



**Midway Elementary School
Family Handbook and Calendar
2019-2020**

821 East Midway Road
Colbert, WA 99005
509.465.6700
midway.mead354.org

Mission Statement	3
Vision Statement	3
Central Office Administration	4
Staff Directory for 2019-2020	5
Daily Schedule	6
Daily Bell Schedule	6
Lunch/Recess Schedules	6
Early Dismissal	6
Parent Involvement	7
Visitors	7
Volunteering	7
Parent-Teacher Organization	7
Parent Teacher Conferences	7
General Parent Information	7
Student Arrival	7
Walking and Wheeling	8
Drop-Off and Pick-up	8
Bad Weather	8
Lost and Found	8
Pictures	9
Student Conduct and Policies	9
Attendance/Absences	9
Bus Policy	9
Dress Code	10
Personal Belongings	10
Student Cell Phone Use	10
Telephone Use	10
Behavior and Discipline Policies	10
Behavior Expectations	10
Physical Violence	11
Family Support Services and Programs	11
School Counselor	11
Financial Assistance	11
Child Care Programs	11
The Lisa Stiles-Gyllenhammer Boys and Girls Club	11
	1

Nutrition Services	12
Breakfast Program	12
Lunch Program	12
Specialist and Extra-Curricular Information	12
Library	12
Physical Education	13
Music	13
Extra-Curricular Programs	13
Sports	13
Health and Safety Information	14
Emergency Forms and Contact Information	14
Nursing Services	14
First Aid	14
Life-Threatening Health Conditions	14
Immunization	15
Medication	15
Food in the Classrooms	15
Pets	15
Tobacco-Free & Drug-Free Environment	15
Harassment, Intimidation, and Bullying	15
Weapons	16
Crisis Plan	16
Safe Schools Hotline	16

Message from the Principal

Greetings, and welcome to Midway for the 2019-2020 school year!

We are so glad you will be a part of our learning community this year. At Midway, we live by our tagline, “Engage, Empower, Educate.” We believe all kids are capable of high levels of learning, and we aim to inspire them and have fun together through the learning process.

We know that parents and families are our children’s first teachers, and rely on your partnership to help them succeed! There is plenty you can do at home to set your child up for school success:

- Read! From kindergarten to fifth grade, children love the opportunity to connect with their caring adult and enjoy a book together.
- Establish good routines around bedtime and homework.
- Ask your child about his or her day- Questions that go beyond “How was your day?” will help you get more to the meaty details of what school is like for your child. Try: Who did you play with/sit by? What did you do in math today? What’s something that made you laugh today? What was something that was exciting/interesting/frustrating about today?

Thank you for sharing your incredible kids with us. We look forward to partnering with you this year.

Christine Spinnell
Principal

Kellie Timberlake
Principal Assistant

Mission Statement

Why do we exist?

Midway engages and empowers students to be passionate learners and to become contributing members of a global community.

Vision Statement

What must our school become to accomplish our purpose?

Midway strives to provide a safe and secure learning community that inspires social, emotional, and academic growth. We build the foundation of this community by encouraging meaningful relationships through teaching mutual respect and appreciation for others. As a staff we commit to impacting all students through intentional collaboration, communication, and professional learning that ensures continued growth for students and staff. Together we will engage, educate, and empower passionate learners who persevere, think critically, and positively contribute to this community and the world beyond.

Midway Elementary School General Information

Midway Elementary School

821 East Midway Road
Colbert, WA 99005
509-465-6700

Christine Spinnell, Principal
christine.spinnell@mead354.org

Kellie Timberlake, Principal Assistant
kellie.timberlake@mead354.org

Sherry Reisbig, Principal's Administrative
Assistant
sherry.reisbig@mead354.org

Mary Gilbrech, Building Administrative Assistant
mary.gilbrech@mead354.org

Karissa Naslund/Kelsey Soukup,
Co-Presidents of PTO
Midwaypto@mead354.org

Midway Phone Number Guide

Midway's Main Office	509.465.6700
Midway's Attendance Line	509.465.6784
Midway's Health Room	509.465.6737

Midway School District General Information

Mead School District

2323 East Farwell Road
Mead, WA 99021
509-465-6000

Central Office Administration

Shawn Woodward, Superintendent
Heather Havens, Assistant Superintendent (Learning Services)
Dr. Kevin Peterson, Assistant Superintendent (Special Services)
Ralph Thayer, Assistant Superintendent (Human Services)
Wayne Leonard, Assistant Superintendent (Business Services)
Dr. Jared Hoadley, Assistant Superintendent (Student Services)

Board of Directors

Carmen Green, President, (District 5)
Denny Denholm, Vice President (District 2)
Chad Burchard, Director (District 1)
Bob Olson, Director (District 3)
Dorcas Wylder, Director (District 4)

Mead School District Phone Number Guide:

MEAD DISTRICT OFFICE	465.6000
MT. SPOKANE HIGH SCHOOL	465.7200
MOUNTAINSIDE MIDDLE SCHOOL	465.7400
SPECIAL SERVICES	465.6000
TRANSPORTATION OFFICE	465.6107
CHILD NUTRITION SERVICES	465.6100
MEAD SAFE SCHOOLS HOTLINE	465.6099

Staff Directory for 2019-2020

Christine Spinnell, Principal

Kellie Timberlake, Principal Assistant

Paraeducators

Christine Brown
Becky Day
Heather Gady
Lizzie Larick
Jessica Lusk
Alyssa Servatius
Beth Slusser
Jennie Wellman
Sandy Whitehill

Health Room

JoLena Speer (Nurse)
Lizzie Larick (Para)
Beth Slusser (Para)

Office Team

Sherry Reisbig
Mary Gilbrech

Custodial Team

Rich Headley
Jeff Miller
Tim Walden

Kitchen Team

Donna Anderson
Susan Madel

Specialists

Karen Brasch (Music)
Lisa Fairbanks-Rossi
(Library)
Tia Rupe (PE)

Kindergarten

Mindi Bos
Meghan Slick
Lydia Linquist
Bryan Hall
Rachel Armstrong

1st Grade

Heather Hernandez
Kristie Spier
Alyssa Vandermeer
Janice McQuilkin
Luanne Williams

2nd Grade

Debbie Comstock
Erin Corry
Denise Whorton
Jen Tobiason

3rd Grade

Maggie Cong
Travis Ives
Debbie Wraspir
Melanie Delcid

4th Grade

Kristi Holbrook
Hoa Cong
Kirk Willis
Jeff Holbrook

5th Grade

Debb Latta
Kristen Labrie
Suzanne
Bofenkamp/Sarah Estes
Anne Pritchard

Certificated Support Staff

Rachel Brady (Counselor)
Natalie King (Resource Room)
Cheyanne Standish (Resource Room)
Susy Breneman (Learning Assistance Program)
Heather Thoburn (Psychologist)
Hailey Calhoun (Educational Specialist)
Robin Rash (Speech/Language)
Kelly Leaf (Occupational Therapist)
Chrissy Osborne (Physical Therapist)

Preschool Program

Jordyn McKenna (Mead Teacher)
Molly Owens (Mead Teacher)
Kelly Zeller (Mead Teacher)
Judy Maney (ECEAP Teacher)
Kristy Oster (Para)
Kaytee Spilker (Para)
Cheryl Steel (Para)
Monica Viramontes (Para)

Daily Schedule
2019-2020
Office Hours: 8:00am-4:00pm

Daily Bell Schedule

- 8:50 Students eating breakfast may arrive at school
- 9:00 Students may arrive at school and line up by grade level in their designated area outside
- 9:10 School begins
- 9:15 Tardy Bell
- 11:05-11:50 1st and 2nd grade lunch/recess
- 11:40-12:25 3rd and 4th grade lunch/recess
- 12:15-1:00 Kindergarten and 5th grade lunch/recess
- 3:20 Schools ends, students dismissed

Lunch/Recess Schedules

Students have approximately 25 minutes to eat lunch and 20 minutes to play outdoors. Students are expected to wear appropriate clothing for outdoor recess daily. When the weather is too inclement for outdoor recess, students will remain indoors for recess under para-educator supervision.

Early Dismissal

- 9:10-12:45 Early dismissals are currently scheduled for October 16th, January 31st, and February 12th. Lunch is served on all early dismissal days *except* for the last day of school. On the last day of school, dismissal will be at 12:00pm.

Parent Involvement

Visitors

When visiting Midway, please sign in and pick up a visitor pass at the office. The visitor pass lets our staff and students know that visitors are authorized to be at school. For the safety of our students, we will be enforcing this for ALL visitors. You will be asked for your ID the first time you visit.

Volunteering

The opportunities for your involvement at Midway are limitless. There are a lot of jobs available where you may work with students of all ages and abilities. You can work in the Volunteer Center, in the classroom, as a tutor, or in other unfilled areas. Whether you work one hour a week, one day a week, or one day on a special project – your efforts make a difference for students. If you have a special skill that you would like to share with us (photography, graphics, accounting, etc.), please let us know! Contact your child's teacher or PTO to inquire about volunteer needs.

Parent-Teacher Organization

Midway Parent Teacher Organization is a group of parents, teachers and staff at Midway working together to enhance the educational opportunities for Midway students through fundraisers and family-centered activities. The PTO board consists of a President, President-Elect, Past-President, Treasurer, Secretary, Volunteer Coordinator, Fundraising Coordinators and Teacher Liaison. Chair persons coordinate various PTO activities and fundraisers. Membership in PTO is open to all Midway parents and staff.

Meetings are held at the school library the second Tuesday of each month at 3:30pm. Schedules are subject to change and these changes will be posted. Parents are welcome and encouraged to attend these meetings and become involved in PTO to assist the staff at Midway in providing high-quality education with generous quantities of fun for our children. The meetings are a great way to keep yourself informed about the various programs and events at both the school and district level. PTO also sends out monthly eNewsletters.

Parent Teacher Conferences

There are two conference weeks scheduled during the school year. This year, conferences will occur during the 3rd week of October and the 2nd week of February. Please keep checking our website for further information. Notices to sign up for parent/teacher conferences are sent out several weeks prior to the conferences.

General Parent Information

Student Arrival

There is no supervision on the playground prior to 9:00am. Please help us by planning the arrival time of your child between 9:00 and 9:10am. Prior to the bell, all students line up by grade level at their designated wing door. Parents and students should also refrain from entering the building before 9:10am, unless going to breakfast or for office business reasons. Teachers are involved in meetings and planning for the day during this

time, and are best reached by pre-arranging a meeting. If birthday treats or school projects need to be dropped off prior to the bell ringing, please leave them at the office. The office will make arrangements for the students to pick these items up after attendance has been taken. Birthday treats will be given out at 2:30pm. Notice of any before school activities will be sent home for your information well in advance of any activity.

Walking and Wheeling

When weather permits, students enjoy walking or wheeling to and from school. Students walking to and from school must use designated walking areas and crosswalks at all times. There are crosswalk guards assigned to assist students near the intersection of Hatch Road and Midway Road as well as on Midway Road in the front of the school. Crossing guards are assigned to these two locations during the following times: 8:50-9:15am and 3:15-3:30pm. Bicycles and scooters must be walked across patrolled crossings and on the school grounds. Bicycles should be secured to the bike rack, as the school cannot be responsible in case of damage or loss. Rollerblades or wheels attached to shoes need to be removed before crossing at the crosswalk and on school grounds. For safety reasons, helmets are strongly encouraged. If students disregard these safety rules, parents will be called and students will not be permitted to wheel to and from school.

Drop-Off and Pick-up

Our main priority is to keep all students safe during these daily transition. In order to do so, we ask that all adults act as positive role models reflecting our safety expectations by keeping in mind the following:

- Obey all signage, painted markings, and staff directions when picking up students, including speed limits, reserved parking signs, and directional arrows.
- Drop off students curbside in the designated loading/unloading zones of the parking lot.
- Do not double-park to drop off students or allow students to walk between parked cars.
- Instruct students to use the crosswalk at all times.
- Do not back up or make U-turns after dropping off students.
- Be courteous to your fellow parents and the crosswalk guards and yield right-of-way to pedestrians.

If you are delayed more than 5 minutes, please call the office. For safety reasons, your child will be waiting for you at the office when you arrive. If your child's pick-up routine changes (person or place), please send a note informing the teacher of the change. Students will not be released to persons who are not listed on a student's emergency contact form.

Bad Weather

To avoid after school confusion, please have foul weather plans if your child walks or rides a bike. This helps keep your child safe and keeps our phone lines free in emergencies. Please listen to major radio and TV stations for school closure information. They generally begin broadcast at 5:30 a.m.

Lost and Found

Most lost and found items may be found in the drawers in the main mall. Small personal items may be claimed at the office. Please check the lost and found frequently for lost items. You wouldn't believe how large our lost item collection becomes! All items remaining will be donated to a charitable organization.

Pictures

Individual and class pictures will be taken during the school year. Class pictures are regarded as a service to parents and students, and the school does not require purchase of the pictures. Written notices will be sent home with each student announcing when the pictures will be taken and the costs involved.

Student Conduct Policies

Attendance/Absences

Regular attendance is a necessity for academic success in school. The attendance regulations for the State of Washington require that children ages 7 through 16 (and those under 7 enrolled in public schools) must attend school every day that school is in session. If your child is absent or tardy, we ask that you call the Midway attendance line at 465-6784 by 9:00 a.m. Student absences must be verified by a parent or guardian by note or phone call upon their return to school, if not cleared in advance. If this absence is not verified within two school days, it will be designated an unexcused absence. If your child becomes ill at school, we will call you to pick up your child. An emergency number must be provided in case we are unable to reach you at your home or workplace. Please help your child to form good habits of promptness and regular attendance at school. When picking up your child during the day, stop at the office where staff will assist you by calling the classroom to have your child meet you in the office. This security measure is designed to protect your child. In general, the reasons for absence from school fall into one of two categories:

1. Excused: Absences due to illness, health condition, a religious observance, school-approved activities, family emergencies and, as required by law, disciplinary actions or short-term suspensions.
2. Unexcused: Absences due to a student's failure to attend the majority of classes in an average school day and when a parent has not excused the absence by providing a note or informing the school by phone within 48 hours.

Certain circumstances, such as doctor or dental appointments, may require your child to miss part of the school day. Whenever possible it would be appreciated if you could schedule these appointments after school hours. Parents will be notified if their student is marked unexcused or is missing 10% or more of their school year. If an attendance problem develops, the student, parent/guardian and school administrator or counselor will meet to develop a plan to resolve the attendance issues.

Behavior and Discipline

Midway is a PBIS (Positive Behavior Interventions and Supports) school and teaches students common behavior expectations across all school settings. All of our expectations fall under the acronym, S.H.A.R.K., which stands for Safe, Hardworking, Accountable, Respectful and Kind. Teachers work with students daily to coach students on these traits and to acknowledge a student's positive behavior choices. Students may receive "shark tickets" as a means of feedback on their behavior. These tickets may be turned in for privileges and prizes from our "Shark Store." Any behavior or action that helps someone grow and mature will be encouraged. Specific behavior expectations around the school are listed below.

	Playground	Hallways	Bathroom	Cafeteria	Assembly
Safe	<ul style="list-style-type: none"> ➤ Walk on the black top when lining up ➤ Using equipment correctly ➤ Kind hands and body 	<ul style="list-style-type: none"> ➤ Walking feet ➤ Eyes forward ➤ Step aside 	<ul style="list-style-type: none"> ➤ Walking, standing and sitting correctly 	<ul style="list-style-type: none"> ➤ Walking and sitting with feet under table 	<ul style="list-style-type: none"> ➤ Walk ➤ Hands, feet, body to self
Hardworking	<ul style="list-style-type: none"> ➤ Quiet lines 	<ul style="list-style-type: none"> ➤ Straight to your destination 	<ul style="list-style-type: none"> ➤ Timely (go, flush, wash, exit) 	<ul style="list-style-type: none"> ➤ Eat 	<ul style="list-style-type: none"> ➤ Sit up straight with legs crossed ➤ Sit quickly ➤ Hands, feet, body still
Accountable	<ul style="list-style-type: none"> ➤ Line up when bell rings ➤ Follow the game rules ➤ Follow playground rules ➤ Manage your own behavior 	<ul style="list-style-type: none"> ➤ Responsible for yourself 	<ul style="list-style-type: none"> ➤ Responsible for yourself ➤ Report messes 	<ul style="list-style-type: none"> ➤ Raise your hand, clean up garbage ➤ Stay seated 	<ul style="list-style-type: none"> ➤ Respond to attention signal ➤ Look at your teacher, wait your turn to leave ➤ Sit in assigned spot
Respectful	<ul style="list-style-type: none"> ➤ Respectful conversations ➤ Sportsmanship 	<ul style="list-style-type: none"> ➤ Level 0 voice ➤ Hands to your side ➤ Hands off walls and door jams 	<ul style="list-style-type: none"> ➤ Respectful talk ➤ Respect privacy ➤ Level 1 voice 	<ul style="list-style-type: none"> ➤ Listen to adults the first time asked ➤ Voice level 2 ➤ Hands to yourself 	<ul style="list-style-type: none"> ➤ Level 0 voice ➤ Eyes on the speaker
Kind	<ul style="list-style-type: none"> ➤ Have fun ➤ Include others 	<ul style="list-style-type: none"> ➤ Smiles in the hallway ➤ Silent greeting 	<ul style="list-style-type: none"> ➤ Keep it clean (take care of garbage) 	<ul style="list-style-type: none"> ➤ Manners 	<ul style="list-style-type: none"> ➤ Applaud appropriately

Our goal is to create a positive atmosphere where minimal discipline is needed. However, for students who choose not to follow the rules, our policy will assist us in maintaining a safe and respectful learning environment. Our process is progressive in nature with a strong belief in natural consequences. If a student is not meeting expectations for appropriate school behavior, we follow the following steps:

1. Be given a verbal **redirection** from the teacher. If behavior continues, student will:

2. Be moved to classroom **refocus** area where student has the opportunity to correct the behavior. If behavior continues after student has had the chance to refocus, student will:
3. Be sent to a different classroom to complete a **reflection** form. Student completes the reflection form that identifies the behavior and has the student propose a solution. Student returns to the classroom to process and problem solve with their teacher. If behavior continues the student will:
4. Be given an office **referral** to meet with the principal or principal assistant.

Our discipline plan at Midway is designed to reinforce, or to teach, appropriate behaviors. Classroom teachers address most instances of misbehavior, referring only a small percentage to the office. Midway follows a responsive discipline policy where each student's individual needs are considered when determining the consequences. In addition to this, we will look at how the child's behavior impacts other students' safety as well as their opportunity to learn. Communication with parents is also a vital element of our discipline process. If a child reaches step 4, the principal will notify parents. Parents are always encouraged to be a part of the problem solving process and may schedule a meeting with the principal to discuss ways to support your child. Please contact your child's teacher or the office if you have any behavioral concerns.

Bus Policy

Students using the Mead School District Transportation services will be expected to follow Mead School District Transportation rules and regulations. Any misconduct by a student, which in the opinion of the bus driver is detrimental to the safety and welfare of any other student or to the safe operation of the school bus, will be sufficient cause for discipline and/or suspension of bus riding privileges. Bus rules are distributed to students at the beginning of the school year. For school bus route information call the district transportation office at 465-6107. Our goal is to transport your student(s) to and from school as safely and efficiently as possible. If riding another bus is essential, please send a note with your child to show the teacher and give to the bus driver. Also please discuss with your children the importance of not being talked into riding with a friend's parents, siblings, or others. It is very important that all our students who ride the bus follow their normal routine unless they have parental permission. We appreciate your cooperation and support.

Dress Code

The student and parents or guardians may determine student dress and grooming standards. Student dress will only be regulated when the administrator determines that a health or safety hazard will be presented by the student's dress or appearance, damage to school property could result from the student's dress, or a material and substantial disruption to the educational process will result from the student's dress or appearance (Board Policy 3224). Parents/guardians will be contacted if a dress code violation is believed to have occurred.

Personal Belongings

Children should not bring personal belongings to school such as trading cards, gaming systems, cameras, iPods/MP3 players, toys, etc., as they may be broken, lost, stolen, or cause great disruption to learning. Students bringing things for "Show and Tell" are asked to keep them in a bag or something similar and bring them out only at the appropriate time. **Cell phones may be used before/after school hours for contacting family, but must be turned off and kept in the student's backpack during the school day.** The school is unable to take responsibility for damaged, lost or stolen personal belongings.

Student Cell Phone Use

Students are allowed to bring cell phones to school; however, when students step onto school property phones are to be turned off and stored in a backpack or book bag. Phones that are not kept in the off position and disrupt student learning may be confiscated by school administration and returned to a parent or guardian.

Telephone Use

School phone lines need to be kept open for parents and others who need to reach us. Prior to leaving home, please make arrangements for your child's after-school activities since we must limit students' phone use to emergencies only.

Family Support Services and Programs

School Counselor

The school counselor, Rachel Brady, is available to parents who have particular concerns about their child's social, emotional, or behavioral needs. A wide range of concerns about the child and family can be shared with guaranteed confidentiality. The counselor also works with the staff and students to help meet every student's social and emotional needs. She can be contacted directly at 465-6768.

Financial Assistance

Occasionally, students are presented with opportunities and classroom activities that are not covered by the regular school budget. Examples of these occasions would include a school yearbook, a special field trip, or some other activity that we have deemed important enough to justify the expense. However, we do not want to exclude any of our students, nor create hardships for families. As a result, Midway has created an account to help offset the cost of any additional expenses related to school. If you would like information about this fund, please do not hesitate to contact Midway's counselor or principal at any time throughout the year.

Child Care Programs

The YMCA provides a before and after-school day care program on site here at Midway. Before school hours are 6:30-9:00 a.m. and after from 3:00-6:00 p.m. Registration forms are available at the Midway office or contact the YMCA directly at 838-3577.

The Lisa Stiles-Gyllenhammer Boys and Girls Club

All students of Midway have the opportunity of joining the Boy and Girls Club. The club's mission is to help every child reach their full potential. The club is open for grades K - 12 for a yearly membership fee of only \$20.00. This will include: sports and recreation, tutoring and homework center, computer lab, arts and crafts, music and dance lessons and a hot meal served daily. School year hours are: weekdays 3 pm - 7 pm. For more information visit the website: <http://www.bgcspokanecounty.org/find/mead-branch/>

Nutrition Services

Student meals are paid via a debit account system. Each student has their own account. When adding funds to a student account, please send in cash or check with your student to give to either the teacher or office. Credit cards can be used by using the Online Payment system via www.mead354.org. Funds will be deducted when breakfast or lunch is purchased. You will receive a notice when the account is low via email and a phone message. Applications for free and reduced-priced meals are available in the school office or by applying at Lunchapp.com. Parents are invited to join their child for lunch at any time. Please contact the office by 9:30am or send a note to your child's teacher on the day you plan to come so that a lunch can be ordered. Please check in with the office when arriving.

Breakfast Program

Breakfast is served daily. Breakfast begins at 8:50 a.m. Students pay \$1.60 for breakfast. The adult price is \$2.75. Children who arrive for breakfast between 8:50am and 9:05am will receive the breakfast published on the menu and may stay in the cafeteria to eat breakfast.

Lunch Program

Hot lunches prepared in Midway's kitchen cost \$2.85 for students and \$4.25 for adults. Students may purchase milk or juice separately for \$.65. Payments for meal accounts should be brought in an envelope with the student's name and teacher written on it. Money can be sent in any dollar amount.

Specialist and Extra-Curricular Information

Library

All students visit the school library weekly to learn information literacy skills, checkout materials, story time, and technology lessons. The purpose of visiting the library is to learn how to locate and use information effectively (information literacy) and to encourage the enjoyment of reading. Grades K-2 will receive two 30 minute sessions per week. During one of their sessions, students learn about literature and how to locate, evaluate, and extract information from a variety of sources. The other 30 minute session may be used for stories and checkout. Grades 3-5 will receive one 60 minute session per week, and will dive deeper into research and information technology activities. Book check out policies for all students include:

- Elementary students may check out one to three books at a time.
- They may visit the library everyday to exchange books if a library staff member is available.
- The loan period is 3 weeks.
- Students may renew items one time.
- Reference materials may be checked out overnight at the discretion of the library staff.
- A student may have one book from a series at a time.
- Students are responsible for the library materials they check out in their name. Please caution your child about sharing books without returning the book first. **Replacements or replacement costs will be required for lost books and books damaged due to mishandling.**

Here are some ways you can help your child be responsible when borrowing library books.

1. Provide a backpack, book bag or plastic bag to keep books safe and dry.
2. Have a special place at home to keep books out of reach of pets and/or younger children.
3. Help your child return books on time.
4. Read with your child. Our library staff is happy to assist parents and students with special requests about books, reading, and finding information. Parents are welcome to check out materials.

Also, check out our library specialist's blog page [here](#) for updates about library projects and book recommendations.

Physical Education

Students receive 60 minutes of Physical Education each week. It is important for students to wear the appropriate shoes (tennis shoes) on designated P.E. days. Students without the proper shoes that cannot participate in the activity will walk outside the activity boundaries and complete stationary fitness exercises for 20-30 minutes. By doing so, they will still be able to get some physical exercise in a safe manner.

The first time a student forgets their shoes they will be given a "Sneaker Reminder." Most of the time this is all it takes to help them remember their PE days. However, if a second time occurs the student will be asked to complete a "shoe reminder plan" that will be taken home to be signed by the parent. If there is a third occurrence, the Health and Fitness Teacher, Mrs. Rupe, will schedule a phone conference with parents.

Music

Students receive 60 minutes of music class each week with Miss Brasch. Extra-curricular music programs for fifth graders are held one to two days per week at schools throughout the Mead School District, from 7:55 - 8:50 a.m. These students have the opportunity to participate in: a choral program, beginning and advanced band, and beginning and advanced orchestra.. Instruments for orchestra and band programs are available for rent at local music shops. Parents are responsible for providing transportation to the lessons and then students are bussed to their home school.

Extra-Curricular Programs

Midway Elementary offers a variety of extra-curricular programs and clubs. These programs take place before or after school throughout the school year. Due to district liability, students may only leave away games/events with their own parents or an agreed upon adult chaperone, listed on their emergency form, with prearranged written permission before the day of the game/event.

Sports

Midway Elementary offers a variety of sports activities for boys and girls interested in after-school competition between the eight Mead Elementary Schools. Athletic competition is limited to 5th graders, with the exception of track, which includes 4th graders. All sports require registration using our online program called FamilyID. The link can be found on the Midway website under the "program"s tab. There is also a one-time activity fee of \$25 for students who participate in one or more extra-curricular activities.

- Boys and Girls Soccer (5th) - Soccer begins in September and ends in October.
- Boys and Girls Volleyball (5th) - Volleyball begins in October and ends in December.

- Boys and Girls Basketball (5th) - There are separate seasons for 5th and 6th graders. Sixth grade basketball starts in January and ends in February. Fifth grade basketball starts in February and ends in March.
- Boys and Girls Track (4th & 5th) - Track begins in May and ends with a District Track Meet.

Health and Safety Information

Emergency Forms and Contact Information

It is very important that the school be kept informed at all times of the home address and telephone number and an emergency telephone number where a parent can be reached. Please notify the office immediately if there are any changes so that we may have authorization and information as to what we are to do in case of an emergency with your child. You can also do this electronically through Power School by clicking on the "Demographic Change" icon. At the beginning of each year, we update this information. Please watch your email for these notices to ensure we have the correct contact information for you.

Nursing Services

Our school nurse is at Midway two days per week throughout the school year. She conducts student testing (vision and hearing), assists other school nurses in the district with scoliosis screening of 5th grade students, helps with educating classrooms regarding issues pertinent to the grade level, or assists with special interests teachers may ask her about. The nurse reviews medical information on each student, notifies parents to update needed immunizations or referrals for medical purposes, keeps medication files in order, and assists students' needs while she is at Midway. If you have any questions regarding your student's needs that may affect his/her learning, please call the nurse's office.

First Aid

School personnel are trained to handle first aid for minor injuries. Emergencies can occur as the result of accidents or illness and can range from minor to life threatening. Depending on the situation, your child will be attended to a nurse in the health room (or a para-educator acting under the training and direction of the nurse), the family will be contacted, and/or emergency services will be contacted. The child will be taken to a physician or hospital if the parents cannot be reached. Once again, it is imperative that we have multiple emergency phone numbers on file in the event that a parent cannot be reached.

Life-Threatening Health Conditions

Washington State law (SHB2834) requires an emergency care plan for all students having a life-threatening condition to be on file at school. A life-threatening health condition means a condition that will put the child in danger of death during the school day if a medication or treatment order and a nursing plan are not in place.

Immunization

Washington law requires that a certificate of immunization be on file for every student enrolled in the district. On or before the first day of attendance, all students must present or have on file documentation of their immunization status. Exemptions are allowed for medical reasons signed by a physician, or based on religious beliefs signed by parents. ***NOTE*: State law recently changed, eliminating the option of exemption based**

on “personal beliefs.” Families previously exempt in this category have been contacted so they can pursue appropriate documentation for school attendance. In case of an outbreak of the disease, a child under exemption may be excluded from school until the disease outbreak is concluded.

Medication

District personnel are permitted to administer medication in school only when there is a written request signed by the child's parent or guardian and either a physician or a dentist. Appropriate forms (parent's request and doctor's referral) must accompany all *nonprescription and prescription* medication to be taken by students during school hours. These forms are available in the office. The forms must be updated annually at the beginning of each school year. Medication must be brought to school in the original bottle and labeled with the student's name. All medications are kept in the office and dispensed from there. This policy applies to both prescription and nonprescription medicines (i.e., cough drops, aspirin, and other over-the-counter medications.)

Food in the Classrooms

As a safety precaution, Midway requires that all food brought into your child's classroom MUST be store-bought. Food, such as party treats, cannot be prepared at home. These foods must come from a store and have a list of ingredients provided. This precaution is being taken to prevent problems arising from food allergies. Parents should also look for notices informing them of existing food allergies in their child's classroom. Thank you for your support with this serious issue.

Pets

In a continued effort to keep all students safe, no cats or dogs will be allowed on school grounds as they can pose a safety concern or health hazard. Our school does have a service dog named Chewie on campus most days. Chewie is a 5 year old Double Doodle, bred at Abracadoodle Kennels in Spangle, Washington. He is a service dog who has passed his Canine Good Citizen Test and has been trained to complete tasks that assist children in emotional regulation. By passing the Canine Good Citizen Test, Chewie has demonstrated his ability to handle himself appropriately in public areas with a wide variety of people, distractions, and obstacles. The AKC's Canine Good Citizen program is recognized as the gold standard for dog behavior. Chewie loves kids! He loves to come to school and do what he does best....make people happy. For more information about Chewie and his duties, contact his handler Mrs. Rupe, or refer to the Midway website under the “***” tab.

Tobacco-Free & Drug-Free Environment

District policy prohibits the use of any and all tobacco products in or on all school property, including all buildings and grounds (playing fields, parking lots, etc.) Smoking is not permitted on school property. This policy is in compliance with state law. The Mead School District believes that the use of illicit drugs and unlawful possession and use of alcohol is wrong and harmful. All students in the district are held to the same standards. Compliance with these expectations is mandatory. Information about any drug or alcohol counseling, rehabilitation, and re-entry programs are available from the counselor. Drug (alcohol and tobacco) advertisements on T-shirts and jackets are not permitted at school or school-sponsored activities.

Harassment, Intimidation, and Bullying

Mead School District Policy No. 3207 states the following; The Mead School District is committed to a safe and civil educational environment for all students, employees, parents/legal guardians, volunteers and patrons

that is free from harassment, intimidation or bullying. “Harassment, intimidation or bullying” means any intentionally written message or image — including those that are electronically transmitted - verbal, or physical act, including but not limited to one shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation including gender expression or identity, mental or physical disability or other distinguishing characteristics, when an act:

- Physically harms a student or damages the student’s property;
- Has the effect of substantially interfering with a student’s education;
- Is so severe, persistent or pervasive that it creates an intimidating or threatening educational environment; or
- Has the effect of substantially disrupting the orderly operation of the school.

All Mead staff can receive and respond to verbal or written bullying reports from students or families. If the problem persists, a formal district bullying report form can be submitted. It is available on the Mead School District website.

Weapons

Our school district staff is dedicated to working with parents, police, and lawmakers to create the safest possible environment. Washington State law mandates that any student bringing a firearm to school, onto a school bus, or to any school - sponsored activity be expelled from all Washington State schools. The firearm need not be loaded or even in operating condition. In a similar law, a tougher stand against dangerous weapons is now in effect. The dangerous weapon list includes objects such as slingshots, air rifles, knives and anything that propels a projectile, such as a rubber dart gun, etc. Even a young child bringing such an object to school for "show and tell" faces serious consequences. Toy weapons should not be brought to school under any circumstances. Thank you for your support in this matter.

Crisis Plan

Midway has a Crisis Plan that is in place in case of an emergency. Fire Drills, Lock Down Drills, and Evacuation Drills are practiced regularly throughout the school year. The crisis plan is on file at the District Office.

Safe Schools Hotline

If you have information about weapons, drugs, alcohol, or other criminal behavior in or around Mead Schools, call 465-6099. All calls are completely anonymous 24 hours a day, year-round. Thank you for your continued cooperation and support in keeping our schools’ safe.

Nondiscrimination

Mead School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal by a person with a disability and provides equal access to the Boy Scouts and other designated youth groups. Grievances or concerns should be directed to **Jared Hoadley**, Assistant Superintendent of Student Services/Civil Rights and Section 504 Coordinator/Title IX Officer, at (509) 465-6045, via email at jared.hoadley@mead354.org, or mail to 2323 E. Farwell Rd., Mead, WA, 99021.

You can report discrimination and discriminatory harassment to any school staff member or to the district's Civil Rights Coordinator, listed above. You also have the right to file a complaint (see below). For a copy of

your district's nondiscrimination policy and procedure 3210, contact your school or district office or view it online here: https://www.mead354.org/apps/pages/Board_Policies/

Sexual Harassment

Students and staff are protected against sexual harassment by anyone in any school program or activity, including on the school campus, on the school bus, or off-campus during a school-sponsored activity.

Sexual harassment is unwelcome behavior or communication that is sexual in nature when:

- A student or employee is led to believe that he or she must submit to unwelcome sexual conduct or communications in order to gain something in return, such as a grade, a promotion, a place on a sports team, or any educational or employment decision, or
- The conduct substantially interferes with a student's educational performance, or creates an intimidating or hostile educational or employment environment.

Examples of Sexual Harassment:

- Pressuring a person for sexual favors
- Unwelcome touching of a sexual nature
- Writing graffiti of a sexual nature
- Distributing sexually explicit texts, e-mails, or pictures
- Making sexual jokes, rumors, or suggestive remarks
- Physical violence, including rape and sexual assault

You can report sexual harassment to any school staff member or to the district's Title IX Officer, who is listed above. You also have the right to file a complaint (see below). For a copy of your district's sexual harassment policy and procedure 3205, contact your school or district office, or view it online here:

https://www.mead354.org/apps/pages/Board_Policies/

Complaint Options: Discrimination And Sexual Harassment

If you believe that you or your child have experienced unlawful discrimination, discriminatory harassment, or sexual harassment at school, you have the right to file a complaint.

Before filing a complaint, you can discuss your concerns with your child's principal or with the school district's Section 504 Coordinator, Title IX Officer, or Civil Rights Coordinator, who are listed above. This is often the fastest way to resolve your concerns.

Complaint to the School District

Step 1. Write Out Your Complaint

In most cases, complaints must be filed within one year from the date of the incident or conduct that is the subject of the complaint. A complaint must be in writing. Be sure to describe the conduct or incident, explain why you believe discrimination, discriminatory harassment, or sexual harassment has taken place, and describe what actions you believe the district should take to resolve the problem. Send your written complaint—by mail, fax, email, or hand delivery—to the district superintendent or civil rights compliance coordinator.

Step 2: School District Investigates Your Complaint

Once the district receives your written complaint, the coordinator will give you a copy of the complaint procedure and make sure a prompt and thorough investigation takes place. The superintendent or designee will respond to you in writing within 30 calendar days—unless you agree on a different time period. If your

complaint involves exceptional circumstances that demand a lengthier investigation, the district will notify you in writing to explain why staff need a time extension and the new date for their written response.

Step 3: School District Responds to Your Complaint

In its written response, the district will include a summary of the results of the investigation, a determination of whether or not the district failed to comply with civil rights laws, notification that you can appeal this determination, and any measures necessary to bring the district into compliance with civil rights laws. Corrective measures will be put into effect within 30 calendar days after this written response—unless you agree to a different time period.

Appeal to the School District

If you disagree with the school district’s decision, you may appeal to the school district’s board of directors. You must file a notice of appeal in writing to the secretary of the school board within 10 calendar days after you received the school district’s response to your complaint. The school board will schedule a hearing within 20 calendar days after they received your appeal, unless you agree on a different timeline. The school board will send you a written decision within 30 calendar days after the district received your notice of appeal. The school board’s decision will include information about how to file a complaint with the Office of Superintendent of Public Instruction (OSPI).

Complaint to OSPI

If you do not agree with the school district’s appeal decision, state law provides the option to file a formal complaint with the Office of Superintendent of Public Instruction (OSPI). This is a separate complaint process that can take place if one of these two conditions has occurred: (1) you have completed the district’s complaint and appeal process, or (2) the district has not followed the complaint and appeal process correctly.

You have 20 calendar days to file a complaint to OSPI from the day you received the decision on your appeal. You can send your written complaint to the Equity and Civil Rights Office at OSPI:

Email: Equity@k12.wa.us | **Fax:** 360-664-2967
Mail or hand deliver: PO Box 47200, 600 Washington St. S.E., Olympia, WA 98504-7200

For more information, visit our [website](#), or contact OSPI’s Equity and Civil Rights Office at 360-725-6162/TTY: 360-664-3631 or by e-mail at equity@k12.wa.us.

Other Discrimination Complaint Options

Office for Civil Rights, U.S. Department of Education
206-607-1600 | TDD: 1-800-877-8339 | OCR.Seattle@ed.gov | [OCR Website](#)

Washington State Human Rights Commission
1-800-233-3247 | TTY: 1-800-300-7525 | [Human Rights Commission Website](#)

Please print this portion and return to Midway with your child, or [fill out this form](#) electronically.
I have read and understand the Midway Elementary School Student Handbook.

Parent/Guardian Signature

Parent/Guardian Name (printed)

Student Name(s)