

# MADISON CREEK ELEMENTARY 2017-2018

## Home of the Pioneers

Jon Duncan, Principal

phone: 615.859.4991

fax: 615.859.3963

www.mce.sumnerschools.org

@madcreek1



For families who are new to MCE, welcome to The Creek! For returning families, welcome back! Parents are a critical part of our educational community. We often use the analogy of a four-legged stool to represent a healthy school community. The four legs—parents, MCE Staff, local businesses, and the Board of Education—each have an important job in supporting our shared objective (the seat of the stool)—students. Children are the reason grown-ups do what we do. We can support students with three good stool legs, but that can get a bit shaky. To tweak an old adage, our stool is only as strong as its weakest leg. That's why we need you on our team. Thank you for sharing the load!

Included in this refrigerator-worthy folder is pertinent information. Important dates, policies, and procedures are provided, not to mention aftercare options, cafeteria information, and phone numbers. Keep this folder handy throughout the school year. Additional information is periodically available via Twitter (@madcreek1), Facebook (www.facebook.com/madisoncreekelementary), and our school website (www.mce.sumnerschools.org). Parents can also register for SMS reminders by texting @1040mce to the number 81010. Communication is a priority.

On behalf of Creek Nation, thank you for supporting our school and our students. I hope you are looking forward to an outstanding 2017-2018 school year. Name it and claim it, Creekazoids!

Mr. Duncan

### Attendance

Madison Creek starts the day early therefore parents are encouraged to set appointments for afternoons for students to avoid taking away valuable instruction time. Please check with teachers to avoid setting appointments on days teachers typically schedule testing. Students are considered "present" for the entire day when they have been in the classroom 3 hours and 16 minutes. For truancy purposes, "present" means attending for a full seven (7) hour school day. For Perfect Attendance, a student may have NO absences, tardies OR early dismissals.

Tardies and early dismissals are unexcused unless there is a verified note from doctor/appointment. Students must be signed in by parent/guardian when they enter the building after 7:15.

Each semester students are allowed 5 parent note excuses. When a student has reached that number, please make sure you have verified notes from licensed physician, dentist, or health agency. If the illness or hospitalization is to exceed ten (10) consecutive days, the parent or guardian should apply for homebound instruction after the first five (5) days of consecutive absences.

Special recognized religious holidays regularly observed by a particular faith will be considered verified. Parent notes should be submitted to the principal prior to the student being absent for a religious holiday.

Death of a family member can be verified by submitting a copy of the funeral memorial or obituary from the newspaper.

Required court appearances. Verification of court appearance times from appropriate authorities must be approved.

Additional considerations:

Vacations/trips with prior approval from principal. Email to [jon.duncan@sumnerschools.org](mailto:jon.duncan@sumnerschools.org) for an approval. Principal approval is required. Vacation/trips taken without approval will be considered unexcused. Principal policy allows for one (1) verified vacation per year for family.

Other extenuating circumstances beyond the control of the student. For such absences to be excused they must be approved by the Principal.

### School Day 7:15a - 2:15p

For a successful day, students must be in their seat ready to start the day at 7:15 each morning.

### IMPORTANT PHONE NUMBERS

Madison Creek Elementary .....	859-4991
Fax Number.....	859-3963
Cafeteria .....	855-1140
YMCA Fun Company .....	855-0237
Sumner County Board of Education ....	451-5200
Transportation .....	452-1520

### Report Cards:

Report cards are issued every 9 weeks during the school year. Grading is used as a measure of student progress made by a student mastering a skill or subject.



### End of Grading Periods:

1st 9 weeks	10/06/2017
2nd 9 weeks	12/20/2017
3rd 9 weeks	03/09/2018
4th 9 weeks	05/25/2018

### Grading Scale:

A (93-100), B (85-92), C (75-84), D (70-74), F (69 or below)

### Missed Work due to an Excused Absence:

Students must be absent a minimum of two days before requesting make-up work from the teacher. Parents must coordinate the compilation of make-up work with the individual teacher, not the school office.

### Bus Information

#### (615) 452-1520 - Central Office Transportation Dept.

You can also access all bus information on the County website at [www.sumnerschools.org](http://www.sumnerschools.org).

Buses run daily. Questions concerning transportation can be answered either by the phone number above or via the website listed. All bus students are under the authority of the bus driver and the building administrator. **MISBEHAVIOR ON THE BUS WILL NOT BE TOLERATED!** Failure to follow the rules will result in a student being denied the privilege of riding a bus and/or additional discipline measures as necessary.

### BUS RULES:

1. Remain in seat.
2. No horseplay, shouting, inappropriate language, or other disruptive behavior.
3. No glass containers, balloons, live animals or insects on the bus.
4. No eating, drinking or chewing gum allowed.

**If a student needs to ride a different bus, ride to a different location, or any other circumstance different from their regular schedule, a note of permission signed by the parent must be sent to school. The dated note must contain the child's name, child's street address, parent's phone number, the bus number the child will ride, the child's destination address and the reason for the change. This note will be used to create a "bus pass". Bus drivers will not allow students to board the bus without a "bus pass".**

**Please do not call the school to request a bus change, it must be done in writing.**

#### Dr. Del Phillips

Director of Schools  
615.451.5200

#### Norma Dam

Pupil Services Coordinator  
615.451.5423

#### Selena Elmore

504 Coordinator  
615.451.5200



## IMPORTANT DATES

August 1 & 3, 2017	Evening Registration
<b>August 7, 2017</b>	<b>FIRST DAY OF SCHOOL</b>
September 4, 2017	NO SCHOOL, Labor Day
September 18, 2017	NO SCHOOL, Parent Conferences
October 9-13, 2017	NO SCHOOL, Fall Break
Nov 22-24, 2017	NO SCHOOL, Thanksgiving Break
Dec 20, 2017	10:45 Dismissal, Winter Break
Dec 21 - Jan 2, 2018	NO SCHOOL, Winter Break
January 3, 2018	NO SCHOOL, Teacher Admin Day
January 4, 2018	<b>STUDENTS RETURN TO SCHOOL</b>
January 15, 2018	NO SCHOOL, Prof Development
February 19, 2018	NO SCHOOL, Prof Development
February 20, 2018	NO SCHOOL, Parent Conferences
March 22-30, 2018	NO SCHOOL, Spring Break
April 20, 2018	Kindergarten Registration
May 1, 2018	NO SCHOOL, elections
May 24, 2018	NO SCHOOL, Teacher Admin Day
<b>May 23, 2018</b>	<b>STUDENTS LAST FULL DAY</b>

### Car Rider Information

#### Arrival/Dismissal

School doors open at 6:40a.m. Upon arrival 4-5th grade students report to the cafeteria; K-3 grade students report to the gym. Classrooms are inaccessible until 7:00 a.m. to allow teachers time to prepare for the day. Afternoon dismissal is at 2:15, however we begin preparing the students for their destinations beginning at 2:00 p.m.. For the security of all students, **there will be no office dismissals after 2:00 p.m.** Parents are welcome to sign their child out prior to 2:00 p.m., or wait in the car rider line in the front of the building. If you are volunteering in the building, you must park in the parking lot and leave with the last load of car riders.

School personnel will assist in the safe loading/unloading of students in the front circle parking lot. Please keep your car in park as students walk through the loading/unloading zone. It is important to remember that you drop off and pick up your children at the front entrance. The back entrance is for staff and buses only. This will be strictly enforced. Thank you.

#### Late Arrivals:

An adult **MUST** accompany students who arrive after 7:15 to the front office to be signed in. The child will be given a pass to be admitted to class. Tardiness is an unnecessary interruption of class time and should be avoided. All tardies are unexcused unless accompanied by a Dr. note. **Students who arrive late cannot be escorted to their class by a parent.** Students arriving after 10:31 will be considered absent for the entire day.

#### Bad Weather/Emergency Situations/Snow Days:

If your child will leave school via another method of transportation, than their normal dismissal, YOU MUST indicate the early dismissal transportation instructions during the registration process. You should receive a SchoolCast phone call at your registered number in the event of early dismissal. If you do not receive SchoolCasts please contact the school to enroll. You can also sign up through various Local TV News stations to receive weather related closings via text message. You can also sign up for MCE REMIND Texts by texting @1040mce to 81010.



**BE RESPONSIBLE - BE RESPECTFUL - BE READY**

**Standardized Dress Code**

The following shall NOT be worn to school:

- Biker shorts
- Shorts with writing on the back
- Cut off jeans that are frayed or pockets showing
- Saggy/sagging pants
- Spandex or body shirts
- Leggings or leotards, unless with appropriate length skirt or dress
- Suggestive slogans, pictures or ads of tobacco or alcoholic products on clothes.
- Caps, hats, scarves, bandannas, or any other headwear
- Strapless dresses or blouses
- Spaghetti strap dresses
- Bare midriff, halters or tank tops
- Backless shoes (sandals with back strap permitted)
- Cleated shoes, shoes with rollers, or flipflops
- Clothing related to gangs
- Extreme hair color
- Mesh may be worn with t-shirts
- Jewelry may not be distracting/disruptive

**PENALTIES:**

Change clothes or be sent home.

**Weapons Policy:**

Any student who brings a weapon to school is subject to severe punishment including possible expulsion from school for one year, per Sumner County Schools policy.

**School Security:**

School Security is taken very seriously at all Sumner County Schools. All visitors must be buzzed in through the locked front door, and sign in and out of the main office. Visitors must also wear a visitor badge at all times. **Permission to eat with a child only entitles parents and guests to visit the cafeteria.** If you are asked to show identification, please do not be offended. The safety of our children is always our priority. Please remember students are only allowed to leave with persons indicated on their registration card. Exceptions must be in writing.

**Threats/Bullying**

Serious threats, forms of harassment, and bullying are not tolerated. Repeated incidents are to be reported to school officials. Parent conferences, suspensions, and other appropriate consequences will be considered.

**School Cafeteria:**

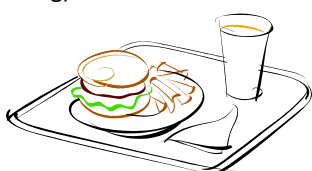
Breakfast is available from 6:45a - 7:00a daily. Children eating breakfast need to arrive before 7:00a.m.

Lunch money can be deposited into your child's lunch account daily, weekly, or monthly. You are welcome to send cash or personal check, including a current phone number. You may also log into their account with My Payments ([www.mypaymentsplus.com](http://www.mypaymentsplus.com)) and deposit funds using a credit/debit card (small fee charge by third party). Each child has a "general" food account for school lunch, and a "snack" food account for special items only. Money cannot be transferred from one account to another on a day-to-day basis. Applications for free and reduced meals are available in the school office.

Visitors are welcome to eat lunch in our cafeteria. We have a dedicated area for Guests and their student. Due to limited seating in the Guest area, **other students are not allowed to join you and your student at the Guest table.** Visitors should sign in at the front office where you will be given a visitor badge. Your child will be called to the office to escort you to the cafeteria. As required by law, teachers have a duty-free lunch period, please respect this time. We ask that parents encourage good behavior and good manners in order to maintain a pleasant atmosphere for both students and adults. **Please refrain from taking pictures during lunch and posting them to social media. Some families have withheld the right to photograph their child, please respect their privacy.**

**Visitors are allowed in the cafeteria only, so please say your goodbye there, and allow your child to return to the classroom with their class.**

Monthly lunch menus are posted on the Madison Creek Website ([mce.sumnerschools.org](http://mce.sumnerschools.org)).



**Nutrition Policy:**

In accordance with the new Sumner County Nutrition Policy, we will encourage students to eat nutritious snacks and refreshments. Please check with your classroom teacher before bringing snacks for special occasions.

**REGISTRATION DATA CARDS**

MCE must keep current registration information on file for each student. Data card must have parent names, complete home address, correct phone numbers for home and work, and correct phone numbers of two additional people that may be contacted in case of emergency. **If there are changes in any of this information, please notify the school immediately in writing.**

**Medication/Clinic**

MCE has a full time nurse on staff. Our school only provides basic first aid. If your child shows symptoms of illness, please keep him/her at home. Tylenol, over the counter drugs, or prescription drugs can only be administered with proper forms completed by your physician. Medication must be brought in to the office by the parent, and must be in the original container with current instructions. There will be NO exceptions. **Under no circumstances are children to transport medicine back and forth to school. This is a Zero Tolerance rule, and could result in suspension.**



**Communication:**

Teachers do not have access to a telephone in their classroom. **If you need to reach your child's teacher, email is the best method of communication.** All Sumner County School Employees share the following formula for email addresses:

**firstname.lastname@sumnerschools.org**

**CONTINUOUS NOTICE OF NONDISCRIMINATION**

The Sumner County School System does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities; and provides equal access to all programs and youth groups. The following individuals have been designated to handle inquiries regarding the nondiscrimination policies:

**Title IX Coordinators:**

Ms. Katie Brown (if student to student), Safe Schools, Healthy Students Coordinator, 695 East Main Street, Gallatin, TN 37066, 615-451-6500, [katie.brown@sumnerschools.org](mailto:katie.brown@sumnerschools.org)

Mr. Shawn Curtis (if adults are involved), Assistant Director for Human Resources. 695 East Main Street, Gallatin, TN 37066, 615-451-5226, [shawn.curtis@sumnerschools.org](mailto:shawn.curtis@sumnerschools.org)

**504 Coordinator:**

Ms. Selena Elmore, SCS Section 504 District Coordinator, 695 East Main Street, Gallatin, TN 37066, 615-451-6598, [selena.elmore@sumnerschools.org](mailto:selena.elmore@sumnerschools.org)

**Cafeteria Rules:**

1. Obtain all food, utensils, napkins, etc. on the first trip through the serving line. Do not go back for any items.
2. Sit in assigned seating area.
3. If a student needs help, he/she should raise his/her hand. Assistants will help, but are not there to wait on children.
4. Students are responsible for cleaning up after themselves.
5. Students may not leave the cafeteria during lunch without permission.
6. Parents are encouraged to send containers or wrapping that children can open without adult help. Glass bottled drinks are NOT allowed.
7. NO running, loud talking, throwing food, tattling, touching others food, or horse play is allowed.
8. Students may not visit with other students sitting at different tables during the lunch period.
9. If rules are not followed, student(s) may be asked to sit in a designated area, perhaps eating alone.

**Special Services:**

- Speech Language Pathology (SLP)
- Comprehensive Development Classes (CDC)

MCE is served by a speech teacher to help with certified speech and language development problems. Comprehensive Development Class (CDC) serves students with special education needs. CDC and Resource teachers administer tests that apply to each student's individual achievement/learning level to help determine the Individualized Education Plan (IEP). All regular education teachers are required to follow each child's IEP with in the regular education classroom setting.

**Special Opportunities at Madison Creek:**

- Accelerated Math
- Study Island
- History Club
- Science Club
- Book Club
- Orffestra
- Run Club
- Yearbook Staff
- CARE Teams

**After School Opportunities:**

YMCA (Fun Company)	855-0237
Drama Kids	822-2457
Kidz Kastle	822-8393
Kindercare	851-1361
Aregis Taekwondo	859-4443
Masters/Kicks	822-8116
Spanish Learners	883-7552
Extreme Martial Arts	612-4328

**Media Center:**

Students visit the media center for assigned periods each week. They enjoy book exchange, storytelling, book sharing, library skills instruction, and independent reading time. Books checked out by the student are the responsibility of the student. Please take the time to read with your child or know the kinds of books your child enjoys reading. Points can be accumulated through out Accelerated Reading Program. Books can be checked out, and the child will take a computer test on that particular book. Our media center books are purchased with the funds from our annual book fair.

**Physical Education:**

Children will be involved in numerous activities throughout the year. Please help us have a safe year by understanding the following rules:

1. Tennis shoes or other soft, rubber soled shoes should be worn to P.E. class. NO sandals, clogs or boots.
2. Girls should wear shorts under dresses on P.E. days.
3. If your child is sick and does not need to participate in P.E. for that day, a note from the parent is required. If more than 3 days have to be missed, a doctor's note is required.
4. If your child has a physical problem we need to be aware of, please have a note for the teacher or a doctor's note explaining the problem, any signs to look for, and also aid or instructions for immediate care.

**Art Class:**

Students at MCE have art class once a week for 45 minutes. Mrs. Timblin encourages creativity, appreciation of art, and exploration with many different media such as paint, clay, pastel, collage and fibers. Students also learn about the history of art and study cultures from around the world. An annual fundraiser, Art to Remember, finances the materials used in classes.

**Music Class:**

Creativity. Culture. History. Dedication to practice. Exploration. Folk Dancing. Instrument and vocal instruction. Where can you find this? In the music classes at MCE! Mrs. Barton is our music teacher, and she loves what she does. "Music education opens doors that help children pass from school into the world around them-a world of work, culture, intellectual activity, and human involvement. The future of our nation depends on providing our children with a complete education that includes music." - President Gerald Ford

**Find us ... Like us... Follow us**

[www.mce.sumnerschools.org](http://www.mce.sumnerschools.org)

**Facebook** - Madison Creek Elementary PTO

**Twitter** - @madcreek1

To sign up for **Remind Texts**, simply text @1040mce to 81010 (standard messaging rates apply)

*\*Individual classes also have pages and feeds, please check with your child's teacher for those specific addresses.*