

# 2013-2014 MIDWAY ELEMENTARY HANDBOOK



# Index

<b><u>SUBJECT</u></b>	<b><u>SEE</u></b>	<b><u>PAGE</u></b>
Absence	Attendance	5
Arriving at School	Beginning of the School Day	4
Aspirin/Tylenol	Medicine	14
Athletics	4 <sup>th</sup> & 5 <sup>th</sup> Grade Athletics	14
Attendance	Attendance	5
Behavior	Classroom, Behavior & Rules	6-9
Books	Books	5
Bus Rules & Regulations	Transportations Sections	11-12
Classroom Guidelines/Conduct	Classroom	6-7
Complaint Procedure	Complaint Procedure	13
Detention	Classroom, Behavior & Rules	6-9
Dress Code	Elementary Dress Code	10
Entrance Regulations	School Entrance Regulation	4
ESP Program	Extended School Project	16
Fire & Tornado Drills	Fire & Tornado Drills	14
General Guidelines for Parents	Ways Parents Can Help the Child & Teacher	15
Grading Guidelines	Report Cards and Grades	5
Hot Lunch/Breakfast Charges	Hot Lunch & Breakfast Charges	15
Milk Tickets	Milk Tickets	10
Illness/Injury	Illness or Injury in the School	9
"Lost & Found" Articles	Lost & Found	14
Medicine	Medicine	14
Milk Break	Milk Break	10
Parent-Teacher Conferences	Parent-Teacher Conferences	9
Patron Complaint	Complaint Procedure	13
Report Cards	Report Cards & Grades	5
Rules	Lunchroom & Playground	8
School Hours	Beginning of the School Day	4
School Supplies	Suggested List of School Supplies	2
Severe Behavior	Severe Behavior	7
Sports	4 <sup>th</sup> & 5 <sup>th</sup> Grade Athletics	14
Student/Parent/Teacher Compact	Agreements	20
Students Records	Cumulative Records/Files	5
Students Special Services	Special Services Section	16-19
Student Transfer/Withdrawal	Withdrawal or Transfer	4
Telephone	School Telephone	9
Textbooks	Books	5
Tornado Drills	Tornado	14
Transportation	Transportation	11-12
Weather Announcements	Storm Weather & Blizzards	10



# SUGGESTED LIST OF SCHOOL SUPPLIES

## Kindergarten

- 1 Good -sized (large) School Bag – **NO WHEELS**
- 1 Box of Kleenex
- 1 Change of Clothes (in case of an accident)
- 1 Small Blanket (No stuffed animals or toys)
- 1 Extra Pair of Tennis Shoes for Gym
- 1 Box of Quart Bags
- 1 Box of Gallon Bags
- 1 Large Size Snack to put in snack closet(For when students forget they're student of the day) Watch for calendars for when your child is Student of the Day.
- Please bring \$20.00 to the school office at registration as the teacher will be buying the basic supplies so everyone will have the same items.

## GRADE 1

- 12 Pencils
- 4 Large Erasers
- 1 Glue Bottle
- 4 Glue Sticks
- 1 Box of Crayons
- 1 Box of Markers
- 3 Boxes of Kleenex
- Ziploc Bags (Any Size)
- 1 Pair of Gym Shoes

## GRADE 2

- 12 Pencils
- Colored Pencils
- Crayons – Box of 16 only
- 1 Box of Washable Markers
- Scissors
- Eraser
- 2 Glue Sticks
- 1 Glue Bottle
- 3 Boxes of Kleenex
- 5x7 - Pencil Box
- 2 Paper Pocket Folders
- 1 Pair of Gym Shoes

## GRADE 3

- 2 Glue Sticks
- 2 Big Erasers
- 2 Folders
- 1 Composition Notebook
- 1 Highlighter
- 1 Pen
- Lots of Pencils

- 2 Boxes of Tissues
- Pencil Pouch
- Flash Drive
- Water Bottle
- 1 Extra Pair of Gym Shoes
- OPTIONAL: Crayons, Markers and Colored Pencils

## GRADE 4

- At least 12 Pencils (Recommend .9 lead mechanical pencils)
- Large Eraser
- Water Bottle
- 2 Glue Sticks
- Colored Pencils
- Markers
- 2 Large Box of Tissues
- 2 packs of 3"x3" Sticky Notes
- Extra Pair of Shoes for PE
- 1 Highlighter
- 2 Wide-Ruled Notebooks that you can tear out easily (Perforated)
- 2 Sturdy/Glossy Pocket Folders with Pockets on the Bottom
- 1 Composition Book for Journaling
- Zip Drive (2-4 G)

## GRADE 5

- LOTS of Pencils (Recommend .9 lead mechanical pencils)
- 2 Boxes of Kleenex
- Colored Pencils or Crayons
- Markers
- Scissors
- 2 Glue Sticks
- Erasers
- Extra Pair of Shoes for PE
- 2 Wide-Rules Notebooks
- 2 Red Pens
- 2 Folders
- 1 Composition Notebook
- 1- 1" Binder





**MIDWAY SCHOOL  
ELEMENTARY FACULTY AND STAFF**

Roger Abbe	-----	Superintendent
Kristine Dale	-----	Principal Pre K-3, ELL
Nancy Brueckner	-----	Principal, 4-8
Mike Pyle	-----	Counselor
Katie Osowski	-----	Preschool/Kindergarten
Jennifer Soland	-----	Grade 1
Scott Lloyd	-----	Grade 2
Jennifer Thompson	-----	Grade 3
D'Ette Erickson	-----	Grade 4
Amy Tollefson	-----	Grade 5
Dan Pengilly	-----	P.E.
Eva Branvold	-----	Elementary Library/Art
Sarah Patrick	-----	Elementary Music/Band
Mary Ralston	-----	Title I/Elementary Music
Bea Hovde	-----	Paraprofessional
Sheila Korynta	-----	Paraprofessional
Diane Muir	-----	Paraprofessional
Jennifer Teruel	-----	Paraprofessional/Preschool Teacher
Christine Sobolik	-----	Paraprofessional
Andrea Scott	-----	Special Education
Gloria Fagerland	-----	Speech Therapist
Wanita Cost	-----	Business Manager
Wendy McLean	-----	Secretary



## **Introduction**

This handbook has been prepared for the purpose of clarifying most of the rules and regulations which students will be expected to follow while attending Midway. This list is not all inclusive since it would be impossible to foresee every contingency. The administration, faculty, and staff have school board authority to add to this list as a need arises. Students will be held strictly accountable for compliance with these rules and regulations.

This handbook also deals with some procedures that are followed which would not necessarily be rules. Included are also some lists of materials the students will need in order to complete the work requirements.

## **The Beginning of the School Day**

Students, upon their arrival at school, will immediately go to their homeroom. No one will be permitted on the playground except under the supervision of a teacher. The school hours for students are from 8:30 a.m. to 3:30 p.m. Teachers are not expected to supervise students before or after school unless there is a scheduled elementary activity.

## **School Entrance Regulation**

1. All children who have reached their 5th birthday before August 1 of the current year are eligible for entrance into the kindergarten program.
2. All children who have reached their 6th birthday before August 1 of the current year are eligible for entrance into the first grade.
3. A copy of the birth certificate must be given to the school for filing shortly after registration.
4. Immunization records showing that the student is current as is appropriate for the age of the student. These records should be updated as the student gets new immunizations.
5. The Midway Elementary School has an early entrance evaluation system which has been approved by the North Dakota Department of Public Instruction. This system is in accord with Section 15-47-01, North Dakota Century Code. This law permits students to enter school when their birthday is after August 1 but not later than December 31 under certain circumstance. For more information on early entrance, contact the Elementary Principal.

## **Withdrawal or Transfer**

In the event that a student plans to transfer out of the Midway School System, please notify the principal, teacher, or secretary several days in advance. The teacher will then send the grades thus far in that report period along with the student. A copy will also be placed in the student file.

Upon arrival at the new school, there will be a form to be filled out giving that school permission to request a copy of cumulative file from our file. We send the file directly to the other school.

## **Cumulative Records/Files**

Cumulative records are kept for each child in school. The file contains the following:

1. Recorded proof of birthdates, schools attended, grade levels attained
2. List of immunization records and other health concerns
3. Record of standardized test results
4. Other pertinent information

The law protects the right to privacy of the student. Only the appropriate school personnel (those who are actually working with the student at the time) may view the files, with administrative permission. Parents may review the file after arranging with the administration.

## **Report Cards and Grades**

Report cards are sent out 4 times per year, making the periods approximately every 45 days. The first report card is given directly to the parent during discussion at parent/teacher conferences.

The most important aspect of school is how much a student actually learns. It is recognized that there is not an absolute manner for determining the exact level of learning. However, grades serve as a tool for reporting/communicating with parents. Grading may be done using number grades or letter grades. The equivalence for grades are as follows:

A. 100-93                      D. 77-70

B. 92-86                      F. 69-0

C. 85-78                      Teachers develop systems for grading and you are welcome to ask about it at any time.

## **Books**

Books are expensive. The following items should be noted:

1. The school owns the textbooks, resource books, and library books.
2. It is expected that books will be treated with a reasonable amount of care and respect. Less than reasonable care may result in a fine. Loss may result in a charge equal to the cost of replacement.
3. At the beginning of the year, numbers on textbooks will be recorded. Students will be held responsible for the condition of that book at the end of the year.

## **Attendance**

The State Department of Public Instruction recommends each student be in attendance a minimum of 160 days a year. If a student misses 20 days, he/she may not receive credit for that year. Circumstances such as illness will be considered. Should there be a pattern of in-attendance or the amount of absence total more than 5 days per quarter, that parent may be called. Parents may also be called to confirm absence or express concern for the student. Regular attendance is important for learning.

Some points must be made related to attendance in the school. Some of these factors are:

1. All children are required, upon returning to school, after an absence, to bring a written statement as to the reason of absence, signed, and dated by the parent. This note should be shown to the teacher. Parents may make a phone call in lieu of a note.
2. If a student misses a part of the day, the absence will be thus recorded to the nearest half day. That is, if a student leaves at 1:00pm, he/she would be counted absent for ½ day.
3. Each student will be given an amount of time, not to exceed double the length of absence, to make up work missed during the absence.
4. If a student is to take a planned leave (weddings, funerals, doctor appointments), the students should bring a signed slip to that effect so that the teacher can prepare a list of assignments. In that way, the student is better able to make up the missed work.
5. If you suspect that your child has head lice or a contagious disease, please let the administration know as soon as possible.
6. It is recommended that your child has regular medical and dental checkups. However, we would like to request that these appointments be made outside school hours as much as is possible.

### **Classroom**

Teachers will implement three (3) basic guidelines relative to classroom standards of conduct.

1. Teachers will not tolerate any behavior that prevents them from teaching.
2. Teachers will not tolerate any behavior that prevents students from learning.
3. Teachers will not tolerate any behavior that is not in the best of interest of the class.

In order to implement these basic guidelines, each staff member has established a set of classroom rules with which their students are expected to comply. The rules, while they may vary somewhat among teachers, are nothing more than basic regulations designed to produce a healthy classroom environment which is in the best of interest of the class.

Each teacher will impose consequences for any student who chooses to disregard the rules. Consequences begin with nothing more than a warning and become progressively more severe in direct relation to the number of times that a student breaks the rules in a single day. If the behavior warrants removal from the classroom, or being sent to the principal, the following procedures shall be implemented:

1. First Offense – After school detention for thirty minutes. (Parent notified)
2. Second Offense – After school detention for forty five minutes. (Parent notified)
3. Third Offense – After school detention for one hour. (Parent notified)
4. Fourth Offense – After school detention for one hour and parent, student, teacher, and principal conference.

**Severe Offenses** – Any student suspected of committing a severe offense is subject to being sent to the principal without benefit of a warning.

<b><u>Behavior</u></b>	<b><u>Definition</u></b>
Inappropriate	Disrespectful or threatening language or gestures that cause another person to be embarrassed or afraid.
Arson	The wrongful, intentional setting of a fire.
Assault/Battery	Physical threats or violence toward another person.
Cheating	Copying, giving answers, crib notes, and giving or receiving test materials.
Chemicals	Sale, use, or possession of alcoholic beverages or illegal or non-prescription drugs in the school building, on school grounds, or at school sponsored events.
Dangerous or Nuisance Articles	Firearms, knives, firecrackers, or any other materials capable of inflicting bodily harm when used in an illegal manner are prohibited on school property and at school sponsored events.
Extortion, Blackmail	Obtaining money or property by violence or threat of violence or forcing someone to do something against his/her will
Fighting	Mutual combat in which both parties have contributed to the situation by verbal and/or physical action.
Gambling	Gambling of any nature is forbidden in school, on school grounds, or at school sponsored events.
Interference with School Authorities	Defying or interfering with administrators, teachers, or other adults by force, violence, intimidations, threats, or other means.
Smoking	Smoking by students is not permitted on buses, in school buildings, on school grounds, or at school activities.
Student Attire	Manner of dress or personal grooming with presents a clear danger to the student's health and safety, causes an interference with work, or creates classroom or school disorder.
Theft	Stealing from an individual or from the school.

### **Severe Behavior**

Consequences of severe behavior may include any or all of the following:

1. School personnel-student conference.
2. Parent contact.
3. In-school or after-school detention.
4. Referral to outside agencies.
5. Police referral.
6. In-school or out-of-school suspension.



## **Lunchroom Rules**

1. Remain seated until you are excused.
2. Maintain one's own place in line.
3. Maintain appropriate verbal and physical mannerisms (NO shouting, pushing, or tripping) .
4. NO THROWING FOOD OR ANY OTHER OBJECTS.
5. Keep your hands AWAY from other people's food.

When a student chooses to disregard the lunchroom rules any of the following could occur:

1. Warning.
2. Student placed at the end of the line.
3. Noon detention.
4. After school detention.
5. Parent notification.

**Severe Offenses**--Any student suspected of committing a severe offense is subject to being sent to the principal without benefit of a warning.

## **Playground Rules**

1. Student will use appropriate language.
2. Return equipment to proper place.
3. Line up promptly at appropriate time.
4. No fighting.
5. Use equipment properly.
6. NO throwing snowballs.
7. NO "King of the Hill".

When a student chooses to disregard these rules any of the following could occur:

1. Warning.
2. In-school detention at noon.
3. Thirty minutes detention after school.
4. Student sent to the principal.
5. Parent notification.

**Severe Offenses**--Any student suspected of committing a severe offense is subject to being sent to the principal without the benefit of a warning.

ANYONE WHO DOES NOT SHOW UP FOR DETENTION WILL HAVE THEIR DETENTION TIME DOUBLED AND ANY OTHER ACTION DEEMED NECESSARY.

## **Summary**

This discipline program consists of more than simply "catching kids being bad." Fair and effective discipline must also consist of positive reinforcements. It is our intent to provide these positive reinforcements in the form of compliments, special activities, and a variety of privileges that can be earned for responsible and appropriate behavior. The aim here is to stimulate good behavior and give it recognition.

## **School Telephone**

The school telephone is intended to meet the necessary needs of the school. Limitations on its use, based upon good judgment and the consideration of others, must be made. When a parent calls with information for a student, it is usually possible to leave a message which can be delivered to the student with fewer disturbances than calling the student to the telephone. Students will be called to the telephone during class time only in cases of emergency.

Student-placed calls shall be courteous, infrequent, and with the permission of the teacher and principal. In our situation, all telephone calls, other than the Gilby and Inkster lines, are long distance. Calls involving illness or injury will be placed by teachers or the principal at school expense. Some students want to call the place of employment. These calls will not be made unless of paramount importance in the judgment of the office staff. If the employer of the parent does not appreciate the student's calling at the place of work, the student should be so informed. Students should be encouraged to preplan and so ask and discuss in the morning before coming to school or the evening before. This would prevent the need for any of the calls placed in the elementary wing.

## **Illness or Injury in the School**

If a child becomes ill at school, his/her parents will be called. If it is impossible for the parent to come and get the child, the child will remain at the school unless other arrangements can be made -- dependent on the time and degree.

In the event that the child is injured, first aid will be administered. If the injury has any degree of seriousness, parents will be called. If parents cannot be reached and the injury needs professional medical attention, the student will be taken to the place listed on their registration.

## **Parent/Teacher Conferences**

The Parent-Teacher Conferences for grades K-12 are scheduled in September, November and March. The purpose of the conferences is to facilitate two-way communication between parent and teacher as related to the student involved and his/her growth and achievement. On these three occasions, the report cards given to the parent rather than the student. We would urge all parents to attend. The teachers develop a schedule in order to best allow parents having more than one child to see all of the teachers needed. Scheduling requests, with reason, will be considered and usually granted. Alternative arrangements may be made at the discretion of the teacher and parent when the schedule conflicts with the parent's work schedule.

## **Milk Break**

Grades K-5 have a milk break, if desired, in the afternoon. Children may bring a snack to go with their milk should they so wish. Milk break follows the same rules as lunchtime. Each room confine themselves to one table or two adjoining tables, if necessary. The milk break is to be considered a relaxed time, but not a playtime.

## **Storm Weather and Blizzards**

If, in your opinion, the weather or road conditions are or may be hazardous, exercise your judgment, as parents, concerning the advisability of sending your child to school. When severe weather arises during the night or is predicted, it may be the judgment that school for that day should be cancelled. When severe weather arises during the school day, it may be the judgment that school should be dismissed early. In either case, the announcement will be made over the following:

Radio:	Television:
KKXL (1440AM) – Grand Forks	WDAZ (Channel 8) – Grand Forks
KNOX (1310AM) – Grand Forks	KVLY (Channel 11) – Fargo
KXPO (1340AM) – Grafton	
K-LITE (104.3FM) – Grand Forks	

In general, when buses are operating, the school will be in session. When a storm breaks during the school day, students will not be permitted to leave the school building unless satisfactory arrangements have been made.

If the buses leave early, it will be announced over the above mentioned stations. The announcement will be made at least 20 minutes before the buses are sent out on their routes.

Make sure students have appropriate winter clothing along. This would include snowsuit, warm jacket, scarf, hat/cap, gloves/mittens (mittens are warmest), and winter footwear. The bus driver may refuse admittance to a student who is not, in the driver's judgment, dressed warmly enough.

## **Elementary Dress Code**

Students need to wear caps, coats, mittens, snow pants, and boots in winter weather. Wearing of caps inside the building is prohibited. Inappropriate clothing, such as very short skirts or short shorts, midriff shirts, and torn clothing is also prohibited. Parents will be notified if their child's clothing is not appropriate.

**School Bus Safety and Your Child**  
**Disciplinary Procedure**

Midway students and parents:

Since nearly all students at Midway Public School are on a school bus route and ride the school bus twice daily it is very important that this experience should be both pleasant and safe for all students. It is our hope that transportation to and from Midway Public School will be a happy and cooperative experience for all students at all times. The only supervisor on the daily route is the bus driver whose primary responsibility is operating the bus in a safe manner. Conduct of the children riding on the bus is therefore extremely important as student behavior affects the safety of everyone riding the bus.

(NORTH DAKOTA CENTURY CDDE: 15-34.2-11) TRANSPORTATION OF STUDENTS – AUTHORITY OVER DRIVERS AND STUDENTS The operator or operators of vehicles used in the transportation of students under a contract entered into as provided in this chapter shall be under the supervision and direction of the board, superintendent, principal, and teachers of the schools at all times while on duty. The disciplinary authority of the schools shall exist over all students while being transported to and from the schools, and the operator shall be charged with their control and discipline while they are being transported.

The following report will be mailed to parents if there are discipline issues on the bus..

**Unsatisfactory Bus Conduct Report**

**UNSATISFACTORY BUS CONDUCT REPORT**

Student s Name \_\_\_\_\_ School \_\_\_\_\_

Date \_\_\_\_\_ Incident Occurred: A.M. \_\_\_\_\_ Noon \_\_\_\_\_ P.M. \_\_\_\_\_

**DRIVER'S REPORT**

- |                                          |                                                  |                                                    |
|------------------------------------------|--------------------------------------------------|----------------------------------------------------|
| <input type="checkbox"/> Pushing         | <input type="checkbox"/> Fighting                | <input type="checkbox"/> Profane Language          |
| <input type="checkbox"/> Standing on Bus | <input type="checkbox"/> Smoking                 | <input type="checkbox"/> Eating or Drinking on Bus |
| <input type="checkbox"/> Hitting         | <input type="checkbox"/> Talking Back            | <input type="checkbox"/> Other _____               |
| <input type="checkbox"/> Shouting        | <input type="checkbox"/> Littering               | _____                                              |
| <input type="checkbox"/> Tripping        | <input type="checkbox"/> Destruction of Property |                                                    |

Signature \_\_\_\_\_ Route \_\_\_\_\_

Bus Driver

**DISPOSITION OF CASE**

1. Talk to Student \_\_\_\_\_ 2. Contacted Parent by Letter \_\_\_\_\_  
3. Talk to Student and Parents \_\_\_\_\_ 4. Other \_\_\_\_\_

A. Warning Given to Student \_\_\_\_\_ Date \_\_\_\_\_

B. Written Warning Given to Parents \_\_\_\_\_ Date \_\_\_\_\_

I. Student Deprived of Bus Transportation for \_\_\_\_\_ Days. Parents Given Written Notice \_\_\_\_\_

II. Other Action Taken \_\_\_\_\_

Signature \_\_\_\_\_

Principal or Transportation Supervisor

White - Principal    Canary - Supervisor    Pink - Driver    Goldenrod - Student

# Midway Public School

## BUS REGULATIONS

1. Bus routes are set by the superintendent, bus manager, and school board.
2. The bus driver has complete authority over anyone riding the bus while on the bus.
3. When entering the bus, each student is to go to his/her seat and remain there until reaching his/her destination.
4. Pick-up times will be the same if the students are on time. The bus will wait a maximum of two minutes before leaving. Repeated tardiness by a student will result in suspension of bus services.
5. If a student will not be riding the bus on a particular day, he or she should notify the bus driver the preceding day. If this is not possible, the student should call the driver or school that morning.
6. A reasonable distance to walk to meet the bus may be up to one-quarter mile depending on weather and road conditions and the safety and age of the students riding.
7. Students should keep the bus clean. Fighting or roughhousing will not be tolerated at any time and may result in the student being suspended, expelled, from riding the bus.
8. If the buses are not going to be sent out in the morning, sent out late, or sent home early in the day, notices will be broadcast over the above mentioned weather stations. An announcement will also be put on the Midway News Line (869-2600) during the school day.
9. All students riding an extracurricular bus must ride the bus both to the game or home from the game unless an authorization to ride in non-school vehicles form has been filled out and signed by the students' parents and given to the coach or driver beforehand, or at the game. There will be no exceptions to this procedure.
10. NO food or beverages will be consumed on the bus while on a regular bus route at any time. Food or beverages for consumption on the bus may be allowed on extracurricular or field trips if both the teacher and bus driver give their approval.
11. Students who have caused trouble on an extra-curricular trip may not be permitted to ride the extra-curricular bus in the future.

## COMPLAINT PROCEDURE

This policy provides the procedure through which patrons of the district may register complaints with the school. All complaints shall be first directed to the principal or the superintendent. A complaint may be registered either informally or formally.

INFORMAL COMPLAINTS: An informal complaint shall be verbally communicated to the administration for the purpose of their information, and shall not include a request for action. Complaints which are general in nature shall be considered to be informal. The administrator receiving the informal complaint shall log the complaint as to date, time, and the nature of the complaint. Informal complaints may be logged anonymously.

FORMAL COMPLAINTS: Formal complaints may be registered either verbally or in writing. Complaints which request corrective action shall be handled as formal complaints. Formal complaints must be specific as to the incident, condition, practice or person being complained against. The administration may request that a formal complaint be documented in writing if it bears specific charges against a member of the school staff or a condition or practice supported by school board policy.

Upon receipt of a formal complaint, the Administration will pursue the following course of action:

1. The condition or practice being complained against will be investigated and tested to determine whether or not the complaint is valid. The staff member being complained against will be confronted with the complaint or the charges registered against him/her. The staff member shall be accorded all rights of procedural due process, including the opportunity to respond to and/or refute charges, have representation present, request a formal hearing, and to cross examine evidence. Upon conclusion of step 1, the administration shall:
2. Answer the formal complaint in writing, informing the complainant of the administration's findings and the action, if any, to be taken. The complainant will be informed of the right of appeal to the School Board, in the event of persisting dissatisfaction.
3. A record of all formal complaints and resultant actions taken will be held on file.

Legal Reference: N. D. Public Law 15-29-01 School Board Action 5/14/84



## **Medicine**

All medicine, including aspirin, which is dispensed to the student, must have written permission from the parents--signed and dated even if the medicine comes from home. Parents must give directions for proper procedure in dispensing the medication (full stomach, empty stomach, time). No medication is dispensed from the school without the above described written statement from the parent.

## **Tornado**

Tornado drills will be held in accordance with state law. The alarm will be given over the intercom system. Instruction of procedure will be given to the students in the fall of each year.

## **Fire Drill**

Fire drills will be scheduled at regular intervals as an important safety precaution. It is essential that when the alarm is sounded, everyone obeys orders promptly and clears the building quickly, calmly, and in an orderly manner. Instruction on procedure will be given to the students in the fall of the year.

## **Lost and Found**

Students who find lost articles are asked to take them to the Main Office. There is a "Lost and Found" box located just outside the Office door. Large articles, such as clothing, books, etc., are to be put in this box. Small items, such as jewelry, may be given to the secretary. Students and parents are asked to check the "Lost and Found" box regularly for their belongings as every year many items are left unclaimed. Any item in the building one week after school is out is either donated or thrown.

## **4<sup>th</sup> and 5<sup>th</sup> Grade Athletics**

In order for students in the 4<sup>th</sup> and 5<sup>th</sup> grades to participate in athletics, the student must fulfill two requirements:

1. Have a physical from a family doctor
2. Meet eligibility requirements

The coaches hand out forms to the students for the physicals. The forms are then brought back to the coach after their annual physical.

In order for the students in grades 4 and 5 to be eligible, they must be passing all subjects. Eligibility will be determined on a weekly basis.



## **Breakfast, Hot Lunch, & Milk Ticket Charges**

These are the charges for the breakfast and hot lunch programs, and/or milk tickets. They are as follows:

1. Breakfast is served every school day from 8:10 to 8:30. The cost is \$1.60 per breakfast. Each student must have a credit to eat breakfast or may pay by the day.
2. Hot lunch is served every school day. The cost for elementary tickets is \$43.00. Students may choose to not to buy meal tickets. They may then bring their own lunch or pay \$2.15 per each meal they eat. A reminder that they need to have a credit, no charging will be allowed. Credit is given in May for the number of days the student did not eat and was absent for the year.
3. Milk tickets for milk break are available for grades K-5. These milk tickets, costing \$6.00, are good for 20 milk breaks. Also, if the student wants extra milk at noon, this could be taken off the milk ticket by pre-arrangement with the teacher. Should the student/parent so desire, milk may be purchased individually for \$0.30 each.

## **Ways Parents Can Help the Child and Teacher**

1. Teach your child:
  - a. his/her full name, address, and telephone number
  - b. parents given name (it's surprising how many kindergarten children don't know any name other than "Mom" and "Dad")
  - c. how to button and unbutton clothes, zip zippers, and tie shoes
  - d. how to find a safe way to and from bus stops--especially if this involved traffic safety
  - e. to share at work and play as well as being considerate of others
2. Label his/her overshoes, mittens, coats, caps, book bags, etc., with initials or name.
3. If at any time, it is necessary for your child to refrain from physical activity, send a note to that effect.
4. If you have a message for your teacher, please write a note rather than depend on the child to deliver it orally, no matter what the age. A telephone call is also acceptable.
5. Be aware and interested in the student's specific assignments. Encourage, praise, discuss, help find sources, show interest, help drill when needed (such as number facts), help ask questions in order to review for tests, etc.
6. Emphasis should be placed upon the student doing as well as he/she can. Praise should be based on this criterion along with improvement when the student improves on the level of their own work. Students work harder to gain praise than they will to avoid negative consequences. Also, students in elementary school really don't understand the importance of education. Praise serves as a good motivating factor until that understanding "sets in."
7. Encourage your student to read a wide variety of material (fiction, non-fiction, biographies, and autobiographies, realistic, fantasy, folk tales, myths, legends, etc.), and try to read regularly to child who are too young to read themselves.
8. Encourage independent learning, responsibility, creativity in both thinking and production (art, music, etc.), exploration, and discovery (they figure it out rather than just be told).

Many table games, puzzles, computer games; jig saw puzzles, crossword puzzles, etc., lean them toward logical and creative thinking. Obviously, art materials such as crayons and water colors will also encourage this type of learning.

## **ESP – Extended School Project**

Midway offers the Extended School Project (ESP), providing supervised activities for students after school, 3:30-5:30. ESP is open to all Midway students, but space is limited and students targeted by the grant are given first priority. Two bus routes will drop kids off at Gilby, Mekinock, Forest River and Ardoch. These buses leave the school at 5:30. There is no cost to participate in ESP.

When students are signed up, parents fill out a schedule indicating the days their children will attend. It is expected that this schedule will be followed. A note must be sent with the child each day they are scheduled to attend but are not able to. PLEASE DO NOT CALL THE SCHOOL TO CHANGE YOUR CHILD'S SCHEDULE UNLESS IT IS AN EMERGENCY.

## **Special Education Program**

The Learning Disabilities (LD) and Speech Language Programs are part of the Special Education Program. The procedures and processes implemented are dictated by the Federal Government and the Upper Valley Special Education Unit.

Each student we serve is considered a special person with unique and individual differences. Our goal is to develop their abilities to the highest potential. Students only are involved with the Special Education Programs after a referral is implemented. The referral process begins with a referral to the Student Assistance Team (SAT). The SAT consists of classroom teachers, support teachers, and the appropriate principal. The team implements procedures which may aid the student in becoming more successful within the classroom. These procedures are implemented on a two week trial basis. At the end of two weeks, the team meets once again to determine if the modifications have been successful. The SAT may or may not try another two week intervention.

A referral to Special Education is made when concerns are still evident. Referrals may also be made by the parent or student. A referral meeting is held with parent, classroom teacher, and support staff who worked with the student. Concerns and questions are discussed and the appropriate diagnostics are chosen to target concerns. Diagnostics and assessments include formal testing, direct observation by Special Education instructors, and observations made by the classroom teachers. Testing is usually completed within four weeks. A meeting is then held to discuss diagnostics. Eligibility for Special Education Services is discussed. If the student is eligible, direct Special Education intervention is offered. Services are coordinated with additional instruction and support staff in an effort to meet the individual education needs.

All Special Education students have an Individual Educational Plan (I.E.P.) based on their unique needs. Each plan specifies long term goals and specific objectives which are deemed appropriate and reviewed annually. Progress reports are also done twice yearly.

Special Education Services which may be offered are SLD, Speech, ED, Social Worker, P.T., O.T., and Audio-logical Services.

## **Specific Learning Disabilities**

The area of Specific Learning Disabilities (SLD) includes the existence of a significant difference between the student's potential and achievement. The student usually demonstrates a wide variance of strengths and weaknesses, and is not commensurate with his age or ability in one or more academic areas.

Elementary SLD concerns commonly deal with students who have wide variance between oral performance and pencil/paper tasks. They also commonly are students who have great difficulty in reading, math, spelling, or written language.

Behavioral and attentional concerns are also common in LD students.

## **Emotionally Disturbed Services**

To qualify for ED Services, the child must be diagnosed by a qualified psychologist. The student must exhibit one or more of the following characteristics over a long period of time, and to a marked degree, that adversely affects educational performance.

1. Inability to learn which cannot be explained by intellectual, sensory, or health factors.
2. An inability to build or maintain satisfactory interpersonal relationships with peers and teachers.
3. Inappropriate types of behavior or feelings under normal circumstances.
4. A general pervasive mood of unhappiness or depression.
5. A tendency to develop physical symptoms or fears associated with personal or school problems.

## **School-wide Program**

This permits various federal funds to be co-mingled, allowing the needs of the students and the goals of the school to be met according to the action plan developed and reviewed by the School-wide committee. Specific priority needs identified include:

1. Increase enjoyment of reading
2. Improve writing skills
3. Improve math problem solving skills

## **Speech/Language Pathology**

The area of Speech/Language Pathology provides diagnostic services and remedial programming for pre-school through grade 12 students whose communication skills are educationally, socially, or emotionally handicapping. An individual's ability to communicate is an essential component to success in the educational setting.

Communication skills can include any of the following areas:

1. Language
  - a. Semantics - Goals are developed to expand one's understanding and use of vocabulary (ie. categorization, associations, comparisons, analogies, basic concepts).
  - b. Syntax-Morphology--Goals deal with knowledge and correct usage of sentence structure (ie. verb tense, subject/verb agreement, prefixes/suffixes).
  - c. Pragmatics--Increasing one's ability to interact appropriately with others (ie. introductions, requesting information, asking assistance)
2. Articulation/Phonology
  - a. Goals/Objectives deal with increasing the intelligibility of a student's conversational speech by improving the production of Speech Sounds.
3. Fluency
  - a. Goals deal with developing fluent speech and/or appropriate rate in all speaking situations.
4. Voice
  - a. Goals deal with establishing and maintaining good vocal habits. Remediation may deal with pitch, quality (breathiness), intensity (volume) or resonance (nasality).

Diagnostic or consultative services for hearing impaired are provided by a certified audiologist. The need for augmentative devices to enhance the communicative process is assessed and implemented accordingly. Speech/Language Services are coordinated with other special education and regular education staff to provide a functionally appropriate educational program.

### **Midway's School Counselor Provides Several Services**

**Personal Counseling:** Counseling is provided on a small-group or individual basis for students expressing difficulties dealing with academics, relationships, personal concerns, or normal developmental tasks. Personal counseling assists students in identifying problems, causes, alternatives, and possible consequences so that appropriate action is taken. Small groups of students with similar concerns can be helped by intensive small-group counseling. Referrals are made directly to the counselor either by the staff, parents, or the individual.

**Vocational Counseling:** Vocational counseling consists of activities that help students to plan, monitor and manage their own educational, personal, and career development. Vocational counseling is generally initiated through classroom and group activities but eventually becomes the focus of individual sessions with the counselor. Referrals are made directly to the counselor either by the staff, parents, or the individual.

**Tutoring:** Tutoring is available to students who are having academic difficulties. The tutor may not be knowledgeable about all the classes but is helpful in reviewing for tests, completing daily work, organizing assignments, etc. Referrals are made directly to the counselor either by staff, parents, or the individual.

## **Drug Free Schools Coordinator**

The main goal of the Drug Free Schools Coordinator is prevention or education of alcohol and other drug problems among youth under 21 who are at high risk for becoming, or who have become alcohol or other drug abusers. The focus of this program is to develop, coordinate, and expand the programs created with the Drug Free School money. Activities that provide an alternative to alcohol and other drug use and groups that provide support to students are all under the direction of this program. Students are also able to seek individual support about alcohol and other drug issues but are not counseled through this program. This program also offers alcohol and other drug information to parents and teachers in the Walsh County Consortium. The coordinator works in the classrooms to provide alcohol and other drug prevention education.

## **Student/Parent/Teacher Compact**

### **Midway Public School**

*Hand in Hand WE can Learn and Work Together to Build a Better World*

#### **Student Agreement**

*It is important that I work to the best of my ability. Therefore, I shall strive to do the following:*

- Be on time for *class*.
- Come to school prepared with supplies.
- Obey the school and bus rules.
- Attend school regularly.
- Always try to do my best in my work/behavior.
- Complete and return homework assignments.
- Cooperate with parents and teachers.
- Show respect for myself, my school and other people.

#### **Parent/Guardian Agreement**

*I want my child to achieve. Therefore, I will encourage him/her by doing the following:*

- See that my child attends school regularly and on time.
- Encourage positive attitudes about school.
- Attend parent-teacher conferences.
- Encourage my child to read at home and monitor his/her T.V. viewing.
- Support the school in its efforts to maintain proper discipline.
- Establish a time for homework and review it regularly.
- Read with my child and let my child see me read.
- Insist that all homework assignments are completed.
- Show respect and support for my child, the teacher and the school.

#### **Teacher Agreement**

*It is important that students achieve. Therefore, I will strive to do the following:*

- Believe that each student can learn.
- Come to class prepared to teach.
- Show respect for each child and his/her family.
- Provide meaningful and appropriate homework activities.
- Enforce school and classroom rules fairly and consistently.
- Maintain open lines of communication with the students and his/her parents.
- Demonstrate professional behavior and a positive attitude.

#### **Administration Agreement**

*I support this form of parent involvement. Therefore, I shall strive to do the following:*

- Provide an environment that allows for positive communication between the teacher, parent and student.
- Provide a quality curriculum and instructional practices that will allow students to become effective citizens.



## **Statement of Environmental Compliance**

### **Annual Notification of Asbestos Containing Materials**

In compliance with the "C.S. Environmental Protection Agency (EPA) Asbestos Hazard Emergency Response Act (AHER), in the fall of 1988 the Midway Public School District #128 performed inspections of our school buildings for asbestos containing building materials. The inspection findings and asbestos management plans have been on file in the school administrative office since that time.

The EPA requires us to perform re-inspections of the asbestos materials every three years. An accredited Inspector/Management Planner performed the latest re-inspection of our district and has issued a report regarding the results. A copy of the latest re-inspection report is available for your review as explained below.

All asbestos containing materials in our school are in good condition and we will continue to manage them in place, as recommended by the accredited Management Planner.

The results of the re-inspection, as well as the last 6 Month Surveillance, are on file in the Management Plan in the school's administrative office. Everyone is welcome to view these anytime during normal school hours (8:30 AM- 3:30 PM). Our Asbestos Program Manager, Kim Linstad, is available to answer any questions you may have about asbestos in our buildings at 701-869-2432.

We are intent on not only complying with, but exceeding federal, state, and local regulations in this area.

We plan on taking whatever steps are necessary to insure your children, classmates, and our employees have a safe and healthy environment in which to learn and work.