

Madison Board of Education, Madison District #1

Board of Education Regular Meeting
Monday, July 11, 2016 7:00 PM
Middle School/High School Conference Room
700 South Kent St.
Madison, NE 68748-0450

The sequence of items on the agenda is provided as a courtesy. The board reserves the right to consider items in any sequence deemed appropriate. Therefore, visitors are encouraged to attend the meeting from the beginning.

1. Call the Meeting to Order
 - 1.1. Roll Call
 - 1.2. Pledge of Allegiance
 - 1.3. Open Meetings Act
 - 1.4. Madison Public Schools Mission Statement
2. Consent Agenda
3. Public Forum
4. Administrator and Other Reports
 - 4.1. Phase #1 Report
 - 4.2. Superintendent's report
5. Board Committee Reports/Meeting dates
6. Action Items
 - 6.1. Discuss, consider, and take all necessary action to approve Board Policies 5004 (Option enrollment) and 5045 (Student Fees).
 - 6.2. Discuss, consider, and take all necessary action to approve the 2016-17 Activity Fee Waiver Form.
 - 6.3. Discuss, consider, and take all necessary action to approve the elementary student handbook changes for the 2016-17 school year.
 - 6.4. Discuss, consider, and take all necessary action to approve annual insurance premium.
 - 6.5. Discuss, consider, and take all necessary action to approve annual bid for Bus and small vehicles inspections and repair rates from Big Country Motors.
 - 6.6. Discuss, consider, and take all necessary action to approve a interim Principal/AD contract with Gary Klahn for the 2016-17 school year.
7. Topics for next month's Board of Education meeting
8. Adjournment

The board reserves the right to enter executive session if it deems it necessary to prevent needless injury to a staff member's reputation or for the protection of the public interest.

MADISON ACTIVITY FUND - June, 2016

Fund (account name)	Beginning Balance	Receipts	Disbursements	Ending Balance
AD Account	\$40,421.90	\$125.00	\$4,580.98	\$35,965.92
Art Club	\$494.24	\$0.00	\$0.00	\$494.24
Band	\$3,868.39	\$157.00	\$0.00	\$4,025.39
Boys BB	-\$53.09	\$0.00	\$185.86	-\$238.95
Boys BB FR	\$556.60	\$75.00	\$500.00	\$131.60
Cheerleaders	\$2,355.17	\$371.00	\$0.00	\$2,726.17
Class of 2016	\$856.01	\$0.00	\$856.01	\$0.00
Class of 2017	\$641.68	\$0.00	\$0.00	\$641.68
Class of 2018	\$615.65	\$10.00	\$0.00	\$625.65
Class of 2019	\$135.30	\$0.00	\$0.00	\$135.30
Concessions	\$8,464.98	\$0.00	\$0.00	\$8,464.98
Courtesy	\$3,694.24	\$0.00	\$25.00	\$3,669.24
Cross Country	-\$205.00	\$100.70	\$127.50	-\$231.80
Cross Country FR	\$1,113.98	\$0.00	\$0.00	\$1,113.98
Dance Line	\$1,246.18	\$0.00	\$557.96	\$688.22
District Funds	\$4,718.00	\$917.67	\$1,280.00	\$4,355.67
Dragon Pride Acct	\$6,374.18	\$0.00	\$0.00	\$6,374.18
ELL Class	\$598.14	\$0.00	\$86.85	\$511.29
Elem. Activity Acct	\$4,563.73	\$0.00	\$50.00	\$4,513.73
Elem. Fundraiser	\$562.85	\$0.00	\$0.00	\$562.85
Elem. PTO	\$1,093.00	\$0.00	\$0.00	\$1,093.00
Elem. Student Council	\$6,893.43	\$0.00	\$0.00	\$6,893.43
Emergency Assist.	\$1,533.24	\$0.00	\$0.00	\$1,533.24
Ethnic Diversity Club	\$554.46	\$70.00	\$0.00	\$624.46
FBLA	\$284.05	\$0.00	\$0.00	\$284.05
FFA	\$4,273.80	\$100.00	\$0.00	\$4,373.80
Football	\$3,652.30	\$0.00	\$151.65	\$3,500.65
Football FR	\$166.27	\$0.00	\$0.00	\$166.27
Girls Basketball	\$735.20	\$0.00	\$280.01	\$455.19
Girls BB FR	\$597.35	\$1,510.00	\$1,450.00	\$657.35
Golf	-\$470.27	\$0.00	\$105.00	-\$575.27
Golf FR	\$138.05	\$0.00	\$37.50	\$100.55
HS Student Council	\$586.11	\$0.00	\$15.99	\$570.12
History Club	\$2,035.16	\$670.00	\$0.00	\$2,705.16
Homecoming	\$938.66	\$0.00	\$0.00	\$938.66
Honor Society	\$1,049.90	\$0.00	\$0.00	\$1,049.90
M-Club	\$5,240.80	\$0.00	\$0.00	\$5,240.80
Marketing Comm.	\$383.96	\$0.00	\$0.00	\$383.96
MS Activity Acct	\$7,810.88	\$589.23	\$82.00	\$8,318.11
Music Boosters	\$3,858.57	\$0.00	\$0.00	\$3,858.57
Musical	\$2,975.83	\$0.00	\$0.00	\$2,975.83
One-Act Play	\$1,319.71	\$0.00	\$227.47	\$1,092.24
Pre-School	\$32.66	\$0.00	\$0.00	\$32.66
Quiz Bowl	\$703.01	\$0.00	\$0.00	\$703.01
Resale	-\$216.21	\$216.57	\$17.33	-\$16.97
Scholarships	\$9,173.68	\$0.00	\$0.00	\$9,173.68
Secondary Act Acct	\$5,088.49	\$0.00	\$0.00	\$5,088.49
SkillsUSA	\$150.37	\$0.00	\$0.00	\$150.37
Soccer	\$0.00	\$0.00	\$52.50	-\$52.50
Softball	\$148.75	\$0.00	\$5.28	\$143.47
Softball FR	\$584.82	\$0.00	\$0.00	\$584.82
Speech	-\$367.15	\$0.00	\$150.24	-\$517.39
Teachers	\$1,753.26	\$20.20	\$0.00	\$1,773.46
Track	\$474.79	\$106.75	\$851.43	-\$269.89
Track FR	\$1,144.75	\$1,936.00	\$2,123.50	\$957.25
Uniform Replacement	\$1,579.57	\$0.00	\$0.00	\$1,579.57
Volleyball	-\$1,375.34	\$0.00	\$149.85	-\$1,525.19
Volleyball FR	\$522.65	\$570.00	\$690.00	\$402.65
Water Quality Project	\$428.98	\$0.00	\$1,477.96	-\$1,048.98
Weightroom	\$264.95	\$0.00	\$0.00	\$264.95
Wrestling	-\$1,689.68	\$676.75	\$80.50	-\$1,093.43
Wrestling FR	\$2,011.89	\$1,150.00	\$2,978.00	\$183.89
Yearbook	\$911.31	\$0.00	\$0.00	\$911.31
TOTALS	\$147,999.14	\$9,371.87	\$19,176.37	\$138,194.64
Student Act. Fee Fund	\$8,128.17	\$880.72	\$0.00	\$9,008.89
Lunch Fund	\$63,216.55	\$18,354.94	\$20,011.59	\$61,559.90

Liability Activity Fund
Account QuickReport
As of June 30, 2016

Date	Num	Name	Memo	Split	Amount	Balance
Activity Fund						149,935.14
06/02/16	22551	Iowa Western CC Wrestling	Camp	Wrestling FR	-385.00	149,550.14
06/02/16	22552	Patrick Kratochvil	Reimb. for Thrower Camp	Track FR	-100.00	149,450.14
06/02/16	22553	Doug Brown Summer League	G-BB Summer league	Girls BB FR	-550.00	148,900.14
06/02/16	22554	York Public Schools	G-BB camp	Girls BB FR	-250.00	148,650.14
06/02/16	22555	Fan Cloth Products LLC	Inv. IN240931/IN240534 (Fundraiser)	Track FR	-1,936.00	146,714.14
06/03/16	22556	NCA	Coaches Clinic registration	-SPLIT-	-960.00	145,754.14
06/06/16	22557	US Bank Cardmember Services	(Acct 4106)	HS Student Council	-15.99	145,738.15
06/06/16	22558	Everything Medical LLC	Inv. 7381 (Athletic supplies)	-SPLIT-	-386.52	145,351.63
06/06/16	22559	S & S Worldwide, Inc.	Inv. 9087089 (Scorebooks - Part Pymt)	Softball	-5.28	145,346.35
06/06/16	22560	BSN Sports	Inv. 97933648 (Field paint/VB scorebooks)	-SPLIT-	-104.83	145,241.52
06/06/16	22561	Winners' Circle	Awards	-SPLIT-	-222.28	145,019.24
06/07/16	22562	HyVee Accounts Receivable	Acct 43858 (flowers/gift cards)	-SPLIT-	-146.85	144,872.39
06/07/16	22563	Custom Sports	Inv. 17638	Wrestling FR	-399.00	144,473.39
06/07/16	22564	Brandon Silva Benefit	T-shirt fundraiser	Wrestling FR	-444.00	144,029.39
06/07/16	22565	Battle Creek High School	Summer wrestling camp	Wrestling FR	-300.00	143,729.39
06/08/16	22566	Hach Company	VOID: Inv. 9936285/Inv. 9945037	Water Quality Pro...	0.00	143,729.39
06/08/16	22567	Hach Company	Inv. 9936285/Inv. 9945037	Water Quality Pro...	-476.34	143,253.05
06/08/16	22568	School Specialty	Inv 308102449107	-SPLIT-	-356.49	142,896.56
06/08/16	22569	US Bank Cardmember Services	(Acct 4106)	One-Act Plays	-227.47	142,669.09
06/08/16	22570	Tom Billeter's BB Camp	BB camp	Boys BB FR	-200.00	142,469.09
06/08/16	22571	Superior Boys Basketall	Boys BB camp	Boys BB FR	-300.00	142,169.09
06/08/16	22572	Neff Company	Inv. 002447591 (Speech letters)	Speech	-150.24	142,018.85
06/09/16	22573	Paul Herz	Memorial	Courtesy	-25.00	141,993.85
06/10/16	1822	Deposit		-SPLIT-	1,574.20	143,568.05
06/10/16	22574	Choice Foods	Acct 3336 - MS Awards	MS Activity Acct	-82.00	143,486.05
06/10/16	22575	Clarkson Public Schools	Summer girls BB	Girls BB FR	-300.00	143,186.05
06/13/16	22576	Forestry Suppliers, Inc.	Inv. 892205 (Watershed)	Water Quality Pro...	-513.15	142,672.90
06/16/16		Direct Deposit	Zoo trip reimb. from Harrington's budget	MS Activity Acct	589.23	143,262.13
06/17/16	DEBIT	The Amazing Pizza Machine	Elem Summer School party - deposit	Elem. Activity Acct	-50.00	143,212.13
06/17/16	22577	Loper Legacy Fund, LLC	Camp fee	Wrestling FR	-1,450.00	141,762.13
06/17/16	1823	Deposit		-SPLIT-	2,712.27	144,474.40
06/20/16	22578	Menards	Inv. 91351	Resale	-17.33	144,457.07
06/20/16	22579	Vernier Software & Technology	Inv. 5214239/Inv. 5217070 (Watershed suppli...	Water Quality Pro...	-488.47	143,968.60
06/20/16	22580	Oakland-Craig High School	G-BB camp	Girls BB FR	-175.00	143,793.60
06/20/16	22581	Boone Central High School	G-BB camp	Girls BB FR	-175.00	143,618.60
06/20/16	22582	Algy Costumes & Uniforms	Order #CD44578 (spirit tops)	Dance Line	-557.96	143,060.64
06/22/16	DEBIT	Bomgaars	2 48" barrel fans	AD	-799.98	142,260.66
06/27/16	22583	Amanda Schultze	VB summer league	Volleyball FR	-690.00	141,570.66
06/27/16	22584	Custom Sports	Inv. 17426 (Travel bags)	AD	-3,000.00	138,570.66
06/28/16	22585	Jose Sarmiento	Binational teacher exchange expenses	District Funds	-640.00	137,930.66
06/28/16	22586	Jorge Luis Garcia	Binational teacher exchange expenses	District Funds	-640.00	137,290.66
06/28/16	22587	MHS General Fund	Track starter (Herz)	Track	-652.68	136,637.98
06/29/16	DEBIT	NCA	Clinic registration - Wolta	-SPLIT-	-60.00	136,577.98
06/30/16	1824	Deposit		-SPLIT-	1,495.00	138,072.98
06/30/16		Interest on NOW Account		District Funds	121.66	138,194.64
Total Activity Fund					-11,740.50	138,194.64
TOTAL					-11,740.50	138,194.64

Student Activity Fee
Account QuickReport
As of July 1, 2016

Type	Date	Num	Name	Memo	Split	Amount	Balance
Student Activity Fee							8,127.40
Check	08/31/15		Transfer	2014-15	Fees	-8,126.00	1.40
Deposit	08/31/15		Deposit	2015-16 Activity Fees	Fees	8,120.00	8,121.40
Deposit	08/31/15		Interest on NOW Account		Interest Income	0.67	8,122.07
Deposit	09/30/15		Interest on NOW Account		Interest Income	0.67	8,122.74
Deposit	10/30/15		Interest on NOW Account		Interest Income	0.69	8,123.43
Deposit	11/30/15		Interest on NOW Account		Interest Income	0.67	8,124.10
Deposit	12/31/15		Interest on NOW Account		Interest Income	0.69	8,124.79
Deposit	01/31/16		Interest on NOW Account		Interest Income	0.69	8,125.48
Deposit	02/29/16		Interest on NOW Account		Interest Income	0.64	8,126.12
Deposit	03/31/16		Interest on NOW Account		Interest Income	0.69	8,126.81
Deposit	04/29/16		Interest on NOW Account		Interest Income	0.67	8,127.48
Deposit	05/31/16		Interest on NOW Account		Interest Income	0.69	8,128.17
Deposit	06/10/16		Deposit	2015-16 Activity Fees (Inc 4 lost ...	Fees	880.00	9,008.17
Deposit	06/30/16		Interest on NOW Account		Interest Income	0.72	9,008.89
Total Student Activity Fee						881.49	9,008.89
TOTAL						881.49	9,008.89

<u>Vendor Name</u>	<u>Invoice</u>	<u>Description</u>	<u>Amount</u>
Checking	1		
Checking	1	Fund: 01 GENERAL FUND	
AMAZON.COM CREDIT	017337773226	SUPPLIES	13.41
AMAZON.COM CREDIT	156045133935	SUPPLIES	52.78
		Vendor Total:	66.19
APEX LEARNING INC.	SOINV00070886	PROFESSIONAL SERVICES	2,169.00
		Vendor Total:	2,169.00
BILL BLANK AGENCY	8A7628716 ADD	INSURANCE	24.00
		Vendor Total:	24.00
BRADY & AMY'S	045180	FUEL	106.80
		Vendor Total:	106.80
BRAITHWAIT, TRISHA	0616 CELLPHONE	STIPEND	65.00
		Vendor Total:	65.00
BTS INC	30854	REPAIRS	45.00
		Vendor Total:	45.00
CABLE ONE	0616 STMT	CABLE	31.80
		Vendor Total:	31.80
CENTRAL NEBRASKA REHAB SERVICES	5105	SPED THERAPY	1,786.70
		Vendor Total:	1,786.70
CITY OF MADISON	0616 50400	UTILITIES	168.89
CITY OF MADISON	0616 50670	UTILITIES	83.89
CITY OF MADISON	0616 50675	UTILITIES	102.00
CITY OF MADISON	0616 70650	UTILITIES	2,191.96
CITY OF MADISON	0616 70700	UTILITIES	4,035.13
		Vendor Total:	6,581.87
COLONIAL RESEARCH CHEMICAL	137503	SUPPLIES	137.80
COLONIAL RESEARCH CHEMICAL	137595	SUPPLIES	92.10
COLONIAL RESEARCH CHEMICAL	137657	SUPPLIES	510.40
COLONIAL RESEARCH CHEMICAL	137666	SUPPLIES	366.20
COLONIAL RESEARCH CHEMICAL	137696	SUPPLIES	603.60
		Vendor Total:	1,710.10
COMPUTERS ETC	51019	SUPPLIES	67.21
		Vendor Total:	67.21
CONTINUUM RETAIL ENERGY SERVICES, LLC	170-1605-6865	NATURAL GAS	1,801.88
		Vendor Total:	1,801.88
CRILLY, JIM	0616 CELLPHONE	STIPEND	65.00
		Vendor Total:	65.00
EAKES OFFICE SOLUTIONS	6988249-1	SUPPLIES	688.98
		Vendor Total:	688.98
ECOLAB PEST ELIMINATION DIVISION	7864882	PEST CONTROL	76.41
		Vendor Total:	76.41

<u>Vendor Name</u>	<u>Invoice</u>	<u>Description</u>	<u>Amount</u>	
EDUCATIONAL SERVICE UNIT #1	SP4834	SPED THERAPY	159.50	
		Vendor Total:		159.50
EDUCATIONAL SERVICE UNIT #8	INV-002377	CONTRACTED SERVICES	3,771.43	
		Vendor Total:		3,771.43
EGAN SUPPLY CO.	249601	SUPPLIES	49.89	
		Vendor Total:		49.89
EHLERS, ALAN	0616 CELLPHONE	STIPEND	65.00	
		Vendor Total:		65.00
EHLERS, DENISE	0616 REIMBURSEMENT	REIMBURSEMENT	7.50	
		Vendor Total:		7.50
FEDERAL EXPRESS CORPORATION	5-443-74226	SHIPMENTS	77.48	
		Vendor Total:		77.48
FIELDS HARDWARE	157254	SUPPLIES	74.91	
		Vendor Total:		74.91
FREY SCIENTIFIC CO.	202501303973	SUPPLIES	36.26	
		Vendor Total:		36.26
FRONTIER	0616 STMT	PHONE SERVICE	1,725.31	
FRONTIER	0616 STMT ALT ED	PHONE SERVICE	145.12	
		Vendor Total:		1,870.43
FRONTIER	05672349-S- 16157	INTERNET ACCESS	212.98	
		Vendor Total:		212.98
GPS, INC.	942	FOOD	192.00	
		Vendor Total:		192.00
GREATAMERICA FINANCIAL SERVICES CORPORATION	18971394	COPIER LEASE	1,734.96	
		Vendor Total:		1,734.96
GUARANTEED LAWN CARE	2297	CONTRACTED SERVICES	2,880.00	
		Vendor Total:		2,880.00
HERZ, PAUL	0616 CELLPHONE	STIPEND	65.00	
		Vendor Total:		65.00
HUGHES, AMY	0616 STMT	SPED THERAPY	130.48	
		Vendor Total:		130.48
J W PEPPER & SON INC	03482910	SUPPLIES	287.99	
		Vendor Total:		287.99
JACKSON SERVICES	3385579	SUPPLIES	57.27	
JACKSON SERVICES	3385580	SUPPLIES	33.74	
		Vendor Total:		91.01

<u>Vendor Name</u>	<u>Invoice</u>	<u>Description</u>	<u>Amount</u>	
KNAPP, CHRISTINE	0616 CELLPHONE	STIPEND	65.00	
			Vendor Total:	65.00
KRIER TECHNOLOGIES	0616 STMT JDC	SUPPLIES	5,125.00	
			Vendor Total:	5,125.00
KSB SCHOOL LAW	1821	LEGAL SERVICES	100.00	
			Vendor Total:	100.00
KUSH, KARLA	0616 CELLPHONE	STIPEND	65.00	
			Vendor Total:	65.00
LUTHERAN EDUCATION ASSOCIATION	0616 RENEWAL	MEMBERSHIP RENEWAL	432.00	
			Vendor Total:	432.00
MADISON FOOD PRIDE	0616 STMT	SUPPLIES/FUEL	285.81	
			Vendor Total:	285.81
MEAD LUMBER	41308234	SUPPLIES	138.65	
			Vendor Total:	138.65
MENARDS - NORFOLK	93945	SUPPLIES	132.77	
MENARDS - NORFOLK	93946	SUPPLIES	47.96	
MENARDS - NORFOLK	94487	SUPPLIES	38.58	
MENARDS - NORFOLK	94819	SUPPLIES	41.82	
			Vendor Total:	261.13
MPS ACTIVITY FUND	0616 STMT	REIMBURSEMENT	1,220.03	
			Vendor Total:	1,220.03
MYSERVICE	MS499721	REPAIRS & MAINTENANCE	149.00	
MYSERVICE	MS499722	REPAIRS & MAINTENANCE	328.00	
MYSERVICE	MS499723	REPAIRS & MAINTENANCE	248.00	
MYSERVICE	MS499724	REPAIRS & MAINTENANCE	228.00	
MYSERVICE	MS499725	REPAIRS & MAINTENANCE	349.00	
			Vendor Total:	1,302.00
NEBRASKA COUNCIL OF SCHOOL ADMINISTRATOR	0616 STMT ADMIN	MEMBERSHIP FEES	645.00	
NEBRASKA COUNCIL OF SCHOOL ADMINISTRATOR	44683	REGISTRATION	319.00	
			Vendor Total:	964.00
NEBRASKA PUBLIC HEALTH ENVIRONMENTAL LABORATORY	477289	CONSULTANT	15.00	
			Vendor Total:	15.00
NORTHEAST NEBRASKA JUVENILE SERVICES	0616 STMT	REIMBURSEMENT	6,072.18	
			Vendor Total:	6,072.18
NOVEL IDEAS INC	3061	DUES & FEES	300.00	
			Vendor Total:	300.00
O'KEEFE ELEVATOR CO., INC.	00442480	MAINTENANCE	266.58	
			Vendor Total:	266.58

<u>Vendor Name</u>	<u>Invoice</u>	<u>Description</u>	<u>Amount</u>	
OFFNER, ANDREW	0616 CELLPHONE	STIPEND	65.00	
			Vendor Total:	65.00
ONE OFFICE SOLUTION	1546455-0	COPIES	22.16	
			Vendor Total:	22.16
OTIS ELEVATOR COMPANY	CK65212716	REPAIRS & MAINTENANCE	645.16	
			Vendor Total:	645.16
PITNEY BOWES	1000904243	RENTAL	117.00	
			Vendor Total:	117.00
PIZZA HUT OF MADISON	511243	FOOD	460.82	
			Vendor Total:	460.82
PYRAMID SCHOOL PRODUCTS	S1317459.001	SUPPLIES	198.91	
			Vendor Total:	198.91
REALLY GOOD STUFF	5514624	SUPPLIES	46.41	
			Vendor Total:	46.41
REIGLE IMPLEMENT CO., INC.	0014058	SUPPLIES	8.03	
			Vendor Total:	8.03
RS ELECTRIC	1597	PROFESSIONAL SERVICES	2,430.00	
RS ELECTRIC	1598	PROFESSIONAL SERVICES	223.52	
			Vendor Total:	2,653.52
S&S WORLDWIDE	9142234	SUPPLIES	36.50	
			Vendor Total:	36.50
SCHOOL SPECIALTY SUPPLIES	208116014004ADJ	SUPPLIES	10.89	
SCHOOL SPECIALTY SUPPLIES	308102202163a	SUPPLIES	0.00	
			Vendor Total:	10.89
SHORT STOP, THE	0616 STMT	FUEL	22.13	
			Vendor Total:	22.13
SHOUTPOINT, INC	13454	RENEWAL	690.00	
			Vendor Total:	690.00
SOFTWARE UNLIMITED, INC.	0616 STMT	RENEWAL	4,350.00	
			Vendor Total:	4,350.00
STAPLES ADVANTAGE Dept DET	3304483042	SUPPLIES	145.00	
STAPLES ADVANTAGE Dept DET	3304483043	SUPPLIES	34.99	
STAPLES ADVANTAGE Dept DET	3304483044	SUPPLIES	63.99	
STAPLES ADVANTAGE Dept DET	3304558615	SUPPLIES	209.94	
STAPLES ADVANTAGE Dept DET	3304558618	SUPPLIES	476.04	
STAPLES ADVANTAGE Dept DET	3304558620	SUPPLIES	16.50	
STAPLES ADVANTAGE Dept DET	3304697493	SUPPLIES	113.50	
STAPLES ADVANTAGE Dept DET	3304697496	SUPPLIES	200.74	
STAPLES ADVANTAGE Dept DET	3304697500	SUPPLIES	72.90	
STAPLES ADVANTAGE Dept DET	3306050334	SUPPLIES	148.80	
STAPLES ADVANTAGE Dept DET	3306050338	SUPPLIES	11.16	
			Vendor Total:	1,493.56

<u>Vendor Name</u>	<u>Invoice</u>	<u>Description</u>	<u>Amount</u>	
SUBSCRIPTION SERVICES OF AMER	6115013	SUBSCRIPTIONS	243.71	
		Vendor Total:		243.71
TEK-HUT, INC	28781	RENEWAL	8,240.00	
		Vendor Total:		8,240.00
UNIVERSITY OF OREGON-CENTER ON TEACHING & LEARNING	162-00671	SUPPLIES	7.00	
		Vendor Total:		7.00
US BANK CARDMEMBER SERVICES	0616 STMT	SUPPLIES	233.79	
		Vendor Total:		233.79
VIRCO MFG. CORPORATION	91687782	SUPPLIES	1,751.60	
		Vendor Total:		1,751.60
WALMART COMMUNITY	0616 STMT	SUPPLIES	1.60	
WALMART COMMUNITY	618000333193	SUPPLIES	97.51	
		Vendor Total:		99.11
WATER ENGINEERING INC	IN17952	SERVICE AGREEMENT	250.04	
WATER ENGINEERING INC	IN17968	SERVICE AGREEMENT	175.00	
		Vendor Total:		425.04
WAYNE STATE COLLEGE	0616 REGISTRATION	REGISTRATION	735.75	
		Vendor Total:		735.75
		Fund Total:		66,161.23
		Checking Account Total:		66,161.23

MADISON PUBLIC SCHOOLS
TREASURER'S REPORT

June 30, 2016

<u>General Fund</u>				<u>BALANCE</u>	<u>Last year's balance</u>
Balance Forward as of	<u>May 31, 2016</u>			\$2,157,227.36	
Receipts		+	\$ 1,713,123.65		
Expenditures		-	\$ 601,729.44		
Balance as of	<u>June 30, 2016</u>			\$3,268,621.57	\$2,925,833.67
 <u>Employee Benefit Fund</u>					
Balance Forward as of	<u>May 31, 2016</u>			\$6,763.03	
Receipts		+	\$ 3,646.64		
Expenditures		-	\$ 2,869.40		
Balance as of	<u>June 30, 2016</u>			\$7,540.27	\$7,976.07
 <u>Petty Cash Fund</u>					
Balance Forward as of	<u>May 31, 2016</u>			\$924.98	
Receipts		+	\$ 0.11		
Expenditures		-	\$ -		
Balance as of	<u>June 30, 2016</u>			\$925.09	\$923.77
Total Assets for General Fund				\$3,277,086.93	\$2,934,733.51
<hr/>					
<u>Depreciation Fund</u>					
Balance Forward as of	<u>May 31, 2016</u>			\$415,075.35	
Receipts		+	\$ 356.02		
Expenditures		-	\$ 15,799.30		
Balance as of	<u>June 30, 2016</u>			\$399,632.07	\$341,687.84
 <u>Bond Fund</u>					
Balance Forward as of	<u>May 31, 2016</u>			\$128,321.56	
Receipts		+	\$ 67,510.02		
Expenditures		-	\$ -		
Balance as of	<u>June 30, 2016</u>			\$195,831.58	\$186,761.89
 <u>Qualified Capital Purpose Fund</u>					
Balance Forward as of	<u>May 31, 2016</u>			\$299,538.07	
Receipts		+	\$ 28,782.47		
Expenditures		-	\$ -		
Balance as of	<u>June 30, 2016</u>			\$328,320.54	\$271,938.29
 <u>Special Building Fund</u>					
Balance Forward as of	<u>May 31, 2016</u>			\$608,114.50	
Receipts		+	\$ 272,816.66		
Expenditures		-	\$ 48,787.14		
Balance as of	<u>June 30, 2016</u>			\$832,144.02	\$461,882.39
<hr/>					
<u>Investment Checking</u>					
Balance Forward as of	<u>May 31, 2016</u>			\$254,494.12	
Receipts		+	\$ 208.60		
Expenditures		-	\$ -		
Balance as of	<u>June 30, 2016</u>			\$254,702.72	\$252,165.98
 <u>Certificate of Deposit-Madison County Bank</u>					
Balance Forward as of	<u>May 31, 2016</u>			\$50,000.00	
Receipts		+			
Expenditures		-	\$ -		
Balance as of	<u>June 30, 2016</u>			\$50,000.00	

		GENERAL FUND RECEIPTS			
		2015-2016			
		CURRENT	ESTIMATED	NET	
LINE #	DESCRIPTION	BUDGET	CURRENT	PRIVATE	CHANGE
			RECEIPTS		
	TOTAL LOCAL	\$5,677,613	\$5,634,367		
	TOTAL STATE	\$662,273	\$726,548		
	TOTAL FEDERAL	\$414,249	\$990,152		
3540	Early Childhood	\$100,000	\$57,470		14-15 claim
4200	Title I	\$158,160	\$156,023		
4210	Title I Part A	\$0	\$2,065		
4211	SIG High School	\$100,000	\$143,608		14-15 claim
4211	SIG Middle School	\$200,000	\$281,889		14-15 claim
4230	Title ID Delinquent Ed.	\$65,146	\$63,905		
4310	Title IIA, Educator Quality	\$22,354	\$23,670		
4404	IDEA Base	\$37,967	\$34,462		
4406	IDEA Base P/S	\$972	\$107		
4410	IDEA Enrollment Poverty	\$82,736	\$73,669		
4412	Idea Prop Share	\$0	\$8,783		14-15 claim
4915	Title IC Migrant Education	\$90,230	\$59,716		
4925	Title III LEP	\$9,348	\$0		
4968	21st Century ASP	\$45,725	\$50,205		
4992	REAP	\$37,064	\$34,579		
5400	NON-REVENUE SOURCES (SOP)	\$0	\$0		
		BUDGET OF EXPENDITURES			
		ESTIMATED			
		CURRENT	CURRENT	%	
		BUDGET	SPENDING	Remaining	
1100	REGULAR EDUCATION	\$3,827,500.00	\$2,668,822		30%
1200	SPECIAL EDUCATION	\$1,050,000	\$638,160		39%
2100/2150	SUPPORT SERVICES - PUPILS	\$340,000	\$237,676		30%
2200	SUPPORT SERVICES - STAFF	\$175,000	\$62,843		64%
2310	BOARD OF EDUCATION	\$65,000	\$41,979		35%
2320	EXECUTIVE ADMINISTRATION	\$190,000	\$146,755		23%
2330	DISTRICT LEGAL SERVICES	\$10,000	\$6,663		33%
2400	OFFICE OF THE PRINCIPAL	\$445,000	\$271,946		39%
2510	GENERAL ADMINISTRATION/BS	\$310,000	\$97,508		69%
2600	MAIN. & OPERATION OF BLDS.	\$525,000	\$355,739		32%
2750	REGULAR TRANSPORTATION	\$130,000	\$50,810		61%
2760	SCHOOL AGE SPED TRAN.	\$30,000	\$10,899		64%
3135	HIGH ABILITY LEARNERS	\$2,500	\$1,272		49%
4000	FEDERAL PROGRAMS	\$850,000	\$754,076		11%
8000	TRANSFER TO DEPRECIATION	\$400,000	\$0		100%
8000	TRANSFER TO ATHLETICS/LUNCH	\$25,000	\$50,000		-100%
8000	TRANSFER FOR INVESTMENT	\$175,000	\$0		100%
	BUDGET GROWTH	\$400,000.00	\$0		100%
	TOTAL BUDGET	\$8,550,000	\$5,395,147		37%

Madison Public Schools

Alan Ehlers
Superintendent
Jim Crilly
Secondary Principal
Scott Siegel
Elem Principal

700 So Kent St.
P.O. Box 450
Madison, NE 68748
District Phone (402) 454-3336 Fax (402) 454-2238
Elementary Phone (402) 454-2656 Fax (402) 454-3978

Andrew Offner
MS Principal/
Student Services
Christine Knapp
Business Manager

The mission of Madison Public Schools is to prepare students to be competent, confident, productive, and responsible citizens.

Superintendent Report

- I'm required to report number of days worked during 2015-16 school year. My contract requires 225 days and I logged 255.5 days for the year. With the number of summer projects is has been very tough to not be in the office daily but if it is the best for kids then it is worth the extra time. I'm thinking of trying to take a few days off when we get to October.
- I received information that we were not selected to receive another Middle School grant based on the submitted application. The feedback I received was that the amount of funds that we asked for was more than they had left to fund and that they would have liked to see more data to support our application. The application that was submitted mirrored what had been sent in for the High school grant we received a few years back.

The good news is they have reopened the process so we plan to apply again and adjust or application and provide more data to support the process. The new grant application will be due September 1st and we are still evaluating if to use grant funds in 2016-17 or take a planning year to finish out the high school grant and then start the Middle School grant in 2017-18.

- 29 school districts applied for Revision grant funds and unfortunately we were not chosen to receive the grant for the 2016-17 school year. We can reapply during the next two years.
- I have applied for a grant that would make the district part of the National Writing Project/Nebraska Writing project. If selected we would be either a comparison district that we receive \$12,500 to spend on anything but writing instruction or a treatment district that would receive up to \$50,000 toward professional development in the area of writing during the 2018-2020 school years. The grant participants will be announced in October.
- The latest news on the district switch from Frontier to Great Plains for Internet service has not moved as quickly as they had planned with the switch-taking place in July. It now sounds like the change over date is August 5. I made sure that Great Plains knows that I feel they should be responsible for any additional cost. I hope they can move this up before August 5th but time will tell.
- Bond Refinancing updated. I will have more info to share on Monday Night.

- **Modular building.** Things completed to this are listed in **Red**. Things to complete yet are listed in **Black**. Items that are completed also have cost listed.
- 5-15 **Bauer underground (\$2,100.00)**
- 5-15 Rough-in Sewer & water (Pettitt Plumbing) \$ TBA
- 5-15 **Rough-in Electrical (RS Electric)**
- 5-29 **Footing poured M & B Concrete \$7,500.00**
- 6-6 **Trees trimmed \$450.00**
- 6-13 **Modular building moved into place (Nu-Trend homes) \$62,500.00**
- 6-20 **Electrical hook up (RS Electric)**
- **6-27 Buildings and grounds walk-through**
- 6-28 **AC hook-up Pettitt Plumbing**
- 6-28 **Paul & Crew Rental of Ditch witch to run drainage Tile \$138.00**
- 6-28 **Nu-Tend homes return to finish drywall touch-ups ect.**
- 6-28 Paul & Crew open up access & fix drywall.
- 7-1 Water heater & sewer and water hook-ups
- 7-5 RS Electric locating wires and install of smoke alarms and outside lights
- 7-5 Paul & Crew start front Deck
- 7-5 TDK concrete to add sidewalks and repair sidewalks.
- 7-5 Heartland Communications run internet & phone lines
- 7-11 Paul & Crew finish front deck
- 7-13 Barone out to install Fire alarm panel
- 7-14 Paul & Crew finish front deck
- 7-15&16 Brad clean carpets & building
- 7-18 Paul & Crew start on rear exits
- 7-25 Finish rear exits
- 7-25 Move classroom items into place

Phase II Front entry, Lower parking lot and stairs

- Cement work on the front entry is underway
- Retaining wall has been poured on lower parking lot
- Before next Monday I hope the major dirt work is complete on the lower lot
- Power has been ran for new lights
- Drainage tile has been put in place
- Slow but steady progress.

August 2016
madison.esu8.org

MADISON PUBLIC SCHOOLS



Welcome to the 2016-17 School Year First Day for Students - August 16th

STARTING A NEW YEAR

It has been a very busy and exciting summer at Madison Public Schools. The heating and cooling upgrades in the north wing are nearly complete along with the insulation and new drywall to help with the comfort level and efficiency of the building. A modular building is now on campus to provide classrooms for alternative education and agriculture programs. The building should be ready for students by August 16th. Additional summer projects that are near completion are the lower student parking lot, stairs from upper parking lot and the front entrance. The gym floor has also been sanded, painted and will be ready for student use on August 8th. So with all the summer work nearing completion we need to turn our focus to the business of shaping young minds and helping students prepare for a bright future.

The start of the school year can bring a range of emotions for students and parents. I encourage you to open the lines of communication with your son or daughter at this time by looking back at experiences they have gained from the previous year. The setting of a regular routine and academic goals can help your student achieve great things.

I understand clearly why I've wanted to be a superintendent at MPS. I've had the honor and privilege to work with students, parents and staff during the past four years. My goal for the 2016-17 school year is to continue to be visible and involved in our community and school district. Please feel free to contact me at 402-454-3336 or ahlers@esu8.org if you would like to stop by and visit about your school district.

Alan Ehlers, Superintendent



- School starts at 8:00 am for all students.
- 1:00 pm early dismissal on first day of school - Tuesday, August 16th.
- Starting on Wednesday, August 17th, school will be in session all day with dismissal at 3:22 pm at the middle/high school; 3:15 pm at the elementary.

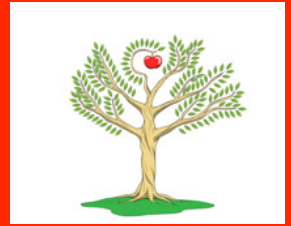
1:00 pm Early Dismissals:

Aug. 16, Aug. 31, Sept. 14,
Sept. 28, Oct. 12, Oct. 26,
Nov. 9, Nov. 30, Dec. 21

NO SCHOOL:

Sept. 5, Sept. 16, Oct. 21,
Nov. 23-25, Dec. 22-Jan. 4.

MS/HS NEWS



MIDDLE/HIGH SCHOOL REGISTRATION DAYS

Again this year we have scheduled days in August for **all** middle school and high school students and their parents to come to school and take care of many items prior to the first day of school. This is also the time to enroll new students to the area. *Please help spread the word if you know of anyone new to the area.* Registration days will be **Monday, August 1, and Tuesday, August 2 from 9:00 am-5:30 pm.**

Students will receive:

- 1) Activity handbooks
- 2) Class schedules
- 3) School supplies list (middle school)

Parents will:

- ✓ Pay for student lunches -- helpful to be purchased prior to the first day of school.
- ✓ Pay student's past due bills (a computer/ipad will not be checked out to them until bills have been paid.)
- ✓ Pay \$30 computer damage/loss fee-grades 6-12.
- ✓ Pay the \$40 activity fee (if their student(s) are going to participate in any activity in grades 9-12.)
- ✓ Receive, sign, and return all of the pertinent school information/consent forms.
- ✓ Make schedule changes.

***Please note - due to using three different bank accounts, separate checks are needed for the different funds - lunch, activity, computer damage/loss fee, etc. May combine more than one student on a check per fee.**

We really encourage all of our middle school and high school students and their parents to come in to school and take advantage of this opportunity. It will really help out with all of the "school is starting confusion" during the first week of classes!

Our school photographer will also be set up to take school pictures. These will be used for Student ID's and also the picture proof packets. Please dress according to the student dress code.



Madison Middle & High School Picture day is Monday, August 1 & Tuesday, August 2. MS/HS Picture Retake Day is Monday, August 22. Madison Elementary Picture Day is Thursday, Sept. 22.

Madison Public Schools will have school pictures taken by Pegasus School Images.

Proofs: No need to send money on picture day! Pegasus takes 2 poses of each student.

In about 2 weeks, you receive an order form with 2 proofs. Return the form to the school with payment enclosed for the items you wish to order. You may order from either or both proofs.

For **parents who are separated**, have your **student tell the photographer** they need "**2 sets of proofs**" when getting their picture taken. Then Mom and Dad can **each** receive an order form.

Family Plan: If you have more than **two children in your family, you'll be happy to know that** you only pay for **two children's orders**. Additional children's pictures are **FREE** (same or lesser value package). **This offer includes students you have at Madison Elementary, Middle School, High School, Trinity Lutheran School and St. Leonard's School in Madison.**

On your 3rd child's order, (and 4th child, 5th child, etc.) you'll just write the names, the school, grades, and pose numbers of the TWO siblings you PAID for (of equal or greater value.)

Payment: Please enclose the exact payment for EACH child with their respective order forms and return to their respective school by the due date on each order form. Late orders require a \$10 late fee.

Please **DO NOT combine payments of different children.**

Student Planner

One **free** student planner will be provided for all 6-12 grade students. If a planner is lost, a replacement will be available for \$10.00 while quantities last.



Middle school supply lists are available in the school office and can be found on the daily bulletin on our website - madison.esu8.org

STUDENT HEALTH



Immunizations

Are your children ready for school? The following are the immunization requirements for students entering school.

All students K-12th grade regardless of their current age and grade level must have 2 doses of the varicella (chicken pox) vaccine. If your child has had the disease, they do not need any varicella shots. Written documentation (including year) of varicella (chicken pox) disease from a parent, guardian, or health care provider will be accepted. Form in office.

Kindergarten students are required to have:

- 2 varicella (chicken pox) vaccines or proof of disease
- 2 MMR vaccines
- 3 hepatitis B vaccines
- 3 doses of DtaP, DPT, DT or TD vaccine (one after the child turns 4)
- 3 doses of the polio vaccine
- A current physical (May 2016 or later)

Students entering 7th grade are required to have:

- 1 Tdap vaccine (must contain pertussis booster)
- 2 chicken pox vaccines (or proof of disease)
- 2 MMR vaccines
- 3 hepatitis B vaccines
- 3 doses of DtaP, DPT, DT or TD vaccine (one after the child turns 4)
- 3 doses of the polio vaccine
- A current physical (May 2016 or later)

Any student transferring from out-of-state must also have the above vaccines and physical before they are permitted to attend school.

If your child has not received all immunizations, they can be provisionally enrolled as long as they have begun the immunization series prior to enrollment and continue to receive the shots as rapidly as medically feasible.

Head Lice



Head lice is an ongoing nuisance. Please check your children's hair before the first day of

school and periodically throughout the year. If live lice are found at school you will be called to pick up your child. They may return to school the next day, having been treated, but must be rechecked by the school nurse before they return to their classroom.

Administering Medications at School



Medications may be administered at school only with a signed consent form with the student's name, medication, and times to be given identified along with the parent's/guardian's signature. This includes not only prescription medications but also cough drops, cough medications, and other over the counter remedies. Medications that can be given on off school hours should be given at home. Medications that are scheduled to be delivered at 1:30 or later can be given at home, just as medications to be taken three times a day may be given at home: before school, after school, and bedtime. This does not apply to inhalers and other emergency and as needed medications. All medications must be brought in the original container, with prescription medications to be supplied in the bottle or box that has the pharmacy label attached. This label provides the doctor's order for the medications as required by Nebraska statute for schools to administer. The consent form for medications may be obtained from the school office.

If your child uses an inhaler or other emergency medication, please obtain the completed action plan from your doctor prior to the beginning of school. Please consider getting a second inhaler to keep at school for emergencies. This form may be obtained at the school office or printed from the MPS website under Health News.

All medications must be provided by the family. No medications are supplied by the school.

2016 NENCAP CLINIC SCHEDULE WIC & IMMUNIZATION PROGRAMS

Please call for appointments (402)385-6300 or 1-877-529-2207 or 1-800-445-2505

Norfolk WIC Clinic: (402)844-4422

South Sioux City WIC Clinic: (402)494-1429

Fremont WIC Clinic: (402)727-0608

Madison County Clinics:

MADISON: Trinity Methodist Church, 506 S Main
10:30 am - 2:30 pm

Aug. 1, Sept. 12, Oct. 3, Nov. 7, Dec. 5

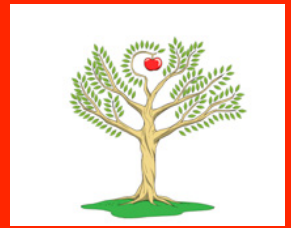
NORFOLK: Immunization Clinic

1405 Riverside Blvd.

(402)379-1380

Monday thru Friday

8:30 am - 4:00 pm - Appointments strongly encouraged.



REMINDERS

- ◆ NO CASH accepted in the lunch lines.
 - ◆ If an elementary student's account is low, a notice will be sent home in their backpack.
 - ◆ If a MS/HS student's account is getting low, the student is verbally informed. If the student has a zero balance, they **will not** be allowed to purchase a meal.
 - ◆ Money is deposited into a household lunch account, dispersing the funds according to parent/student instructions. Checks/cash accepted in either school office.
 - ◆ Your student balance/purchases can be accessed on the portal. If you have not setup the portal, please contact the high school office for directions.
- ▶ **Free/reduced lunch applications were mailed to all households in mid July. They are also available in the school offices and on our website - madison.esu8.org**



MEAL PRICES

Elementary:	Breakfast \$1.55	Lunch \$2.60
MS/HS:	Breakfast \$1.55	Lunch \$2.70

Elementary Breakfast:	7:15 am - 7:50 am
MS/HS Breakfast:	7:15 am - 7:50 am

Mission Statement

The mission of the
Madison Public Schools is:

**“Preparing students to be
competent, confident, productive
and responsible citizens.”**



If you are interested in making a HUGE difference in a young person's life, please join our team and become a Mentor at Madison. The time commitment is only one time per week during school hours. Contact Kristi Hegemann or Esperanza Villalobos to learn more at 402-454-3336. Mentoring at Madison Matters.

Together We Transform Lives
TEAMMATESSM
MENTORING
of MADISON

ELEMENTARY NEWS



Hello! My name is Andrew Offner and I will be the new Elementary Principal at Madison Elementary for the 16-17 school year. This will be my third year in the district and I am very excited to be working with this high quality staff and your students this upcoming school year. I would like to thank all the K-2 parents that sent their children to our summer school Jump Start this year!! Below you will find important information about the start of the 16-17 school year.

- **Elementary school time:** We will start school at 8:00 am and dismiss at 3:15 pm. **Note this is a change from last year.** The students will be getting out earlier this upcoming year.
- **Drop off and pick up:** You may drop your student off at the front door. This is located on the north side of the school. Pick up will be in the safety zone, which is located on the west side of the building. Please note that the school must be notified who is picking up your student. **Also, please note all doors will be locked from 8:00 am through the after school program which ends at 5:45 pm.**
- **After School Program:** Madison Elementary offers an after school program running from 3:15 pm to 5:45 pm. This program offers study time, enrichment, physical activity, and many other opportunities. Our director is Natilli Herrera, and Jane Lewis is the teacher that works with our students. These ladies have done an amazing job with the After School Program!!

ELEMENTARY NEWS



Elementary school supply list

May be picked up in the elementary office
or found on the website:
<http://madison.esu8.org>



REGISTRATION

Forms can be picked up
in the elementary office.



Elementary Picture Day

Thursday, September 22

Elementary Picture Retake Day

Thursday, October 20



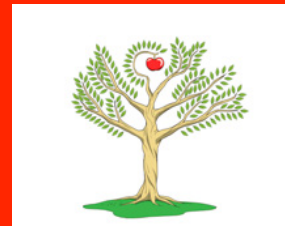
We will be hosting an open house
in the first few weeks of school.
Open house time will be
established soon.

Parent Advisory Committee

Mr. Siegel started this group and I am looking forward to continuing
it. Additional information to come during the open house!!



Thank you for attending
Madison Elementary School
We are Madison!!!
GO Little Dragons!!!



We are excited to have these professionals join our Madison Public Schools team.

ELEMENTARY

Brisa Calderon--K-5 ELL

Kristina Price--3rd grade & VB Coach

Audrey Pollreisz--K-5 SpEd

HIGH SCHOOL

Jessy Eggerling--Agriculture & FFA

Gary Klahn--Interim Principal/AD

CHILD FIND:


The Madison Public Schools have the responsibility to identify, locate, and evaluate all children (birth through age 21) with disabilities regardless of the severity of their disabilities, and who are in need of special education and related services. If you have questions or concerns about a child, please contact the Superintendent of Schools (402-454-3336) concerning the district's special education referral process.

CLOSING OF SCHOOL:

Students, parents/guardians will be informed through instant school messenger that school has been cancelled or changed to a late start. They may also:

- listen to the local Norfolk and Columbus radio stations
- watch television stations KOLN/KGIN-channel10 or KTIV-channel 4
- if you have access to the Internet, you may check facebook, twitter or the following websites:

- www.kexl.com,
- www.us92.com,
- www.cancellations.com
- www.kolnkgin.com.



Important Phone Numbers

Elementary:	402-454-2656
Middle/High School:	402-454-3336
Bus Questions:	402-454-2656

Please call the school if your child will be absent from school. Office hours are 7:30am-4:00 pm. If calling outside of office hours, please leave a message by following the prompts. If you are unable to call the school, you are required to send a note the following day explaining the reason for the absence or it will be unexcused.

Registration Information

Tuesday, August 16 is the first day of school for students attending the Madison Public Schools. All children who reach age five on or before July 31, 2016 are eligible to be registered for kindergarten. If your child is starting kindergarten or you are new to the district, your child(ren) must be registered before they are allowed to attend the first day.

- Students may register at either the Elem or MS/HS office
- Current immunization papers and official birth certificate are required when registering. If your child has not received all immunizations, they can be provisionally enrolled as long as they have begun the immunization series prior to enrollment and continue to receive the shots as rapidly as medically feasible.



Check Out Our Website...
madison.esu8.org for:



- Activity Calendar (directs you to our Google Calendar)
- Lunch Menu
- Employment Opportunities
- Infinite Campus
- NDE State of the Schools Report
- Superintendent's Welcome
- A variety of other school information

Infinite Campus - offers a parent portal as an internet access to your child/children's grades, attendance and lunch balance as well as other important information. If you are interested in obtaining an access code to enter the parent portal, please contact the high school office to sign up.



Check us out on Facebook and Twitter



STUDENT INSURANCE AND PARENTAL WAIVERS

Madison Public Schools does not purchase accident insurance to cover injuries incurred by your child while at school or school activities. We require all families to have accident coverage on their children who plan to participate in any sport or school sponsored activity. If you do not have insurance on your child, have a plan with high deductible, or have limited benefits with your present company, you may be interested in the student insurance program administered by Student Assurance Services, Inc. of Stillwater, MN. All information concerning plans available and corresponding fees are included in the pamphlet available at registration days on August 1 & 2 or in the high school office. If your student will be participating in any sport or school activity, and you do not wish to take out the insurance offered through the school, you will need to fill out the parental waiver part of the consent form on the back of the Activity Handbook.

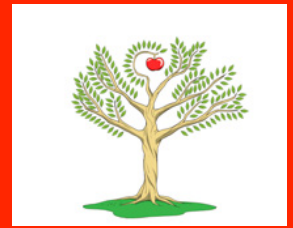


Calendar

SCHOOL CALENDAR

Madison Public Schools will be using Google Calendar as the official school calendar this year. We will no longer be using rSchool. It can be found by going to the MPS website (madison.esu8.org) and clicking on the activity calendar. You will need to click on the activity to find out details such as time, location, etc.

SPORTS & ACTIVITIES



PRACTICE DATES & TIMES

- **Boys' & Girls' Cross Country - Grades 9-12**
Coach: Connie Herz
Practice: Monday, August 15, 3:30 pm
- **Football - Grades 9-12**
Coach: Travis Jordan
Practice: Monday, August 8, 7:30-10:00 am
Special Teams Walk Through 5-6 pm
- **Girls' Softball - Grades 9-12**
Coach: Riley Hoffart
Practice: Monday, August 8, 3:30 pm
- **Volleyball - Grades 9-12**
Coach: Kristina Price
Practice: Monday, August 15, 3:30 pm
- **Middle School Sports**
Meetings/check-out for all MS sports will take place during the first week of school. Watch for specific dates/times in the daily bulletin. If you have questions, please contact the high school office.

➔ REMINDER ◀

ATHLETIC CHECKLIST (before practicing)

- *Athletic physical
- *Consent form from Activity Handbook – form completed, signed and turned in
- *Activity fee paid (\$40) – grades 9-12

Personnel will be available to accept fees and forms at registration days on August 1 & 2.



Ticket Prices & Passes for Sporting Events & Activities

Madison Public Schools offers many sporting events/activities throughout the school year. The charge for varsity athletic events is:

Adults \$5 **K-12 students \$4**

Students in grades 9-12 who wish to participate in any school-sponsored activity must pay a one-time \$40 fee before the first practice of any qualified school activity. Those students in grades 9-12 involved in activities who qualify for free and reduced lunches according to federal guidelines can apply for a waiver from the activity fee cost. Please contact the high school office for the current forms. The fee will need to be paid and will be reimbursed (if the student qualifies for the waiver) at the completion of any qualifying activity. Parent/guardian must request reimbursement in writing prior to the end of the school year. Athletes will receive their student ID when payment is made and must have their student ID with them in order to receive free admission.

Non-participants of high school activities and full time college athletes may purchase an activity pass for \$40. K-8 students may purchase an activity pass/student ID for \$20. The pass will admit them to all home extracurricular activities.

Punch cards are available for adults/family. Please check at the high school office for details.

Senior citizens, age 65 or older, may apply for an athletic pass at the high school office. The pass is **free** and is offered in appreciation for the many years of support of our school programs.

FALL PARENT MEETING

At least one parent of each high school fall athlete is expected to attend a meeting on Thursday, August 18 at 7:00 pm at the high school. Coaches will speak about their specific sport. New regulations, rules, expectations, practices, awards and any other concerns will be discussed.



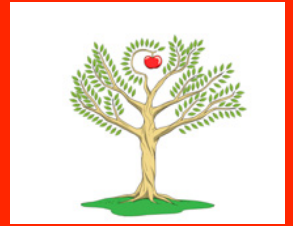
Big Red Kick Off

Monday, August 22
Athletic Complex
Community Invited

- 6:00 - 6:30 pm Tailgate
- 6:30 - 7:00 pm Band, cheerleaders, Dragonfire danceline
- 7:00 - 7:15 pm Introductions of 2016-17 MPS Staff Members
- 7:15 - 7:30 pm Fall coaches and player introductions
- 7:30 - 7:45 pm Booster Club Meeting [9]



BUS TRANSPORTATION



Transportation:

The school district will provide transportation on each day school is in session to the students who reside in the district and qualify for transportation according to the district's transportation plan. The families of students who will not be provided transportation pursuant to the district's plan or who must drive students to a pick-up point will be reimbursed according to statute if they qualify for such reimbursement.

Students in grades KG thru 12th grade living outside of the Madison city limits shall be entitled to transportation to and from their attendance center at the expense of the school district. Preschool students may also be provided transportation to be determined by the Board of Education on a year-to-year basis.

Parents of students who live where transportation by bus is impractical or unavailable may be required to furnish transportation to and from the designated attendance center at the expense of the school district. Those parents who transport their children at the expense of the school district shall be reimbursed in accordance with state statute. Payment to current parents has been grandfathered in until the school year of 2017-2018.

BUS RULES

We believe all students can behave appropriately and safely while riding the school bus. We will not tolerate any student that impedes the drivers from doing their job or preventing other students from having safe transportation.

Rules:

- * Obey and show respect to the driver
- * Remain in your seat at all times
- * No pushing, shoving, fighting, or throwing objects at any time
- * No smoking, lighting matches or lighters, chewing tobacco, sunflower seeds, or spitting
- * Silence at railroad tracks
- * No swearing or use of obscene language or gestures
- * Respect property of school and others.
- * No hanging any objects or parts of body out the windows
- * Follow all rules in the parent-student handbook

Possible Consequences:

- * Driver verbally warns student
- * Driver reports incident to principal. Parents contacted
- * Short-term suspension of riding privileges
- * Long-term suspension of riding privileges
- * Permanent removal of riding privileges

Steps may be skipped depending on the seriousness of the offense. The building principal reserves the right to revoke bus privileges for any student that does not comply with the above rules.

For questions on bus transportation contact Paul Herz at 402-750-6591

North Route Drivers: (AM) Denise Ehlers 402-643-0637 (PM) Pat Fluery 402-316-6124
South Route Drivers: (AM) Paul Herz 402-750-6591 (PM) Doug Shipley 402-649-5220

5018
Parental Involvement In Education Practices

The school district recognizes the importance of parental involvement in the education of their children. To ensure such rights, parents will be:

1. Provided access, as described in district procedures, to district-approved textbooks and other curricular materials and tests used in the district.
 - a. A parental request to review specific approved textbooks and other district- or building-approved curricular materials (written, visual, and audio) should be made to the principal of the building where the textbooks and curriculum materials are used. Parents may check out textbooks and may review curricular materials such as video and audio recordings within a time frame determined by the building principal to prevent disruption of the instructional process. A parental request to review specific standardized and criterion-referenced tests used in the district should be made in writing to the building principal. Copies of the most recent tests used in the district will be available for parent review. In the case of secure tests such as the ACT, parents must contact the publisher to obtain copies of the test.
2. Permitted, within district procedures, to attend and observe courses, assemblies, counseling sessions, and other instructional activities.
 - a. Parents are invited to make appointments with the building principal to visit classes, assemblies and other instructional activities. The principal shall give permission after determining that parental observation would not disrupt the activity.
 - b. Parents may request permission to attend counseling sessions in which their child is involved.
3. Permitted, within district procedures, to ask that their children be excused from testing, classroom instruction, surveys and other school experiences that parents find objectionable.
 - a. Building principals will excuse a student from any single school experience at the parent's written request.

- b. When appropriate, alternative experiences will be provided for the student by the school.
- 4. Informed through the student handbook of the manner that the district will provide access to records of students.
- 5. Informed of the standardized and criterion-referenced district testing program. Parents may request additional information from the building principal.
- 6. Notified of their right to remove their children from surveys prior to district participation in surveys.
 - a. The principal must approve all surveys intended to gather information from students before they are administered to students.
 - b. Students' participation in surveys is voluntary. Parents may restrict their child from participating in any survey.

Adopted on: 2/8/2016

Revised on: _____

Reviewed on: _____

5045 Student Fees

The school district shall provide free instruction in accordance with the Nebraska State Constitution and the Nebraska statutes. The district also provides activities, programs, and services that extend beyond the minimum level of constitutionally required free instruction. Under the Public Elementary and Secondary Student Fee Authorization Act, the district is permitted to charge students fees for these activities or to require students to provide specialized equipment and attire for certain purposes. This policy is subject to further interpretation or guidance by administrative or board regulations. Students are encouraged to contact their building administration, their teachers or their coaches, and sponsors for further specifics.

A. Definitions.

1. "Students" means students, their parents, guardians or other legal representatives.
2. "Extracurricular activities" means student activities or organizations that (1) are supervised or administered by the district; (2) do not count toward graduation or advancement between grades; and (3) are not otherwise required by the district.
3. "Post-secondary education costs" means tuition and other fees associated with obtaining credit from a post-secondary educational institution.

B. Listing of Fees Charged by this District.

1. **Guidelines for Clothing Required for Specified Courses and Activities.**

Students are responsible for complying with the district's grooming and attire guidelines and for furnishing all clothing required for any special programs, courses or activities in which they participate. The teacher, coach, or sponsor of the activity will provide students with written guidelines that detail any special clothing requirements and explain why the special clothing is required for the specific program, course or activity.

2. Safety Equipment and Attire.

The district will provide students with all safety equipment and attire that is required by law. Building administrators will assure that (a) such equipment is available in the appropriate classes and areas of the school buildings, (b) teachers are directed to instruct students in the use of such devices, and (c) students use the devices as required. Students are responsible for using the devices safely and as instructed.

3. Personal or Consumable Items.

The district does not provide students with personal or consumable items for participation in courses and activities including, but not limited to, pencils, paper, pens, erasers and notebooks. Students who wish to supply their own personal or consumable items may do so, as long as those items comply with the requirements of the district. The district will provide students with facilities, equipment, materials and supplies, including books. Students are responsible for the careful and appropriate use of such property. Students will be charged for damage to school property caused by the student and will be held responsible for the reasonable replacement cost of any school property that they lose.

4. Materials Required for Course Projects.

The district does not provide students with the materials necessary to complete all curricular projects. In courses where students produce a project that requires more than minimal cost for materials, the finished product will remain the property of the district unless the students either furnish or pay for the reasonable cost of materials required for the course project.

The maximum dollar amount charged by the district for course materials shall be:

- | | |
|---------------------------------------|------------|
| ▪ Industrial Technology Classes | \$1,500.00 |
| ▪ Art Classes | \$500.00 |
| ▪ Family and Consumer Science Classes | \$500.00 |

5. Extracurricular Activities.

The district may charge students a fee to participate in extracurricular activities to cover the district's reasonable costs in offering such activities. The district may require students to furnish specialized equipment and clothing that is required for participation in extracurricular activities, or may charge a reasonable fee for the use of district-owned equipment or attire. Attached to this policy is a list of the fees charged for particular activities. The coach or sponsor will provide students with additional written guidelines detailing the fees charged, the equipment and/or clothing required, or the usage fee charged. The guidelines will explain the reasons that fees, equipment and/or clothing are required for the activity.

The following list details the maximum dollar amount of all extracurricular activities fees and the specifications for any equipment or attire required for participation in extracurricular activities:

- Student participation fee \$40.00
Required of all students who participate in athletics and/or other extracurricular activities
- Future Business Leaders of America \$500.00
- National Honor Society \$500.00
- Cheerleading, Drill Team, Flag Corps Students must purchase uniforms and shoes selected by the sponsor and/or student group. The maximum dollar amount charged by the school district for these items will be \$1,500.00.
- Football students must provide their own football shoes, undergarments, and mouth guards
- Golf students must provide their own golf shoes, undergarments, and clubs

- Softball and Baseball students must provide their own shoes, gloves, and undergarments
- Track, Volleyball, Wrestling and Basketball students must provide their own shoes and undergarments
- Future Farmers of America student must purchase their own jackets and pay dues of \$500.00
- Rifle and Trap Teams students must provide their own weapons and ammunition
- Science Club \$500.00
- FCCLA \$500.00
- Spanish Club \$500.00

6. Post-Secondary Education Costs.

Some students enroll in postsecondary courses while still enrolled in the district's high school. As a general rule, students must pay all costs associated with such post-secondary courses. However, for a course in which students receive high school credit or a course being taken as part of an approved accelerated or differentiated curriculum program, the district shall offer the course without charge for tuition, transportation, books, or other fees. Students who chose to apply for post-secondary education credit for these courses must pay tuition and all other fees associated with obtaining credits from a post-secondary educational institution.

7. Transportation Costs.

The district will charge students reasonable fees for transportation services provided by the district to the extent permitted by federal and state statutes and regulations.

The maximum dollar amount of the transportation fee charged by this district shall be \$500.00.

8. Copies of Student Files or Records.

The district will charge a fee for making copies of a student's files or records for the parents or guardians of such student. The Superintendent or the Superintendent's designee shall establish a schedule of student record fees. Parents of students have the right to inspect and review the students' files or records without the payment of a fee, and the district shall not charge a fee to search for or retrieve any student's files or records.

The district will charge a fee of \$0.00 per page for reproduction of student records.

9. Participation in Before-and-After-School or Pre-Kindergarten Services.

The district will charge reasonable fees for participation in before-and-after school or pre-kindergarten services offered by the district pursuant to statute.

The maximum dollar amount charged by the district for these services shall be \$900.00.

10. Participation in Summer School or Night School.

The district will charge reasonable fees for participation in summer school or night school and may charge reasonable fees for correspondence courses.

The maximum dollar amount charged by the district for summer and night school shall be \$250.00.

11. Charges for Food Consumed by Students.

The district will charge for items that students purchase from the district's breakfast and lunch programs. The fees charged for these items will be set according to applicable federal and state statutes and regulations. The district will charge students for the cost of food, beverages, and the like that students purchase from a school store, vending machine, booster club or from similar sources. Students may be required to bring money or food for field trip lunches and similar activities.

The maximum dollar amount charged by the district for the breakfast and lunch programs is as follows:

- Breakfast Program – Grades K-8
 - Regular Price \$1.55
 - Reduced Price \$.30

- Breakfast Program – Grades 9-12
 - Regular Price \$1.55
 - Reduced Price \$.30

- Lunch Program – Grades K-8
 - Regular Price \$2.50
 - Reduced Price \$.40

- Lunch Program – Grades 9-12
 - Regular Price \$2.60
 - Reduced Price \$.40

12. Charges for Musical Extracurricular Activities.

Students who qualify for fee waivers under this policy will be provided, at no charge, the use of a musical instrument in optional music courses that are not extracurricular activities. For musical extracurricular activities, the school district will require students to provide the following equipment and/or attire:

- Band Students must provide their own instruments and marching band shoes, which must be white, rubber-soled sneakers

- Swing Choir Students must purchase outfits and shoes selected by the sponsor and/or student group. The maximum dollar amount charged by the district for these materials will be \$500.00

13. Contributions for Junior and Senior Class Extracurricular Activities.

Students are eligible to participate in a number of unique extracurricular activities during their last two years in high school, including prom, various senior recognitions, and graduation. In order to fund these extracurricular activities, the school district will ask each student to make a contribution to their class’s fund. This contribution is completely voluntary. Students who chose not to contribute

to the class fund are still eligible to participate in the extra activities. The suggested donation to the class fund will be \$25.00.

C. Waiver Policy.

Students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs shall be provided a fee waiver or be provided the necessary materials or equipment without charge for (1) participation in extracurricular activities, (2) materials for course projects, and (3) the use of a musical instrument in optional music courses that are not extracurricular activities. Actual participation in the free or reduced-price lunch program is not required to qualify for the waivers provided in this section. The district is not obligated to provide any particular type or quality of equipment or other material to eligible students. Students who wish to be considered for waiver of a particular fee must submit a completed fee waiver application to their building principal.

D. Distribution of Policy.

This policy will be published in the Student Handbook or its equivalent that will be provided to students at no cost.

E. Voluntary Contributions to Defray Costs.

The district will, when appropriate, request donations of money, materials, equipment or attire from parents, guardians and other members of the community to defray the costs of providing certain services and activities to students. These requests are not requirements and staff members of the district are directed to clearly communicate that fact to students, parents and patrons.

F. Fund-Raising Activities

Students may be permitted or required to engage in fund-raising activities to support various curricular and extracurricular activities in which they participate. Students who decline to participate in fund-raising activities are not eligible under this policy for waiver of the costs or fees which the fund-raising activity was meant to defray.

G. Student Fee Fund.

The school board hereby establishes a Student Fee Fund. The Student Fee Fund shall be a separate school district fund that will not be funded by tax revenue, and that will serve as a depository for all monies collected from students for (1) participation in extracurricular activities, (2) post-secondary education costs, and (3) summer school or night school courses. Monies in the Student Fee Fund shall be expended only for the purposes for which they were collected from students.

CERTIFICATION

On the 11th day of July, 2016, the Board of Education of Madison Public Schools held a public hearing on a proposed student fee policy. The hearing followed a review of the amount of money collected from students pursuant to, and the use of waivers provided in, the student fee policy for the 2016-2017 school year. This student fee policy was then adopted by a majority vote of the school board at an open public meeting conducted in compliance with the Open Meetings Act.

Superintendent of Schools or Other
Authorized School Representative

Adopted on: 2/8/2016

Revised on: _____

Reviewed on: _____

2016-2017 ACTIVITY FEE WAIVER

Madison Public Schools provides a waiver of the Activity Fee, based on family income, for students in grades 9-12 involved in Madison Public School activities. The activity fee waiver will become effective at the time a 9-12 student demonstrates involvement in a qualified school activity.

The waiver covers the following:

- 1) One-time \$40 activity fee
- 2) Band instruments (choice of instrument will be determined by the band director)
- 3) Specialized equipment for any sport or activity
- 4) Any other activity related fees that may arise during the school year as approved by the superintendent.

Students and parents are responsible for the following:

- 1) Any materials or equipment students and parents choose to purchase beyond the norm as identified by the sponsor or coach.
- 2) Students are required to fully and successfully participate in fundraising that helps cover the costs of activity or project.
- 3) Students who receive an activity pass as part of the activity waiver program must understand they are required to have the card with them for all activities.
- 4) Admission and transportation fees for elective activities as spectators.
- 5) Cheerleading and danceline uniforms.
- 6) Costs of other activities – related items that may arise during the school year.
- 7) The one-time \$40 fee must be paid before the first practice of any qualified school activity and will be reimbursed (if qualifies for the waiver) at the completion of any qualifying activity. Parent/guardian must request reimbursement in writing prior to the end of the school year.

The following students would be required to pay the one-time \$40 activity fee:

- all 9-12th grade students involved in any aspect of the following extra-curricular activities: all sports, art/history/Spanish/drama clubs, music, SkillsUSA, Student Council, National Honor Society, cheer, dance, quiz bowl, all drama activities, speech, FBLA, FCCLA, FFA, and Youth Leadership Council.

To qualify for a household waiver the following application must be submitted with income verification.

Please return completed form to the high school office.

2016-2017 ACTIVITY FEE WAIVER

Verification must be submitted with the application in order to be considered for a waiver. **One application serves for all eligible students in grades 9-12.**

WHAT YOU NEED TO SEND US FOR VERIFICATION

If your child is a Foster Child:

Send us official documentation from the agency sponsoring the child.

If you get Food Stamps or TANF for your children, send us a copy of one of these:

- *Food Stamp or TANF Certification Notice that shows dates of certification.
- *Letter from Food Stamp or Welfare Office that says you get Food Stamps or TANF.
- *Do not send your EBT card.**

If you do not get Food Stamps or TANF for your children:

NAMES OF <u>ALL</u> HOUSEHOLD MEMBERS <i>(Include children not enrolled in school)</i>	SCHOOL NAME <i>(If Attending)</i>	GRADE

Send this page along with papers that show the amount of money your household got last month from each source.

If you are self-employed, you must complete the form "Computing Income for Self-employed Person" (request from school office) and provide a copy of your 2015 U.S. Individual Income Tax Return Form 1040.

The papers you send must show the **name** of the person who received the income, the **date** it was received, **how much** was received, and **how often** it was received.

Acceptable papers include:

Jobs: Current paycheck stub or pay envelope that shows how often pay is received; letter from employer stating gross wages and how often they are paid; or business or farming papers, such as ledger or tax books.

Social Security, Pensions, or Retirement: Social Security retirement benefit letter, statement of benefits received, or pension award notice.

Unemployment, Disability, or Worker's Comp: Notice of eligibility from State employment security office, check stub, or letter from Worker's Compensation.

Welfare Payments: Benefit letter from welfare agency.

Child Support or Alimony: Court decree, agreement, or copies of checks received.

Other income (such as rental income): Information that shows the amount of income received, how often it is received, and the date received.

No income: A brief note explaining how you provide food, clothing, and housing for your household, and when you expect an income.

SIGN HERE: _____ **Print Name:** _____

Address: _____ **Zip:** _____ **Phone Number:** _____

.....
Don't fill out this part. This is for school use only. **Don't fill out this part. This is for school use only.**

Date Application Received: _____ Date Approved: _____ Date Denied: _____

Alan Ehlers
Superintendent
Jim Crilly
Secondary Principal
Scott Siegel
Elem Principal/AD

Madison Public Schools

700 So Kent St.
P.O. Box 450
Madison, NE 68748
District Phone (402) 454-3336 Fax (402) 454-2238
Elementary Phone (402) 454-2656 Fax (402) 454-3978

Andrew Offner
MS Principal/
Student Services
Christine Knapp
Business Manager

The mission of Madison Public Schools is to prepare students to be competent, confident, productive, and responsible citizens.

Mr. Offner

1. Update on Elementary Handbook 16 – 17
 - a. I have made minor changes in the handbook to staff names, Lunch/Breakfast prices, changing the time of operation to 8:00 A.M. (0800) to 3:15 P.M. (15: 15)
 - b. I have made moderate changes to :
 - i. Pg 4 added - Activity cards for extra-curricular activities are available to purchase at the high school office. An activity waiver is available for students who qualify for free and reduced lunch. Contact the high school office at 454-3336 for more information.
 - ii. Pg 7 added - *****Please note that board policy 6024 also talks about suspensions and expulsions that may be used if the principal deems necessary as a disciplinary action. If you have questions about this please contact the Elementary Principal.**
 - iii. **Pg 10 added “Initiations and Hazing”-**
Initiations and hazing by members of classes, clubs, athletic teams, or any other organization affiliated with the district are prohibited except as otherwise permitted by this policy. Any student engaging in hazing or non-approved initiations is subject to discipline as permitted by policy and law
 - iv. Pg 15 - Parents and/or guardians are always welcome as school visitors. We require that all visitors have prior permission to visit from the teacher and/or principal. All visitors should check in at the school office before visiting the classroom. A visitor’s identification badge will be issued to ensure the safety of our students. Children are not permitted to visit unless accompanied by an adult. All school doors will be locked from the start of school through the after school program.

c. Major changes: pg 11

**NATIONAL SCHOOL LUNCH & BREAKFAST PROGRAM
Non-Discrimination Statement**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: <https://www.ascr.usda.gov/ad-3027-usda-program-discrimination-complaint-form> and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) Mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C.20250-9410; (2) Fax: (202) 690-7442; or (3) Email: program.intake@usda.gov this institution is an equal opportunity provider.

i.

**MADISON
ELEMENTARY
SCHOOL**



**2016-2017
PARENT-STUDENT
POLICY HANDBOOK**

Last updated: June 2016

Table of Contents			
Principal's Greeting	3	Health Services-Medication	9
Mission Statement	3	High-Ability Learners Program (HAL)	9
Staff Directory	3	Homeless Coordinator	10
Activity Cards	4	Homework	10
Asbestos Notification	4	Insurance	10
Attendance	4	Internet Policy	10
Attendance-Excessive Absences	4	Library	11
Attendance-Reporting Absences	4	Lunch	11
Attendance-Early Checkout	5	Lunch-Rules	11
Bicycles, Skateboards, Roller Blades	5	Lunch-USDA Nondiscrimination	11
Breakfast Program	5	Make-up Work	12
Bus Rules	5	Parent-Teacher Conferences	12
Calls to Police	6	Playground/Recess Information	12
Child Find	6	Police Interviews	12
Classroom Schedule	7	Pre School	13
Complaints About School Personnel	7	Progress Reports	13
Conduct and Discipline	7	Multi-Tier System of Support (MTSS)	13
Discrimination	7	Safety	13
Dress Code	8	School Closing/Cancellation	14
Drop-off and Pick-up of Students	8	School Hours	14
Drug and Alcohol Education Programs	8	School Property	14
Electronic Equipment	8	Staff Qualifications	14
Entrance Requirements	9	Student Photos	14
Field Trips	9	Student Valuables	14
Guidance and Counseling Services	9	Supplies	14
Health Services	9	Telephone Calls	15
Health Services-Accidents and Injuries	9	Visiting School	15
		Volunteers	15

PRINCIPAL'S GREETING

Welcome to another wonderful year at Madison Elementary School! Our staff is excited to work with each student, helping them to meet the challenges that come with being a child in an ever-changing world. Please refer to this handbook when you have questions throughout the school year. If you have any questions that cannot be answered, please contact me at aoffner@esu8.org or 402-454-2656.

I wish you a successful school year, and thank you for choosing to be a Dragon!

Go Dragons!!

Andrew Offner
Elementary Principal
Curriculum and Assessment Director

MADISON PUBLIC SCHOOL MISSION STATEMENT

The mission of Madison Public Schools is to prepare students to be competent, confident, productive and responsible citizens.

MADISON ELEMENTARY STAFF

Superintendent
Principal
Kindergarten
First Grade
Second Grade
Third Grade
Fourth Grade
Fifth Grade
Special Education
English Language Learners (ELL)
Title 1
Vocal Music
Reading/Math Coach
Physical Education
Guidance Counselor
Media/Technology
Paraprofessionals

School Nurses
Speech Therapist
School Psychologist
Secretary
Librarian
After School Program Director
Custodians
Kitchen Staff

Alan Ehlers
Andrew Offner
Randi Cleveland, Kari Frauendorfer
Jane Lafleur, Katie Eischeid
Monette Osten, Kristina Price, Megan Lewis
Jane Lewis, Jill Weidner
James Cooper, Katie Fite
Riley Hoffart, Vicky Jones
Audrey Pollreisz, Mary Abler
Brisa Calderon
Kay Wehrle
Teresa Wagner
Erin Reeves
Mike Sunderman
Teryn Rother
Trish Braithwait
Robin Flaugh, Jayne Freudenburg, Dawn Greve, Brooke Hanson, Jamie Hastretier
Marilyn Samuelson, Devon Flynn, Linda Kowalewski, Maggie Schmidt, Tiffany Greve,
Rosa Uribe, Marissa Wilson
Lisa Holoubek, Janet Pfeifer
Andrea McGregor
Cathy Fiala
Enriqueta Saldana
Mary Throener
Natilli Herrera
Paul Herz, Doug Shipley, Pat Fleury
Rhonda Stoffel and Tracie Nelson

ACTIVITY CARDS

Activity cards for extra-curricular activities are available to purchase at the high school office. An activity waiver is available for students who qualify for free and reduced lunch. Contact the high school office at 454-3336 for more information.

ASBESTOS NOTIFICATION

Current Federal Regulations require all schools inventory asbestos containing materials (ACM) and develop a management plan to identify and control ACM in their buildings. ACM has been identified in the elementary and junior high buildings. The presence of asbestos in a building does not mean that the health of building occupants is necessarily endangered. As long as asbestos-containing material (ACM) remains in good condition and is not disturbed, exposure is unlikely. When building maintenance, repair, renovation or other activities disturb ACM, or if it is damaged, asbestos fibers are released creating a potential hazard to building occupants. The plan for the Madison County District #1 School has been submitted to the Governor of Nebraska and is now available for inspection (without cost) to the general public, teachers, and other school personnel. The plan will be made available within five working days after receiving your request. For further information contact Alan Ehlers, Superintendent (454-3336). The school may charge for copies of the plan.

ATTENDANCE

Nebraska State Statue (79-201) requires that all students between the ages of 6-18 attend school. It is the responsibility of the parent/guardian to see that the student is at school at the appropriate time in a proper state of health and cleanliness. The school district is required by law to notify juvenile justice officials when excessive absences occur. Madison Elementary School believes that punctual and regular attendance is extremely important. It is one of the most important factors in determining school success. Please schedule appointments (dentist, doctor, etc.) for non-school days and plan vacations for school breaks and summer vacation. Making sure that your child misses as little school as possible is the most important thing that you can do to support their education. There is a strong relationship between attendance and student achievement at all levels of education. For any elementary student that misses more than 10 days of school in a single school year, a meeting must take place between the child's parent(s)/guardian(s) and the Elementary Principal before the student is promoted to the next grade level.

ATTENDANCE-EXCESSIVE ABSENCES

Students arriving after 8:00 am MUST obtain a tardy pass from the office.

All absences and tardies will be counted in the total time of missed school. Our policy states that when a student misses:

- **5 Days**— For any time a student misses a total of five (5) days (or the hourly equivalent), the parent will be contacted and notified of the total number of absences, the dates of these absences, and the time period of accumulation.
- **10 Days**—For any time a student misses a total of ten (10) days of school (or the hourly equivalent), the parent shall be contacted and notified of the total number of absences and the current policy relating to attendance at school will be provided. The county attorney may be notified of the absences.
- **15 Days**—When a student has missed a total of fifteen (15) school days (or the hourly equivalent), the parent shall be notified of the total number of absences and the current policy relating to attendance at school will be provided. The county attorney may be notified of the absences.
- **20 Days**—When a student misses a total of twenty (20) school days (or the hourly equivalent), the parent shall be notified of the total number of absences. The county attorney WILL be notified of on-going attendance concerns.

Students missing 20 days of school or more in an academic year may be retained. Families can appeal that decision to the Appeal Board by notifying the office to schedule an appointment.

ATTENDANCE-REPORTING ABSENCES

Parents should call the school office on or before the day of an absence. Phones will be answered at the elementary school after 7:30 am. When contacting the school please give the following information:

- 1) Name and grade of the student
- 2) Reason for absence
- 3) Name and relationship of the person making the call

If a child is absent and we do not receive notification, the school will contact the parents. If the school is unable to contact the parents, the child will be considered truant.

Students should make up assignments in advance for known future absences. **Parents who wish to get assignments for a child who is ill must call the office before 9:00 am;** assignments can be picked up in the office after 2:00 pm. This allows ample time for teachers to prepare materials and books.

ATTENDANCE-EARLY CHECKOUT

If it is necessary for your child to leave school early during the day, you must come to the office and personally sign him/her out of school listing the date, time and reason for leaving. This is necessary for us to monitor attendance.

BICYCLES, SKATEBOARDS. ROLLER BLADES AND SCOOTERS

Bicycles must be parked in the racks provided or set in line with the racks. To prevent theft, bicycles should be padlocked. Skateboards, roller blades and scooters are not permitted.

BREAKFAST PROGRAM

Madison Elementary provides a breakfast program for students. Breakfast will be served daily from 7:15 a.m. to 7:55 a.m. Students arriving after 7:55 a.m. will not be able to eat a hot school breakfast, so please ensure that your child arrives well before this time if they wish to eat in the morning. If a student qualifies for free lunch, breakfast is free. If a student qualifies for reduced lunch, the cost of breakfast is 30 cents and the cost of lunch is 40 cents. The regular price of breakfast is \$1.55 and the regular price of lunch is \$2.60. An adult lunch is \$3.60. If you are coming to eat lunch with your child please call the school ahead of time so the kitchen can be notified.

BUS RULES

We believe all students can behave appropriately and safely while riding the school bus. We will not tolerate any student that impedes the drivers from doing their job or preventing other students from having safe transportation.

Rules:

1. Obey and show respect to the driver
2. Remain in your seat at all times
3. No pushing, shoving, fighting, or throwing objects at any time
4. No smoking, lighting matches or lighters, chewing tobacco, sunflower seeds, or spitting
5. Silence at railroad tracks
6. No swearing or use of obscene language or gestures
7. Respect property of school and others.
8. No hanging any objects or parts of body out the windows
9. Follow all rules in the parent-student handbook

Possible Consequences:

1. Driver verbally warns student
2. Driver reports incident to principal. Parents contacted
3. Short-term suspension of riding privileges
4. Long-term suspension of riding privileges
5. Permanent removal of riding privileges

Steps may be skipped depending on the seriousness of the offense. The Elementary Principal reserves the right to revoke bus privileges for any student that does not comply with the above rules.

CALLS TO POLICE

Nebraska State Statute, Section 79-293 requires the school principal to notify as soon as possible the appropriate law enforcement authorities of any act of a student, which constitutes grounds for long-term suspension, expulsion or mandatory reassignment under Section 79-267, AND is a violation of the Nebraska Criminal Code. School district administrators will therefore notify local law enforcement officers in the event that any of the following student violations occur. Parents will be informed by the building principal that such notice to the police has been made, as soon as reasonably possible.

1. Violence
 - Use of weapon
 - Threat, force, intimidation or coercion (students/staff)
 - Punches thrown by either party which constitute a substantial interference with school purposes
2. Property Damage
 - Theft (value of \$25.00 or more)
 - Repeated violations of theft or damage
3. Personal Injury
 - Physical injury or emotional harm
 - Consider intent to injure
 - Repeated intent to injure offenses
4. Threatening to Obtain Money
 - Clear extortion (succeeded in completing transaction)
 - Repeated extortion attempts
5. Weapons
 - Firearms or knives
 - Other items intended to be used as weapons
6. Controlled Substance
 - All incidences and/or limitations as outlined in law
 - Drug paraphernalia with drug residue
7. Public Indecency
 - Exposing self
8. Sexual Assault
 - Any sexual assault
 - Any attempted assault on and off school property
9. Danger to Student
 - As stated in law (fire code violation, bomb threat)
10. Repeated Violations that interfere with school purposes

CHILD FIND

The Madison Public Schools have the responsibility to identify, locate and evaluate all children (birth through age 21) with disabilities regardless of the severity of their disabilities, and who are in need of special education and related services. If you have questions or concerns about a child, please contact Alan Ehlers, Superintendent, (454-3336) concerning the district's referral process.

CLASSROOM SCHEDULE

The school day is from 8:00 am to **3:15** pm. Students who are not eating school breakfast in the morning are not to be in the building before 7:30 am. Students will be escorted to class at approximately 7:55 am. Students should leave promptly after school unless they have permission or are part of a school approved activity.

Vocal Music, Physical Education, Guidance, Library, and all specialty classes are arranged, through cooperation with the homeroom teacher on specific days. The homeroom teacher can give you this information when requested. Madison Elementary is committed to providing a balanced approach towards learning in all areas of study.

COMPLAINTS ABOUT SCHOOL DISTRICT PERSONNEL

Madison Public Schools is committed to placing the needs of our students and their families first in our efforts to provide a quality educational program. However, if you encounter a conflict with any school personnel, we encourage you to resolve it directly with them or their immediate supervisor at the building level. If this is not successful, you may complete and file a "Complaint About School District Personnel" form with the building principal. An Individual filing such a complaint will be contacted by the building principal within three (3) school days following receipt of the complaint to begin responding to his or her concerns.

CONDUCT AND DISCIPLINE

Good discipline is needed in the schools if an effective learning environment is to be developed. Students are expected to behave in an orderly and appropriate manner. Students have the freedom and encouragement to express their individuality. That freedom cannot intrude upon or endanger the freedom of others, nor can it interfere with our teaching or other students' learning. Disobedience or open defiance of school regulations and authority shall constitute sufficient cause for disciplinary action.

With cooperation from the parents, the Madison Elementary School faculty will encourage students to take responsibility for their actions. Discipline is an opportunity to learn. We hope to help each child in learning:

1. Respect for school property, as well as the property of fellow students.
2. Respect in word and conduct towards all people.
3. Respectful and clean language.
4. Respect for the welfare and happiness of others.

Discipline issues at Madison Elementary will be handled using the Behavior Intervention Support Team or BIST model. The BIST model has three GOALS FOR LIFE:

- 1) I can be productive and follow directions even if I am mad or have an overwhelming feeling.
- 2) I can be productive and follow directions even when others are NOT okay
- 3) I can be productive and follow directions even when I don't want to.

At Madison Elementary it is ALWAYS OK to do your best and ask for help!

At Madison Elementary it is NEVER OK to be hurtful or disruptive. Students that demonstrate patterns of disruptive or hurtful behaviors will be supported through a combination of the BIST model and school discipline.

*****Please note that board policy 6024 also talks about suspensions and expulsions that may be used if the principal deems necessary as a disciplinary action. If you have questions about this please contact the Elementary Principal.**

NON-DISCRIMINATION

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400

Independence Avenue, S.W., Washington, D.C. 20250-9410 or call toll free (866) 632-9992 (voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339 or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.

DRESS CODE

We want students at Madison Elementary School to take pride in their appearance. Appearances are expected to be clean, neat, modest, and in good taste. Appearances that detract from the learning environment will not be permitted. Students will be required to change clothes immediately if this occurs. Students will wear clean, comfortable clothing that is in good taste. Derogatory sayings, sexual innuendos, anti-American implications, beer, liquor, tobacco pictures/advertisements, or profanity is not permitted.

- Hats are not permitted inside the school building.
- Shoes must be worn at all times.
- Students are expected to adhere to the dress code when attending school and extra-curricular activities.
- Students will not be allowed to go out for recess if shorts are worn on cold days.
- When sandals are worn, students must bring tennis shoes to be worn at recess and during PE class.
- When snow boots are worn, students must bring other shoes to wear indoors throughout the day.

The administration reserves the right to make final decisions regarding the dress code.

DROP-OFF AND PICK-UP OF STUDENTS

*Students will be allowed to enter the building beginning at 7:15 each morning from the main entrance on the north side of the building.

*Students will be dismissed ONLY from the WEST doors. Students are to exit these doors and then either walk home or go to their designated safe zones while waiting to be picked-up.

*For the safety of students who are not walking home, they will not be allowed to leave their designated safe zone, unless accompanied by an adult or someone designated by their parents.

Enter the drop-off/pick-up lane from the south from East 9th Street and exit on the north side of the school onto East 8th Street.

The lane nearest the school is for cars dropping off or waiting for students, the lane farthest from school is to remain clear for vehicles to exit.

Do not park across the street on the north side of 8th Street. This is against the law!

Do not park on the one-way street west of the school. This is against the law!

The south and west parking lot is for staff parking only.

Students walking home must use sidewalks and crosswalks.

Please watch for our children, the safety patrol and the staff on duty! We want Madison Elementary School to be a safe place for everyone!

DRUG AND ALCOHOL EDUCATION PROGRAMS

Madison Public Elementary does not condone the use of illicit drugs or alcohol and the unlawful possession, which is wrong and harmful. Possession or use of drugs or alcohol is prohibited by students on school premises or at any school function. Appropriate educational and prevention programs are addressed within the curriculum.

ELECTRONIC EQUIPMENT

Electronic devices such as portable radios, walkmans, CD players, electronic video games, cellular phones, iPods and pagers are prohibited during school hours unless given permission by a teacher.

ENTRANCE REQUIREMENTS

A child must reach the age of five years on or before July 31st of the current school year to be eligible to enter kindergarten in the public school. A child must reach the age of four years on or before July 31st of the current school year to be eligible to enter the 4-year-old preschool program in the public school. A child must reach the age of three years on or before July 31st of the current school year to be eligible to enter the three-year old preschool program. At registration, parents must provide proof of the child's correct age.

FIELD TRIPS

Throughout the year, students will take field trips. Field trips are arranged for educational value to students and are an extension of classroom learning. Field trips are taken by grade; each grade is allowed to take one field trip each semester (or no more than two trips in an academic year). Field trips within the Madison's city limits are excluded. Before each field trip, the teacher will send a reminder home. If you do not wish for your child to attend that particular field trip, you should contact the school.

GUIDANCE AND COUNSELING SERVICES

We have a guidance counselor available to assist our students. An elementary guidance counselor serves a variety of roles. The counselor provides classroom instruction on topics related to building positive relationships, friendships and overall positive mental attitudes of students towards themselves and others.

HEALTH SERVICES

Screenings are completed annually by the school nurse. If there is a referral notice sent home from the results of these tests, please give attention to it and call the nurse with your questions.

- If your child has a fever, vomits, or has diarrhea, please keep him/her at home at least 24 hours after symptoms subside. Please do not give your child fever-reducing medication and send him/her to school; he/she is still contagious.
- **Chicken pox** is highly contagious. Children will be removed from school and will not be allowed to return until 5 days from the time of the break out.
- **Head lice** must be treated with a special shampoo. Children will be removed from school but can return the day following the shampoo. The special shampoo will need to be repeated again in 7 days.
- **Impetigo** is highly contagious. Children will be removed from school but can return as soon as an antibiotic salve is applied to the area.
- **Pink eye** is highly contagious. Children will be removed from school but can return as soon as he/she is on medication prescribed by your doctor.
- **Ringworm** is highly contagious. Children will be removed from school but can return as soon as he/she is on medication prescribed by your doctor.

HEALTH SERVICES-ACCIDENTS AND INJURIES

All major injuries sustained by students while in attendance at school must be reported to the office immediately. Appropriate forms will be completed and a copy will be sent home. Parents will be notified to pick up their child for home or doctor's care, if necessary.

HEALTH SERVICES-MEDICATION

Any parent who wishes school personnel to administer medication to his/her child during the regular school day must comply with certain regulations.

1. Medication must be left at the office accompanied by a permission form signed by a parent/guardian. These forms are available in the office.
2. All medications must be in a container properly labeled with the child's name, doctor's name, medication name and directions for administering. Ask your pharmacist for an extra bottle for your at-school prescriptions.

HIGH ABILITY LEARNER (HAL) PROGRAM

The HAL Program consists of a number of different opportunities that allow intellectually gifted and creatively talented students to experience a variety of challenging and stimulating activities and projects. Students are selected for this program based upon NWEA test scores and teacher recommendations. The High Ability Learner (HAL) program will meet approximately once per week.

HOMELESS COORDINATOR

The McKinney-Vento Act defines homeless children as "individuals who lack a fixed, regular, and adequate nighttime residence." The act provides examples of children who would fall under this definition:

- Children and youth sharing housing due to loss of housing, economic hardship or a similar reason
- Children and youth living in motels, hotels, trailer parks, or camp grounds due to lack of alternative accommodations
- Children and youth living in emergency or transitional shelters
- Children and youth abandoned in hospitals
- Children and youth awaiting foster care placement
- Children and youth whose primary nighttime residence is not ordinarily used as a regular sleeping accommodation (e.g. park benches, etc)
- Children and youth living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations
- Migratory children and youth living in any of the above situations

The homeless coordinator for Madison Public Schools is Leticia Rodriguez. She can be reached at Madison High School (454-3336). Please contact Leticia Rodriguez or a school administrator if you have concerns.

HOMEWORK

Homework may include memorization, practice exercises, outside reading, projects or family activities. According to teachers and researchers, the major purposes of homework are:

1. To practice and reinforce skills or concepts introduced in class.
2. To prepare for in-class discussion or experiments. Activities may include collecting materials or information to bring to class, studying vocabulary or practicing math facts.
3. To expand, enrich or explore subjects of personal interest and to allow individual creative forms of expression, through additional readings, research or projects.

Special situations at any grade level may warrant deviations from these purposes. Remember, homework is a joint activity between home and school.

Initiations and Hazing

Initiations and hazing by members of classes, clubs, athletic teams, or any other organization affiliated with the district are prohibited except as otherwise permitted by this policy. Any student engaging in hazing or non-approved initiations is subject to discipline as permitted by policy and law

INSURANCE

Madison Public Schools will send home information about the Kids Connect insurance program at the beginning of the year. Parents may purchase insurance for their children if they so desire. The school district **does not** provide any health or accident insurance for our students.

INTERNET POLICY

The Board of Education will provide Internet services to teachers and students to promote educational excellence in the Madison Public School district by facilitating resource sharing, innovation and communication.

Students are responsible for good behavior on the school network, just as they are in classrooms, on the playground, in the lunchroom, and in the hallways.

1. Do not tell anyone your password
2. Do not waste paper. Print only what you need.

To teach appropriate strategies for accessing information for research and education, this school district offers access to Internet and other computer networks, subject to the rules and procedures to be set by the Board of Education, or its designee.

Our district utilizes a “filter” through the Educational Service Unit that blocks inappropriate sites from student view. Students are responsible for appropriate behavior when using the Internet. Students misusing the Internet will be subject to consequences including warnings, loss of privileges, notification of parents, or referral to proper authorities for disciplinary and/or legal action.

LIBRARY

Our library offers a variety of media to interest each child, as well as library activities to stimulate use of the library and knowledge of library procedures and classifications. The library will be open during school hours. Students are responsible for any books or other materials checked out from the library. Most items may be checked out for two weeks. Students are responsible for library materials. Books or other materials that are lost or damaged will be paid for by the student. Charge is based on loss or extent of the damage to the materials. With everyone’s cooperation, we look forward to another enjoyable year. We hope to capture each child’s interest and make every visit to the library an exciting and stimulating experience.

LUNCH

Nutritious meals are served each school day. Breakfast and lunch money may be dropped off in the office or library. Please indicate on the check or the envelope the amount of money designated for each child.

Students who regularly bring sack lunches may purchase milk with their noon meal. Student breakfasts are \$1.55, lunches are \$2.60 each and milk is 35 cents each. **All prices are subject to change.** We use the Accu-Scan System to track student accounts. Our system does not allow students to charge milk or lunch; students receive payment reminders when account balances are low.

Parents are invited to come to school for lunch during the school year. **Adult lunches are \$3.60.** Please contact the office in advance to make a reservation.

LUNCH-RULES

HOT BREAKFAST AND LUNCH PROCEDURES

Madison Public Schools offers a healthy breakfast and lunch every school day. Student meals may be purchased in the office at a cost determined by the District.

1. Meals must be purchased prior to the start of school in the mornings. The office opens at 7:30 AM daily.
2. All students will be required to eat in the commons area.
3. Each day students are offered the complete lunch which will include a main meat dish or chef salad. A salad bar is available for students who purchase a lunch. Students need to choose only the foods they intend to eat.
4. During lunch period, all students need to leave books in their lockers, classrooms, or on the tables/stage in the commons.
5. Students may bring a sack lunch, but no pop or restaurant food may be brought into the commons area during school lunch time.

NATIONAL SCHOOL LUNCH & BREAKFAST PROGRAM Non-Discrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: <https://www.ascr.usda.gov/ad-3027-usda-program-discrimination-complaint-form> and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) Mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C.20250-9410; (2) Fax: (202) 690-7442; or (3) Email: program.intake@usda.gov this institution is an equal opportunity provider.

MAKE-UP WORK

Generally, the student will have the same number of school days to complete make-up work, as he/she was absent, if the absence was excused. For example, if he/she is absent for three days, the student will have three school days to turn in the make-up work. The classroom teacher(s) will give special consideration to extenuating circumstances. If you know of an absence in advance, contact your child's teacher to arrange for work ahead of time.

PARENT-TEACHER CONFERENCES

A vital link in complete communication between families and the school is through parent-teacher conferences. Special time is scheduled in the fall and in the winter during which teachers and families can discuss the progress of the student. It is quite important for parents to attend all conferences. Additional conferences may be scheduled anytime by teachers or parents. Please call the office to schedule an appointment.

PLAYGROUND/RECESS INFORMATION

Weather permitting, all students will go outside each day throughout the school year for exercise and fresh air. Students are expected to wear appropriate clothing and boots for cold and wet weather. Students are expected to wear coats, mittens, gloves and caps or hoods in cold weather.

Students will not go outdoors under the following weather conditions:

1. When it is raining or snowing heavily
2. When the wind chill index or Fahrenheit temperature is below zero (at the discretion of the supervisor between 0-10 degrees)
3. When lightning or an approaching storm is in the immediate area

Individual exceptions to outdoor recess are:

1. **Written** parent request to keep the child indoors due to illness (for up to one school week or five school days); the students staying indoors will have time to complete homework or rest; and
2. **Written** doctor requests to have child remain indoors for designated period of time

POLICE INTERVIEWS

Law enforcement or juvenile officers will not be allowed to interview students at school during the school day without the school official making a reasonable effort to contact parents. The building principal may grant exceptions to the above to probation officers who desire to meet with students who are already on probation

and/or representatives of Social Services who are accompanied by law enforcement officers. If physical violence or a criminal act occurs at school, the school principal or designee may call the police without first receiving authorization from parents.

PRE-SCHOOL

At the beginning of the school year all pre-school parent(s)/guardian(s) will receive a copy of the Little-Dragons pre-school handbook.

PROGRESS REPORTS

Progress reports will be sent home each quarter. Please review report cards for information on academic progress, attendance (days missed each quarter), tardies (each quarter). Several of our classes are performance-based and grading in those subjects may reflect that concept. Please visit with PE, music and band teachers to discuss scoring and grading.

MULTI-TIER SYSTEM OF SUPPORTS (MTSS)

Madison Elementary School is committed to helping all children learn and succeed. Some children learn easily in the classroom without extra support. But some children struggle to learn and need extra help. MTSS is one way we can make sure all children learn and succeed. MTSS is a process that has many steps. Each step is designed to make sure all children are getting the instruction and support they need. Each child's progress is monitored. The results are used to help make decisions about instruction and which children might need extra help. Madison Elementary is currently using the MTSS process to help children who are struggling with reading.

SAFETY

For each student's safety, the doors to the building will be locked at all times. Please use the doorbell at the north entrance to contact the office and be admitted to the building.

All elementary students MUST obey the safety patrol. Fifth grade students are selected for safety patrol and are stationed at specified crossings near the elementary school: the front door, west door, west door crosswalk, and stop sign crosswalk. The purpose of the program is to provide assistance for the children's safe crossing at intersections. Safety patrol members are on duty each day from **3:15-3:30 pm**. Written permission is required for a student to serve in this capacity.

If bicycles are ridden to school they must be parked in the racks located on the west side of the elementary building. To avoid theft, bicycles should be padlocked. Bicycles will be walked across all intersections. Skateboards and roller blades are not to be used on school property.

The following guidelines promote the continuing effort to improve safety:

1. Walk your bike on school grounds.
2. Ride by yourself. Use a backpack to secure your belongings; another person or carrying packages on your bike can block your vision and throw you off balance.
3. Keep control while on your bike—no tricky steering, weaving or racing.
4. Stay on the right side of the street, close to the curb. Move with traffic and watch for parked cars turning out or car doors opening suddenly.
5. Ride your bike in single file when riding with others; follow a full bikes' length behind the driver in front of you.
6. Steer with both hands on the handle except to signal when you are turning, stopping or leaving the curb.
7. Cross only at intersections.
8. Come to a complete stop at all stop signs and yield signs.
9. Stop, look and listen before entering a street from a sidewalk, driveway or alley; drivers may not see you.
10. Be ready to put on the brakes at intersections. Get off your bike and walk your bike across the street.
11. Let people on foot and other vehicles go first when they are about to cross in front of you.

SCHOOL CLOSING/CANCELLATION/LATE-START/EARLY DISMISSAL

When school will not be held due to inclement weather, the “No School/Late Start/Early Dismissal” announcement will be broadcast on Radio Stations WJAG 780 AM, KNEN 94.7 FM, KEXL 106.7 FM, KLIR 101.1 FM, KKOT 93.5 FM, KUSO 92.7 FM, KTTT 1510 AM, KZ100 100.3 FM, and KPNO 90.9 FM. Television channels 4 KTIV and 10 KOLN/KGIN will also carry the announcement. Families may also check the television stations’ websites; they are posted there as well.

The decision whether or not to have school is generally made between 5:00 and 6:00 am on the day of bad weather. If there is a late start, students will be allowed in the building fifteen minutes before classes begin. Typically, a late start will be at 10:00 a.m. unless otherwise noted.

SCHOOL HOURS

School hours are from 8:00 a.m. to 3:15 p.m. daily. Early dismissals will be announced ahead of time. Elementary office hours are from 7:30 a.m. to 4:30 p.m. daily. You may contact the school during those hours by phone at 454-2656 or by fax at 454-3978.

SCHOOL PROPERTY

Since all of us take pride in our school building, each person is expected to treat its contents with respect. Everyone needs to help keep our school neat and clean. Please remember any student who damages school property will face disciplinary actions and restitution must be made. All students, regardless of their family’s economic status, are financially responsible for damaged textbooks and school equipment.

Lockers and desks are school property; therefore, the administration reserves the right to search lockers and desks at any time. The students should have no expectation of privacy.

STAFF QUALIFICATIONS

The “No Child Left Behind Act of 2001” gives parents the right to get information about the professional qualifications of their child’s classroom teachers. Upon request, Madison Public Schools will provide parents with the following information about their child’s classroom teacher:

- Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under an emergency or provisional teaching certificate.
- The baccalaureate degree major of the teacher. You may also get information about other graduate certification or degrees held by the teacher, the field of discipline of the certification or degree.

We will also, upon request, tell parents whether their child is being provided services by a paraprofessional and, if so, the qualifications of that individual. The request for information should be made to the administrator in your child’s school building. The information will be provided to you in a timely manner. Madison Public Schools will give timely notice to you if your child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who does not meet the requirements of the “No Child Left Behind Act of 2001.”

STUDENT PHOTOS

It is required by Board Policy (507.02) of Madison Public Schools that parents be informed of the potential use of student’s name, photograph and other likeness, or related information in public education and information activities. Such activities may include, but are not limited to newspaper articles, brochures, slideshows, videos, web pages, podcasts, and blogs. Information and photos will be released unless parents specifically request in writing to the principal that their child(ren) should not be included.

STUDENT VALUABLES

Students, not the school, are responsible for their personal property. Students are cautioned not bring large amounts of money or items of value to school.

SUPPLIES

A list of suggested school supplies for each grade level is available at the school office. Many parents wish to provide the items on this list to assist the school in the education of their children.

TELEPHONE CALLS

School telephones are for business purposes. Personal calls are discouraged. If anyone calls for a student or teacher while they are in class, we will deliver a message. **Students may use the telephone for emergencies only. Students must make after school plans before entering the building in the morning.**

VISITING SCHOOL

Parents and/or guardians are always welcome as school visitors. **We require** that all visitors have prior permission to visit from the teacher and/or principal. All visitors should check in at the school office before visiting the classroom. A visitor's identification badge will be issued to ensure the safety of our students. Children are not permitted to visit unless accompanied by an adult. **All school doors will be locked from the start of school through the after school program.**

If your child wishes to bring a pet to school to share, he/she must have prior permission from the teacher and principal. An adult must accompany the pet to school and the pet must be returned home immediately after the sharing time.

VOLUNTEERS

Parents and other citizens are encouraged to volunteer their time and talents to the schools. Volunteer services range from helping in the elementary library to assisting in the individual classrooms. If you would like to volunteer, please contact your school or your child's teacher. Volunteers are asked to sign in at the office

If you have any questions regarding the contents of this handbook, please contact Madison Elementary School at 454-2656. We strive for each child to have a productive and rewarding school year!

**Andrew Offner
Elementary Principal**

**Madison Public Schools
P.O. Box 450
405 East 8th Street
Madison, NE 68748
402-454-2656 (Main Office)
aoffner@esu8.org**

Please read and discuss the contents of the Madison Elementary Parent-Student Policy Handbook with your child. By signing below, you are indicating that you have reviewed and understand the information and policies stated in the handbook and that the information has been discussed with your child(ren).

We have read the Madison Elementary Parent-Student Policy Handbook and understand the procedures, policies and regulations at Madison Elementary School.

Parent/Guardian Signature

Date

Printed Student Name

Grade

Printed Student Name

Grade

PARENT/GUARDIAN NAME(S) _____

HOME ADDRESS _____

PHONE NUMBER 1 _____

PHONE NUMBER 2 _____

EMERGENCY CONTACT _____

PHONES 454-2500 or 454-2600

DATE July 1, 2016

BILL BLANK AGENCY INC.

Insurance Real Estate Appraisals
Complete Auction Service
117 South Main-Box 548
Madison, Nebraska 68748-0548

Madison School District #1
PO Box 450
Madison, NE 68748-0450

MORTGAGEE POLICY NUMBER COMPANY EFF. DATE EXP. DATE RETURN THIS PORTION WITH PAYMENT
Quote Account # X521166 EMC Insurance 8/22/16 8/22/17

PROPERTY AND COVERAGE AMOUNT	PREMIUM CHARGE	PREMIUM CREDIT
Account Summary- Property	\$ 39,448.00	
Liability	\$ 5,129.00	
Linebacker	\$ 2,085.00	
Data Compromise	\$ 231.00	
Crime	\$ 2,223.00	
Inland Marine	\$ 2,571.00	
Automobile	\$ 9,634.00	
Workers' Compensation	\$ 65,036.00	
Umbrella	\$ 3,775.00	
Previous Balance	\$ 24.00	

**We are still needing the missing information for the newly added drivers (License #, Date of Birth, & License State) Thank You

PAY THIS AMOUNT CREDIT DUE YOU
\$ 130,156.00

Due Bill Blank Agency Inc.

R.N. CO. 02611 PRINTED IN U.S.A.

PHONES 454-2500 or 454-2600

DATE August 26, 2015

BILL BLANK AGENCY INC.

Insurance Real Estate Appraisals
Complete Auction Service
117 South Main-Box 548
Madison, Nebraska 68748-0548

Madison School District #1
PO Box 450
Madison, NE 68748-0450

MORTGAGEE POLICY NUMBER COMPANY EFF. DATE EXP. DATE RETURN THIS PORTION WITH PAYMENT
8X7-62-87-16 EMC Insurance 8/22/15 8/22/2016

PROPERTY AND COVERAGE AMOUNT	PREMIUM CHARGE	PREMIUM CREDIT
Property	\$ 37,090.00	
Liability	\$ 3,996.00	
Crime	\$ 2,484.00	
Inland Marine	\$ 2,543.00	
Automobile	\$ 10,049.00	
Workers' Compensation	\$ 79,399.00	
Umbrella	\$ 3,627.00	
Other -Property	\$ 348.00	
-Linebacker	\$ 2,085.00	
-Data Compromise	\$ 231.00	

Deleting Buildings at 404 W 7th
Amend liability at 404 W 7th from buildings to without buildings.
Thank You

PAY THIS AMOUNT CREDIT DUE YOU
\$ 141,451.00 \$ 348.00
53.00

Due Bill Blank Agency Inc.

R.N. CO. 02611 PRINTED IN U.S.A.

Please list the name and qualifications of the mechanic in charge of inspecting the school vehicles:

*James McGinn - 30+ year automotive and diesel technician
18yr Certified Ford Senior Master Tech*

Please list any services this business will provide in addition to the minimum requirements of Chapter 94:

All Maintenance and mechanical repairs on all school vehicles, with the exception of specific repairs on medium and heavy duty chassis which may require specialty tools or technician.

Are you willing to give Madison Public School vehicles first service priority? Yes
 NO

Please list the total cost of inspections meeting the requirements of Chapter 94:

	One inspection	4 quarters of inspections
School van inspections	\$ <u>45.00</u>	\$ <u>180.00</u>
School Bus inspections	\$ <u>180.00</u>	\$ <u>180.00</u>

Please list the cost of these basic maintenance services:

	Oil Change	Tire Rotation
School vans	\$ <u>40.00</u>	\$ <u>17.50</u>
School Bus inspections	\$ <u>119.00</u>	\$ <u>45.00</u>

Big Country Motors of Madison *[Signature]* *Service Mgr.* 7-6-16
Company Signature Title Date

ADMINISTRATOR'S CONTRACT OF EMPLOYMENT

This contract is made by the Board of Education of Madison Public Schools, legally known as Madison County School District No. 59-00001 (referred to herein as the "Board" and the "District" respectively), and **Gary Klahn**, (referred to herein as the "Administrator.")

WITNESSETH: The Board hereby agrees to employ the Administrator, and the Administrator hereby agrees to accept such employment subject to the terms and conditions set forth below.

1. Term of Contract. The Administrator shall be employed full-time at **1.00 FTE** for a period of one school year which shall begin on or about three weeks prior to the first day students report to school in the fall semester and terminate on or about three weeks after the last day students attend school in the spring. The Superintendent of Schools (Superintendent) shall establish the Administrator's work schedule consistent with the school calendar and the District's needs. The Administrator may provide more days of service to the District than provided above but shall not be compensated for such additional service days. **This Interim Administrative contract is for the 2016-2017 school year. Board approval at the July 11, 2016 meeting is required to establish this contract.**

2. Salary. The Administrator's salary for the contract year shall be \$60,000.00, which the Board shall pay in twelve equal installments in accordance with its practice governing payment of the District's administrators.

* The Principal shall receive a \$65.00 a month stipend to use toward cell phone costs.

3. Professional Status. Throughout the term of this contract, the Administrator shall hold a valid and appropriate certificate issued by the Nebraska Department of Education. The Administrator shall register the certificate in the Superintendent's office. The Administrator affirms that he is not under contract with another school board or board of education covering all or any part of the term of this contract.

4. Administrator's Duties. The Administrator's duties shall be as the Principal/AD/Grant Manager as otherwise prescribed for the position of Administrator by Board policy, job description, rule, regulation and directives of the Board and the Superintendent. The Administrator shall perform these duties

in accordance with the standards and goals established by the Board and the Superintendent, and shall devote his full time, skill, labor, and attention to these duties. With the Board's prior approval, the Administrator may undertake consultative work, speaking engagements, writing, lecturing, or other professional duties and obligations.

5. Discharge. The District may cancel or amend this contract during its term members for any of the following reasons: (a) cancellation, termination, revocation or suspension of Administrator's certificate by the State Board of Education; (b) a breach of any material provision of this contract; (c) any reason set forth in this contract; (d) incompetence; (e) neglect of duty; (f) unprofessional conduct; (g) insubordination; (h) immorality; (i) intemperance; (j) physical or mental incapacity; (k) accident or a disability that makes it impossible for him to perform the essential functions of his position, (l) any conduct that interferes substantially with the Administrator's continued performance of duties; (m) any arrest, criminal charge, or criminal conviction of Administrator or the failure to report the same; (n) any filing against the Administrator under Neb. Rev. Stat. Section 43-247 or any other provision of the Nebraska Juvenile Code for child abuse and/or neglect or the failure to report the same; (o) knowingly falsifying school district records or documents; (p) misrepresentation of fact to the district and its personnel in the conduct of the district's official business; (q) the use or possession of illegal drugs or controlled substances except as prescribed by a physician; (r) being under the influence of illegal drugs, controlled substances, or alcohol while on school grounds, at school events, or in a vehicle owned, leased or contracted by the district except as prescribed by a physician; (s) any other reason allowed by law. Cancellation or amendment under this contract shall be governed by applicable provisions of Nebraska statute.

6. Disability. If the Administrator is unable to perform his duties by reason of disability beyond his control, and if such disability continues for more than 30 days or is permanent, irreparable, or of such a nature as to make the performance of his duties impossible, the Board may, in its discretion, cancel or terminate this contract, whereupon the respective rights, duties and obligations of the parties hereunder shall terminate, with the exception of any benefits to be paid to the Administrator under any insurance coverage furnished by the District.

7. Physicians Statement; Examination. At the Superintendent's directive, the Administrator shall provide a physician's written statement explaining any absence of five or more consecutive days. At the Board's directive, the Administrator will undergo a comprehensive physical and/or mental examination performed by a physician, physicians, or psychologist of the Board's

choosing. The Administrator agrees to authorize the physician(s) or psychologist performing each such examination to provide the Board with a written assessment whether he can perform the essential functions of his position. The District shall pay the cost of such examinations and such reports that are not paid for by the Administrator's insurance coverage.

8. Fringe Benefits.

- a. Personal Leave.** The Administrator will receive up to three (3) days of paid personal leave for each Contract Year. Personal leave days may be used at the Administrator's sole discretion, provided that he makes reasonable efforts not to use them when such use would interfere with his ability to carry out his duties. Unused personal leave may be carried over from Contract Year to Contract Year. If the Administrator carries forward any personal leave days to any Contract Year, the number of personal leave days he shall be awarded in such Contract Year shall be the lesser of (a) four (4) days and (b) the number of days which will bring the Administrator's accumulated unused personal leave days to four (4). In no case shall the Administrator accumulate more than four (4) days of unused personal leave.
- b. Sick Leave.** The Administrator shall have ten (10) days of paid sick leave for each contract year to be used on days when he is unable to perform his duties because of illness or disability. The Administrator may carry over unused sick leave days up to a maximum accumulation of forty-five (45) days. He shall maintain a current record of his sick leave which he shall make available upon the Superintendent's or Board's request and at the July Board meeting of each year. In no case shall unused sick leave be paid out at the conclusion of Administrator's employment by the board.
- c. Health Insurance.** The Board shall provide to the Administrator, family health insurance, which is equivalent or superior to that provided to members of the Madison Education Association.
- d. Dental Insurance.** The Board shall provide to the Administrator family dental insurance to be split between administrator and spouse, equaling full family coverage, which is equivalent or superior to that provided to members of the Madison Education Association.

- e. **Life Insurance.** The Board shall provide to the Administrator term life insurance with a total death benefit of Twenty Thousand Dollars (\$20,000).
- f. **Transportation.** The Board shall provide the Administrator with a vehicle for transportation on school business. When a school vehicle is not available and the Administrator must use his personal vehicle, he shall be reimbursed for mileage at the rate allowed by Board policy.
- g. **Professional Meetings.** The Administrator shall attend such professional meetings at the local, state, and national level as are approved by the Superintendent and/or Board. When recommended by the Superintendent and approved in advance, the Board shall pay the reasonable and necessary expenses incurred by the Administrator in connection with his attendance at such meetings.
- h. **Membership Fees.** During the term of this Contract, the Board shall pay the Administrator's membership fees for the following organizations: NCSA, NCA.
- i. **Legal Actions.** If any legal action, including but not limited to a professional practice complaint, is threatened or filed against the Administrator as a result of his good faith performance of his duties, the Board shall pay the expenses of defending such legal action to the maximum extent permitted by law. This section shall not apply to legal actions, including, but not limited to, professional practice complaints, initiated by the Superintendent or the Board.

9. No Penalty for Release or Resignation. There shall be no penalty for release or resignation by the Administrator from this contract; provided, no resignation shall become effective until the expiration date of the contract unless the Board accepts it and fixes the date when the resignation shall take effect.

10. Compensation Upon Termination. Upon lawful termination of this contract for any reason, the compensation to be paid hereunder shall be an amount that bears the same ratio to the annual salary specified as the number of months or fraction thereof to the date of such termination bears to the number of months in the annual employment period in which termination occurs. The Administrator shall refund any portion of the salary paid but not earned prior to the date of termination.

11. Governing Laws. The parties shall be governed by all applicable federal and state laws, rules and regulations, and the regulations of the Nebraska Department of Education in performance of their respective duties and obligations.

12. Amendments to be in Writing. The parties may modify or amend this contract; provided, any modification or amendment must be in writing and duly authorized and executed by the Administrator and the Board.

13. Severability. If a court of competent jurisdiction declares any portion of this contract invalid or unenforceable, the declaration shall not affect the validity or enforceability of the remaining provisions of this contract.

14. Housing. Due to the unique administrative needs of the school district, the Administrator is required to maintain his/her primary residence within the geographic boundaries of the school district. A grace period of six (6) months may be granted in order to find suitable housing.

15. Due date. Failure to return a signed copy of this contract on or before 4:00 pm on Friday, June 24, 2016, shall constitute a rejection of this offer of employment.

IN WITNESS WHEREOF, the parties have executed this contract on the dates indicated below.

President, Board of Education



Gary Klahn, Administrator

Dated: _____

Dated: 6/24/16