

Parent Expectation Guide 2025-2026



This handbook has been prepared for your convenience and guidance; consult it often. In it you will find outlined many of the school's procedures.

Interpretation of Policy: The Madison County Schools Student Handbook holds governing policy for school-based decisions. All students and parents must execute a Student Handbook Acknowledgement Form. This handbook is available online at www.madison-schools.com.

The following document is a site-specific guide for Madison Crossing.

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MADISON CROSSING ELEMENTARY

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WWW.MCE.Madison-schools.com

Absence Notification

Automated calls will be issued each day at 10:00 to students who have been marked absent for the day. If you believe this call was received in error, please notify the school immediately.

Access to Campus

Madison Crossing is a closed campus from 7:00 to 3:00, and all visitors must check in at the front office. Please use the main building entrance from 7:00 to 3:00 except on Program Days. On the morning of program days, visitors will be allowed to park in the back of campus and sign in upon entry to the gym.

Madison Crossing is not a walk-to-school campus. For safety reasons, no bicycles, golf carts, scooters, etc. are allowed.

The hard deadline for checking out students is 1:45 p.m.

Active Parent

Families of children in grades K-5 should register for an Active Parent account on the district website (www.madison-schools.com). Access to daily grades, test grades, and attendance records are available via this account.

After School (on-site) Activities

Students participating in after-school activities, including tutoring, should be picked up at regular dismissal time and then return for their scheduled lesson or activity.

Appearance and Dress

A complete policy on Appearance and Dress is found on page 32 of the MCS Student Handbook. Please note the following are prohibited at MCE:

- Unnatural hair coloring
- Smart watches
- Cell phones
- Hoodies (worn on the head)
- Hats
- House shoes
- Excessive makeup

Apps to Download

Search	App Name	Purpose	Symbol
MSB Parent, USA	My School Bucks	Pay Activity Fee Pay Technology Fee Load Lunch Money	
Remind: School Communication	Remind: School Communication	Stay connected with news from your child's teacher	
Active Parent	Active Parent	Teacher assignment Check grades Attendance Record	
Bus Zone	Bus Zone	Receive notifications from Durham	
Madison County Schools	Madison County Schools	News School Calendar Social Media	
Raptor Safe	Raptor Safe	Visitor Check In	

Arrival to Campus

- Doors open at 7:00 a.m.
- Students are tardy if not **in the classroom** at 7:30 a.m.

Students who are not in the circle drive and out of the car when the 7:30 bell rings must enter the front entrance of the school with a parent to be signed in. This documentation will ensure your child is marked tardy rather than absent, as teachers promptly take attendance at 7:30 a.m.

Your child's safety is important to us. It is imperative that no child be dropped off after teachers have entered the building and school doors have been closed.

Madison Crossing is not a walk-to-school campus. Please do not arrive by foot, bicycle, golf cart, scooter, etc.

Automated Calls

Imperative information – weather cancellations, closures, etc. – will be communicated via automated call from Madison County Schools and/or Madison Crossing Elementary.

Please save 866-665-4384 as MCSD Alert, so you will be aware of the importance of answering the call.

Automobile Identification

Place the 2025-2026 car rider number on the lower left driver's side corner of the front windshield. Vehicles attempting to pick up a child without a car rider number may be asked to leave the car rider line and present photo ID at the front office before the student can be released.

Birthday Treats

A small birthday treat may be shared with your child's class during lunch. Please communicate with the teacher if you plan to send something. We have many children with food allergies, so advanced notice is requested.

Class Placement Changes

MCE administration will not welcome requests for class placement changes. Students are intentionally placed to meet each of their individual needs.

Classroom Visits

MCE does not permit classroom visits outside of scheduled events, such as parent readers, Career Day volunteers, etc.

Conferences

All parents will have a scheduled conference with their student's teacher(s) shortly after the first nine-week report cards go out. These conferences may be in person or by phone. Additional conferences may be requested as needed.

Contacting Teachers

The best way to contact your student's teacher is through email at the address provided on the weekly newsletters. You may also call the office and leave a message with the front office staff. Teachers will not be pulled from instructional time to take phone calls. Teachers do not work nights and weekends; please give them 24 workday hours to respond to emails.

Deliveries to Campus

Office staff members manage all student deliveries. Parents will not be allowed to take an item to the classroom or call the child from class to receive a non-emergency item.

Students may not receive deliveries such as balloons, flowers, gift bags, or supplies at MCE. **Students may not receive commercial food deliveries.**

Discipline

Your child will receive redirections for misbehavior. After a warning is given and behavior continues, that behavior is then "marked" and communicated to you here.

2 redirections = mark

3 marks in one day = minor classroom referral

3 minors this 9 weeks = major office referral

Note: Some behaviors are an automatic mark/minor/major

Dismissal from Campus (After School)

- Students dismiss at 2:25 p.m.
- Dismissal is typically delayed on rainy days; we appreciate your patience.
- A car rider number is required to pick up from the car rider line.

Durham School Services provides school bus management. Visit the app store to download the Bus Zone app.

Madison Crossing is not a walk-to-school campus. Please do not depart by foot, bicycle, golf cart, scooter, etc.

Golf carts and bicycles are not permitted on campus.

Early Dismissal (Check Outs)

The cutoff to check out a student is 1:45 p.m. Any parent entering the office after 1:45 will be directed to pick up their child in the car rider line. Students may only be released to parents listed on the birth certificate, legal guardians, or individuals designated on the child's check-out list. A state-issued ID is required for checkouts.

Excuse After Absence

Parents are required to submit a doctor's note or excuse within two days of any absence. Excuses may be submitted online from the school website (www.mce.madison-schools.com) or emailed to MCEattendance@madison-schools.com. Any student with 15 absences will be required to submit a doctor's note for every additional absence per the Madison County Schools Student Handbook policy (pg. 27). Excuses may not be given via phone call or verbally from a student.

First Days of School

All new and returning students will be welcomed by a significant presence of school support staff to help them find their way. MCE is easy to remember the color way! Please take a few moments to remind your child to look for their hallway by color.

Kindergarten Hall	Green
1 st Grade Hall	Blue
2 nd Grade Hall	Yellow
3 rd Grade Hall	Cardinal Red
4 th Grade Hall	Sage Green
5 th Grade Hall	Navy Blue

Injury/Illness

Our MCE school nurse is on campus daily from 7:00 a.m. to 1:00 p.m.

If a student becomes ill at school, arrangements will be made for the student to be picked up. No medication will be given unless the appropriate paperwork is filed with the school nurse. If a student sustains an injury, it should be immediately reported to the teacher. A written accident report will be completed for any major injuries occurring during the school day.

Students may not bring medication to school.

Invitations

Per page 43 of the Madison County Schools Student Handbook policy, we are not able to distribute birthday invitations at school.

Learning Management Systems

Madison Crossing utilizes Clever and Canvas for the delivery of online instruction.

Lunch

School menus are posted at www.mce.madison-schools.com. The classroom teacher will communicate the lunch time for your child's class.

You are welcome to join us for lunch at the parent table. Wait in the main hall and step in line with your child as the class files through. Students are required to return to the classroom with their class, and parents should exit the building through the office.

Student lunch	\$4.00
Reduced lunch (application basis)	\$0.40

Students are unable to access microwaves for lunch. Please utilize a thermos for lunches that should be served warm.

Soft drinks are not allowed in student lunch boxes.

Make-up Work

Madison Crossing will follow the MCSD policy for make-up work. Please see the MCS Student Handbook for details.

Madison County Schools Handbook

The MCS Student Handbook governs school policy. Your student will not be provided a hard copy. The handbook is online on the Madison County Website under parent resources, and you must return the Elementary School Student/Parent Agreement page.

MCS & MCE Calendar

Any change of dates will be communicated to you by your child's teacher, MCE PTO Facebook, or an automated call from Madison Crossing Elementary or Madison County Schools.

Medication

Do not send any medication to school with your child. Should your child need medication throughout the day, please bring it to the school nurse with the Medical Permission Request Form found online.

To locate the form:

- www.madison-schools.com
- Click the following:
 - Parent in the middle of the webpage
 - Medical Forms
 - Medication Permission Request Form

MySchoolBucks

This is the website or app to pay all required fees and lunch payments.

Parent Orientation

August 18 K – 1 @ 5:30 p.m., 2– 3 @ 5:45, 4-5 @ 6:00 p.m. in your child's classroom

P.B.I.S.

Positive Behavior Interventions and Supports

The MAVS Pledge reinforces our four school expectations: **1. Make Good Choices, 2. Act Responsibly, 3. Value our Education, 4. Strive for Success.** We will spend time daily teaching our students how to treat others with kindness and respect. We ask that you assist us by looking at your child's daily behavior log and reinforcing these expectations at home. Please review the attached school-wide PBIS expectations with your child and make sure that he/she understands them and how the expectations will help us all to have a great year.

Playgrounds

MCE campus is closed outside of school use.

Programs

MCE school-aged siblings should not miss class to attend MCE programs with guests. MCE guests for programs should enter through the back gym doors, sign in, and receive a visitor sticker. Guests are not allowed in classrooms. Please sign out the student with the teacher if you are taking them with you after a program.

PTO

The MCE Parent Teacher Organization enhances the daily programming of our school. Visit madisoncrossingpto.com to join this group that supports our school in many, many ways.

Remind

Join your child's class Remind account for up-to-date information. This is the primary source of communication at MCE.

Reporting of Student Progress

Report cards will be issued after each 9-week grading period.

Progress Reports: Sept. 4, Nov. 20, Feb. 5, Apr. 16

Report Cards: Oct. 16, Jan. 8, Mar. 19, May 27

Required Fees

All fees are to be paid using My School Bucks and are due by **August 29**. The link is available at www.mce.madison-schools.com

\$10 Technology Fee (required for school use)

\$45 School Activity Fee

\$45 Pathways Fee (Only for students enrolled in Pathways)

Required Daily

- Refillable water bottle (no glass water bottles)
- Lunch or lunch money
- Healthy snack

School Closures

School closures due to inclement weather will be communicated in the following ways:

- Automated call from MCSD
- News and media outlets
- www.madison-schools.com
- Facebook – MCE PTO
- Facebook – Madison County Schools

School Supplies

- School Supply lists are available at mce.madison-schools.com

School T-Shirts

Students are encouraged to wear their MCE t-shirts on Fridays in the fall and on special days as directed by the teacher.

Technology Fees/Fines

Chromebooks and iPads have a \$10 mandatory non-refundable usage fee to be paid before device distribution.

Device responsibility includes the device charger.

Damage fines for device/charger:

- First damage occurrence: Chromebook covered by usage fee, iPad \$25.
- Second damage occurrence: Chromebook \$25, iPad \$25 plus the cost to repair the device.
- Third damage occurrence: Chromebook \$50, iPad \$50 plus the cost to repair the device.

Please refer to the Madison County Schools Student Handbook for the policy on lost, stolen, or damaged devices.

Transportation Changes

Transportation changes must be received in writing in the child's folder or by a call to the school's office. Transportation notes should be dated, include the name of the person the student is riding with, the address (if by bus), and the bus number. **Do not email transportation changes, as we cannot guarantee the teacher will receive the message in time.** The cut-off time for same-day transportation changes is 1:30 p.m.

Visitors

Sign in using the Raptor Visitor Management System; state identification required.

We welcome parents to Madison Crossing. We do ask that all parents enter the campus through the front office and receive a visitor sticker. Please visit only the location noted in the office. Parents are not allowed to go to the classroom to get their child or see the teacher without prior approval.

Parents may not bring animals into MCE during a visit.



CAR RIDER LINE



Madison Crossing Elementary



Use caution – someone will be directing traffic here.



Primary drop-off and pick-up route.



Secondary drop-off location – AM only.

Your student MUST exit the car from the door to the side closest to the building.

****If you are walking your student in on the first day of school, please park on Ring Road or the grass out of traffic.****

- **Be patient!** The safety of our students is our priority. Morning drop off starts at 7:00 and ends at 7:30. Afternoon pickup begins at 2:20 and ends at 2:40.
- Please enter campus using both entrance lanes. While buses are on campus in the morning, a traffic guard will help direct car rider traffic to merge into one lane where cars will unload in the back of the building.
- Once buses have left campus in the morning, we will open the front loop for a second drop-off location. The traffic guard will direct cars to the front loop or back loop depending on space available.
- Please be flexible in using both routes during morning drop off.
- Use caution when exiting; we will direct traffic where the back & front loops merge.
- Exit Driveway – left lane only turns left, and the right lane only turns right.

