

Madison Elementary School

Supplemental Handbook

2006-2007

ARRIVAL & DISMISSAL

Recommended arrival times are 7:40–7:45 a.m. Walkers should not arrive before 7:40 a.m.

Parents who transport their children are to drop them off on the **school side of the street** or at the **corner crosswalk** only. Do **NOT** allow your children to cross in the middle of the block, please. Students enter Madison School from the Lawrence Street side. Weather permitting, students are supervised on the playground until classes enter the building at 7:45 a.m. Announcements are made at 7:55 a.m. The tardy bell rings at 8:00 a.m.

At dismissal, children who walk are to cross at corners and walk directly home. Only walkers are expected to walk home. **PLEASE** send a note with your child if different arrangements are made.

Bus students are to ride their assigned bus. Students are expected to sit on the bus, use soft voices and follow the directions of the bus driver. Children are to go directly home from their bus drop off stops. Please send a note if your child will not be riding the bus, going to Kiddie Korral, the After School Program or doing other daily routine items.

Remind your child to come to the office if he/she misses the bus or his/her ride home. This will allow us to contact you for other arrangements.

BREAKFAST/LUNCH

Breakfast is served from 7:25 – 7:50 a.m. Walkers who plan to eat breakfast at school should arrive by 7:40 a.m. and go directly into the cafeteria.

Payments for breakfast, milk or lunch is made in the school cafeteria area each morning from 7:25 – 8:00 a.m. Please send payments in an envelope with your child's name, dollar amount enclosed, homeroom number and teacher's name. This will help greatly with our computerized accounting system. If you have any questions about lunch money needs, please call the kitchen at 419-621-2871.

Children may choose to pack lunch. Please do NOT send glass containers or pop. If a child normally receives free lunch and chooses to pack, there is a charge for milk.

ATTENDANCE

Although we encourage and recognize all children who strive for excellent attendance, any child who is ill should remain at home. Remember your absent child can return to school after lunch if his/her health improves.

Please call our school before 8:00 a.m. if your child will be absent or tardy. Children who are tardy should enter the main door and report to the office for a tardy admittance slip. If a child is tardy or absent, a note explaining the child's absence or tardiness should be sent to school upon the child's return. Please send a note, at least the day before, if your child has an appointment during the school day. In most cases, students are able to come to school, leave for appointments, and return to school without missing the entire school day.

SAFETY CONCERNS

During the school day, children should not leave school property without the permission of a staff member.

During recess children are to leave the playground only with the permission of the adult supervisor.

Students are reminded of winter safety rules. All students are to leave snow and ice on the ground at school and on the way to and from school. Parents are asked to reinforce this important issue. Parents are reminded to leave bus areas free of traffic.

SCHOOL SUPPLY STORE

Students may buy needed supplies at our school supply store. The store is open on Wednesday mornings from 7:35 – 7:50 a.m.

INFORMATION CHANGE

Please keep us informed of address changes and changes in work, home, or emergency phone numbers. It is also important to inform us if there are any changes in your child's health.

HOME – SCHOOL PARTNERSHIP

Many parents ask for ways to assist their children. Some suggestions are:

Avoid tardiness. Your child deserves to start the day with enough time to secure necessary supplies, make any needed purchases, and/or take care of any additional needs.

Help your child develop good school attendance. Adequate sleep, breakfast, and proper clothing are musts. Schedule appointments after school or at the end of the school day whenever possible.

Help your child secure school supplies and bring only necessary items for school use. Small toys, colognes, make-up, candy, gum, canned pop, and unneeded money should be left at home. Anything even resembling a weapon is prohibited. Please mark your child's name on lunch boxes, hats, and personal items.

Remind your child that library and school books are the responsibility of the student to whom they are assigned. The child and parent are responsible for any charges due to lost or damaged books or materials.

Help your child empty his/her backpack. Review papers and notes. Praise all of the good and assist with one weakness at a time. Review spelling lists, math facts, writing, or any areas of special interest or difficulty.

Find a quiet spot and read. Even after your child has learned to read on his/her own, continue to enjoy books together by reading to your child every day.

Talk positively about learning, school, and teachers. In order to uphold each child's right to an education, each student has the responsibility to behave appropriately in the school environment. Your insistence on good behavior makes a difference!

Help us foster community pride. Please talk to your child about respecting other people's property while walking to and from school. Replacing trees, plants and shrubs can be very expensive and vandalism or destruction of property may result in financial liability for parents.

Contact us at school with concerns and questions. We are here to help! It is in your child's best interest that we work together.