



Student & Parent Handbook

(K- 5)

2024-2025

Madeira Elementary School

7840 Thomas Drive, Cincinnati OH 45243

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

Website: www.madeiracityschools.org

Chandley Bacher: Principal

Sara Gehring: Assistant Principal

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Dear MES Parents,

Welcome to a new school year at Madeira Elementary School! The MES staff is planning for an exciting school year ahead for the 2024-2025 school year!

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

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

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

Sincerely,

Chandley Bacher

Principal
513-985-6080

The Madeira City Schools Mission Statement

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

Philosophy

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

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

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

Madeira City Schools

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

Kenji Matsudo, *Superintendent*
Emily Hauser, *Treasurer*
Lora Graziani, *Superintendent's Admin Asst.*
Seana Whapham, *Accts. Payable/Receivable*
Vicki Mitchell, *Admin. Asst., Student Services*

Dave Bergan *Assistant Superintendent*
Melody Gregory, *Asst. to Treasurer*
Diane Nichols, *Public Relations*
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Before & After School Program by Champions @ MES

Jessie Matheny 340-2461

MADEIRA ELEMENTARY SCHOOL (Grades K-5) 985-6080

Chandley Bacher, *Principal*
Sara Gehring, *Assistant Principal*

MADEIRA MIDDLE SCHOOL (Grades 6-8) 561-5555

Nicole Huelsman, *Principal*
Kyle Jepson, *Assistant Principal*

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

David Kennedy, *Principal*
Gretchen Bloomstrom, *Assistant Principal*

Chris O'Brien, *Athletic Director*

TRANSPORTATION OFFICE

Nancy Gill 561-1366

Elementary School Staff Directory

Office		Rm#	VM#			Rm#	VM #
Principal	Chandley Bacher	100B	4303		Intervention	Jennifer Bracken	126 4126
Asst. Principal	Sara Gehring	100A	4000		Intervention	Taylor McConney	132 4132
Admin Asst.	Tammi Pape	100	4050		Intervention	Shannon Mould	135 4135
Admin Asst.	Erika Hernandez	100	4051		Intervention	Janet McGuire	220 4220
Nurse	Amy Mueller	101	4101		Intervention	Amy Sprong	228 4228
Kindergarten	Niki Volz	128	4128		Intervention	Cary Zerbian	222 4222
	Emily Swallen	129	4129		EA's	Nichole Apke	Sara Bairnsfather
	Shelby Baeten	130	4130			Judy Batty	Susan Bell
	Jonelle Bell	131	4131			Synda Bernicke	Sarah Carter
	Stacy Radu	134	4134			Meredith DeBrunner	Julie Harms
	Mimi Marcheschi	136	4136			Susan Kucewicz	Mindy Maurer
First Grade	Darlene Mason	120	4120			Lina McFarland	Kathy Nieves
	Katie Dunn	121	4121			David Rader	Brenda Rheäume
	Elizabeth Ragland	122	4122			Kristen Angel	Yolanda Robinson
	Amy Rider	123	4123			Melissa Stringer	Crystal Howlett
	Kathryn Thomas	124	4124				
	Tracy Knueven	137	4137				
Second Grade	Fran Wilson	145	4145				
	Doree Hyde	146	4146				
	Tammy Roberts	147	4147				
	Allison Abas	148	4148				
	Nicole Prater	149	4149				
	Jen Walker	150	4150		KDG Specials	Jill Dunn	116B 4116
Third Grade	Emily Pruckno	223	4223		K Aides (IA's)	Betsy Dodson	128 4128
	Jessica Seifert	233	4233			Rachel Grayson	129 4129
	Melissa Unger	234	4234			Meredith Smith-Camp	130 4130
	Julie Chancey	235	4235			Chris Harper	131 4131
	Reggie Rindels	236	4236			Anne Ethier	136 4136
	Tiare Saylor	237	4237		ESL	Megan Fitzpatrick	103A 4103
	Lea Harrison	238	4238		Reading Inter.	Beth Pohlman	211 4211
Fourth Grade	Michelle Marketos	213	1213		Reading Inter.	Chrissy Fast	208 4208

	Tricia Wilson	214	4214		Psychologist	Lori Timpone	103C	4336
	Shelby Ledford	215	4215		Speech	Karla Templeton	209	4209
	Katie Naegeli	216	4216		CCHMC Therapist	Rebecca Lammers	142	4142
	Brigid Williamson	224	4224		CCHMC Therapist	Sam Rust		
	Megan McKee	225	4225		OT	Elena Krikorian	103B	4060
Fifth Grade	Jami Couzins	202	4202		PT	Melissa O'Cull- HCC		
	Rachel McDonald	203	4203		PT Assist	Christina DiGiovanni		
	Roxanne Hurley	204	4204		Champions	Jessie Matheny		4107
	Jennifer Yun	205	4205		Cafeteria	Sandy		4111
	Amy Friedman	206	4206		Custodian	Misty		4003
	Christy Wanstrath	226	4226					
Gifted	Dr. Tracy Alley	212	4212					
Computer	Jennifer Dershem	229	4229					
STEAM	Mary DeWitt	231	4231					
Media/Maker Space	Venus Moose/Justin Chafe	144	4144					
PE	Chris Stewart	109	4109					
Band	Ryan Ervin/Lori Adams	105	4105					
Music/Choir	Taylor McNally/Mari Cisney	104	4104					
Art	Beth Smith	117	4117					
Counselor (3-5)	Emory Bergdoll	103D	4503					
Counselor (K-2)	Christin Bohrofen	141	4141					

MADEIRA ELEMENTARY SCHOOL

MES DAILY SCHEDULE

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

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

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

ATTENDANCE REPORTING

MES Attendance Line: 924-3777

After 9:00 am: 985-6080

BOARD OF EDUCATION - ANNUAL NOTICES, POLICIES AND ADMINISTRATIVE GUIDELINES

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

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

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

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

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

The Madeira City Schools have a high regard for academic excellence and scholarship. School attendance and time spent in study have a significant relationship to achievement. It is important that good attendance patterns and work habits be established early. The State of Ohio recently amended laws regarding school attendance (HB 410). This change requires school districts to monitor **hourly attendance rather than daily attendance** and also creates definitions for “**excessive absences**” and “**habitual truancy**”. School districts are also required to communicate to families when a student’s attendance is considered to be excessive or habitual. Please read the Policies and Administrative Guidelines referenced below and contact our school office if you have any questions.

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

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

Parents requesting early dismissal should send a parent communication form 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 at 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 \[click here\]\(#\)](#)

Grades and Grading (Grades 3,4,5)

Report cards are sent to parents at the end of each quarter. *Refer to the calendar for specific dates.* Both must be signed by a parent and returned to the teacher.

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

Students in Kindergarten, 1st and Second Grade have a Standards based Report Card.

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

Homework

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

Homework expectations for the grade levels are as follows:

Kindergarten

- 15 minutes reading nightly

Parents should read to their children daily and encourage an interest in books.

1st Grade

- * 20 minutes reading daily
- * Review sight words daily
- * Practice addition and subtraction math facts to 12
- * Review daily classwork papers

2nd Grade

- 20 minutes of reading per day
- 5 minutes of math fact practice per day
- Special projects as assigned

Students should read at home for at least 20 minutes each day and practice math facts for fluency for 5 minutes each day. Parents should review papers brought home by students. (Homework time is 25 minutes per day).

3rd Grade

- 20-30 minutes reading nightly
- 5-10 minutes math fact practice nightly
- Written language arts (which may take the place of nightly reading) and math practice assigned weekly
- Other work and projects as assigned)

Please read the Third Grade Thoughts weekly newsletter for communication regarding homework assignments and projects.

The average time for homework should be 30-45 minutes.

4th Grade

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

Google Classroom is used by the students to manage their assignments. Students and parents should check the Google Classroom and the newsletter to ensure that assignments are being completed. The average time for homework should be 30 minutes per night, not including nightly reading.

5th Grade

- About one hour of homework each night.
- This will vary throughout certain times of the school year.
- 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.

Testing

MAP: K-5 (fall, winter, spring)

Ohio State Assessments:

Grade 3 Reading (fall) Math (spring)

Grade 4 Reading and Math (spring)

Grade 5 Reading, Math and Science (spring)

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

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

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

Transportation is a service provided by the Madeira City Schools Board of Education in accordance with the rules and regulations of the State of Ohio and should be regarded as a privilege by students and parents. **It is expected that those who ride the school buses will observe appropriate classroom conduct at all times.** All schedules, routes, and stops are under the direction of the Transportation Supervisor. In an effort to provide safety for the many students that ride our buses, it will be necessary to transport children to only one regular stop during the week. Arrangements for transportation to ride home with a friend, scout meetings, etc., will need to be the responsibility of the parent/guardian. If a family emergency arises that makes it necessary for a student to ride a bus to another location, please contact the **Transportation Office Supervisor Nancy Gill 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 the waste can.
8. Must follow all bus safety rules for boarding and departing buses.
9. Be courteous and cooperate with your driver.
10. Bus drivers are authorized to assign seats.

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

Consequences

1st Offense – verbal / written referral by the driver

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

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

4th Offense – written referral to Principal – may result in loss of bus privileges

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

Student Drop-off and Pick up

Kindergarten – 5th grade

Arrival:

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

Dismissal:

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

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.

Building Rules

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

Disruptive / Violent Behavior

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

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

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

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

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

TECHNOLOGY

Cell Phone and other Personal Communication or Computer Technology Devices

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

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

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

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

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

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

OTHER MADEIRA ELEMENTARY BUILDING SPECIFIC INFORMATION

Before and After School Program, operated by Champions

The Before School Program is a planned program, operated by Champions, offering quiet group and/or individual activities from 7:00 a.m. to 9:00 a.m. for children attending MES each morning school is in session. This program is designed for children whose parents work and find it necessary to bring their children to school earlier than 8:50 a.m. each morning. A light breakfast is served just before dismissal to class. The After School Program is a program operating during the after school hours at MES by Champions and is designed primarily for children who have working parents. The program operates from school dismissal to 6:00 p.m. each day school is in session. The students are served a nutritional snack and are able to choose from a variety of activities. A time for completing homework assignments is also provided. All special programs are tuition funded. Payments are divided over nine months. No taxpayer dollars go to support these programs. Please check our website for additional information.

Bicycles

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

Birthdays

Often children want to celebrate their birthdays by bringing in treats for their classmates. Please contact your child's teacher ahead of time to make arrangements to bring in one small individually wrapped treat that will be given out, kindergarten classes will serve it mid-session. Strong consideration should be given to provide non-edible treats for classmates due to food allergies. It is requested that no birthday invitations be distributed at school. Not only do we lose valuable educational time, but it can also cause hurt feelings.

Calendar

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

Custody

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

Dress Code

We recognize that each student's mode of dress and grooming is a manifestation of personal style and individual preference. Our goal is to foster the safest and most comfortable learning environment for all students. A reasonable dress code has been put into place to promote such an environment.

- School attire should be in good taste and conducive to learning.
- Clothing that depicts smoking, obscene language or alcohol are inappropriate.
- Clothing must be modest, no spaghetti straps or tank tops.
- Choose appropriate clothing for the temperature.
- **In the interest of safety, no skate shoes, sandals, slip-ons or dress shoes with hard soles. Gym shoes are the best and safest option everyday.**
- Administration may require a student to change their clothing, if a student violates any of the above guidelines

Emergency Drills

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

Consumable Supply Fees

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

List Serv

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

The directions for the Listserv are:

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

Click on the link of "list serves"

Follow the directions to subscribe to the listserve.

Lost and Found

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

Lunch

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

An online account may be set-up for students via [PaySchools Central](#).

Money

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

Parent Advisory Council (PAC)

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

Parent Conferences

Conferences are scheduled usually in October and March. In addition, teachers or parents may request special conferences as needed. As always, parents are encouraged to visit MES, but please check in the office first.

Performances

Each year every child performs in one grade level concert. These concerts are held in the high school auditorium. Family and friends are invited to attend the performance. Please note that students must be present in school in order to participate in school sponsored after school activities that same evening.

Playground

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

Parent Teacher Organization (PTO)

The MES PTO provides an excellent opportunity for parents to become actively involved with their children's education. You are encouraged to participate. PTO has regularly scheduled meetings and is involved in school activities such as Room Parents, GOT ART, and Young Authors. Your PTO sponsors *many* worthwhile programs, events, and services for MES. The continued success of these activities depends on *you!* Volunteers make the PTO a dynamic part of each student's time at school. Working parents in partnership with non-working parents are helping to move the PTO forward. There is much to do! It is our hope that every parent who wishes to become involved will have that opportunity! Membership is open to preschool through grade 5 parents and teachers.

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

Public Library Visits

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

Safety Procedures

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

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

Student Pictures

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

Telephone Calls

Please try to avoid calls to the office between 8:45-9:05 a.m. and 3:00-3:45 p.m. These are very busy times of the day. Messages will be given to the students in the event of a change of plans or an emergency. Each teacher has a voicemail box (refer to the directory) that is checked daily by the teacher.

Textbooks

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

Toys

Students are not to bring toys to school unless they have the permission of their teacher.

Visitors and Safety

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