

MADISON MIDDLE SCHOOL

Grades 5-8

1419 GRACE ST. MANSFIELD, OHIO 44905

PHONE NO. (419) 522-0471

FAX NO. (419) 522-1463

Jordan Nelson, Principal

Andrew Kepple, Asst. Principal/Athletic Director

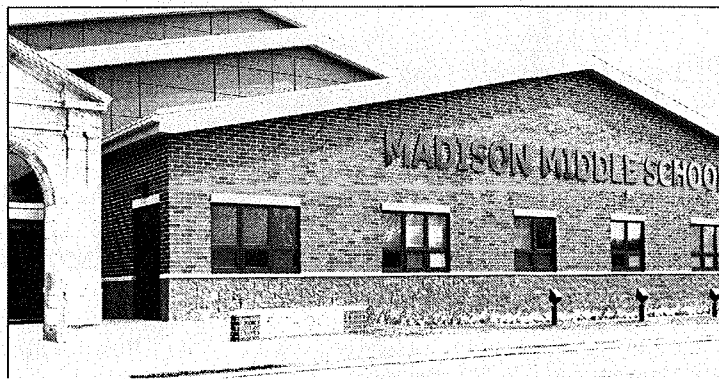
Bruce Gibson, Assistant Principal

Monique Eberst & Jessica Rush, Guidance Counselors

Gretchen Davis, Secretary

Tera Herr, Secretary

Amy Childs, Secretary



Dear Parents and Students,

July 20th, 2023

Welcome to the 2023-2024 school year! We hope you are having an excellent summer spent with friends and family! School is just around the corner and the following information should help with a smooth start to the school year.

• **FINAL FORMS-IMPORTANT!**

Reminder that Madison Local Schools is now using **Final Forms** to simplify the back-to-school process for our families while reducing paper usage. **All school forms should be completed online electronically.** Parents and students must log back on using their login from last school year to re-sign their forms for the coming school year and add any updates (address changes, phone number, health information, emergency contact information). **If your address has changed since last school year you will need to provide proof of residency to our office. If you forget your username or password, click on the "forgot username/password" link on the login screen @ <https://www.mlsd.net/FinalFormsInformation.aspx>**

• **Communications**

Communication is important to us! Below is a list of the different communication venues we have that you can join:

Website: School information, documents, and updates @ https://www.mlsd.net/middleschool_home.aspx

Remind: To get on the Middle School text to receive messages and alerts list simply send a text to **81010** and type the following phrase in the message: **@22e9a**.

Newsletter: The school newsletter entitled "Middle School Memorandum" is published at the end of each month.

Electronic Sign: Located at the entry drive off of McElroy Rd., it displays upcoming events and news.

Facebook: Our account is listed under "Madison Middle School".

• **Schedules/Fees/Grade Cards:**

Parents will need to have all information completed on **Final Forms** when picking up schedules. Reminder that **7th grade students** have to provide proof of TDAP and Meningococcal shot in **Final Forms**. **To lessen the time it takes to pick up your schedule you will want to complete everything on your Final Forms account before arriving at the building.** There will be a limited number of computer devices available to complete the online forms in your Final Forms account.

Upcoming Dates: *Students must pick up schedules prior to the first day of school

- **Monday, July 31st** – 5th Grade class lists posted on the front doors of the building
- **Tuesday, August 8th** – 6th Graders pick up schedules; 8:30am to 11:00am & 11:30am to 2:00 p.m. ←
- **Wednesday, August 9th** – 7th Graders pick up schedules; 8:30am to 11:00am & 11:30am to 2:00 p.m. ←
- **Thursday, August 10th** – 8th Graders pick up schedules; 8:30am to 11:00am & 11:30am to 2:00 p.m. ←
- **Friday, August 11th** – 6th – 8th Graders can pick up schedules; 8:30am to 11:00am & 11:30am to 2:00 p.m. ←
- **Tuesday, August 15th** – 6-7pm Open House
- **Tuesday, August 15th** – 7-7:30pm 8th Grade Washington D.C. Trip Parent/Student Information Meeting in Auditoria
- **Thursday, August 17th** – First day of school! 7:55am – 2:35 p.m.



Please notice there is a lunch break from **11-11:30am** for our office staff.

Ohio Sales Tax Holiday:

The Ohio House and Senate approved the eighth annual sales tax holiday for purchasing school items. For 2023 the holiday starts on **Friday, August 4th at 12am, and ends on Sunday, August 6th at 11:59pm.**

ATHLETICS!

For information on participating in any of the following Fall athletics, please contact athletic director, Mr. Kepple, in our office:

- Football
- Girls Volleyball
- Boys and Girls Cross Country

- **Attendance:**

The school day is from 7:55am to 2:35pm. Students who arrive after 7:55am will be considered tardy. If your child is going to be absent from school, please call the office by 9:00am to report their absence. If the student is seen by a doctor, please send a doctor's note with the student on the day your child returns to school.

- **Arrival/Dismissal (attached map):** Student pickup and drop-off (cars) is at the front of the building only. Bus traffic is routed through the back of the building. **See attached map for times and procedures.** ***Please note that a security sign is needed in the window of a car picking up a child as listed on the attached map.**

- **Cafeteria:**

This school year **breakfast for students is \$1.75, and lunch will cost \$3.00.** If you wish to put funds on your student's account to purchase additional food from the cafeteria, you can do so by going to the Food Service website under "Departments" and click on "PaySchoolFees". **If you need to complete a Free and Reduced Lunch Form to declare financial status and apply for free or reduced prices, you can do so on your Final Forms account or your PaySchools account.**

- **Cell Phones and any other Personal Communication Devices:**

As per board policy students in grades (k-8) are not permitted to use PCDs between classes, at lunch, during recess or other nonacademic times during the school day. Students who attend the Middle School must keep their phones off and stored in their lockers during the day.

- **Chromebooks:**

All students will receive a school issued Chromebook the first week of school and will need to bring their Chromebook with them to class throughout the day. Students will be responsible for making sure that their Chromebook is charged for their classes. If needed, students will be allowed to charge their Chromebook during homeroom. Additionally, students are allowed to bring their Chromebook home as needed for school use and homework assignments. Students may also store their Chromebook at school in their locker at the end of the school day. Parents and students will need to complete the Chromebook student/parent agreement form in **Final Forms** before they are allowed to receive their Chromebook.

- **Main Office:**

The main office for the entire building grades 5-8 can **only** be accessed through the front building entrance off of Grace Street to ensure the security of the building; not the rear entrance. The office is currently available to answer phone calls and questions Monday through Friday from 7am to 3pm.

- **Student Warm Weather Dress:**

Please keep in mind the following board adopted guidelines for student dress:

- Tops must extend, minimally, to below the waistline and above the shoulders
- Skirts or shorts may only be worn if they extend, minimally, to the student's fingertips when their arms are fully extended at their side or come to the mid-thigh.
- Torn, cut, or frayed bottoms may be worn if they are found at mid-thigh length or finger-tip length when the student's arms are fully extended.
- Sleeveless shirts are not allowed unless a short sleeve or long sleeve shirt is worn underneath
- Refer to the student handbook on our website for the complete list of dress and grooming expectations

- **Transportation:**

Parents and relatives who are dropping off or picking up students must do so at the **front entrance of the building via Grace Street (see attached map).**

We are looking forward to seeing everyone soon!
GO RAMS!

Mr. Nelson, Principal
Madison Middle School



Don't forget to check the school supplies list on our website!

MADISON LOCAL SCHOOL DISTRICT 2023-2024 CALENDAR

July 2023

S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August 2023

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September 2023

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October 2023

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November 2023

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December 2023

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January 2024

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February 2024

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25	26	27	28	29		

March 2024

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24	25	26	27	28	29	30
31						

April 2024

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28	29	30				

May 2024

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June 2024

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23	24	25	26	27	28	29
30						

July 2024

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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 2024

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				1	2	3
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

First Semester

August 11		New Staff Orientation
August 14		Opening Day Meeting
August 15		In-Service Day
August 16		In-Service Day
August 17		First Day of School
August 21		First Day of Kindergarten
September 4	No School	Labor Day
September 15		Interim Reports
October 9	No School	In-Service Day
October 13	2 hr.	Early Dismissal/End 1st 9 wks.
October 19		P/T Conferences
October 24		P/T Conferences
November 10		Interim Reports
November 22-24	No School	Thanksgiving Break
December 19	2 hr.	Early Dismissal/End of Semester

Second Semester

Dec. 20 - Jan. 2	No School	Winter Break
January 3		Back to School
January 15	No School	M.L. King Day
February 9		Interim Reports
February 15		P/T Conferences
February 16	No School	In-Service Day
February 19	No School	Presidents' Day
February 20		P/T Conferences
March 15	2 hr.	Early Dismissal/End of 3rd 9 wks.
Mar. 25 - Apr. 1	No School	Spring Break
April 2		Back to School
April 19		Interim Reports
May 22	2 hr.	Early Dismissal/Last Day of School
May 23		Teachers' Records Day
May 24		Graduation

***Graduation to be held May 24 at 7:30 p.m. at the middle school*

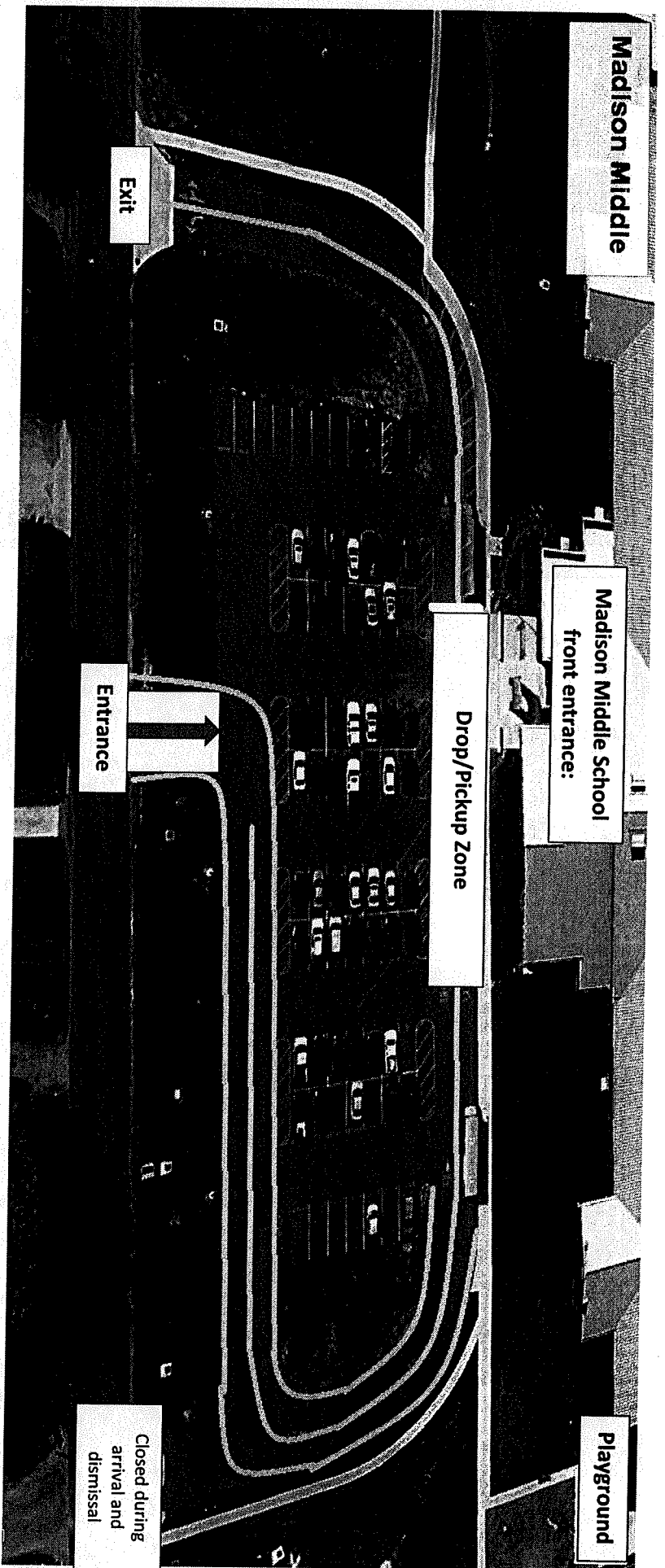
Days Due	Students	Teachers
First Nine Weeks	40	44
Second Nine Weeks	44	44
Third Nine Weeks	50	51
Fourth Nine Weeks	42	43
P/T Conference Days	2	2
Total Days	178	184

11/22, 3/25

Any days required to be "made up" in order to comply with state minimum standards will begin May 23, 2024.

****Early dismissals are canceled if there is a delay to the start of the day.**

Board Approved February 15, 2023.



MADISON MIDDLE SCHOOL 23-24 SCHOOL YEAR DIRECTIONS FOR CARS/ARRIVAL AND DISMISSAL

(All car pickup and drop-off is at the front of the building)

PICKING UP/DROPPING OFF STUDENTS IN THE LIBRARY PARKING LOT IS NOT PERMITTED.

SECURITY (Sign For Your Car) - In an effort to ensure student safety, cars picking up students must have a green security sign with that student's name on it placed on the dashboard of the car you drive to pick up your child(ren). Anyone picking up your child(ren) must have one of these security signs in their window. These signs can be picked up from our office.

MORNING ARRIVAL; begins at 7:15am (Car Drop off) – Use the marked entrance on the map. Cars will form one lane in the curb lane along the sidewalk as they enter the campus and pull all the way up into the "Drop/Pickup Zone" marked on the map. Students will exit their vehicle on the right side and walk onto the curb and sidewalk. Students can only exit the vehicle when the car pulls up into the "Drop/Pickup Zone" where staff members will be standing. For the safety of our students, students should not exit their vehicle prior to pulling up to the "Drop/Pickup Zone". Adults must remain in their car.

END OF SCHOOL DISMISSAL; begins at 2:35pm (Car Pickup) – Use the marked entrance on the map. Cars will form two lanes of traffic as they enter the campus and pull all the way up into the "Drop/Pickup Zone". Staff will be loading all cars in the "Drop/Pickup Zone". Once the cars in the "Drop/Pickup Zone" are loaded, a staff member will signal for them to pull away and exit the campus. The next set of cars that pull into the "Drop/Pickup Zone" will then be loaded. Adults must remain in their car.

Thank you for your help and consideration!