseling	12	Parent Rights/Custody	21-22
Curriculum	12	Student Records	22
Dress & Grooming	13	Snacks	22
Emergency Closure	13	Telephone Calls	22
End of Day Pick up	14	Toys at School	23
Extra School Activities	14	Transfer to a New School	23
Field Trips	15	Treats - Classroom	23
Health Screenings	15	Visiting School	23
Health Services	15	Volunteers	23
Homework	16	Working Together	25
Illness	16		
Insurance - Student	17		
Laundry Facilities	17	Yearly Student Fees	26

Required Notices

The Coos Bay School District does not discriminate on the basis of race, religion, color, national origin, disability, marital status, or sex in providing education or access to benefits of education services, activities and programs in accordance with Title VI, Title VII, Title IX, and other civil rights or discrimination issues; Section 504 of the Rehabilitation Act of 1973, as amended; and Title II of the Americans with Disabilities Act (Refer to District Policies AC, AC-AR, ACA, ACA-AR(1), ACA_AR(2), JB, and KL). If you have a question or complaint concerning this nondiscrimination policy, you should submit it to Superintendent, Bryan Trendell, Coos Bay School District, 1255 Hemlock Ave., Coos Bay, OR 97420.

The Coos Bay School District adheres to all requirements of the No Child Left Behind Act of 2001 (NCLB), the Protection of Pupil Rights Amendment (PPRA), and the Family Educational Rights and Privacy Act (FERPA). District Policies are revised regularly to reflect these requirements.

WELCOME TO MADISON ELEMENTARY SCHOOL

Dear Madison Families,

Welcome to Madison Elementary School 2017-18 school year! Our staff is committed to providing the educational foundations necessary for success in school and in life. We know you will want to support your student(s) by being involved with his/her learning process by attending school functions, conferences, and helping students practice academic skills at home. Learning does happen in all settings!

Communication is an essential ingredient in building a strong partnership between school and home. This handbook provides helpful information about the school, policies, procedures and practices. Please read the handbook and keep it in a convenient place for easy reference. If you have further questions, please call the school office.

We are looking forward to the year and welcome your participation in school activities. By working together, we can be sure that Madison students will enjoy a safe, exciting, excellent environment for learning!

Most sincerely,
Janice Schock, Principal

2017-18 Madison NEW School Hours

Doors Open:	7:15 a.m.
Breakfast Served	7:30 a.m.
Warning Bell Rings	7:55 a.m.
School Begins	8:00 AM
Mon.-Thursday Dismissal	2:35 p.m.
Friday – Early Dismissal	12:57 p.m.

Students eat lunch before early dismissal on Fridays.

2017-18 Madison Staff

Position	Name	Room	
Principal	Schock, Janice		
Kindergarten	Mason, Hannah	17	
Kindergarten	Haynes, Janice	18	
Kindergarten	Stockert, Mary Margaret	15	
Kindergarten	Oshiro, Alexandria	16	
Kindergarten	Moore, Kimberly	13	
Grade 1	Banta, Kim	12	
Grade 1	Bennison, Beth	14	
Grade 1	Montez, Diane	7	
Grade 1	Douglass, Alisa	11	
Grade 1	Ross, Kaitlin	9	
Grade 2	Newsum, Michelle	6	
Grade 2	Lewis, Brittany	8	
Grade 2	Hoy, April	10	
Grade 2	Jasso, Melia	5	
Grade 3	Pennington, Mallory	3	
Grade 3	Marineau, Ann	26	
Grade 3	Cates, Tracy	27	
Grade 3	Erb, Lillian	25	
Eng. Lang. Learners	Vickrey, John	19A	
Title 1 Reading	Rademacher, Henny	23	
Learning Center	Boice, Michelle	19B	
Speech Pathologist	Tucker, Carol	20	
P.E. Instructor	Mason, Aaron	Gym	
Support Staff			
Library Media Ass't.	Jones, Teri	Library	
Head Custodian	Blackburn, Randy		
Night Custodian	Calvillo, Whitney		
Secretary	Hurley, Debbi		
Secretary	Schaefer, Alisha		
Ed. Assistant TI	McNutt, Kathe		
Ed. Assistant TI	Ott, Kelley		
Attendance Advocate	Bre Landrum-Gesberg 541-267-3104 x 1405		21

ATTENDANCE

Regular school attendance is one of the most important factors to being successful in school. Children with regular attendance typically learn and do better in school than their peers with frequent absences. Please help your child maintain good attendance.

The school is required to report both absences and late arrivals. When irregular attendance is an issue for your child/family, we want to work with you to develop a plan of success. Your child's teacher, the school principal and the district Attendance Advocate will all work together to help your family improve your child's attendance.

We realize it is sometimes necessary for students to be absent. **If your child is absent, please be sure to send a signed note with a written explanation for the absence within three days of your child returning to school.** Oregon State law and School Board policy JED gives the school final discretion in determining whether an excused absence. The policy states:

An absence under the following circumstances is considered:

Excused

- Illness.
- Illness of an immediate family member.
- Emergency situations
- Field trips and school-approved activities.
- Medical or dental appointments. Confirmation of appointment may be required.
- Other reasons deemed appropriate by the school administrator when satisfactory arrangements are made in advance of the absence.

Unexcused absences:

- Oversleeping, missing the bus
- Shopping, hair appointments
- Family vacations, unless prior approval by principal

Please call the office to let us know when your child is not at school. We can mark them absent prior to the automated call. Please

remember to send a note stating the reason for the absence when your child returns to school.

ATTENDANCE - Tardy

Start your child's day off on the right foot by getting him/her to school on time. Coming to school late can interrupt our morning procedures (classroom directions, taking attendance, school announcements, etc). They also miss important directions and instructions.

Children arriving after 8:00 a.m. (tardy bell rings) must stop by the office and get a late pass for class.

BEHAVIOR EXPECTATIONS

BELIEF STATEMENT: The Coos Bay School District has adopted an Effective Behavior Intervention Support System (EBISS), to ensure a safe, positive learning environment for every student. We believe all students can conduct themselves in a manner that encourages teachers to teach, students to learn, and protects the best interests of every individual in the school community. To support our beliefs, the following school behavior and discipline plan outlines desired school behaviors.

Please take the time to read and discuss this material with your child. Please feel free to call if you have any questions.

SCHOOL EXPECTATIONS

- Be Safe
- Be Respectful
- Be Responsible

These three expectations apply to all areas of our schools, including classrooms, playgrounds, cafeterias, libraries, hallways, etc.

At the start of school and periodically throughout the year, Coos Bay Schools, K-3, will devote time to modeling and explaining school rules and expected conduct in all areas of our schools. Each classroom will spend time discussing expectations and behavior guidelines weekly. Incentives and rewards recognize students following these three rules, promoting positive student behavior.

Sometimes students may behave in a way that disrupts the school environment for themselves or others. They may make behavior

choices that are not safe, not respectful or not responsible. It may be necessary for school personnel to take disciplinary action. Those poor choices on the part of the student might be a relatively minor event. A typical consequence might be a warning not to repeat the behavior, a lesson on better choices, a letter of apology or a loss of some recess time.

Other poor behavior choices might be significantly more serious and require a much more severe consequence. These serious violations of the rules are MAJORS. Please see the “Standards of Conduct” below for a list of violations that are considered MAJORS. Following that list of MAJORS is a list of possible consequences.

STANDARDS OF CONDUCT

Students shall be liable to discipline, suspension, or expulsion for misconduct, including but not limited to:

- Theft or extortion
- Forgery
- Disruption of teaching and learning
- Damage or destruction of school property
- Damage or destruction of private property on school premises or during a school activity
- Assault or threats of harm
- Harassment/intimidation/menacing
- Unauthorized use of weapons, dangerous instruments or objects*
- Unlawful use of drugs, narcotics, or alcoholic beverages

Failure to comply with rules of the lawful directions of school staff
(Reference OAR 581-021-0055)

POSSIBLE SOLUTIONS/CONSEQUENCES

(at the Discretion of the Principal)

- Student conference with principal
- Call home
- Re-teaching of correct behaviors
- Student written response
- Parent, student, teacher, principal conference (and/or)
- Loss of recess
- Loss of activity
- Work assignment

- Behavior plan
 - In school suspension
 - Out of school suspension
 - Expulsion
- *Suspension, pending expulsion per federal law***

An important part of the principal's job is to see that school is a safe place for all children. We also know that kids are kids and can make mistakes. We want to work with you to help your children do well in school and learn to make positive choices.

Please feel free at any time to talk to the principal if you are concerned about your child's behavior. We are committed to working with you to help your child have success in school.

BOOSTER CLUB– Madison Parent Club

The Madison Parent Booster Club is an opportunity for parents to participate in supporting their child's school activities and events. Many of the opportunities and experiences our students enjoy would not be possible without the support of our Booster Club. All parents of Madison students are members of this group and invited to participate in Booster Club Activities. The school newsletter and Facebook publishes the dates and times of these meetings each month. Your help and support make a difference!

We believe educating children is a team effort. Be part of the Madison team! Ask the office if you have any questions or have an idea or suggestion to share with us.

Booster Club meets the **2nd Wednesday of the month at 6:30** p.m. in the library.

BUS NOTES

CHANGE OF BUS PLANS? To keep your child safe, let us know your plans!

For safety reasons, we need **written, signed instructions** from parents or guardians before children change their end of day plans. A written note is best; however, we understand last minute changes sometimes occur. In that instance, please call the school (541-888-1218) prior to 2:00 p.m., when staff delivers bus notes to the classrooms.

BUS SERVICES – FIRST STUDENT

TRANSPORTATION EXPECTATIONS FOR SAFETY

Bus drivers have bus rules posted. The rules are strictly enforced. Buses are equipped with video cameras for safety purposes. All these things are to ensure your child has a safe ride. Please go over the following rules with your child. If you have any questions about transportation or routes, call **541-888-1230**.

Bus Rules – (from: First Student Transportation Services)

In order to guarantee bus safety for all children; we are utilizing the following discipline plan.

TRANSPORTATION (Continued)

PHILOSOPHY: We believe all students can behave appropriately and safely while riding the school bus. We tolerate no student stopping drivers from doing their job or preventing other students from having safe transportation.

OREGON STATE LAW - RIDING RULES ARE IN EACH BUS AND INCLUDE, BUT ARE NOT LIMITED TO THE FOLLOWING:

- Follow directions of the driver
- Stay in your seat and keep all parts of your body in the bus.
- No pushing, shoving, fighting, vulgar gestures, abusive or vulgar language at any time.
- No property damage at any time.
- No eating, drinking, smoking, spitting, or littering.
- No animals, firearms, weapons, glass bottles, tobacco, or other potentially hazardous materials on the bus.
- No skateboards and boom boxes.
- Bus drivers must have written, signed by the parent or guardian, for students to leave the bus other than at home or school.

CONSEQUENCES FOR BREAKING BUS RULES:

- **1st Incident:** Driver verbally warns the student and **MAY** move the student to the front seat.
- **2nd Incident:** Driver issues a written warning (citation).
- **3rd Incident:** Driver issues a second citation, which results in a **2-day** suspension of bus riding privileges.
- **4th Incident:** Driver issues a third citation, which results in a **5-day** suspension of bus riding privileges.

- 5th Incident: Driver issues a fourth citation, which results in an expulsion from **ALL** buses pending a hearing with District Administration Personnel.

Suspension from buses with second, third and fourth citations are from **ALL** buses in the District. A parent or guardian **MUST** sign the student's citations and return it to driver before restoring bus rider privileges.

MAJOR DISRUPTIONS:

The following inappropriate behavior will result in an automatic **5-day** suspension of transportation privileges (see 4th incident above):

- Failure to obey driver
- Physical harm to driver
- Threat of physical harm to driver
- Failure to give correct name and/or student body card
- Property damage to include cut seats, broken windows, etc.
- Foul or abusive language directed at driver or District #9 employees
- Tobacco, alcohol, or drug use.

“Severe problems on the bus may result in school disciplinary action as well as transportation consequences. It is in your child’s best interest that we work together in a relationship that provides safe transportation.”

First Student Transportation, Inc. If you have any questions about the rules call transportation at **888-9131**.

CHILD CUSTODY

In the event there is change of custody or family status happen, **it is the responsibility of the parent/guardian** to notify the school and provide copies of the legal documentation that reflect the change. Parents having concerns about a non-custodial parent contacting their child at school must give a copy of a current restraining order to the school. Other persons not listed in the child’s records do not have access to the child without written permission from the parent. (See Parent’s Rights on page.

COUNSELING

Madison has limited counseling support, but will provide necessary support through sharing of district resources to support your child as needed.

Madison has access to a district school psychologist who can meet with students regarding various student/parent/teacher concerns and have consult with a mental health therapist who provides services through Coos County Wellness. We strive to work together to provide the resources to support our students and families. Parents or guardians must give permission before our psychologist meets with the student on an ongoing basis. Student information is confidential unless there is a signed release of information by the parent. The school psychologist is part of our Student Success Team. Students are referred

The Madison Student Success Team reviews student referrals to develop a plan for their school success. The team welcomes the partnership with parents and values their participation on this important team to support their child's learning.

CURRICULUM

Our teachers follow a sequential course of instruction based on Common Core State Standards. You have an opportunity to learn about our curriculum by contacting your child's teacher directly, meeting with them during Parent/Teacher Conferences. If you are interested specific information, please make an appointment with your child's teacher or the principal.

DRESSING AND GROOMING

Below are the guidelines for students from the Coos Bay Public Schools Student/Parent Guide regarding Dress and Grooming:

Your dress and grooming should not

- Interfere with the learning process.
- Constitute a health or safety hazard.
- Include revealing clothing, or contain obscene, suggestive, sexual or highly offensive words, pictures, or graphics.
- Convey a gang-related display of clothing or carry gang related paraphernalia.

The following guidelines support the policy:

- When a student’s arms are at their sides, their shirt must meet their pants (no bare tummies or backs)
- Tank tops need to have a wide strap (no spaghetti straps.)
- Pants should not inhibit free movement (Low rider pants pose a safety problem as well as a potential for embarrassment.)
- Leave make-up, dangling chains, toys, etc. at home. (The rule of thumb, if it causes a distraction – leave it at home.)
- Hats worn to and from school, but must be put away during class. It stays put away until it is time to go home. (Exceptions allowed for special hat days designated by staff.)
- Shoes need to be appropriate for running in dry and wet weather. (Please no ‘skate’ shoes, flip-flops, open toes or high heels including platforms. This is a safety consideration.)

Students who wear unacceptable clothing or adornment to school may make a change clothes, remove markings, or etc. If that is not possible, or the child refuses, the office contacts the parent. Once the clothing issues is resolved, the student returns to class.

If you have questions or require assistance in providing shoes or clothing for your child, please do not hesitate to call @ 541-888-1218.

EMERGENCY SCHOOL CLOSURE

Full Day Closure:

When conditions cause school to close for the entire day, emergency check for updates at www.cbd9.net and tune in to local radio stations. The district will also send out notifications through FlashAlert. No other announcements are official. The major radio stations are:

97.3 FM	94.9 FM	107.3 FM	107.7 FM	92.9 FM
1420 AM	630 AM	1230 AM		

Please take some time to visit our district website at <http://www.cbd9.net/> and subscribe or go directly to this link: <http://flashalert.net/news.html?id=1374>

You will receive email and/or text messages alerting you to the latest news and alerts including school closure information. Subscribing is free and you will receive alerts instantly on your email or cell phone.

If school opens normally, but must close during the day:

You should develop a plan with your child so he or she knows where to go if school closes early. This plan should not involve using the school telephone. A neighbor or a friend's home, to which your child could walk is suggested. Please share the plan with all the people involved, including the school staff. In the event we would need to evacuate our building, children will be taken to the Salvation Army Church at 1155 Flanagan.

END OF DAY - Student Pick Up – Parents wait in the gym

We take the safety of your child very seriously. Parents wait in the gym, until we have dismissed the bus students. Following the dismissal of bus students, parents may go to classrooms to pick up students. **Parents need to wait in the gym until given a signal to go down the hall.**

Adults picking up children must sign them out before they leave. Parents may be required to show identification until we become familiar with your face. Be patient, as it may take additional time, but **it is for the safety of your child.** The only listed as emergency contacts and parents and/or guardians permitted to pick up your child.

If your child does not bring a note or we do not receive a telephone call, they will follow their usual dismissal routine. **Please make all phone calls regarding any changes to the end of day dismissals prior to 2:00 p.m.** Teachers are still teaching and have important information to share with students before leaving, so disruptions are not practical. **Unless it is an emergency, parents wait in the gym until school dismisses at 2:35.**

EXTRA ACTIVITIES AFTER SCHOOL

Several after school activities such as scouting, sports and estuary programs are available in our area. While Madison does not sponsor these activities, we encourage student participation and we regularly distribute information from the various organizations.

The **Boys and Girls Club** offers after school programs, athletic programs and Saturday Academy Classes. Contact them at **541-267-3635**.

FIELD TRIPS

Throughout the year, different opportunities arise for classrooms to take field trips. All field trips are educational in nature and considered part of the school curriculum. Most of the trips take place within the Coos Bay, North Bend area during regular school hours. As a result, these **do not** require parent permission slips. In the event a field trip requires students to be out of town or gone longer than normal school hours, a signed parent permission slip is required before the child may attend.

Parents wishing to chaperone field trips must complete and pass a background check prior to accompanying classes on field trips.

HEALTH SCREENING

During our Health Screen Week each fall, we check height, weight, vision, dental, health immunizations, and for significant health problems. Kindergarten and first grade students receive hearing assessments, as well as all children new to the district.

After screening, the school nurse will advise parents of any concerns requiring further evaluation. She can also assist you in obtaining financial help for dental and vision care through the local Lions' Club.

HEALTH SERVICES – School

Health services are an important part of the total school program. Healthy children learn better. It is important for the school to have the following information updated in order to notify you if your child needs to go home or to the doctor:

- Current home telephone number, cell phone number, e-mail, and home address.
- Current work telephone number and address of both parents.
- Emergency contact, names and telephone numbers. (This is very important in case we cannot reach you.)

- Name of other adult(s) authorized to pick your child up from school, telephone number and relationship to child (grandparent, friend, etc.)
- Recent immunizations.

Each year, parents are expect to update information regarding allergies, medications, and a chronic illness.

HOMEWORK

In the primary grades (K-3) typically there is little homework. Students who are absent one or two days can get their homework from their teacher the day they return to school. If a student is absent **MORE THAN two full days**, parents may call and request homework for the child. Please give the school at least 24 hours' notice to allow enough time for the teacher to gather the necessary papers and books. Nothing can replace the rich discussion and instruction that happens in the classroom, making it important to have your child be at school every day.

Here are some helpful homework suggestions to help your child:

- Schedule a regular time for homework
- Find a quiet place free from distractions
- Help your child gather materials he/she will need (pencils, paper, ruler, glue, markers)
- Encourage your child to work on his/her own, but let him/her know you are available to help
- Be available to check work if needed and to check whether the assignment has been completed
- If possible, help your child relate the particular assignment or skill to everyday life
- Call us if you have questions about homework

ILLNESS

For the protection of all students, please keep your child at home according to following guidelines as established by the school district and the Oregon Department of Education for students to be at home. Students must be 24 hours symptom FREE before returning unless otherwise noted. The following symptoms should exclude students from school attendance:

- Vomiting

- Impetigo
- Eye Infection
- Scabies
- Strep Throat
- Runny nose, sneezing, coughing linked to a bad cold
- Fever over 100.5 degrees
- Fever accompanied by a rash
- Chickenpox, measles, mumps
- Diarrhea
- Hacking, persistent cough
- Other Communicable diseases listed by the Oregon Health Division

INJURY

Many of our staff members are first aid trained. If your child becomes ill or injured at school, they can provide first aid care. They follow up and make parent contact as needed. If a parent is not available, the principal will take whatever medical action deemed reasonable.

INSURANCE - Student

The school supplies forms for student insurance. The school is not the agent. We only distribute forms as an optional service to parents. If you do not already have medical insurance covering your child for illness and accident, you may want to purchase student insurance.

LAUNDRY FACILITIES at SCHOOL

Kids that come to school washed and in clean clothes do better in school. They have more friends and find it easier to make new friends. We want every student to have a positive experience at school.

We understand that sometimes situations make clothes washing difficult. Plumbing problems are no stranger to most of us. To help, we have laundry facilities. Parents are welcome to use these facilities at no charge. Just contact the office and let them know you would like to use the laundry facilities.

LIBRARY

Our library program is a key part in developing reading skills and the enjoyment of literature. Each class has a regularly scheduled reading

time, with the opportunity to hear stories, share books, and check out books to take home. We want our students to handle these materials responsibly and use the opportunity to hear stories at home, practice reading and enjoy good literature.

Please help your child by reading aloud to them each night, having them practice reading with you and showing responsibility by handling library materials carefully. Returning library materials on time and in good condition allow others to share the books. Replacement of lost or damaged materials is the parents' responsibility.

MEAL PROGRAM: (School Lunches and Breakfast)

Breakfast is FREE to all students beginning at 7:30 a.m. every morning. Please be sure your child arrives at school by 7:45 to allow enough time for breakfast before class time starts at 8:00 .

Meal Prices

- Student \$2.40
- Milk \$0.50 (purchased to drink with a lunch from home)
- Adult Breakfast \$1.70
- Adult Lunch \$3.50

(Adults – please be sure to stop by the office and check in before going to the cafeteria to pay for your lunch.)

You may pay for your child’s lunch daily, weekly, or monthly amounts, whichever works for you. *Checks are payable to **Madison** and placed in the drop box at the front office.*

Price	1 lunch (day)	5 lunches (week)	20 lunches (typical month)
Student	\$2.40	\$12.00	\$48.00
Milk	\$0.50	\$ 2.50	\$10.00

*Unused lunch money applies to the following year.

Lunch Charges

If a child forgets his/her money, they may charge one lunch or milk. A student with unpaid fees receives a cheese sandwich, a milk and the salad bar choices. Parents may check the status of their accounts online through the district website at www.mymealtime.com. (See

account info on p. 18) Please contact the **Jessica Lovegren (541-267-1305)** at the Coos Bay District Office if you have any questions.

Free/Reduced Lunches

Information and applications regarding free lunches is at the office. The standards have changed and there no longer is a ‘reduced’ meal price. Inquiries regarding free or reduced lunches are confidential as is all paperwork. The district contacts qualified families with approved applications.

Visitors are always welcome for lunch. Stop by the office upon arrival to check-in and pay. Adult lunch is \$3.50 regardless of your child’s lunch status.

In keeping with our *Healthy Kids Learn Better* initiative, we ask that students **leave soda pop at home and not bring it in their lunch**. Milk is available for purchase with their lunch from home. (Milk is \$.50)

MEAL SERVING TIMES

Breakfast Begins 7:30 a.m.,

Lunch Times vary:

K:	10:45-11:05
1 st :	11:00-11:20
2 nd :	11:15-11:35
3 rd :	11:30- 12:15.

(Parents are welcome to have lunch, please stop by the office to check and pay your lunch directly to the lunch attendant in the cafeteria.)

MEALTIME ONLINE ACCOUNTS

The Coos Bay school District has a partnership with the MealTime Online to enable you to use credit card to make deposits to your child’s cafeteria account and view your child’s purchase history via the internet. MealTime charges a 4.9% processing fee on your card for this service but it is free to view purchase history and account balances. You may access this directly at www.mymealtime.com.

To set up your account:

Step 1: Create a MealTime Online Parent Account. Click on the “Create new profile” link and enter a Username and Password that you will use to login to MealTime Online. Both username and your password must be at least 6 characters.

Step 2: Add your child. You will need your child’s 6-digit student ID number, which you can get from the school secretary or at registration. Next, select your state, your school district and your child’s school before adding your child. If you have more than one child, enter each one by school.

Step 3: Make a deposit. Click on the “Make a Deposit” link to make a deposit into a school account. After you enter your information and payment amount, you will see a page with your deposit amount; be sure to check the box at the bottom of the screen to finalize the deposit. You will get an e-mail as confirmation of your deposit. Online deposits are synchronized with your child’s account twice in each 24-hour period, after which you will see an updated balance in your child’s account. Currently those times are 3:00 PM and 4:00 AM. For more information about Food Services, go to <https://coosbaysd.sodexomyway.com/>.

MEDIA ACCESS TO STUDENTS

Media representatives may interview and photograph students in instructional programs and school activities, including athletic events. They may not disrupt instruction and must seek prior approval from school officials to be present on campus. Information obtained directly from students does not require parental approval prior to publication. If you, as a parent, do not want your child interviewed or photographed, indicate your desire during registration. You should also inform your child of this as well.

MEDICATIONS

Please help the school give your child his/her medication safely and legally by following the guidelines stated below:

- Oregon State Law does not allow us to give your child any medications without written permission from the parent **and** doctor.
- We must have directions from the **doctor** on how to give the medicine to your child.

- All prescription medicine must be in the **ORIGINAL** container with the doctor, student’s name, and directions clearly marked on the pharmacy label.
- Over-the-counter medications must also be in the ORIGINAL container with the parent’s special instructions with it.

Parents must bring medications to the nurse and sign a release to have them administered at school. Please do not send medications, prescription or otherwise, to school with your child.

PARENT CONFERENCES/PROGRESS REPORTS

Parent conferences are twice a year on early release dates below:

- Oct. 11 & 12 scheduled 1:15 p.m. – 7:15 p.m.
- Jan 31 & Feb. 1 scheduled 1:15 p.m. – 7:15 p.m.

Parents sign up for a specific conference time to meet with their child’s teacher. Conferences usually last 15-20 min.

Teachers provide progress reports 3 times a year, with one final report card mailed home after the last day of school.

Student academic progress is available at any time by contacting your child’s teacher. Please schedule an appointment at a time convenient for them to sit down and discuss them with you.

PARENT COMMUNICATION

Our teachers want to communicate with families on a regular basis. You can contact teachers via their school email (visit our website: <http://madison.cbd9.net/>) reading the school newsletter sent home with your child every week on Fridays, or call them at 541-888-1218 and a message will be forwarded to their phone in the classroom. Teachers are busy preparing for classes before and after school, but will be glad to set up an appointment to meet with you when necessary.

PARENTAL RIGHTS/CHILD CUSTODY

Parent, Custodial: Custodial parents have the right to visit and otherwise contact students at school. However, the school has the

right to set reasonable rules and procedures to monitor and limit disruptions to the educational process. Custodial parents also have the right to pick up their child from school during the regular school day. Likewise, the school has the responsibility to monitor school attendance and taken reasonable actions to ensure regular attendance.

Parent, Non-custodial: Non-custodial parents have visitation or telephone access to the child during the school day. They may pick the child up from school under the same rules and procedures established by the school for custodial parents, unless the custodial parent has provided the school written documentation in the form of a court order or divorce decree prohibiting such access.

SCHOOL RECORDS

Parents or legal guardians may request to see their child's school records. Either parent has the right to view records unless the custodial provided the district with specific written evidence that there is a court order, state statute or legally binding document relating to such matters as divorce, or separation of custody that specifically revokes these rights. Student records are confidential.

You are welcome to view your child's records upon request. School personnel qualified to explain what the records mean must be present. The best way to look at your child's record is to make an appointment with the principal.

Copies of district policies pertaining to student records can be found on line or at the District Office.

SNACKS – FRUIT AND VEGETABLE PROGRAM

Madison participates in a special fruit and vegetable snack program, where students eat healthy snacks daily at no charge to families. Teachers provide the healthy snack either in the morning or afternoon, depending on their class schedule. Our goal is to help our students eat healthy, experience new tasks and to provide energy for learning.

TELEPHONE CALLS

Each teacher has a phone in his/her classroom. Phones are for parent communication, school business or emergency use. Teachers are available via their classroom telephone before and after school, when they are not in attendance at required meetings. Our new system allows parents to leave a message, allowing teachers to return a call at a time when they are not teaching students.

TOYS

Students should leave toys at home. Toys get broken, borrowed, or cause a disruption or distraction in the classroom or at recess. It is very difficult to keep a class focused on schoolwork when a child is upset about a problem with a toy. Trading cards of any kind, cell phones, electronic devices or games, yo-yo's, etc., are considered toys and are not allowed at school for the same reason.

TRANSFERRING TO A NEW SCHOOL

If you are moving and plan to enroll your child in a new school, please notify the office so that we can help make the transfer as smooth as possible. The new school will ask you to sign a form requesting our office to forward your child's records to them directly.

TREATS - CLASSROOM

Occasionally parents want to bring class treats to school either for school parties or student birthdays. We welcome this activity under the following guidelines:

- If you plan to bring classroom treats, please contact the teacher first to set up the best time to do this.
- Please do not bring homemade goodies; **all classroom snacks need to be commercially prepared.**
- *As part of our focus on healthy eating, we encourage sugarless, healthy snacks.*

VISITING SCHOOL

Parents are always welcome at Madison School. However, for the protection of our students, we ask that all visitors sign-in at the office when they enter the building. Please pick up and wear a visitor's pass.

Parents wishing to visit need to make requests with their child's teacher prior to visiting the classroom. Parent visits should last no longer than one hour, unless parents made special arrangements with the teacher.

Students with school age visitors, must get them cleared at the office before they are allowed in the classroom.

VOLUNTEERS

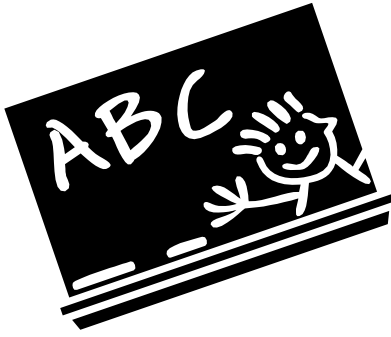
We love our volunteers and encourage parents and others to volunteer to help with the many opportunities we have for your support. Our teachers appreciate the volunteer support in their classrooms and enjoy the interaction of getting to know you and members of the community. All volunteers are required to complete and pass a background check and sign a statement of confidentiality. All volunteers are required to update their background checks each school year. The district covers the cost of a background check and there is no charge for volunteers. Background checks are electronic and done at our office or on the districts web page: (<http://cbd9.net/human-resources/volunteers>)

WORKING TOGETHER

We believe that children learn best when they see a connection between schoolwork and everyday life. Consider involving your child in some of the following activities:

- Read – shopping lists, directions, labels, school lunch menus, library books, telephone numbers, menus, letters, etc.
- Write – shopping list, family calendars (activities), notes, telephone numbers, menus, letters, etc.
- Math – figure out the amount needed for hot lunch, the amount of change after a purchase, doubling or cutting a recipe in half, read a map and calculate mileage.
- Thinking Skills – planning family trips, meal planning, what to take on an overnight trip, brainstorm what you would do if _____
- Other - display your child's work, list their daily or weekly responsibilities

As you try some of these suggestions and come up with some of your own ideas, please let us know and we will share them with other parents.



SUPPLY LIST
STUDENT FEE - \$25

All students pay a \$25 supply fee. Fees are due at the time of registration, unless other arrangements are made. The fee covers the student use of learning materials, including pencils, papers, crayons, markers, and other items needed for learning in the classroom. If your family needs help in covering this cost, please contact your child's teacher or the office staff. By collecting the fees ahead of time, the school makes large quantity purchases and allows us to reduce the overall cost of these supplies. Families only need to provide

- Backpack
- Gym shoes
- Lunch bag (unless they eat a school lunch)

Swimming Fees are \$10 each year for the two weeks of lessons. These fees are due prior to the class swimming time during the school year.

Field trip fees vary from grade to grade. Your child's teacher will provide you with that information prior to any planned field trip.