

MIDDLETOWN ELEMENTARY

Dr. Larrick - Principal

Ms. Diminuco – Assistant Principal

August 2018



190 Mustang Lane
Middletown VA 22645
Phone 540-869-4615 Fax 540-869-5150

MES website: mes.frederick.k12.va.us
FCPS website: www.frederick.k12.va.us

August/September Calendar

Monday, August 13th

- Kindergarten Orientation
10:00 – 11:00 am
- Doors open @ 10 am
- Open House
4:00 – 5:30 pm
- Doors open @ 4 pm -come any
time between 4:00-5:30 pm

Wednesday, August 15th

- First Day of School

Friday, August 31st

- No School-Professional
Development

Monday, September 3rd

- No school - Labor Day
School office closed

Friday, September 28th

- Back to School Carnival
5:30 – 7:00 pm
- more info to be in our Sept.

BACK TO SCHOOL CARNIVAL

September 28th 5:30-7:00 pm



More information to be in our
September newsletter

IMPORTANT INFORMATION

School Hours

9:00am – 3:30pm
(students are in classrooms
beginning at 8:45 am)

Office Hours

8:00am – 4:30pm
(time phone is answered
and visitors received)

Phone, fax, MES website and FCPS
website addresses listed above

Attendance email address

MES now has Facebook!

We will utilize our Facebook page to notify you of events (which will also be posted on our website) as well as to share the AWESOME activities our students are staff are participating in.

For communication purposes, please call us if you ever have a question or concern - we are happy to help!

At Middletown, our main entrance is designed to enhance safety and security. We appreciate your flexibility and understanding as we communicate with you through the buzz-in system prior to your entry into the building.



Student Pick-up Info

Please notify the office of any pick up or bus changes by 2:00 pm each day. The front doors used for student pick-up open daily at 3:20 pm. This allows us time to prepare for student release. Thank you!

August/September Calendar

August		15 Day 1	16 Day 2	17 Day 3
20 Day 4	21 Day 5	22 Day 1	23 Day 2	24 Day 3
27 Day 4	28 Day 5	29 Day 1	30 Day 2	31 No School
September				
3 No School	4 Day 3	5 Day 4	6 Day 5	7 Day 1
10 Day 2	11 Day 3	12 Day 4	13 Day 5	14 Day 1
17 Day 2	18 Day 3	19 Day 4	20 Day 5	21 Day 1
24 Day 2	25 Day 3	26 Day 4	27 Day 5	28 Day 1



Using a Day # schedule for resource allows students to not miss days of a resource when we have a holiday and/or inclement weather. Should school be closed for inclement weather, we would return on the Day # that was scheduled for the closure day.

Example: Monday Day 1,

Tuesday Day 2 – closure on Monday - - - - Tuesday would be Day 1

Homeroom teachers will give you a schedule that includes the Day # assigned to each resource for the classroom. We will also have the Day #'s on our website for an easy reference.

Please put this calendar and the homeroom resource schedule in a visible location (example: on the door of your refrigerator).



Volunteers are an essential part of our school community. A volunteer form is available in the office. Once you submit your form, there is an approval process. Once approved, the teacher will contact you directly to coordinate a schedule based on needs. Please note: as a volunteer you are working with the teacher of record. If a teacher is absent on the day you are scheduled to volunteer, the teacher should contact you to cancel your visit for that day. If you happen to come to school prior to receiving the message, please understand that you will not be able to volunteer if the teacher of record is absent. Please review the volunteer brochure (available in the office or from the teacher) prior to your scheduled volunteer experience.

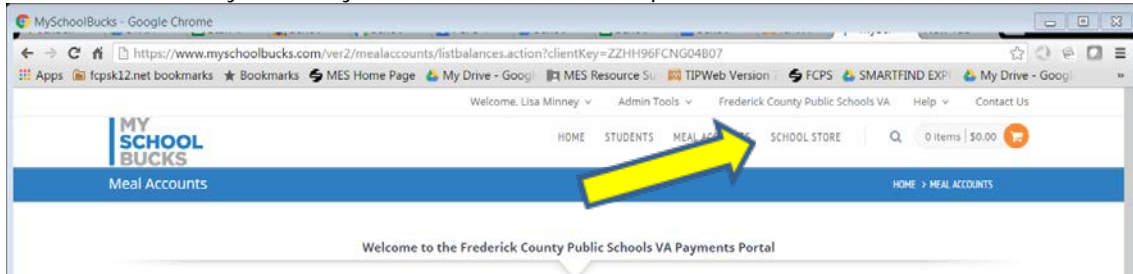


Here at Middletown we expect students to be respectful, responsible and ready to learn.

We take a proactive approach to establishing behavioral supports and social culture needed for all students. This approach allows students to be successful socially, emotionally and academically. In every area of the building, students are taught what it looks like and sounds like to be respectful, responsible and ready to learn. Ask your child how they can be respectful, responsible and ready to learn at home too!

MY SCHOOL BUCKS

My School Bucks provides an easy way for parents to pay for field trips, lunch balances, yearbooks and other school activities online. To get started, visit www.myschoolbucks.com.
If you need your student's ID number, please contact the office.



To pay for field trips, yearbooks, etc.
Login to MySchoolBucks.com
Click on School Store
Then Featured Items

To add money to your child's lunch account:
Log in to your My School Bucks account. Click on the Make a Meal Payment button. You will then be prompted to complete the next step.

ICE CREAM DAYS!



Grades K & 1
Day 5

Grades 3, 4 & 5
Day 1

Grade 2
Day 3

SCHOOL ATTENDANCE POLICIES & PROCEDURES

Bus Notes/ Transportation Changes

If your child is to ride the bus home with another student or will be picked up by another student's parent, **both students must have a signed note stating the change in transportation from each parent/guardian.**

The note must include:

- Student name;
- Name of the student they will be riding with;
- Bus number (if applicable).
- Notes must be turned into the teacher in the morning, before announcements, to be sent up to the office
- All arrangements must be made prior to students coming to school in the morning.
- **Changes will only be allowed if notes are received from both parents stating the change.**

Early Pick-Up

If you are planning on picking your child up early, please send a note with the following information:

- Time the student will be picked up;
- Reason for early dismissal.
- Name of the person picking up the student;
- The student's teacher's name.
- Students should turn the note in to the teacher in the morning prior to announcements.
- A parent/guardian or the adult picking up the student must sign the student out in the main office.
- **Please bring picture ID to show to office staff when picking up the child.**

If Plans Must Change During The School Day (emergency or unplanned)

Please notify the office as early as possible. We do ask that all transportation changes be made by 2:00pm in an effort to make sure there is adequate time to get the correct information to the teacher and the student.

- If the school is not notified in a timely manner, your child may not receive their message before being dismissed.
- Please **DO NOT** email the teacher with transportation changes, as the message may not be received in a timely manner.

We know unexpected situations and emergencies occur. We do ask that you please consider pre-planning whenever possible to minimize class time interruptions.

Reporting a Student Absence

When students will be absent, we request the parent/guardian notify the school at 540-869-4615, by emailing mesatnd@frederick.k12.va.us, or by sending a note. Please state the person notifying the school, student's name, grade, and reason they are absent. Please do not email the teacher, if they would happen to be out that day we would not receive the message.

Attendance Call System

Frederick County Public Schools will be continuing to use the automated system to make attendance calls at the elementary school level. Whenever your student is absent from school, and the office has not been notified, you will receive an automated call through the system making you aware that your child is not in school that day. If you receive this call, please be sure to provide a note upon the student returning to school stating the reason for the absence.

Tardies/Early Release

Tardiness will be considered excused for reason of school bus delayed arrival and verified medical or court appointments. Early releases from school will be considered as excused for reason of verified medical, dental, or court appointments. (FCPS 410R-A, section B & E)

Please make every effort to make appointments outside of the school day, if possible. The school day begins at 9:00 am and ends at 3:30 pm.

Attendance Regulations

Parents will be notified for excessive and/or unexcused absences. (FCPS Handbook 410R-A and 410R-B)

2018-2019 Lunch Prices

STUDENT LUNCH

Breakfast	\$1.40
Lunch	\$2.60
Reduced* Breakfast	\$0.30
Reduced* Lunch	\$0.40

ADULT LUNCH

Breakfast	\$1.85
Lunch	\$3.55

Reduced prices for approved applications only
When a student reaches a negative balance of \$15.00, the student will receive an alternate meal.

Negative Cafeteria Balances

Any negative cafeteria balances from the prior school year are rolled into the new school year. To keep your student in good standing, please pay balances owed by sending cash or a check to your student's school or by utilizing the online payment system, MySchoolBucks, located on the school's homepage.

If you feel you may be eligible for reduced-priced or free meals through the National School Lunch Program, the form can be obtained from the office at your student's school or downloaded from www.frederick.k12.va.us



WATER/MILK PURCHASES

Water or additional milk purchases are available for an additional \$0.50 per item. Money must be available on the student's account or student must pay cash at time of purchase. Water/Additional milk **CANNOT** be charged to the student account with a negative balance. If your student is a packer, they must have water or milk money to purchase.



Students have the opportunity to purchase breakfast each morning from 8:30-9:00am. If a student goes to breakfast, we are under the impression that you and your child have made that decision and breakfast is a choice for them. In the morning, the first round of bus drivers will say "Anyone who's eating breakfast go ahead" and they are let off first. Specifically, we would ask that Kindergarten and 1st grade parents please let your classroom teacher know (a note in the communication folder, an email, etc) if your child will be eating breakfast daily or as needed. This allows us to ensure that our younger students get to where they need to be first thing in the morning. Grab & Go breakfast is a choice each day and will be the breakfast choice from 8:50-9:00 so that students are in the classroom and ready to get started with the day at 9:00.

When students bring a packed lunch, we anticipate that either the parent or guardian has packed the lunch or has been part of the packing process. We encourage a healthy lunch with nutritious food that will get your child through the day. Example: (combination of the following) sandwich, yogurt, fruit, vegetable, and chips or a dessert.

Additionally, please keep in mind when packing your child's lunch - items that are packed should not need additional refrigeration or heating.

For the safety of all students, they will not be allowed to share or trade food during lunch.



We want you to be aware of our procedure for clinic visits as we provide the best possible care for our students. In cases that are not an emergency or pre-planned delivery of medication, a course of action will be taken in the classroom prior to sending students to the clinic in order to limit missed instructional time. Students with non-urgent symptoms may not go to the clinic for the first 15 minutes after any transition time (arrival to school, changing classes (resource, lunch, recess). We can offer students band-aids, water, bathroom, cool compress, rest (putting head down), etc. when non-urgent symptoms arise.

We have a clinic note that will document clinic visits (time, need, course of action). A copy will be sent home in the student's communication folder (K-2) or agenda (3-5) to communicate the clinic visit with you. If an urgent concern exists, you will be notified by Ms. McGowan, our school nurse.

Please do not send medication with your child. We would request that you bring the medication into school and deliver it to the office or clinic. Additionally, when it's time for medication to be sent home, an adult will need to pick it up; we will not send home with the student.

Reminder: We want to make sure your child is healthy and ready to learn when he/she is at school.

All Health Care Plans (Asthma/Allergy Action Plan, Seizure, etc.), Dietary and Medication Forms are on the Middletown School page may be downloaded for completion by parent/physician. These forms require **renewal every school year** and parental/physician or health care provider signature/authorization is required. Forms can be accessed by clicking this link: <http://frederick.k12.va.us/cms/one.aspx?portalId=135936&pageId=855380>

All health care equipment (monitors/pulse oxygen, etc.) requires a physician order for at school use.

Once or twice daily medication should be given at home, along with short term meds (antibiotics, cold medicines, etc.). Any OTC (over the counter medication) that **must** be given during school hours need to be brought to and from school by the parent/guardian. Paperwork will also need to be completed by the parent/guardian.

Best Practice:

Fever: The child should remain at home with a fever greater than 100 degrees. The child can return to school after he/she has been fever free for 24 hours (without fever-reducing medicine such as Tylenol or Motrin).

Diarrhea/Vomiting: A child with diarrhea and /or vomiting should stay at home and return to school only after being symptom-free for 24 hours.

If your child has a special dietary need and/or a food allergy, please see the nurse to complete a special dietary needs form.



We strongly encourage you to put your child's name on his/her coat, backpack, lunch box, etc. This will assist us in getting the item returned quickly to your child versus being put in our lost and found box. If your child is missing something, 'Lost and Found' is located in the cafeteria.

If your student has lost an umbrella, coat, sweatshirt, etc: Please email Ms. Pennington (penningh@fcpsk12.net) with your child's name, teacher name, and a description of the lost item. We will look through our lost and found to try to find the missing item.



FCPS will continue to use Checkredi, a third party administrator for the collection of all returned checks. If your check is returned by your bank, it will automatically be forwarded to Checkredi after the first presentation. They will contact you in order to collect the face amount of the returned check plus \$35.00 returned check fee. Further action within the limits of the law may be taken if you do not properly respond and FCPS may elect to cease accepting checks from you.



Please save all box tops to help our school! Each box top gives us 10 cents to use for school needs. You may send them in with your student or we have a collection box in the front foyer.

Thank you for your help and support!!

News from the School Board Office

Enhanced School Safety and Security for 2018-19

Frederick County Public Schools is committed to providing a safe environment for all students and staff. For the 2018-19 school year, all schools have been equipped with a buzz-in entry system which requires everyone visiting a school to identify themselves and the reason for their visit prior to being granted access to the inside of the building. Once visitors are granted access to the school office, they will have to present a valid, government-issued ID which will be scanned through the Raptor Visitor Management System and checked against registered sex offender and other databases that may include custody orders and information on any individuals prohibited from visiting school grounds. Those who are cleared by the system will be issued a badge bearing their name and photo as well as the date, time of entry and destination.

(LINK TO BUZZ-IN ENTRY SYSTEM VIDEO- <https://www.youtube.com/watch?v=u4QL12T8R3Y&scrlybrkr> AND RAPTOR VISITOR SYSTEM VIDEO- https://www.youtube.com/watch?v=sS_saPxJqfc)

FCPS Rapid Communication System Text Messages

The Frederick County Public Schools' Rapid Communication System includes a SMS text message function. In order to receive text messages sent through the FCPS Rapid Communication System, parents must have the phone number of the device on which they want to receive text alerts included on their child's student record. In addition, they must opt-in to receiving the text messages if they have not done so previously. To opt-in, text "Y" or "Yes" to 67587 from the device on which you want to receive text messages. Once the opt-in process has been completed, you will receive a confirmation text message. The FCPS Rapid Communication System is used to contact parents in a variety of situations ranging from severe weather and power outages to other emergencies that may cause a school to evacuate, relocate or go on lockdown. The system also is utilized to inform parents when schools are closed, opening late or closing early due to inclement weather. Individual schools also utilize the system to communicate information to their school communities.

Peachjar

Frederick County Public Schools uses Peachjar to distribute eflyers about important school events as well as activities sponsored by non-profit and governmental organizations. Peachjar delivers these flyers to FCPS families via email. You can also view the flyers by clicking on the Peachjar icon on the bottom, left-hand corner of all school websites. FCPS has saved more than 6.5 million sheets of paper since starting to use Peachjar to distribute eflyers in March 2016.

Student Accident Insurance

For students' protection, if medical insurance is not currently provided through the parents' employer or individual plans, parents are strongly encouraged to purchase insurance from a private vendor or the student accident insurance program available through the school division vendor—The Young Group, Inc. Information about plan types and enrollment instructions can be found online. Go to your child's school website, click on Parents and Students then Health Services then Student Accident Insurance, where plan information and enrollment instructions are located. Enrollment and claim forms are also available in each school office.

*Frederick County Public Schools' insurance plan does **NOT** provide medical coverage for accidents or injuries to students during school or during school-sponsored extracurricular activities.*

FCPS 101

Frederick County Public Schools is accepting applications

The program provides parents and others with an opportunity to learn about Frederick County Public Schools and its operations, including instructional and administrative services. Individuals interested in participating in FCPS 101 must submit the application form by Friday, September 15. Applications will be available at all schools and on the FCPS website beginning on August 15.

Do You Have the FCPS Mobile App?

Frederick County Public Schools has a custom mobile app that provides instant access to a variety of school and division information including lunch menus, the school calendar, student assignments/grades, MySchoolBucks and school news. The app is available at no cost from Apple's App Store or Google Play.

HAPPY BIRTHDAY

celebrating your child's birthday at school

REMINDER! REMINDER! REMINDER!

Baked goods and/or bakery items will not be allowed in our cafeteria or classrooms for celebration.

Ex: cupcakes, cakes, large cookie, etc.

This includes anything that is baked and/or packaged in the store or specialty shop.

There are many other options to help you recognize your child's special day:

- ★ Donate a book to the classroom library
- ★ Send in a pencil or bookmark for each student
- ★ Send in pre-packaged fruit snacks, original/plain *Rice Krispie* treats, *Jello-O* pudding cups, etc. If you send in a pre-packaged item listed, it will be enjoyed during classroom snack time.



Please contact the classroom teacher at least three (3) days in advance.



Please keep in mind, when hosting private birthday parties or other celebrations - students will not be allowed to distribute party invitations unless an invitation is given to each student in the class.

The only exception is if a student distributes the invitations during arrival or dismissal time; teachers will not facilitate this process. As part of school policy, we do not release names, phone numbers, or addresses of students.