

# **Welcome to Midway Elementary School**

Dear Students and Parents / Guardians,

Welcome to the 2018-2019 school year at Midway Elementary School. I hope that each of you had a great summer and that you are ready for another great year. Our faculty and staff have been working hard preparing for the upcoming year. Please know that our staff strives to put the student's best interest first in each decision that is made.

This handbook has been prepared as a guide for our students and parents to become acquainted with the policies and procedures at Midway Elementary School. It is a quick reference that can be extremely useful to answer your questions throughout the school year.

To our students, understand that you are the most important part of our school and that your best interest will be a part of each decision made at school. I ask that you give your very best each day in everything that you do in school. We look forward to working with you this school year with great excitement and hope that you will have a rewarding and successful year. As always, "Expect The Best, Give Your Best, Be the Best"!

Sincerely,  
Travis Langley, Principal  
Dawn Click, Assistant Principal  
Midway Elementary Faculty and Staff

## **MISSION STATEMENT**

The mission of Midway Elementary is for students to know how to read, write, communicate effectively, perform mathematics, and achieve mastery in concepts as defined by state assessments. It is also our mission that students recognize and practice good character traits to become productive members of society.

## **GOALS AND OBJECTIVES**

1. To provide every student a clean, safe, drug free, positive, and healthy school environment favorable for learning.
2. To provide students the opportunity to demonstrate proficiency in the academic areas as established in the Tennessee Standards.
3. To enhance the self-image of each student by having high expectations for their success.
4. To deal with students in matters of discipline in a fair and constructive manner.

## EMERGENCY CARDS

Please complete and sign all forms and return them to the school. Include any pager or cell phone numbers. List all phone numbers where you or a relative can be reached during school hours. If there are **any changes** during the year, please contact the office immediately. We **must** be able to reach you in case of an emergency.

## ARRIVALS AND DISMISSALS

School will begin at 8:17. Doors **will not** be open nor will supervision be provided before 7:45 a.m. Do not drop students off before this time. When students arrive they will need to go directly to the cafeteria if they are eating breakfast or to their designated area if they are not eating. Children arriving after 8:17 must report to the office to sign in.

Afternoon dismissal will follow this schedule:

First bell      3:17    1st bus load

Second bell    3:20    2nd bus load

Third bell      3:25    Car riders will go to cafeteria (Parents, please line up on the shoulder lane and in the baseball field parking lot. You may then drive into the bus lane to pick up your child after all buses have departed. Please remain in your vehicle.)

## ATTENDANCE

Regular attendance is an important factor for academic success. When a student is absent, he/she must bring an excuse signed by a parent/guardian or a doctor. This excuse must be dated and state the reason for the absence. If the absence is for a doctor or dental appointment, most offices are willing to supply the student with a note that would be accepted in place of a written excuse from the parent.

Students with six (6) or more absences the previous or current semester will be listed on an Attendance Improvement List. Students will remain on the list until they attend a semester without accumulating six (6) absences. Students on the Attendance Improvement List must provide official documentation (doctor, court official, or proof of death in the family) in order to be allowed any additional excused absences. **Documentation must be provided within three (3) days of returning to school.** All absences for students on the Attendance Improvement List will be considered “unexcused” until adequate documentation is received.

If a student misses **3 days (excused or unexcused)**, the parent/guardian, student, and administrator will meet, develop, and document a student success plan with a follow up to occur in one month. Monitoring will continue throughout the school year. When 6 absences occur, a doctor’s excuse is required for subsequent absences.

If a student accrues **5 UNEXCUSED** absences, the parent/guardian, student, and school administrator will meet, revise, and document the student attendance plan including information regarding required doctor’s excuses for any other absences.

If a student accrues **7 UNEXCUSED** absences, the parent/guardian and student are required to attend Truancy Board. The parents will sign a contract to commit to no further unexcused absences.

After a student accrues **10 UNEXCUSED** absences, a petition will be filed with juvenile court.

Students may receive an award for perfect or meritorious attendance at the end of the school year. Perfect attendance means that the student hasn't missed any time from school. This would include being tardy, having an early dismissal, or being absent. Meritorious attendance is defined as missing (3) or fewer days.

## **TARDIES/EARLY DISMISSAL**

Any student who arrives after 8:17 is considered tardy and must report to the office to sign in. This will prevent your child from being counted absent for the entire day. A student with **three (3) unexcused tardies** will be assigned **one (1) unexcused absence**.

Students will not be permitted to leave school premises during the school day without request of the parent or guardian. Early dismissal for unexcused reasons will result in an unexcused absence for the time away from school. **Three (3) unexcused** early dismissals will result in **one (1) unexcused absence** being assigned.

## **PARENT REQUEST DAYS**

Parents or guardians may request principal approval for student absence for such reasons as travel or cultural experiences up to **two (2)** days each year. Such absences, if approved by the principal, shall be excused and the student shall be allowed to make up missed work. The absences shall count in the total number of excused absences for the student.

Requests shall be presented to the principal in writing at least **five (5)** days in advance of the expected absence. Principal approval is required. No approval will be given after the absence has occurred and the absence will be unexcused.

## **MISSED WORK**

It is the student's responsibility to pick up missed school work from the teacher, complete it, and turn it in for credit. Students have **three (3)** days after returning to school to complete work assigned during their absence. Students may be required to complete some assignments at school during a time assigned by the teacher.

## **LEAVING SCHOOL**

Unless accompanied by a parent, guardian, or designated adult, leaving school without permission is strictly prohibited. If the student is to be picked up at school during the day for any reason, the parent will need to come to the office and sign the student out. Office personnel will then call the child to the office to meet the parent. **Please do not interrupt classes by**

**going to the classroom to pick up students.** If the person picking up the student is anyone other than the parent, he/she will need written permission from the parent. Students will need to bring a note from their parent giving permission to leave with another student. This note must be turned in to the office and signed **before school begins.**

## **SCHOOL VISITORS**

For the safety of our students, **any individual visiting the school for any reason must report first to the school office.** If it should be necessary to speak with a student or teacher directly, the school office will make arrangements. Visitors must sign in upon their arrival and sign out upon their departure. Visitor passes will be issued to persons who have **scheduled conferences** or are **scheduled volunteers.** **Passes will not be issued for drop in visits.** This disturbs teachers and students during their learning time. Only the main entrance will be used for visitor entry to the building.

We are requesting that after the second week of school that parents not accompany students to their classrooms in the mornings. This will give the student a greater sense of self confidence.

We also request that parents check with your child's teacher before scheduling a birthday party. We would like to limit the time taken from classroom instruction for these events.

## **WHAT TO LEAVE AT HOME**

Personal entertainment devices such as CD players, CD's, DVD's, radios, cameras, video games, iPods, MP3s, cellphone, pagers, collector cards, toys, etc., should not be brought to school. If brought to school, these items may be held for safekeeping in the office and parents may be asked to pick them up. It is not the responsibility of school personnel to recover lost or stolen personal entertainment devices or other listed items. Large amounts of money or valuables should not be brought to school.

## **FEES**

All students are asked to pay a materials fee for the purchase of additional materials that correlate with the basic textbook such as current events, art materials, and workbooks. Grade level fees will be as follows:

K - 3rd Grades	\$10.00
4th -5th Grades	\$5.00

## **GRADING AND REPORTING TO PARENTS**

Grades K-2 have a report card, however, it is more skill based and will provide parents/guardians information about their child's progress with specific skills.

Grades 3 - 5 follow the traditional A (93-100), B (85-92), C (75-84), D (70-74), below 70 is an F. Teachers will send home progress reports after approximately 4 1/2 weeks of each nine

weeks grading period. Each student will receive a report card at the end of each nine weeks. It will be sent out five school days after the grading period ends (see calendar).

Parents are encouraged to discuss the student's progress with the teacher and may do so by arranging a conference through the office at 376-2341.

## **ASBESTOS NOTIFICATION**

This is to inform you of the status of asbestos in Roane County Schools. We are pleased to report there is no friable asbestos (loose fibers) in our schools.

## **DISCIPLINE**

One of the most important lessons education should teach is discipline. While it does not appear as a subject, it underlies the whole educational structure. It is the training that develops self-control, character, orderliness and efficiency. It is the key to good conduct and proper consideration for other people. With an understanding of the purposes of discipline in a school, students will make Midway Elementary an effective place to learn, while also developing the habit of self-restraint which will make them a better person.

All students are expected to behave in a respectful and orderly manner while at school. If, however, a student becomes disruptive, we reserve the right to employ firm discipline. Our school discipline policy conforms to both local and state policies.

## **ZERO TOLERANCE**

In order to ensure a safe and secure learning environment any student who brings drugs, a dangerous weapon, or commits battery on a school employee, while at school, at a school event, on school property, or on a school bus will be subject to expulsion for a period of no less than **one (1) calendar year**. The Director shall have the authority to modify this expulsion requirement on a case-by-case basis.

## **TOBACCO, ALCOHOL AND DRUGS**

The use or possession of tobacco or alcohol by a student in any form is prohibited at all times. This includes all Roane County School System buildings, properties, events, and buses. Any student possessing a tobacco product will have A Citation for Violation of Youth Access to Tobacco Act filed with the legal authorities. A violation of tobacco or alcohol may result in a suspension or expulsion.

## **HARASSMENT AND THREATS**

Discrimination/Harassment - Verbal, physical or sexual discrimination or harassment of any kind will not be tolerated. This includes such things as wedgies, hazing, threatening remarks, racial or religious slurs, suggestive or degrading language, inappropriate touching, etc. Any occurrence may result in detention or suspension.

## TELEPHONE

No student will be allowed to use the phone unless given permission. A student cannot be called out of class to talk on the phone. Students need to make arrangements to visit another student's home **before they come to school.**

## DETENTION

Detention times will be announced. You will be notified of place and dates. Students must be on time, must be quiet, stay seated and awake, and must follow all rules, or the time will not be counted. Detention missed will result in an additional detention or suspension. Detention dates will be changed only in emergency cases and **must be arranged in advance** with the principal.

## CAFETERIA

Proper behavior will be required in the cafeteria. Students are expected to follow cafeteria rules and violation of cafeteria rules could result in an assigned seat, cleanup duty, a penalty, or other appropriate actions. Midway Elementary is participating in the Community Eligibility Provision CEP for the 2018-2019 school year. Each child will receive breakfast and lunch at **no charge**. The cafeteria uses an automated computer system. Students will still be assigned a four digit number to enter into the computer each time they purchase **extra** breakfast and/or lunch items.

Parents may pay daily, weekly, monthly, or etc. You may send payment to the school or pay electronically. If paying by check, please make the check out to Midway Elementary Cafeteria. We are unable to accept checks that combine lunch and other fees. **The Roane County School Board has a NO CHARGING policy for meals.** Remember to send money with your child(ren) or to pay electronically for extra items.

## CAFETERIA RULES

Walk in orderly and stay in your place in line.

Eat and talk quietly (use library voice).

Stay in your seat; raise your hand for help.

Keep hands and feet to yourself.

Clean up your area on table and floor if you spill.

Respect the adults who serve and supervise you in the cafeteria.

Excessive noise may result in loss of privileges.

## MEDICATION

The school does not supply any form of medication. Any medications taken by students will have to be supplied by the parent. **Students are not permitted to have any form of medication in their possession at school.** If a student must take medication at school, a Medication Authorization Form must be completed and returned to the school. Any medication taken by the student must be taken in the presence of authorized school personnel. Any medication that is brought from home needs to be brought by the parent. All medication must be renewed and documented at the beginning of the new school year. Any change in medication or dosage during the school year requires new documentation. Any student possessing, dispensing or taking any unauthorized medication will be subject to suspension or expulsion.

## EQUAL OPPORTUNITY

Midway Elementary School is an equal opportunity facility and does not discriminate on the basis of race, color, religion, national origin, sex, age, or disability.

## SCHOOL VOLUNTEERS

Midway Elementary is proud of the many volunteers that have helped students and teachers in the classroom. **If you would like to be a volunteer at the school you will need to get a volunteer handbook, complete the paperwork, and set up a time for an orientation meeting with the principal.**

## DRESS CODE

Clothing worn by students should be neat, clean, and in good repair for the personal health and safety of the students. Clothing that distracts from the learning process must not be worn. Please review the following dress code.

Appropriate street shoes must be worn at all times.

Skirts must be modest (**mid-thigh**) length.

Shorts must be of modest length (**mid-thigh**). Acceptable shorts include Bermuda/walking shorts, culottes/split skirts/shorts and cutoff shorts that are neat in appearance, appropriate in length or are commercially sewn to look like cutoffs.

Hair color that occurs in nature, not green, pink, blue, etc.

Earrings must be worn only in the ears not other parts of the body such as lips, eyebrows, etc.

Body mutilation will not be tolerated.

Waistband of pants and or shorts must be worn at or above waist level.

Clothing must not have holes, rips, tears or cuts above the knees.

There is to be no graffiti or symbols that relate to gang, drug or cult activities on books, book bags, notebooks or any other items carried by students on school grounds.

Tattoos and brands must be completely covered.

The following is a partial list of unacceptable apparel and/or accessories:

No halter tops, strapless or backless dresses or blouses.

No tank tops without a shirt underneath.

No spaghetti strap tops

No see-through clothing nor undergarments may be visible.

No clothing that exposes the midriff area or cleavage.

No clothing which exhibits written, pictorial or implied references to illegal substances, drugs or alcohol, negative slogans, vulgarities or that attracts undue attention; wearing apparel that is sexually suggestive or that features crude or vulgar commercial lettering or printing and/or pictures that depict drugs, tobacco, alcoholic beverages, racial/ethnic slurs, violence or gang affiliation.

No wallet chains or large chains of any kind.

No oversize apparel, including saggy pants or overalls with unfastened straps.

No belts which are extra-long with excessive belt material hanging loosely or belt buckles bearing initials that designate gangs.

No shoe cleats, shoe skates, bedroom shoes, excessively high heels, or any shoe that impairs the ability of a student to walk safely.

**Any student violating the dress code will be sent to the office with an unexcused absence from his/her classes until his/her parents can arrange for that student to be brought appropriate clothing.**

\*Special dress days: Special dress days may be implemented under the direction of school administration as long as the Roane County Schools dress code for students is not violated.

## **BUS CONDUCT**

Riding a school bus is a privilege and not a right. A student's failure to follow bus rules and regulations may result in the student being given a punishment ranging from a verbal warning to a bus suspension. Only regularly scheduled bus students are to ride buses unless signed permission is given by the office.

## **BUS CONDUCT REFERRALS**

1. First bus report -- Verbal warning and/or loss of recess time. A report will be mailed to parents.
2. Second bus report -- A report will be mailed to parents. Depending on the severity of the misconduct, the student may be assigned detention, a penalty of some type, or a bus suspension.
3. Third bus report -- Conference with parents. A report will be mailed to parents. Suspension of bus privileges for up to 3 days or ISS for 3 days.

4. Fourth bus report -- Conference with parents. A report will be mailed to parents. Suspension of bus privileges for up to 5 school days.
5. Fifth bus report -- Conference with parents. A report will be mailed to parents. Suspension of bus privileges for up to 10 days.
6. Sixth bus report -- Conference with parents. A report will be mailed to parents. Suspension of bus privileges for up to six weeks.
7. Seventh bus report -- Conference with parents. A report will be mailed to parents. Suspension of bus privileges for up to the remainder of school year.

Note: Certain serious violations (i.e. fighting, tobacco possession, etc.) may result in a suspension from school.

Each bus is equipped with a video monitor. If we feel it is necessary to view the conduct on any bus, after an incident is reported, we will pull the video and view it. Please review the bus rules and follow them closely.

## **PARENT NOTIFICATION**

- . Parents have the right to request information about the professional qualifications concerning their child's teacher(s) and should be informed if their child is served by any paraprofessionals providing educational assistance, and if so, their qualifications. Teaching certifications can be found by accessing the Tennessee Department of Education web site for Teacher Licensing (<https://www.K-12.state.tn.us/tcertinf/Search.asp>) or by contacting the Central Office (376-5592).
- . Parents must receive notification if their child is being taught for 4 or more consecutive weeks in a core curriculum subject by a teacher not highly qualified.
- . Parents will have access to system/school report cards as developed by the State Department of Education and available (usually in late fall of each year) through their web site (<http://www.state.tn.us/education/mreport.htm>) or at the school and/or Central Office.
- . Parents will be informed if their child is enrolled in a school identified for improvement, corrective action, or restructuring. They will also receive an explanation of what this means, academic comparison with district and state, and steps being taken to improve achievement and parent involvement.
- . Parents should know that they may request in writing that their child's name, address, and telephone number not be released to a military recruiter without prior written consent.

- . Parents will be informed by annual notice regarding the availability of supplemental educational services if a school fails to meet adequate yearly progress.

- . Parents must receive annual academic results for mid-reporting periods; end of reporting periods; TCAP Achievement results in grades 3-8; Writing Assessment in grades 5, 8, 11; End of Course and Gateway Exam in a timely manner as required by local Board policy and the State Department of Education.

- . Parents of a student identified as limited English proficient (ELL-English Language Learner) must be notified in a timely manner of their child's participation in an ESL Program, details of the program, rights to waive participation, and specific information on the child's level of English proficiency.

- . A parental involvement policy is available in the school's handbook or by contacting the school office. Title I Schools: a written parental involvement policy will be developed jointly with and distributed to parents of children participating in Title Programs. This includes an annual meeting for parents to inform them of their school's participation in programs (i.e. Title I) funded under the No Child Left Behind federal legislation.

- . Schools and parents must be notified of school-wide program authority under which schools can consolidate funds from federal, state, and local sources to upgrade the educational program of the entire school. The qualification is 40% of students must be from verified low income families.

- . Parents can visit the state's web site (<http://www.state.tn.us/education>) to access a description of the curriculum (Tennessee Curriculum Standards), assessment, and proficiency levels students are expected to meet.

- . Parents have access to district and school information and reports through the media (local newspaper and radio), and the system / school report cards available on the state web site or at the system's administrative offices.

- . The Roane County School Board Policy relating to student privacy and parental access to information, is available in the school Board Policy Manual located at each school and the Central Office. Notification of rights and release of directory information under FERPA, the Family Education Rights and Policy Act, is also done through media announcements. This federal law affords parents and students (over 18 years of age) certain rights with respect to educational records. Parents will be notified of any change to board policy. More information on FERPA is available at the Central Administrative Offices.

- . Students and parents are encouraged to participate in safe and drug-free school programs to prevent student violence and drug use. Parents can request in writing their child's non-participation in such activities.

. School health requirements, policies, and procedures (i.e. immunizations, medication at school, etc.) are available for the Roane County Health Department Office, school principal, or school nurse.

## **FAMILY/COMMUNITY INVOLVEMENT PLAN**

The faculty and staff are committed to the involvement of the family and the community in the success of our school. We understand the importance of the family connection between home and school. This plan was created with strong family components to assure the educational growth of our students.

Midway Elementary faculty and staff believe a strong family involvement is essential to an effective school. We further believe a combined effort of parents/guardians, teachers, and community will assure a strong foundation for student success and lifelong learning.

The following plan has been established in attempts to involve our families in the success of their children at Midway Elementary:

1. **Open House Family Night** – Each year Midway Elementary holds an Open House Family Night to encourage parents/guardians to meet their child(ren)’s teacher and inform them of school procedures. The Title I program is discussed along with distribution of materials to parents/guardians about ways they can help in the education of their child(ren)’s teacher(s) to see what opportunities their child(ren) will have.
2. **Student/Parent/Teacher Compact** – This compact is an agreement between the parties to uphold their responsibilities as part of the educational success for each student.
3. **Parent/Teacher Conferences/Meetings** – To insure each family feels welcome at school, Midway Elementary has an “Open Door” policy offered to parents/guardians. They may visit the school at anytime during the school day or schedule an appointment with the principal and/or teacher concerning the progress and welfare of their child(ren). Conference times are scheduled before school, after school, and at the teacher’s planning time. Phone conferences are also encouraged by both parents/guardians and teachers to keep the home/school communication lines open for the benefit of the student.
4. **Progress Reports/Nine-Weeks Report Cards** – Reporting the progress of students often is necessary for their overall achievement. Teachers provide parents/guardians with information concerning the progress of their child(ren) through Weekly Folders, Assignment Notebooks, Mid-term Progress Reports, and Nine-Week Report Cards. Information about state testing will be sent home or obtained from the school website.

5. **Midway Elementary Website** – An internet website has been developed for parents to obtain information about events and activities taking place at the school. The school website is: **mes.roaneschools.com**. Also, each classroom teacher has a website as a resource to obtain information. You can also “Like” us on Facebook.
6. **Programs and Events** – Events and programs have been scheduled to provide opportunities for families and the community to participate in school activities. Some of these activities include, but are not limited to the following: School Bash, Music Programs, Veterans Day Program, having the local Fire Department bring the fire engine, special scheduled programs, Family Reading Night, Kindergarten Promotion, and others.
7. **School Newsletter** – The school sends home a monthly newsletter to provide families with information about the school and the different programs and activities that are taking place at the school. This includes a calendar of events.
8. **Curriculum** – To obtain a description of the curriculum (Tennessee Curriculum Standards), you can visit the state’s website at **<http://www.state.tn.us/education>**. If you don’t have internet access you may obtain a copy by requesting it from your child’s teacher.
9. **Social Media** – To connect with parents about events and day to day happenings at the school, you can follow us on Facebook. This page is used for information and updates to help foster a more streamlined way of communicating with parents. Some teachers will also employ Classroom Dojo as a limited access communication tool with parents to inform them about events.

This plan has been established by a committee of parents and staff members. Review of this document is on an annual basis.