

Madison Elementary School

Parent and Student
Handbook
2016-17



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

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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 Dawn Rae Granger, 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 2016-17 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. Within the pages of this handbook you will find helpful information about the school, policies, procedures and practices. Please read through 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

2016-17 Madison School Hours

Doors Open:	7:00 a.m.
Breakfast Served	7:20 a.m.
Warning Bell Rings	7:45 a.m.
School Begins	7:50 AM
Mon.-Thursday Dismissal	3:32 p.m.
Friday – Early Dismissal	11:30 a.m.

Students eat lunch before early dismissal on Fridays.

2016-17 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	9
Grade 1	Douglass, Alisa	11
Grade 1	Thornton, Samantha	7
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	23
Eng. Lang. Learners	Vickrey, John	25
Title 1 Reading	Rademacher, Henny	22
Learning Center	Boice, Michelle	19B
Speech Pathologist	Tucker, Carol	20
P.E. Instructor	Mason, Aaron	Gym
Counselor	Quigley, Ashlyn	21
Support Staff		
Library Media Ass't.	Jones, Teri	Library
Head Custodian	Blackburn, Randy	
Custodian	Calvillo, Whitney	
Secretary	Hurley, Debbi	
Secretary	Schaefer, Alisha	
Ed. Assistant Sped.	Robinson, Eileen	
Ed. Assistant TI	McNutt, Kathe	
Ed. Assistant TI	Ott, Kelley	
Attendance Advocate	Landrum, Bre 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 absence is excused. The policy states:

Absence from school or class will be excused under the following circumstances:

- 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 have been 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

Children arriving after 7:50 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 has been established to govern behavior at school.

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. At each school site, incentives and rewards will be built around 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 or a loss of recess.

Other poor behavior choices might be significantly more serious and require a much more severe consequence. These serious violations of the rules are called 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 and are invited to participate in Booster Club Activities. Meetings and activities are published in the weekly bulletins. 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 if you have an idea you would like to share or suggest.

Booster Club meets the **2nd Monday 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 are permitted to change their end of day plans. A written note is expected, however, we understand last minute changes sometimes occur. In that instance, please call the school (541-888-1218) prior to 2:00 p.m., before bus notes are delivered to the classrooms.

BUSSING/TRANSPORTATION EXPECTATIONS FOR SAFETY

Bus drivers have bus rules posted. The rules are strictly enforced. Video cameras are rotated among the buses. All these things are done to make sure that riding the bus is safe for your child. 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 that all children riding the bus are safely transported; 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 POSTED 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.
- Skateboards and boom boxes are not allowed on the bus.
- Written permission must be given to the bus driver, 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. All citations **MUST** be signed by a parent or guardian and returned to driver before bus riding privileges are restored.

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

Should a change of custody or family status happen, **it is the responsibility of the parent/guardian** to notify the school and provide us with 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 will not be permitted access to the child without written permission from the parent.

Counseling

Madison has limited counseling support, but will provide necessary support through sharing of district resources to support your child as needed. We share a district level 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. Information about the student is kept confidential unless there is a signed release of information by the parent. The school psychologist is part of our Student Success Team. Parents are invited to participate when their child is referred to the Student Success Team for support in 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 in more specific information, please make an appointment with your child's teacher or the principal.

Dress 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.

In an effort to apply the policy here at Madison we have the following guidelines:

- 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 may be worn to and from school, but must be put away once the student arrives. It stays put away until it is time to go home. (Exceptions for special hat days will be allowed.)
- Shoes need to be appropriate for running in dry and wet weather. (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 will be given a chance to change clothes, remove markings, etc. If that is not possible, or the child refuses, the parent will be contacted. Once the clothing issue has been resolved the child is expected to return to class.

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

Emergency School Closure

If the school is closed for the entire day:

When emergency conditions cause school to be closed for the entire day, announcements are posted at www.cbd9.net and made on 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 will be asked to wait in the gym, until we have dismissed the bus students. After

bus students are dismissed, parent will be directed to classrooms to pick up students. NO ONE SHOULD GO DOWN THE HALL. Students are to remain in the classroom until the bell rings at 2:32.

Adults picking up children must sign them out before they leave. Please do not be alarmed if you are asked 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 persons permitted to pick up your child must be listed on your paperwork as contacts.

If your child does not bring a note or we do not receive a telephone call, they will be sent home in the usual manner. Classrooms will not be disturbed after 2:00. 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 will have to wait in the gym until school is dismissed at 2:32.

Field Trips

Throughout the year 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 will be required before the child will be allowed to 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. Hearing is assessed in kindergarten and first grades, and for children new to the district.

After screening, the school nurse will advise you immediately of any concerns that need to be further evaluated. 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 you cannot be reached).
- 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

Remember, nothing can help like a hug, a smile, a word of approval. Be encouraging and supportive. Your attitude is contagious.

Illness

For the protection of all students, the following guidelines have been established by the school district and the Oregon Department of Education. Students must be 24 hours symptom FREE before returning unless otherwise noted. Students with the following symptoms must be excluded from school:

- 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 trained in first aid. If your child becomes ill or injured at school, he/she will be seen by a qualified person. If more extensive care is needed, you will be contacted. If you cannot be reached, the principal will take whatever action is 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

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. Materials need to be returned in good condition and on time, so others can share the books. Replacement of lost or damaged materials is the parents' responsibility.

Meal Program: (School Lunches and Breakfast)

Breakfast is served FREE to all students between 7:15 and 7:40 each morning.

Meal Prices

Student	\$2.20
Milk	\$0.50 (purchased to drink with a lunch from home)
Adult Breakfast	\$1.70
Adult Lunch	\$3.25

You may pay daily, weekly, or monthly amounts, whichever works for you. *Checks should be made payable to **Madison**.*

Price	1	lunch	5	lunches	20	lunches
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	(day)	(week)	(typical month)
Student	\$2.20	\$11.00	\$44.00
Milk	\$0.50	\$ 2.50	\$10.00

*Unused lunch money will be refunded or rolled over to the following year.

Lunch Charges

If a child forgets his/her money, an occasional charge will be accepted. Students are allowed only 5 charges. **After five charges, a cheese sandwich and milk will be provided.** Students will also be allowed access to the fruit/salad bar as always. Parents are notified when the account has more than 5 charges. Please appreciate the necessity for strict adherence to this limit.

Free/Reduced Lunches

Information and applications regarding free lunches may be obtained in 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. You will be notified if you qualify.

Visitors are always welcome for lunch. Stop by the office upon arrival to check-in and pay. Adult lunch is \$3.25 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 Times

Breakfast Begins 7:15 a.m., followed by Laps Walk

Lunch Times vary:

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

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.

Medications must be brought to the school by the parent. Please do not send medications, prescription or otherwise, to school with your child.

Parent Conferences/Progress Reports

Parent conferences are held in November and in April each year. Parents will be asked to sign up for a conference time to meet with your child's teacher.

Student report cards are sent home with students at the end of the first semester and 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/Teacher 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.

School Records

Parents or legal guardians may request to see their child's school records. These rights shall be given to either parent unless the district has been provided 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 and are treated as such.

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 & Vegetable Program

Madison participates in a special fruit and vegetable snack program, where healthy snacks are provided at no charge for all students. 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, provide energy for learning and to experience new tastes.

Telephones

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, so teachers are not expected to interrupt class to answer a telephone. Students are expected to make social arrangements at home!

Toys

Leave toys at home. They get broken, borrowed, or cause a disruption to 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 are asked to make prior requests before visiting their student's classroom. Parents should visit no longer than one hour, unless special arrangements are made with the teacher.

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 support in their classrooms, 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. The district covers the cost of a background check and there is no charge for volunteers. This can be done electronically at our office or on the district's web page: (<http://cbd9.net/human-resources/volunteers>)

Volunteer Café

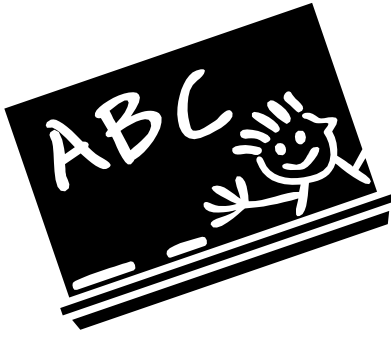
Once a month, our volunteers meet to learn ways to support classrooms and the school. While attendance at this monthly meeting is not a requirement, it is a great way to learn new things to help you support students, classes and the school. Watch our newsletter and webpage for these dates for the school year.

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 \$20

All students pay a \$20 fee. Fees are due at the time of registration, unless other arrangements are made.