

Midway Elementary  
Student Handbook  
2009-10



6321 Midway Dr.  
Moro, IL 62067  
Phone: 618-692-7446 or  
618-377-9714  
Fax: 618-377-2577  
[www.ecusd7.org/midway](http://www.ecusd7.org/midway)  
Mary Miller, Principal

August 2009

Dear Parents, Students and Community Members,

It is my pleasure to welcome you to the 2009-2010 school year! Midway Elementary School is a place where parents, teachers, administrators, and community members share the responsibility for each child's learning.

We value every child and work extremely hard to fulfill our responsibility and commitment to provide learning opportunities in a safe, non-threatening and supportive environment.

Our highly qualified and dedicated staff works collectively to encourage, motivate and inspire students to learn and achieve. Educational learning standards serve as our guide to provide meaningful, engaging and fun learning experiences.

The mission of Midway Elementary School is to work with parents and the school community to promote the overall growth and development of each child by providing a learning environment that will effectively ensure the skills necessary to be lifelong learners and productive citizens in our global society.

Thank you for taking the time to review our school handbook. Please use this handbook as a resource guide for information about our expectations, policies and procedures. Many of your questions will be answered with information in this handbook. Contact us if you have any school-related questions or concerns.

We look forward to an exciting, challenging and educational 2009-2010 school year!

Respectfully,

The Midway Staff

## **General Information**

**Office Hours** - Our school office is open from 8 a.m. until 4:30 p.m.

**School Hours** - Our doors are open for the children at 8:45 a.m., and for their safety we ask that children not arrive on school grounds before that time.

**Attendance** - Regular attendance enables students to benefit from classroom discussions and interactive activities. These shared academic experiences are integral to the learning process and cannot be re-created or replicated.

Parents and students must adhere to the following attendance guidelines:

1. All students who leave school for a doctor's appointment must provide written documentation from their health care provider as evidence of attending the appointment for the absence to be considered an excused absence.
2. All students who are absent for five or more consecutive days must provide written documentation from a health care provider for the absences to be considered excused absences.
3. Any student who has been absent for 10% or more of the days of student attendance in a semester must provide written documentation from their health care provider stating the cause of the absence for each subsequent day of non-attendance for the absence to be considered an excused absence.
4. Students who suffer from documented chronic or severe acute health issues may seek a waiver of these requirements from the building principal.

**Tardy** - A child not in the classroom by 9:15 a.m. is considered tardy.

**Absences** - Please call the office no later than 9:00 a.m. at 377-9714 or 692-7446 to report student absences. If you do not call our office, school personnel must call you at home or work to verify the absence.

**Registration** - In order to complete a student's registration, the following must be provided: certified copy of the child's birth certificate, proof of residency, immunization records and three emergency contacts. Kindergarten registration takes place in the spring and also during the summer registration. Students who will be five (5) years of age on or before September 1 are eligible for kindergarten for that school year.

**Orientation**- Kindergarten orientation is a means to acquaint the child with the classroom and teachers. Orientation typically takes place a week before school starts. A notification letter will be sent to parents/guardians with information about the dates and times.

**Student Placement** - Students are heterogeneously placed in classrooms, making the classrooms as diverse as possible. Please understand that it is not practical for parents to request a teacher. If you have educational concerns, please speak with the principal.

**Textbook Fees** - Please contact the school office for the exact amount of textbook fees. Fees are due at the time of registration. Please make checks payable to the Edwardsville Community Unit School District 7 (ECUSD 7).

**Arrival/Dismissal** - ALL students must be picked up/dropped off at the main entrance. When students arrive at school, they should go to the gym where they will be supervised. To avoid class disruption, parents must wait to pick up their child under the covered area at the main entrance. Standing in the hallway or waiting in front of a classroom to pick up a child is discouraged.

**Late Arrivals** - Arriving late to school is disruptive to the educational setting. We encourage punctuality. Students arriving after 9:15 are considered tardy and must be checked in at the office by a parent/guardian.

**Parent Pick-up (before the end of instructional day)** - Please notify your child's teacher if your child will be picked up early. If someone other than the contact listed on the student information sheet is going to pick up your child, you must notify the school either by phone or in writing. Your child will not be released without confirmation from a parent/guardian.

**Before/After School Childcare** - We are pleased to offer a morning and evening latchkey program in conjunction with the Edwardsville YMCA. The morning hours are from 6:15 - 9:00 a.m. and the evening hours are from 3:30 - 6:00 p.m. Please contact the YMCA at 656-0346 or the school office if you are interested.

**Visitors/Volunteers** - We welcome our visitors and volunteers. All visitors and volunteers (includes parents) will be expected to sign in with our School Safety Officer. You must show a valid photo ID. Our SSO will issue you a visitor's badge that must be worn while in the building and returned at the end of your visit. Siblings may not accompany parents when helping in the classroom, chaperoning field trips or helping during parties.

**School Closings** - The Superintendent of Schools makes the decision to cancel classes. He will contact parents through the District's telephone broadcast system if classes are cancelled due to inclement weather. School closing announcements are also televised on local cable stations and are broadcast on local radio stations. Please listen to the following for school closing information: KMOX 1120, Channels 2, 4 and 5. Parents may also call the Alert Hotline at 655-6090.

**Safety Alert Program** - In order to improve communication with parents, District 7 utilizes a safety and weather alert system. The system will consist of three components: an email safety alert system, a safety alert hotline, and a web alert system.

### ***Safety Alerts - Violence***

The system will be used to alert parents to *viable* threats and/or to dispel rumors. Students sometimes attempt to use fear to manipulate others around them—often because they think it's funny or just want to have a day off.

All threats will be treated seriously and will be investigated by the district and public safety officials. Anyone responsible for threats faces tough penalties, including possible expulsion from school and criminal prosecution.

### ***Safety Alerts - Weather***

The system will be used to alert parents to cancellation of school due to inclement weather.

### **Safety Alert Notification**

A message will be posted on each alert component stating one of the following:

- There are no current safety alerts; please disregard rumors
- There is a viable threat
- School has been cancelled due to inclement weather

Parents can access safety alert information in three ways:

- Subscribe to the email alert system at [www.ecusd7.org/alert/subscribe.asp](http://www.ecusd7.org/alert/subscribe.asp)
- Call the Alert Hotline at 655-6090
- Visit the District's website at [www.ecusd7.org/alert](http://www.ecusd7.org/alert)

Subscribers to the Email Alert system will not be able to reply to the system. Callers to the hotline will not be able to leave messages.

**School Meals** - Menus are distributed to students on a monthly basis from the school. Student lunches cost \$1.90, breakfast is \$0.95 and extra milk is \$0.60. You may prepay for your child's breakfast and lunch meals. Our point of sale system allows you to designate prepayments for breakfast and lunch, account cash or a combination of the two.

Please make a note on payments sent in stating how you would like the funds to be designated (e.g., meals only; 10 lunches, balance to account; or account cash). ***Payments made without instructions will be credited to account cash.***

This fall, the Food Service Department is implementing *myLunch-Money*, a new service that allows parents to prepay for their child's school breakfast, lunch, and ala carte food items using their credit or debit card. The website [www.myLunchMoney.com](http://www.myLunchMoney.com) will go into service in time for the start of school. *The service is optional.*

The children have 40 minutes for a lunch and recess period. They are allowed to take as much time as necessary to eat lunch. Our school monitors supervise the lunch and playground periods. Behavior conducive to good eating habits is expected in the lunchroom.

**Accident/Illness** - Regular school attendance is expected. However, if your child is ill, he/she should not be permitted to attend school. Please do not send your child to school IF:

- A fever of 100 degrees or more is present
- Vomiting or diarrhea is present
- A severe head cold, persistent cough or sore throat is evident
- A suspicious skin rash or other contagious condition is present

The school should be notified if your child has a contagious disease including: chicken pox, pink eye, impetigo, head lice.

If an illness occurs at school, parents are notified. Students who have a fever, diarrhea, vomiting or head lice must be picked up and taken home. A child must be fever free for 24 hours prior to returning to school.

**Emergency Information Card** - The school must have on file family emergency information that is current and complete. Whenever information changes, the school must be notified immediately. For student safety, your child will not be released to someone who is not listed on the contact sheet without your verbal or written consent.

**Medication Policy** - Edwardsville Community Unit School District 7 has adopted a policy regarding administration of medication (including non-prescription medications such as aspirin and Tylenol) during school hours and at school-related events. A student who needs medication to be administered during school hours or school-related events must have authorization from the building principal. A student may possess an epinephrine auto-injector and/or medication prescribed for asthma for immediate use and self-administration at the student's discretion provided the student's licensed health care provider and parents(s)/guardian(s) have authorized self-administration through a completed and signed "School Medication Authorization" form, and this form is on file at the child's school. Please see the building principal or nurse regarding the District's medication policy and to obtain required forms.

The STUDENT INFORMATION FORM is the **only source** for school personnel to know **whom** to contact in the event of a serious injury or illness, and exactly **how** to contact these persons. **It is imperative that the information on this form be kept current at all times.**

**Activity Restrictions/ Physical Education and Recess** - When a child's injury prevents him/her from participating in physical activity, we must have a doctor's note stating the injury, what the restrictions are and the length of time for the restrictions. A written note from a parent may request a child be excluded from recess for up to 3 days. A child may be excused from PE for one day provided he/she has a written note from a parent. Anything beyond that will require a doctor's note.

**Student Dress Code** - Each student has the responsibility to dress and groom in a manner that meets reasonable community standards of good taste, health, safety, and cleanliness, while not disturbing the educational process. The following guidelines describe some types of dress NOT ACCEPTABLE in the school setting:

1. Dress indicating any affiliation with any group that advocates dangerous or unlawful activity;
2. Dress displaying vulgar or suggestive writing, pictures, or images;
3. Dress displaying alcohol or drug-related images, words, or logos;
4. Dress exposing undergarments, or dress that is sheer, exposing, or extremely loose;
5. The use of unusual makeup or hair coloring; and
6. The wearing of dog collars, chains, etc.

These are only examples of unacceptable clothing. Students in violation of the dress code will be asked to turn the garment inside out, asked to wash off makeup/hair coloring, or parents will be called to bring clean clothing to wear. Repeated violations may result in disciplinary action. Parents must assume the responsibility to see that their child is appropriately clothed for school. In addition, please send your child to school with appropriate weather-related clothing.

**Snacks/Celebrations/Party Invitations** - It is at the teacher's discretion to determine if and when snack is part of the daily schedule. Healthy snacks that do not require preparation are encouraged. ALL snacks must be commercially wrapped. For health and safety reasons we do not accept homemade goods. This policy applies to all school celebrations.

Please do not send party invites to school as we will not be responsible for sending them home or distributing to students.

**Field Trips** - A parent permission slip will be sent home by the teacher to be signed prior to the field trip. Students will not be released to parents or any one else unless arrangements have been made prior to the field trip. Parent volunteers commit to staying with the class for the duration of the field trip and traveling on the bus with the class, unless otherwise indicated. Siblings are not allowed on field trips.

**Messages/Phone Use** - Parents may call and leave a message with the secretary or principal. If there is a change in transportation arrangements for your child please notify the school office immediately, preferably before 3:00 p.m.

**Communication** - Home-school communication is encouraged and expected. Classroom teachers send home a weekly or monthly newsletter that is extremely helpful in keeping you informed of what is happening in your child's classroom. In addition to the class newsletter, the principal sends out a monthly school newsletter. This newsletter highlights important dates and events as well as other important information regarding your child's education. Our other means of communicating are through phone calls, notes home, and our website. As a parent, you are encouraged to communicate with your child's teacher. We encourage you to send a note and/or call before or after the instructional day to speak with the teacher.

**Conferences** - Conferences are scheduled formally on the calendar in the fall. Information is sent home by the classroom teacher regarding scheduling. In addition, parents can arrange a conference with a teacher and/or the principal at any time during the year. We do request that you call ahead so that a conference time can be scheduled.

**Classroom Visits** - Our school encourages active parent participation. If you wish to visit your child's classroom, please follow these guidelines:

1. Schedule a time with your child's teacher.
2. Be prepared to assist in the activities.
3. Do not bring younger siblings.

**PTO** - Our Parent-Teacher Organization is an active parent group that strives to help parents and teachers work together in educational matters. PTO programs are designed to give parents a better understanding of their children, the school, and the community. Regular PTO attendance, active membership, and participation are beneficial to parents, students, and the school staff. PTO meetings are open meetings, and all school parents are welcome to attend.

**Student Discipline** - At Midway Elementary, our main goal is to provide the best educational opportunities to our students. This can only be accomplished when students are provided with a safe, secure learning environment. Our school follows the adopted school district's policy for dealing with discipline, which can be found in the District Handbook that each parent received at registration. We encourage self-control, empathy and positive reinforcement for good behavior. We expect our students to do the following:

- Conduct yourself in ways that encourage teachers to teach.
- Conduct yourself in ways that encourage each other to learn.
- Conduct yourself in a manner that is in the best interest to everyone.

In the event that a student has difficulty adhering to these expectations, the teacher and/or principal will choose one or all of the following disciplinary actions:

- Warning/Reminder
- Student conference
- Parent contact/conference
- Lunch/recess detention
- Loss of school/classroom privileges (i.e. - field trips, assemblies, etc.)
- Principal's office
- Suspension

**Bus Conduct** - Safe bus conduct is very important. The lives of all children on board depend on it. Any bus disruption that creates an unsafe situation, abuse to others, or a distraction to the bus driver may result in a bus conduct notice to the principal. The principal will investigate, and if the concern is valid, disciplinary measures will occur. Parents will be notified and the following shall occur:

- **1st Notice** - parent notified; conference with principal; warning that another conduct will result in suspension if received in the same semester.
- **2nd Notice** - parent notified; one-day suspension from bus.
- **3rd Notice** - parent notified; three-day suspension from bus.

You may contact First Student, the bus company, at 656-0125.

**School Safety** - Student and staff safety is a priority of District 7. Procedures have been put in place to ensure the safety of our school community. A School Safety Officer is assigned to each building, and the building is equipped with 911 compliant phones, security cameras and monitors, emergency class phones, and secured doors. All visitors to Midway Elementary must adhere to the following guidelines:

- Enter through the main/front entrance of the building, and stop at the School Safety Officer Desk.
- Show photo ID, sign-in and obtain a visitor's badge.
- Sign-out when leaving the school.

**Thank you for taking the time to read and discuss our handbook with your child. We look forward to working with you in a positive, supportive, and safe school environment!**

## 2009-10 District 7 Calendar

August 18, 2009	First Day of School - Half Day Student Attendance
September 7, 2009	Labor Day - No Student Attendance
October 12, 2009	Columbus Day - No Student Attendance
October 16, 2009	End of First Quarter; Half Day Student Attendance Half Day Teacher In-service
November 11, 2009	Veterans Day - No Student Attendance
Parent Conferences, November 23-25, 2009	
<ul style="list-style-type: none"><li>Monday, November 23 (5:30 p.m. until 8:30 p.m.)</li><li>Tuesday November 24 (1:00 p.m. until 7:30 p.m.) No Student Attendance</li><li>Wednesday, November 25 (8:00 a.m. until 12:00 Noon) No Student Attendance</li></ul>	
November 26-27, 2009	Thanksgiving Holiday - No Student Attendance
December 18, 2009	End of First Semester
December 21-January 1	Holiday Break - No Student Attendance
January 18, 2010	Martin Luther King, Jr. Holiday No Student Attendance
February 15, 2010	Presidents Day - No Student Attendance
March 1, 2010	Casimir Pulaski Holiday - No Student Attendance
March 12, 2010	End of Third Quarter
March 26, 2010	Teacher Institute – No Student Attendance
March 29 – April 2, 2010	Spring Break – No Student Attendance
April 30, 2010	Teacher Institute – No Student Attendance
May 25, 2010	Last Day of Student Attendance (If five (5) emergency days are used, last day for students is June 2, 2010)