

Midway Star Academy

Parent & Student Handbook.

2023-2024

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WELCOME TO MIDWAY STAR ACADEMY

Located in the heart of the twin cities, Midway Star Academy strives for academic excellence for its student population.

August 2023

Hello and welcome to Midway Star Academy!

We are looking forward to the year ahead. We would like to thank you for enrolling your child at Midway Star Academy. We hope to work with you to nurture and support your child. In the year ahead we should see your child develop new social and academic skills.

This handbook contains important information about a variety of topics. You will likely refer to this handbook throughout the school year. We hope that you will take a quick look and then file it in a convenient location.

Please feel free to contact your child's teacher or the school administration if you have questions or concerns.

Sincerely,

Mohamed Warsame: Executive Director

Vision

We envision a school where every student is known, valued, and supported as an individual, with student-centered educational programs to meet each student's unique needs and interests.

Mission

Midway Star Academy will create a learning environment that incorporates the cultural experiences of its students by enriching their personal and innate characteristics while setting high expectations and infusing personalized learning into the curriculum to improve student engagement and achievement.

Core Values: Kindness, Generosity, Accountability, Achievement, Responsibility, Service Midway Star Academy is a learning community. To achieve its mission and vision it is necessary that all members of the community (including students, parents, staff, and board members)

exemplify the shared core values stated above.

Non-Discrimination

Midway Star Academy does not discriminate on the basis of race, gender, sexual preference, or disability, and complies with Section 504 of the Rehabilitation Act of 1973.

Enrollment

Students of any ethnic group are welcome to attend Midway Star Academy. Parents/ guardians are requested to accompany their children to school for the enrollment process. The enrollment process provides important information to the school. Parents/guardians should provide medical (vaccination) records and academic records from any previous schools or from their children's physicians. Parents/guardians, along with their child, will meet with school personnel to help make decisions regarding the student's grade level, academic needs, and other special needs

Absenteeism

Parents/guardians should do their best to see that their children attend school regularly. If your child will not be attending school for the day, call the office (651-642-0667) and let them know (or leave a voice-mail message). Information can also be left on school voice mail before or after normal office hours (7:00 am to 4:00 pm). If you know that your child is going to miss school on a future date, please notify his or her teachers as soon as possible so that they can provide homework/learning packets in advance.

Since the school must be informed by the parent/guardian about the student's absence, a school staff member will contact the home if no notification is given. If a school official doesn't contact the parent/guardian, it becomes the parent's/guardian's responsibility to send a note with the student on the next day stating the reason for the absence.

Meeting a child's educational needs is a parental responsibility. Failure to provide for this need may be considered Educational Neglect which is subject to the Mandatory Reporting Laws. Examples of unexcused absences include staying home to babysit, oversleeping, missing the bus, and staying home to work.

Tardiness

Students should be in their classroom by 7:15 am. When students come to school late (after 7:15 am) they will need to stop at the office to sign in and get a pass to enter their classroom. Excessive unexcused tardies will warrant disciplinary action, as follows:

- ❑ **1-4 Tardies** = Consequence from teacher
- ❑ **5-7 Tardies** = Teacher notifies parent liaison/dean of students and phone call to parents is made
- ❑ **7+ Tardies** = "No bathroom Pass List", parent conference, and possible suspension.
- ❑ cond to 5 minutes late. If a student is more than 5 minutes late, they will receive an office referral.
- ❑ An attendance plan will be developed.

Truancy

Daily school attendance is required and continual unwarranted absences will result in the application of compulsory attendance and other applicable laws. This will include notifying the county attorney and other relevant officials when it is necessary.

Pick-Up Before Dismissal

When students leave school during regular hours for any reason, parents are required to notify the student's teacher. Parents must also sign their child out in the office. For the protection of the students, children will not be released from school during school hours without written verification of the release from a parent/guardian.

Emergency School Closings – Snow Days

In the event snow or some other situations force the cancellation or early dismissal of school, that information will be broadcast on **TV on KARE 11, KSTP Channel 5, and WCCO Channel 4 or on their websites**. The news could also be posted on the school's website and voice mail/text message will be sent to parents. If the Minneapolis Public Schools or Saint Paul Public Schools are closed or dismissed early, Midway Star Academy may be closed or dismissed early. During severe weather, students may be held at school until the emergency is over. Buses will not be dispatched onto unsafe roads.

In the event of an emergency evacuation, students will be moved to the International Institute of Minnesota. Buses will not be dispatched until a determination is made that it is unsafe to re-enter the building.

Student Change of Address and Telephone

Please notify Midway Star Academy if your family has a change of address or telephone number. It is vital in case of an emergency that we have a current address and a phone number for each student.

Transportation

Midway Star Academy will provide bus transportation from designated areas for its students. Each student is assigned a bus route and may ride only that bus. There can be no provisions for a one-time or occasional bus route change.

Each transported student has the right to a safe and enjoyable ride to and from school, which is free from intimidation, threat, and/or harassment. Parents should note that transportation is a privilege, not a right. This privilege is contingent upon the exhibition of appropriate behavior.

A student's eligibility to ride the school bus may be suspended for a violation of school bus safety or conduct policies.

Information regarding busing and any bus problems or concerns should be communicated to the Midway Star Academy receptionist at (651-642-0667).

Field Trips

Students will go on occasional walking field trips during the school year. Parents/guardians are asked to complete a walking field trip permission form at the beginning of the school year. This form signifies your approval for walking field trips within one mile of the school. Students will not be allowed to go on walking field trips unless this signed permission form is returned. **Verbal permission is not sufficient.**

Students may go on field trips during the year that requires bus transportation. Teachers will send home notices informing families of these types of field trips. Parents/guardians must sign a permission form for every field trip that requires bus transportation. Students will not be allowed to go on these field trips unless this signed permission form is returned. Verbal permission is not sufficient.

Bus Expectations & Consequences.

As stated earlier, transportation shall be provided in a manner that protects the health, welfare, and safety of students. Therefore, transportation for eligible students may be suspended or revoked for a violation of school bus safety or conduct rules, or violation of any other law governing student conduct on a school bus pursuant to district policies. The following guiltiness, expectations, and procedures will be followed for bus misconduct.

1. If a student receives a bus referral, a school dean or administrator will speak with the student and remind him or her of bus safety and respect expectations.
2. If a student receives a second bus referral, a school dean or administrator will speak with the student, remind him or her of bus safety and respect expectations, and communicate with the family of the consequence of a third referral.
3. If a student receives a third bus referral, a school dean or administrator will speak with the student, remind him or her of bus safety and respect expectations, and communicate with the student's parent(s) or guardian(s) that the student will receive a one-day bus suspension. Midway Star Academy may require a parent/guardian meeting to resolve the issue(s) surrounding the student's behaviors.
4. If a student receives a fourth bus referral, a school dean or administrator will speak with the student, remind him or her of bus safety and respect expectations, and communicate with the student's parent(s) or guardian(s) that the student will receive

a three-day bus suspension Midway Star Academy will require a parent/guardian meeting to resolve the issue(s) surrounding the student's behaviors.

5. If a student receives a fifth bus referral, a school dean or administrator will speak with the student, remind him or her of bus safety and respect expectations, and communicate with the student's parent(s) or guardian(s) that the student will receive a five-day bus suspension. Midway Star will require a parent/guardian meeting to resolve the issue(s) surrounding the student's behaviors.

6. If a student receives the sixth referral, a school dean or administrator will require a parent/guardian meeting to resolve the issue(s) surrounding the student's behaviors. The student will lose his or her privilege of utilizing school transportation both to and from school as well as during field trips, extracurricular, or after-school activities.

Dropping off & picking up students

When dropping off or picking up your student, please use the Midway Star Academy student entrance door located on the east side of the building. Students may not be dropped off at school before 7:00 am. If students are not riding the bus, parents must pick up their children when school is dismissed at 2:30 pm. Parents should avoid unnecessary early pickups. If you are faced with an emergency situation and cannot get to school on time, please call the office at (651-642-0667).

Bicycles

We want our students to travel safely to and from school. Therefore, students are asked not to ride bicycles to school. Parents must assume responsibility if their child rides a bicycle to school.

Food Service

Meals

Midway Star Academy provides free and reduced-price breakfast and lunch to all eligible students. To help the school qualify for additional funds and discounts for meal services, all families are asked to complete an application for educational benefits form. This important form allows us to determine whether students are eligible for free and reduced-price meals.

Lunch will be served in shifts.

Food from Home

Families should make arrangements with the teacher before sending food to school to share. All food intended to be shared (for example, treats to celebrate a birthday) must be store-bought healthful.

Wellness School

Midway Star Academy is a wellness school that promotes both healthy eating and physical activity for its students. Good nutrition and physical activity help improve academic performance, attendance rates, behavior, lifelong health, and well-being of students. Therefore, MSA stimulates positive dietary habits by modeling healthy nutrition and education. Teachers are encouraged to limit candy rewards and other sugary foods and replace them with stickers, and coupons, and earn gym time. Students are not allowed to bring soda, sugary items, donuts, etc.

Health Service

Illness/Medication

Children should not be sent to school if they are sick. Children should be non-contagious and fever free for 24 hours before returning to school. Parents/guardians should contact their child's classroom teacher if they expect that an illness will last for longer than three days.

When your child is absent, a note from the parent/guardian is expected upon the child's return to school. Notes may be turned in to the school receptionist or the homeroom teacher.

Parents/guardians should not send their children to school with prescription medication without first informing the Midway Star administration. If necessary, Midway staff will dispense prescription medications to students. If medication is to be given at school, it must be accompanied by a written doctor's order and presented in a pharmacy law-labeled-term medication (for example, antibiotics 4 times per day) must also come in a labeled bottle.

The nurse or another staff member in the office will see students who are ill or injured and will call a parent/guardian if the child needs to go home. The parent/guardian must make arrangements for someone to pick up the child.

Midway will immediately attempt to contact parents/guardians whenever a student requires emergency medical care. If the parent/guardian cannot be reached, we will call the person listed on the student's emergency information card. A student may be transported by paramedics directly to the hospital emergency room.

Please notify Midway Star Academy any time you or the individual listed as an emergency contact has a change of address or telephone number. This is very important!

Immunizations

State law requires that students be up to date with their immunizations. All families should present their children's immunization records during the registration process.

State-mandated immunizations include:

Required Before Grade Level	Immunization	Doses
Pre-Kindergarten	Haemophilus B	3-4 (based on vaccine type)
Pre-Kindergarten	Pneumococcal	4
Kindergarten	Diphtheria, Tetanus and Pertussis	5
Kindergarten	Polio	4
Kindergarten	Hepatitis B	3
Kindergarten	Measles, Mumps, and Rubella	2
Kindergarten	Varicella (Chickenpox)	1 (or proof that child had chickenpox)

Children age 11 and older are encouraged to have a Meningococcal Meningitis vaccination, though it is not yet required by law.

Communications

Home to School

At Midway, we encourage communication between teachers and families. Please do not hesitate to contact your child's teacher if you have questions or concerns.

However, we ask that you try not to disrupt learning.

You should note that the Midway Star receptionist will not transfer calls to a teacher's classroom during instructional periods. The office staff will pass on emergency messages during the school day.

Please call the Midway Star receptionist before 10:30 am if there will be a change in your child's afternoon transportation plans. Students are not allowed to use school phones to make after-school plans.

Parent/Teacher Conferences

Midway Star will hold conferences 3 - 4 times during the year. It is very important that parents/guardians attend. During conferences, parents/guardians, students, and teachers will discuss students' current academic status and behavior, identifying both strengths and areas of need. All parties will work together to plan for their students' continued growth, success, and happiness in school.

Parent Information Meetings

Parent Meetings will be held periodically throughout the year. These meetings will be hosted by the Director and staff. Their purpose is to provide information and get feedback from parents. We will communicate the dates and times of the meetings through a phone call home or a flyer given to students.

Student Records

The school district considers the following information about students to be public data: student's name, birth date, school, grade, dates of enrollment, awards, and extra-curricular information, including the heights and weights of athletic team members. All other information about students is private data and can only be released under circumstances prescribed by law. Parents/guardians have the right to examine and challenge the contents of their children's records. Others who have access to the records include school staff with a legitimate educational interest in the child, other school districts, and the courts (when a record is requested by judicial subpoena). Only with the written consent of a parent/guardian will a student's records be available to any other party.

Student Expectations: *Student Conduct Policy*

Learning can best take place in a safe and orderly environment, and it is all of our responsibility-- administrators, staff, and students' --to safeguard the health and safety of each student. The school rules and school values govern the expectations for student behavior.

The purpose of outlining Midway Star Academy's discipline plan is to create uniformity and consistency in dealing with student behaviors that are unacceptable in the school environment.

Behavior Expectations

Midway Star Academy will use the following as a guideline for acceptable and unacceptable conduct:

Acceptable Behavior		
<ul style="list-style-type: none">● Respectful● Cooperative● Responsible	<ul style="list-style-type: none">● Hard-working● Polite● Appropriate	<ul style="list-style-type: none">● Safe● On time● prepared

<i>Unacceptable Behaviors that will result in a consequence from the teacher</i>		
<ul style="list-style-type: none">● Dress code violations● Running● Inappropriate language● Horseplay● Writing on desks/walls/furniture● Talking out of turn● Sleeping in class● Plagiarism	<ul style="list-style-type: none">● Cheating● Moving around without permission● Tardy less than 5 minutes● Teasing● Incomplete homework● Littering	<ul style="list-style-type: none">● Pop/candy● Throwing objects● Using cell phones/IPODs/MP3s/electronic devices● Any other classroom rules considered unacceptable

<i>Unacceptable behaviors that will result in a consequence from Administration</i>		
<ul style="list-style-type: none">● Disrespecting staff● Damaging property● Possession/use of weapons● Fighting● Willful disobedience● Truancy	<ul style="list-style-type: none">● Defiance of authority● Stealing● Harassment/bullying/threats● More than 5 minutes tardy	<ul style="list-style-type: none">● Use/possession/distribution of alcohol, drugs, tobacco or paraphernalia● Repeated unacceptable classroom behaviors

Harassment

Everyone at Midway Star Academy has the right to feel respected and safe. Words or actions should not make someone feel uncomfortable or fearful. Disrespect of any member of the Midway community will not be tolerated. Midway Star Academy prohibits any form of religious, racial, or sexual harassment or violence. Any person who believes he or she has been the victim of religious, racial, or sexual harassment or violence by a student, teacher, administrator, or other school personnel, or any person with knowledge or belief of conduct that might constitute harassment or violence, should report the alleged acts immediately to a school administrator. The school administrator will notify the human rights officer—the person authorized to investigate the alleged incident of harassment or violence. The investigation will be completed and a report written as soon as practicable. Once the report is received, Midway will take appropriate action. All reports of religious, racial, or sexual harassment or violence will be taken seriously.

Harassment may include the following when related to religion, race, color, national origin, sex, disability, or age:

- a. Name calling, jokes, rumors slurs, demeaning comments, innuendos
- b. Gestures
- c. Pranks
- d. Physical attacks, threats (written or oral)
- e. Graffiti
- f. Notes or cartoons
- g. Unwelcome touching of a person or clothing
- h. Offensive or graphic posters, book covers
- i. Any words or actions that make you feel uncomfortable, embarrass you, hurt your feelings, or make you feel bad

Assault, Aggravated Assault, Disorderly Conduct, Terroristic Threats

Assault is committing an act, verbal or physical, with the intent to cause fear in another of immediate bodily harm or death or intentionally inflicting or attempting to inflict bodily harm upon another.

Aggravated assault is committing assault on another person with a dangerous weapon or an assault that inflicts substantial bodily harm.

Disorderly Conduct is engaging in brawling or fighting; disturbing a lawful assembly or meeting; engaging in offensive, obscene, abusive, boisterous, or noisy conduct or abusive language, when the student reasonably knows that such conduct will or will tend to, alarm, anger, or disturb others or provoke an assault or breach of peace.

Terroristic Threats is threatening, directly or indirectly, to commit any crime of violence with intent to terrorize another or to cause evacuation of a building, place of assembly, or vehicle or otherwise to cause serious public inconvenience, or in reckless disregard of the risk of causing such terror or inconvenience.

- All offenses in this category will result in an initial suspension of at least 2 days, and it may also result in police notification and referral for expulsion.

Weapons and other harmful tools.

Weapons, whether real or toy, are not allowed at Midway Star Academy. No student or non-student, including adults and visitors, shall possess, use, or distribute a weapon. A “weapon” means any object, device, or instrument designed as a weapon or which through its use is capable of threatening or producing bodily harm or which could be used to inflict self-injury. No student shall use articles designed for other purposes (e.g. belts, combs, pencils, files, scissors, etc.) to inflict bodily harm and/or intimidate others. Such use will be treated as the possession and use of a weapon. Weapons incidents are taken seriously, and students found with weapons in their possession, whether real or toy, may be recommended for suspension and/or expulsion.

Search and Seizure

Midway Star Academy administrators or their designates have the authority to conduct a search. The scope of a search may include a student’s person and areas over which she/he has control, including but not limited to any locker assigned to the student by the school. The administrator must have a reasonable suspicion to believe that the student has concealed evidence of misconduct in areas under his/her control.

Restroom Use/Passes

- ❖ Students are required to use the restrooms appropriately. Students should leave the restroom in the same or better condition as when they entered.
- ❖ Students need a bathroom pass from the classroom teacher to go to the restroom.
- ❖ Students are not allowed to have bathroom passes to leave the classroom during the first or last ten minutes of class.
- ❖ A student found writing graffiti or destroying school property in the restroom will face consequences as listed under “School Property Damage (Vandalism, Arson, Theft).
- ❖ The staff bathrooms are off limits to MSA students at all times unless the administration and/or staff have granted permission.

Drugs and controlled substances

Use of controlled substances, toxic substances, and alcohol is prohibited. Additionally, no student shall possess any type of tobacco or tobacco-related device. This policy extends to

- all school facilities owned, rented, or leased,
- all school vehicles owned, rented, or leased, and
- all off-campus events.
- Parents, visitors, and staff should note that Midway Star Academy is a smoke-free environment.

School Property Damage, Theft, Arson

MSA students are expected to utilize the school properties in a safe and respectful manner. If any student violates the above-mentioned expectations, the MSA administration will take these steps:

- ☐ Students will be suspended for at least 2 days.
- ☐ The student may be referred to the police or fire department and will be held responsible for payment of damages as determined by the administration and the court.
- ☐ The parent/guardian shall be liable for all damages caused by the student.
- ☐ Students may be referred for expulsion.

APPENDIX B: INTERNET SAFETY POLICY

Very Important: Please read over these guidelines with your child. Indicate your understanding by signing this letter and having your student sign it, then return it to his or her teacher.

All students have access to the Internet. However, the use of the Internet is a privilege. Students will be taught appropriate use of the Internet and/or email. Information on the Internet changes rapidly. It is the school's responsibility to teach students the skills to be responsible users of the Internet and adopt guidelines for student use of the Internet.

District/school officials work to control the Internet environment to provide access to the most appropriate educational sites and materials for students and staff.

To protect the due process rights of students the guidelines below define appropriate educational and ethical uses of the Internet at Midway Star Academy, identify individual student responsibilities, and outline the responsibilities of the school in carrying out these guidelines.

Student Responsibilities:

As a user of the internet and our computer network I will:

1. Respect school rules and behavior standards in the classroom and on the Internet. That means I will be polite, use appropriate language, and be respectful and honest.
2. Only use the computers or access the Internet with the permission of a teacher or supervising adult. I will always ask first.
3. Use internet sites that are connected to what I am studying in class or that a teacher has approved for my use.

4. Only access appropriate material on the internet. In the unlikely event that I accidentally access inappropriate material on the internet, I will close the page immediately and tell my teacher what happened.
5. Respect the privacy of others. This means I will not use someone else's password or open or change another person's files.
6. Use the computer network in a manner that does not violate any laws, regulations, or copyrights.
7. Remember that my school computer use is not private. That means my teachers or other people who operate the network can look at my files, e-mail, and internet use history.
8. Send e-mail only with my teacher's permission and using a school-approved e-mail address.
9. Never give out any private information about myself in an e-mail or online, including my whole name, address, or phone number.
10. Respect computer equipment and the use of the network and share computer resources and time with other students

Staff Responsibilities:

1. Teach students the appropriate and ethical use of the Internet and email.
2. Help students locate appropriate sites for school use.
3. Monitor student use of the Internet and help students back out of inappropriate sites.
4. Not post any student work on the Internet without parent/guardian permission. If permission is granted, items will be considered fair use and available to the public.
5. Limit or terminate access to the Internet and/or the school computer network if the student does not follow these guidelines.

Discipline Procedure/Problem-Solving Plans

Designated quiet spaces exist within each classroom where students may choose to go (with permission) for a short period of time to calm down or to create needed physical space between themselves and a problematic situation.

For more disruptive behaviors, students will be directed to a space that provides a visual barrier from the other students. This will help to prevent further distractions or provocation, but may still allow the student to hear and remain aware of classroom activity.

Behaviors that jeopardize the safety of the school community or significantly interfere with teaching and learning are handled by the school administration. Midway Star Academy discipline procedures will comply with the Minnesota Fair Pupil Dismissal Act.

Bringing Things to School

Unless a teacher requests that a student bring a particular item to school for a special purpose, do not permit your child to take his or her personal possessions to school.

Lost and Found

Please check with the school Receptionist if you are looking for a lost item or if you find something that someone else has lost. Parents/guardians are encouraged to label their children's belongings. This will help to ensure that lost items are returned to their owners. Parents are urged to claim children's lost items when visiting the school. At the end of each trimester, unclaimed items will be donated to appropriate community agencies.

Recess

Students will be taken to the playground as a class. They may not walk independently to the playground. Please be sure your child is appropriately dressed for the weather. Kindergarten and First grade will be outside for recess down to temperatures of 10 degrees Fahrenheit or 5 degrees Fahrenheit with wind-chill. Grades two through seven will be outside when the temperature is above 5 degrees Fahrenheit or 0 degrees Fahrenheit with wind chill.

Homework Policy

Parents/guardians should review their students' school work every day! Look at what has been sent home in your child's backpack; it might be a note from the teacher, completed student work, or an assignment due the following day.

Homework is a necessary and integral part of the learning process; therefore, it is expected that every student will receive and complete regular homework assignments. Please see that there is a quiet place at home for your child to do homework. There should be no TV, video, or telephone which could interfere with your child's ability to concentrate. Because Midway Star Academy is part of the Benchmark Advance, all students should read for at least 30 minutes a day.

Academic Program

Curriculum

Midway Star Academy serves students in Kindergarten through Grade 8. Our Kindergarten is an all-day, everyday program.

The school's goal is to provide a high-quality educational experience that supports student achievement, citizenship, and character development. The curriculum includes highly successful and research-based programs that use best teaching practices.

Students are taught at their own ability level in both Reading and Math so that every student receives instruction appropriate for his or her skill development. Every student is expected to make at least one year's academic growth for each year of attendance at Midway Star Academy.

Remediation: Students who require remedial instruction are served by Midway's English Language Learner (ELL) team, Reading and Math Title teams, and Special Education team.

Parent/Teacher/Student Conferences take place in the Fall, Winter, and Spring. Learner goals are collaboratively determined, and a plan is devised to help individual students to attain those goals.

Staff members are encouraged to maintain frequent and positive communications about student progress with parents via telephone and/or notes.

Responsive Classroom

Midway Academy will cultivate a safe, challenging, and joyful school community. It seeks to integrate social and academic learning throughout the school day. There are seven basic principles underlying the Responsive Classroom approach:

- The social curriculum is as important as the academic curriculum.
- How children learn is as important as what they learn: process and content go hand in hand.
- The greatest cognitive growth occurs through social interaction.
- There is a set of social skills children need in order to be successful academically and socially: cooperation, assertion, responsibility, empathy, and self-control.
- Knowing the children, we teach—individually, culturally, and developmentally—is as important as knowing the content we teach.

- Knowing the families of the children we teach and working with them as partners is essential to children's education.
- How the adults at school work together is as important as individual competence: Lasting change begins with the adult community.

PBIS

PBIS is a framework or approach for assisting school personnel in adopting and organizing evidence-based behavioral interventions into an integrated continuum that enhances academic and social behavior outcomes for all students. PBIS IS NOT a packaged curriculum, scripted intervention, or manualized strategy. PBIS IS a prevention-oriented way for school personnel to

- (a) organize evidence-based practices, (b) improve their implementation of those practices, and
- (c) maximize academic and social behavior outcomes for students. PBIS supports the success of ALL students (<https://www.pbis.org/school/swpbis-for-beginners/pbis-faqs>).

In general, PBIS emphasizes four integrated elements: (a) data for decision making, (b) measurable outcomes supported and evaluated by data, (c) practices with evidence that these outcomes are achievable, and (d) systems that efficiently and effectively support the implementation of these practices. These four elements are guided by six important principles:

- Develop a continuum of scientifically based behavior and academic interventions and supports
- Use data to make decisions and solve problems
- Arrange the environment to prevent the development and occurrence of problem behavior
- Teach and encourage social skills and behaviors
- Implement evidence-based behavioral practices with fidelity and accountability
- Screen universally and monitor student performance & progress continuously

Our Midway Star Matrix of Expectations

DISCIPLINE EXPECTATIONS

Responsive Classroom training has been made available to all the teachers. The basics of a Responsive Classroom are to have a positive interaction and build the rules of the room together. That encourages students to have more ownership of appropriate behaviors that allow all people in the class to learn.

In the elementary K-5 classrooms we will continue to use Responsive Classroom and add Positive Behavioral Interventions and Supports (PBIS). The teacher will take the following steps with a minor behavior:

1. **Warning:** This alerts the student to the behavior that is interrupting learning for the class and/ or themselves. This warning may be verbal, non-verbal, or other means that the teacher has established with the class.
2. **Take A Break:**
If after the warning(s), the behaviors continue or if the behavior warrants the student will be asked to Take a Break.
3. **Take a Break in the Buddy Room:**
Sometimes students cannot or will not take a break in the classroom. Sometimes the students have taken a break in the classroom and the behaviors continue when the student rejoins the group. At this point, you know that they are not going to regain self-control in your classroom and need a new environment to do so. It's time for the buddy room. While in the Buddy Room the student will have to complete a fix-it plan where they reflect on their behavior. The back of the behavior plan has a notation on it to indicate the behavior that has caused the student to move to the Buddy Room. This is for teacher documentation as well as student understanding and reflection. Before the student returns to their classroom the buddy teacher will review the fix-it plan* and sign off on it. Once signed off the student will return to class. *
Note: The fix-it plan will be sent home with the student and a signature will be needed from the family as well as returning the form to the classroom teacher.
4. **Social Conference:**
The student and the classroom teacher will meet and talk about the broken rule and what needs to change to avoid breaking the rule in the future.
5. **Send to Roar Behavior Room:**

The student will meet with the Roar Team and discuss his/her behavior. Parents/ guardians will be notified and a behavior conference may be set up.

Behavior Conference ** A full Behavior Conference is usually done with the student, teacher, parent/guardian, and a member of the ROAR Team. The conference addresses a student who has repeatedly misbehaved and delves into the reasons for the behavior and solutions for correcting it in the future.

Check-in/check-out: After a student has received 7 referrals, the student may be a part of a check-in-check-out process. This will be used to help keep the student on track on a daily basis for a predetermined length of time. The staff member assigned to the check in – check out process with the student will be based on the staff with the closest relationship. This is an effort to support the student and determine specific needs. The number of majors may vary based on the severity, the identified need, the teacher's recommendation, and other factors. The check-in/check-out process is meant to lead the students to success as their need surfaces. In addition to the check-in and check-out with the staff during the day, the family will be involved in signing and talking with the student each day about how their day went.

Behavior Contracts Behavior Contracts are agreements about future behavior, and when they are used they are the end product of Behavior Conferences. Written behavior contracts are not to be entered into lightly. ** These are some options that the ROAR team may apply to the situation. Restitution may be given and it will be directly tied to the misbehavior. For example: if a student is bothering others by interrupting and talking, the student would be expected to apologize to the teacher or the students in close proximity that had their learning minimized. Multiple minors may result in the behavior being handled as a major.

MAJOR AND MINOR VIOLATIONS AND CONSEQUENCES

The student will be sent to the ROAR Team with a written violation report from the teacher or supervisor. Consequences will be at the discretion of the ROAR Team and Administration.

The parent will be called by a member of the ROAR team. The child with the assistance of the ROAR Team will develop a behavior agreement stating his or her intention to improve behavior, including specific goals and consequences should another violation occur. Once the child and ROAR Team sign this agreement, the child may rejoin the group.

Cell Phone Policy

At Midway Star, we have a No cellphone policy. Students must adhere to the following rules regarding electronic use:

- Cell Phones must be turned off and cannot be visible on campus during the school day.
- The campus includes loading and unloading areas for vans and buses, in the building, or on campus grounds.
- The school day includes, but is not limited to, before or after school, class time, passing periods, lunch periods, after-school detention or tutorials, emergency drills, practices for extracurricular events, and field trips.
- Placing a cell phone on vibrate or texting is not considered off and is prohibited.
- Using a cell phone to record or videotape is prohibited.
- Students are not permitted to possess radios, MP3 players, video or audio recorders, DVD players, cameras, games, or other electronic devices at school unless prior permission has been obtained by campus administration.

If a student is found in violation of this policy, the following discipline will be administered:

FIRST OFFENSE

- The cell phone will be confiscated and given to the ROAR behavior team. After 3 school days, the student may pick up the phone.

SECOND OFFENSE

- The cell phone will be confiscated and given to the ROAR behavior team for 7 calendar days. The parents of the student will need to come to pick up the phone after 7 days.

THIRD OFFENSE

- The cell phone will be confiscated and given to the ROAR behavior team for 30 calendar days. The parents of the students will need to come to pick up the phone after 30 calendar days.

FOURTH OFFENSE

- The cell phone will be confiscated and given to the ROAR behavior team for the remainder of the school year. The parents of the students will need to come to pick up the phone after the last day of school.

Additionally, any violation of this policy that causes or involves a distraction or interruption of transportation, the instructional environment, or leads to the violation of other district rules or policies will be subject to disciplinary action. Failure to comply with a staff directive to turn in a cell phone will be considered defiance of authority and subject to disciplinary action. If parents need to contact a student during the school day, they are requested to contact the school office for assistance. If students need to use a phone during the school day, they must use a school phone, which is made available to students with appropriate permission. Midway Star personnel are not responsible for any lost, stolen, or damaged cell phones or electronic devices.

Cell Phone Classroom Contract

Midway Star Academy has a Bell to Bell no cell (#BBNC) phone policy from 7:10 am -2:30 pm. During the school day, we are cell phone free and cell phones must stay in students' lockers or backpacks. Cell phones are not used during passing time, lunch, in restrooms, or in classrooms. Cell Phones must be turned off and cannot be visible on campus during the school day. The campus includes loading and unloading areas for vans and buses, in the building, or on campus grounds.

By signing this contract, students **and** parent(s)/guardians acknowledge the following rules.

Sign and return the bottom portion to your teacher. (This policy will be enforced, regardless of whether you sign the contract or not.)

1st offense- The teacher takes the cell phone up and calls the Dean to pick up the phone immediately and parents will have to pick up the phone at the school.

2nd offense: The phone will be turned in to the office and after one week, parents will be able to pick it up.

3rd offense: The phone will be turned in to the office and stored there for one month.

A second violation of the aforementioned policy will necessitate a meeting with the Dean of Students and/or Principal. Consequences for a 3rd violation will be administered on an individual basis and may lead to suspension or permanent dismissal from Midway Star Academy.

- ☐ Refusal to give up the phone will automatically result in the student being written up and sent to the office.

Please fill out this portion and return it to your teacher. This will be your first grade in this class.

I have reviewed the above information and agree to follow the rules for cell phone usage for this class. I understand that if I fail to follow the above rules, I will receive the consequences listed above and/or be banned from using my cell phone at all.

(Student's printed name)

(Student's Signature)

(Parent's signature)

(Date)

(School administrator signature)

(Date)

Students Who Have Special Needs

Individual Learning Plans

Teachers will meet periodically with students and their families to develop and monitor learning plans called Individualized Education Programs (IEPs). Students are important participants in discussions. They are expected to share ideas and make decisions about their own learning and the school's program, thus adding to their overall development. This process helps students take ownership of their education and promotes a sense of belonging.

Support Staff

Midway Star Academy either employs or contracts with other agencies to provide support services. The following specialists are currently in place:

- English Language Learner (ELL) Teachers: These teachers help students learn the skills of listening, speaking, reading, and writing in English. The ELL teachers also help students build bridges between their own culture and the school culture.
- Education Assistant: The assistant offers support to the teaching staff. The assistant is also available to provide translation services to members of the school community that does not share a common language. The assistant may also work under the direction of classroom teachers to provide instruction.
- Special Education Teachers: These teachers work with regular staff and parents to plan and deliver specialized services. Special Education teachers may also help students learn strategies to organize new information and participate appropriately in class. Please inform the Midway Star Special Education team if your son or daughter had an Individualized Education Program (IEP) and was receiving Special Education services in a previous school.
- Title I Team: These teachers offer support for students who are struggling in the academic areas of Reading, Writing, and Math to be more successful at their grade levels.
- World Language Specialist: This specialist offers Somali and Arabic Language instruction.
- Community Liaison: This person is from the Somali community and specializes in communication between the school and parents and the community.

Visitors/Volunteers

Visitors

Visitors, especially parents/guardians, are welcome and encouraged to come to the school. In order to provide a safe and secure environment for students and staff, we ask visitors to sign in with a staff member at the main entrance before going to a classroom. If you would like to visit a classroom or staff member, please call and make an appointment.

Volunteers

We appreciate volunteers from the community coming to help us. All volunteer work has to be pre-arranged with the school's Director so he can determine specific responsibilities and coordinate duties with staff members. Volunteers are required to sign in and out with a staff member in the main office.



Midway Star's Academic Calendar 2023-24

		June 2023								
June 5	First Day of Summer School	Su	Mo	Tu	We	Th	Fr	Sa		
June 23	Summer School Ends					1	2	3		
		4	5	6	7	8	9	10		
		11	12	13	14	15	16	17		
		18	19	20	21	22	23	24		
		25	26	27	28	29	30			
		September 2023								
Sep 4	No School- Labor Day	Su	Mo	Tu	We	Th	Fr	Sa		
							1	2		
		3	4	5	6	7	8	9		
		10	11	12	13	14	15	16		
		17	18	19	20	21	22	23		
		24	25	26	27	28	29	30		
		November 2023								
Nov 23-24	Thanksgiving	Su	Mo	Tu	We	Th	Fr	Sa		
					1	2	3	4		
		5	6	7	8	9	10	11		
		12	13	14	15	16	17	18		
		19	20	21	22	23	24	25		
		26	27	28	29	30				
		January 2024								
Jan 1	New Year's Day	Su	Mo	Tu	We	Th	Fr	Sa		
Jan 10-11	Semester 1 Assessments		1	2	3	4	5	6		
Jan 12	Teacher Grading Day	7	8	9	10	11	12	13		
Jan 15	Martin Luther King Day	14	15	16	17	18	19	20		
Jan 16	1st Day of Q3	21	22	23	24	25	26	27		
		28	29	30	31					
		March 2024								
March 25-29	Q3 Assessments	Su	Mo	Tu	We	Th	Fr	Sa		
March 29	Teacher Grading Day						1	2		
		3	4	5	6	7	8	9		
		10	11	12	13	14	15	16		
		17	18	19	20	21	22	23		
		24	25	26	27	28	29	30		
		31								
		May 2024								
		Su	Mo	Tu	We	Th	Fr	Sa		
					1	2	3	4		
		5	6	7	8	9	10	11		
May 27	No School- Memorial Day	12	13	14	15	16	17	18		
May 29-30	Semester 2 Assessments	19	20	21	22	23	24	25		
		26	27	28	29	30	31			
		August 2023								
		Su	Mo	Tu	We	Th	Fr	Sa	Aug 10-11	New Staff Onboarding
				1	2	3	4	5	Aug 14-25	All Staff - PD
		6	7	8	9	10	11	12	Aug 24-25	Open House
		13	14	15	16	17	18	19	Aug 28	First Day of School K-8
		20	21	22	23	24	25	26		
		27	28	29	30	31				
		October 2023								
		Su	Mo	Tu	We	Th	Fr	Sa	Oct 5	Half Day- Q1 Conferences
		1	2	3	4	5	6	7	Oct 6	Staff Only- Q1 Conferences
		8	9	10	11	12	13	14		
		15	16	17	18	19	20	21	Oct 20	No School- MEA
		22	23	24	25	26	27	28	Oct 25-26	Q1 Assessments
		29	30	31					Oct 27	Teacher Grading Day
									Oct 30	1st Day of Q2
		December 2023								
		Su	Mo	Tu	We	Th	Fr	Sa	Dec 7	Half Day- Q2 Conferences
							1	2	Dec 8	Staff Only- Q2 Conferences
		3	4	5	6	7	8	9	Dec 21-Jan 2	Winter Break
		10	11	12	13	14	15	16		
		17	18	19	20	21	22	23		
		24	25	26	27	28	29	30		
		31								
		February 2024								
		Su	Mo	Tu	We	Th	Fr	Sa	Feb 15	Half Day- Q3 Conferences
						1	2	3	Feb 16	Staff Only- Q3 Conferences
		4	5	6	7	8	9	10	Feb 19	Presidents' Day
		11	12	13	14	15	16	17		
		18	19	20	21	22	23	24		
		25	26	27	28	29				
		April 2024								
		Su	Mo	Tu	We	Th	Fr	Sa	April 4-12	Spring Break 'Eid
			1	2	3	4	5	6		
		7	8	9	10	11	12	13		
		14	15	16	17	18	19	20		
		21	22	23	24	25	26	27		
		28	29	30						
		June 2024								
		Su	Mo	Tu	We	Th	Fr	Sa	June 3	Staff Only- Grading Day/Clean-u
								1		
		2	3		5	6	7	8	June 10	Summer School begins
		9	10	11	12	13	14	15	June 19	Juneteenth
		16	17	18	19	20	21	22		
		23	24	25	26	27	28	29		
		30								

No School

Staff Only

1st Student Days

Half Day for Students

Assessments



PARENT HANDBOOK SIGNATURE PAGE

After reading the Parent Handbook, please sign the appropriate lines below and return the form to the Front Office.

We, the parent(s)/guardians of _____
have read and understand the contents of the Parent Handbook.

We agree to follow and the policies outlined in Parent Handbook.

We understand that the school reserves the right to amend policies and procedures when necessary, and that we will abide by changes. Any changes made to the Handbook will be distributed by the School.

The Parent Handbook is not an enrollment contract.

Signature of
Parent/Guardian _____

Date _____

Signature of
Parent/Guardian _____

Date _____

Please Note: It is required that both/all parents sign this form.

Thank you, very much!