

It is hard to believe that the 2018-2019 school year is just around the corner. Our custodial and maintenance staff has been hard at work in preparing the buildings for the start of the school year. I hope that you are having an excellent summer and are as excited as we are about the positive learning opportunity that await your students this fall. To help your student prepare to have a successful start to the 2018-2019 school year I recommend the following:

1. Schedule medical and dental appointments so that students are ready to return as healthy as possible. Updating immunizations and Kindergarten physicals are especially important. Also, all JH/HS athletes must have a current physical and concussion form on file before they can participate in fall practices. Consult your health care provider if you have questions.
2. Make arrangements for before school and after school child care and discuss the arrangements with students so that they know what to expect.
3. Set reasonable goals for academic performance for the new school year. Celebrate success! Each student can strive to be their best!
4. Most importantly, visit with your student positively about the opportunities of the new school year. Each student will have challenges and successes through the start of the school year.

I am convinced that the coming school year will provide students with a positive educational experience. It will be another wonderful chance for students to experience academic and social growth. I know that by working together, our students will be able to reach their full potential. Please remember to check the school website (www.usd386.net) for schedules, updates, news and events. If you have any questions at anytime throughout the year, please do not hesitate to call me at 437-2910 or email me at smoeckel@usd386.net

Sincerely,

Stuart Moeckel
Superintendent

Welcome Back to School

ENROLLMENT

PK-12 enrollment will be held on Wednesday, August 1st from 8 a.m. – 12 p.m. and Thursday, August 2nd from 4 p.m.-7 p.m. All Madison students will enroll at the Madison High School in the New Gym. If you are applying for free or reduced meals, please submit your completed paperwork for approval first, so that proper fees may be applied.

PK-12 may enroll at any time on Wednesday from 8 a.m.-noon or Thursday from 4 p.m.-7 p.m.

SCHOOL TERM BEGINS

The school term for students in grades PK-12 will begin on Wednesday, August 15, with a full day of school starting at 8:10 a.m.

The normal school schedule will be: Jr.-Sr. High School 8:10 am-3:25 pm
Elementary 8:10 am-3:20 pm

FALL SPORTS PRACTICES

Junior High and High School fall sports practices will begin on Monday, August 13th. Sports physicals and concussion forms **MUST** be completed and turned into the office prior to this date in order for your child to participate.

PRE-KINDERGARTEN

4 year old PreK Students will attend from 7:45 a.m. – 10:45 a.m. 3 year old PreK students will attend from 10:30 a.m.-1:30 p.m. Students may ride the regular bus route to school, but transportation home at 11:00 a.m. or 1:30 p.m. will be the responsibility of the parent.

KINDERGARTEN

Kindergarten is a full day program. Students will follow the regular elementary school hours. There will be no snack or milk fee. **All kindergarten students must be five years of age on or before August 31 to be eligible for school attendance.**

BIRTH CERTIFICATE AND HEALTH INFORMATION

A birth certificate, social security number and physical are required for all pre-kindergarten students, kindergarten students who did not attend pre-kindergarten, and any new students entering the district for the first time.

IMMUNIZATIONS

Kansas Law (KSA 72-5209) requires that immunization forms must be submitted at enrollment time by (1) students entering any school for the first time, or (2) students entering Kansas schools for the first time.

TEXTBOOK RENTAL

Textbooks are priced at approximately one-fifth their cost. Items such as workbooks and the Weekly Reader are included in this price. Textbook rental prices for Kindergarten through 6 will be \$22.00, 7-8 will be \$25.00 and 9-12 will be \$30.00. Please pay for these books at enrollment.

2018-2019 YEARBOOK

Students wishing to buy yearbooks may order them by paying \$25.00 at the high school. Yearbooks must be paid in full when they are ordered.

PHYSICAL EXAMINATIONS

The USD #386 Board of Education changed school policy regarding physicals. The school will not be responsible for giving physicals, but student athletes and cheerleaders will still be required to have a physical after May 1 and before the beginning of athletic practice in the fall. No athlete will be allowed to practice without a physical on file.

According to KSHSAA, the following students are required to have physicals on record in the appropriate office.

1. ALL junior high and high school athletes (boys and girls)
2. ALL cheerleaders

Students participating in interscholastic sports or cheerleading must use the KSHSAA physical form. Questions regarding physicals should be directed to Madison Junior-Senior High School.

BUS TRANSPORTATION

Bus drivers will contact each family concerning pick-up times. Arrival time at the high school is approximately 7:40 a.m. and 7:45 a.m. at the elementary school. Buses will leave on the return route at approximately 3:30 p.m. In inclement weather, bus students are advised to listen to their local radio or TV station for school closing information. PLEASE DO NOT CALL THE ADMINISTRATION OR THESE STATIONS FOR THIS INFORMATION. THEY WILL ANNOUNCE THE SCHOOL CLOSING S AS SOON AS THEY BECOME AVAILABLE.

BUS BEHAVIOR

The bus driver is in full charge of students when they are riding the bus. Students who misbehave on the school bus will be given ONE warning by school officials. The parent will be informed of the warning by letter. Students who persist in misbehaving will be removed from the bus and it will become the responsibility of the parent to transport the child to school.

BICYCLE SAFETY

With a large number of district children who reside within the city limits, many bike riders can be seen during the morning and after school hours. Elementary students who

ride their bikes to school are reminded to follow a direct route and park their bikes in the bike racks immediately upon arrival at school. Students are encouraged to wear a bicycle safety helmet.

Bicycle Safety Rules to Observe:

1. Ride single file along the roads and highways
2. Stay to the right side of the road
3. Never carry riders
4. Obey all traffic signs
5. Slow down at all crossings and stop if necessary
6. Avoid stunt riding and showing off
7. Give pedestrians the right of way
8. Riders do not leave until buses leave
9. Always wear a safety helmet

NON-DISCRIMINATION

In compliance with the Executive Order 11246: Title II of the Education Amendments of 1976; Title IV of the Civil Rights Act of 1964 as amended by the Equal Employment Opportunity Act of 1972; Title IX Regulation Implementing Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; and all other Federal, State, school rules, laws, regulations and policies; the Madison-Virgil USD #386 shall not discriminate on the basis of sex, race, color, national origin, or handicap in the education programs; or activities which it operates.

All students attending Madison-Virgil USD #386 may participate in education programs and activities, including but not limited to health, physical education, music, and vocational and technical education, regardless of race, color, national origin, age, handicap or sex. Compliance Officer for USD #386 is Ryan Bradbury, Superintendent, (620-437-2910) Box 398, Madison, KS 66860.

STUDENT INSURANCE

USD #386 provides a limited benefit accident policy at no cost to parents, which covers all students for accidents occurring at school. This is not to be confused with the KSHSAA athletic insurance. The student policy works in connection with other health plans which the parents may have. It is the parent's responsibility to contact the school administration for proper procedure in filing an injury claim.

MUSIC PROGRAM

Vocal music is offered to all students K-12. Concert attendance in grades 7-12 is part of the student's grade. If a child is absent from the concert, they must notify the school within 24 hours to excuse the absence.

The instrumental program is divided into 5th grade band, 6th grade band, junior high band, high school band, and stage band. A fee of \$50.00 will be charged to students per year

for use of school-owned instruments. Parents may pay \$25.00 at time of enrollment and \$25.00 at the beginning of second semester.

ASBESTOS NOTICE

Federal Environmental Protection Agency regulations require that notice be given to all patrons of Madison Elementary School that an initial inspection was made in June, 1988, of this facility for materials which contain asbestos. This inspection was conducted by the Kansas Department of Health and Environment. Laboratory analysis of samples confirmed a low content of chrysotile asbestos in sprayed-on cementitious ceiling material and other areas of the elementary building. The local Board of Education and staff will continue to monitor the elementary school regarding this report to insure safety of students, staff and visitors. A copy of the inspection report and a management plan is on file at Madison Elementary School, high school, and USD #386 Board of Education office. This management plan is available for any and all people's inspection. The junior/senior high building is asbestos free.

MEDICATION

Medications can only be issued by the office or school nurse if the medication is provided in the original container. Forms are available at the school if medication is to be taken on a regular basis. Each school year requires new form and medication – over-the-counter and prescription.

HARASSMENT

It is the position of the USD #386 Board of Education that an atmosphere of mutual respect for all individuals is expected and is to be fostered in our school system. It is our goal to stop any and all occurrences of harassment including inappropriate actions and language. All individuals connected with our school, whether staff, employees, students, parents or patrons are expected to support this effort.

School Meal Program

USD #386 participates in the state and federally subsidized child nutrition program. Breakfast and lunch will be served beginning on the first day of school. Our food service staff prepares and serves breakfast and lunch meals

that conform to strict nutritional standards set by the U.S. Department of Agriculture. Menus will be published in advance to inform students and parents of the meals to be offered.

The district is held to strict accounting requirements for the school nutrition program. To satisfy those requirements a computerized accounting system was installed during the 2000-2001 school year. The new system establishes an account for each family which simplifies payment for parents with students in both buildings. The system allows families to choose to pay daily, weekly, monthly, etc. It will permit parents to pay for a certain number of meals (10 elementary breakfasts at \$1.40 = \$14.00 or 20 high school lunches at \$2.70 = \$54.00, etc.).

Parents may also choose to pay a certain dollar amount (\$20 per week, \$50 per month, \$140 per semester, etc.).

Because of the great flexibility in the system, parents are asked to complete the attached School Meal Program Agreement and return it by the first day of the new school year. The agreement will show which meals parents want their child(ren) to charge to the family account and what payment schedule parents will use to maintain a positive balance in their account. We ask that each family pay into their account by the first day of school so that all accounts start with a positive balance. Notices will be sent to parents weekly when the account balance drops below \$5.00. It is very important to maintain a positive balance throughout the school year to avoid losing the privilege of charging meals.

An application for free or reduced meals is attached. Since part of the district income is determined by the number of families that qualify, parents are encouraged to apply even if they are unsure if they will qualify. In addition, families that qualify **do not** pay the textbook fee. Families who qualify for free or reduced meals must return their completed application to the school **within 5 working days** of the opening date of the school term or within 5 working days of enrollment during the school year. If the family income status changes parents may apply at anytime throughout the school year. For further information please contact the school office at 437-2918.

Application information and family qualification status is not public information and will be kept confidential.

The cost for meals will be:

PK-6 breakfast	\$1.50	7-12 breakfast	\$1.60
PK-6 lunch	\$2.60	7-12 lunch	\$2.80
Carton of milk	40 cents	Carton of milk	40 cents

In order to comply with the Federal Food Service program regulations students are not able to charge food from the a la carte menu at the Junior/Senior High School. All sales must be made in cash.

Students who qualify for free or reduced price meals can receive one standard breakfast and lunch meal per day. Milk, additional meals or items from the a la carte menu do not qualify under the free or reduced price meal program and must be purchased by the student.

**ANNUAL NOTIFICATION
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

Under the provisions of the Family Educational Rights and Privacy Act (FERPA) parents of students and eligible students (those who are 18 or older) are afforded various rights with regard to educational records which are kept and maintained by USD #386. In accordance with FERPA, you are required to be notified of those rights which include:

1. The right to review and inspect all of your educational records except those which are specifically exempted.
2. The right to prevent disclosure of personally identifiable information contained in your educational records to other persons with certain limited exceptions. Disclosure of information from your educational records to other persons will occur only if:
 - a. we have your prior written consent for disclosure;
 - b. the information is considered “directory information” and you have not objected to the release of such information; or
 - c. disclosure without consent is permitted by law.
3. The right to request that your educational records be amended if you believe that the records are misleading, inaccurate or otherwise in violation of your rights. This right includes the right to request a hearing at which you may present evidence to show why the records should be changed if your request for an amendment to records is denied in the first instance.
4. The right to file a complaint with the Family Policy and Regulations Office at the U.S. Department of Education if you believe that USD #386 Board of Education Office, 3rd & Main, Box 398, Madison, KS 66860.
5. The right to obtain a copy of USD #386’s policies for complying with FERPA. A copy may be obtained from: Madison-Virgil USD #386 Board of Education Office 1500 SW Blvd, Box 398, Madison, KS 66860.

For purposes of FERPA, USD #386 has designated certain information contained in educational records as directory information which may be disclosed for any purpose without your consent. The following information is considered directory information: name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous school attended by the student, class designation, major field of student and photographs.

You have a right to refuse to permit the designation of any or all of the above information as directory information. If you refuse, you must file written notification to this effect with USD #386 at Madison-Virgil USD #386 Board of Education Office, 1500 SW Blvd, Box 398, Madison, KS 66860 on or before October 1 of each school year. If a refusal is not filed, USD #386 assumes that there is no objection to the release of directory information designated.

Homeless Student Regulations Required by Federal and State Law

Homeless students shall, by definition, include the following:

1. Children and youth who are sharing the housing of other persons due to loss of housing, economic hardship or a similar reason; are living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement.
2. Children and youth who have a primary nighttime residence that is a public or private place not designated for or ordinarily used as a regular sleeping accommodation for human beings.
3. Children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations or similar settings.
4. Migratory children who meet one of the above-described circumstances.

Enrollment/Placement

The administration shall consider the best interest of the child, with parental involvement, in determining whether the child should be enrolled in the school of origin or the school that nonhomeless students who live in the attendance area in which the homeless child or youth is actually living are eligible to attend. To the extent feasible, and in accordance with the child or youth's best interest, the child or youth should continue his or her education in the school of origin, except when contrary to the wishes of the parent or guardian. If the youth is unaccompanied by a parent or guardian, the homeless coordinator will consider the views of the youth in deciding where the youth will be educated. The choice regarding placement shall be made regardless of whether the child or youth lives with the homeless parents or had been temporarily placed elsewhere.

The school selected shall immediately enroll the homeless child or youth, even if the child or youth is unable to produce records normally required for enrollment, such as previous academic records, immunization records, proof of residency or other documentation. However, the district may require a parent or guardian of a homeless child or youth to submit contact information.

The district must provide a written explanation, including a statement regarding the right to appeal, to the homeless child or youth's parent or guardian, or to the homeless youth if unaccompanied, if the district sends the child or youth to a school other than the school of origin or other than a school requested by the parent or guardian.

If a dispute arises over school selection or enrollment in a school, the child or youth shall be immediately admitted to the school in which enrollment is sought, pending resolution of the dispute. The child, youth, parent or guardian shall be referred to the district homeless coordinator, who will carry out the dispute resolution process as expeditiously as possible.

For the purposes of this policy, "school of origin" is defined as the school that the student attended when permanently housed or in the school in which the student was last enrolled.

A complaint regarding the placement or education of a homeless child or youth shall first be presented orally and informally to the district's homeless coordinator. If the complaint is not promptly resolved, the complainant may present a formal written complaint (grievance) to the homeless coordinator. The written complaint must include the following information: date of filing, description of concerns, the name of the person or persons involved and a recapitulation of the action taken during the informal charge stage. Within five (5) working days after receiving the complaint, the coordinator shall state a decision in writing to the complainant,

with supporting evidence and reasons. In addition, the coordinator will inform the superintendent of the formal complaint and the disposition.

Services

Each homeless child or youth shall be provided services comparable to services offered to other students in the district including, but not limited to, transportation services; educational services for which the child meets the eligibility criteria, such as educational programs for disadvantaged students, students with disabilities and gifted and talented students; vocational programs and technical education; school meals programs; preschool programs; before-and-after-school care programs; and programs for students with limited English proficiency. Homeless students will not be segregated in a separate school or in a separate program within a school based on the students' status as homeless.

Transportation

If it is in the best interest of the homeless child or youth to attend the school of origin, transportation to and from that school will be provided at the request of the parent or guardian or, in the case of an unaccompanied youth, the homeless coordinator. If the student's temporary housing is outside the attendance area of the school of origin, then the district will work with the school of origin to agree on a method to apportion the responsibility and costs for transporting the child. If an agreement cannot be reached, the costs will be shared equally.

Records

Any records ordinarily kept by the school, including immunization records, academic records, birth certificates, guardianship records and evaluations for special services or programs of each homeless child or youth shall be maintained so that appropriate services may be given the student, so that necessary referrals can be made and so that records may be transferred in a timely fashion when a homeless child or youth enters a new school district. Copies of records shall be made available upon request to students or parents in accordance with the Family Educational Rights and Privacy Act.

Coordinator

The Board designates the following individual to act as the district's homeless coordinator: Cynthia Hadicke, Madison Elementary, 1014 S. 4th, Madison, KS 66860. The district shall inform school personnel, service providers and advocates working with homeless families of the duties of the district homeless coordinator. The homeless coordinator will ensure that:

1. Homeless children and youths are identified by school personnel and through coordination activities with other entities and agencies.
2. Homeless children and youths enroll in, and have a full and equal opportunity to succeed in, schools in the district.
3. Homeless families, children and youths receive educational services for which such families, children and youths are eligible, including Head Start, Even Start and preschool programs administered by the district and referrals to health care services, dental services, mental health services and other appropriate services.
4. The parents or guardians of homeless children and youths are informed of the educational and related opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children.
5. Public notice of the educational rights of homeless children and youths is disseminated where such children and youths receive services, such as schools, family shelters and soup kitchens.
6. Enrollment disputes are mediated in accordance with law.

7. The parent or guardian of a homeless child or youth, and any unaccompanied youth, is fully informed of all transportation services, including transportation to the school of origin and is assisted in accessing transportation to the school selected.
8. Unaccompanied youths will be assisted in placement or enrollment decisions, their views will be considered and they will be provided notice of the right to appeal
9. Children or youths who need to obtain immunizations, or immunization or medical records, will receive assistance.

Protection of Pupil Rights Amendment: Regulation USD 386

Surveys: Parental Inspection Rights

Parents shall have the right to inspect any survey created by a third party before it is administered or distributed to students in the school. Prior to distribution, parents shall have the right to inspect any survey that seeks information about: political affiliations or beliefs of the student or the student's parent; mental or psychological problems of the student or the student's family; sex behavior or attitudes; illegal, anti-social, self-incriminating, or demeaning behavior; critical appraisals of other individuals with whom respondents have close family relationships; legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers; religious practices, affiliations, or beliefs of the student or student's parent; or income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Written Permission Required

If such survey is funded in whole or in part by federal funds, a survey that seeks this information shall not be administered without the express written consent of the parent. If the survey is not federally funded, parents must be given direct notification of the survey, through U.S. mail or e-mail, and provided with an opportunity to opt their child out of the survey. If the survey is part of the curriculum, parents shall have the right to inspect any instructional materials used in conjunction with the survey.

Physical Examinations

Prior to the administration of any non-emergency, invasive physical examination or screening that is required as a condition of attendance, administered by the school, scheduled by the school in advance and not necessary to protect the immediate health and safety of the student, the school shall provide parents with notice of the activity and provide parents with an opportunity to opt their child out of the activity. This requirement does not apply to routine dental, hearing and vision screenings required under Kansas law.

Parental Rights: Marketing Information

If the school collects, discloses or uses personal information from students for the purpose of marketing or selling that information, parents shall have a right to inspect any instrument used for the collection of such information before it is administered or distributed to students in school. Parents shall be provided with notice of such activities and provided with an opportunity to opt their child out of the activity. The requirements concerning activities involving the collection and disclosure of personal information from students for marketing purposes **do not apply** to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for or to students or educational institutions, such as the following:

1. College or other postsecondary education recruitment, or military recruitment.
2. Book clubs, magazines, and programs providing access to low-cost literary products.

3. Curriculum and instructional materials used by elementary schools and secondary schools.
4. Tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students.
5. The sale by students of products or services to raise funds for school-related or education-related activities.
6. Student recognition programs.

Release of Information – FERPA Rights

Unless the information collected from students is designated as directory information, no information gathered about students shall be released to third parties without the express written consent of the parent or eligible student.

USD #386 Official Directory Information

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Madison-Virgil USD #386, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, USD #386 may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow USD #386 to include this type of information from your child's education records in certain school publications. Examples include:

- *A playbill, showing your student's role in a drama production;
- *The school website;
- *The annual yearbook;
- *Honor roll or other recognition lists;
- *Graduation programs; and
- *Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local education agencies (LEA's) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. If you do not want USD #386 to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by September 1, of the current school year. USD #386 has designated the following information as directory information:

- *Student's name
- *Participation in officially recognized activities and sports
- *Address
- *Telephone listing
- *Weight and height of members of athletic teams
- *Photograph
- *Degrees, honors, and awards received
- *Date and place of birth
- *Major field of study
- *Dates of attendance

- *Grade level
- *The most recent educational agency or institution attended

IDAD – Regulation – Title I Programs

Parental Involvement Encouraged

Parents shall receive information about the Title I program, the curriculum, academic assessments, and required proficiency levels, and their right to request additional meetings. All parents of Title I students shall be invited to the meetings.

The board shall strongly encourage parental involvement in the district's Title I program. Included in these efforts shall be: activities that will educate parents regarding the intellectual and developmental needs of their children at all age levels including:

- *Assistance in understanding
 - *State academic content and achievement standards;
 - *How to monitor their child's progress; and
 - *Title I regulations.

*Activities that include promotion cooperation between the district and other agencies or school/community groups (such as parent-teacher groups, Head Start, Parents as Teachers, etc.) to furnish learning opportunities and disseminate information regarding parenting skills and child/adolescent development.

*Implementing strategies to involve parents in the educational process, including: Joint development of a school-parent compact that outlines the shared responsibilities of the school and the parent for high student achievement by:

- *Keeping families informed of opportunities for involvement and encouraging participation in various programs.
- *Providing access to educational resources for parents/families to use together with their children.
- *Keeping families informed of the objectives of district educational programs as well as of their child's participation and progress within these programs
- *Allowing parents reasonable access to staff who work with their children
- *Providing professional development opportunities for teachers and staff to enhance their understanding of effective parent involvement strategies.
- *Promoting activities, which emphasize the importance of parent-school communication.

Activities to Enable Parental Participation

The district shall enable families to participate in the education of their children through a variety of roles. For example, family members shall be given opportunities to:

- *Provide input into district policies that affect Title I programs and their children.
- *Understand and participate in school improvement efforts.
- *Volunteer time within classrooms and school programs.
- *Perform regular evaluations of parent involvement at each school and at the district level.
- *Provide access, upon request, to any instructional material used as part of the educational curriculum.
- *Provide information in a language understandable to parents, if practical.

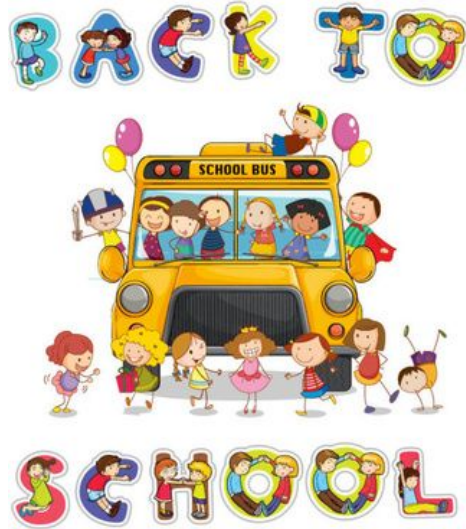
Scheduling for Parents' Convenience

The district shall, to the extent possible, schedule activities for parent involvement at times and places accessible to parents of Title I students and provide information in a format and language the parents understand.

Annual Evaluation

The district shall conduct, with involvement of parents, an annual evaluation of the contents and effectiveness of the parental involvement policy IDAD. The district shall use the findings of the evaluation to design strategies for more effective parental involvement and to revise, if necessary, the policy IDAD.

Welcome...



School Begins
August 15

Enrollment

Wednesday, August 1st, 8 a.m.-12 p.m.

Thursday, August 2nd, 4-7 p.m.

