

2017-18

Middletown

Elementary School



218 North Madison Avenue
Louisville, Kentucky 40243
485-8300

The mission of Middletown Elementary School is to discover the brilliance in every child by challenging all students to reach their potential and to meet the demands of the future.

Middletown Facts

Middletown Elementary School, Middletown's first public school, was founded in 1909. Throughout the years, the building has had several renovations; Middletown Elementary has grown considerably since its origin as a four-room school. James F. Crosby was the school principal for 34 years, and Crosby Middle School is named in his honor.



Location..... 218 North Madison Avenue
Louisville, KY 40243

Telephone No. 485-8300

Fax..... 313-3504

Enrollment 625 students

School Website www.middletownelementary.org

School Hours..... 9:05 a.m. to 3:45 p.m.

Teaching Staff..... 36

Support Staff 24

Principal..... Justin Matson

Assistant Principal..... Tonya Holt

Counselor Chas Meinecke

FRC Coordinator Elvira Paguada

School Secretary Mani Nagra

Bookkeeper Kristi Hollinsworth

Attendance Clerk..... Cheryl Molnar

Plant Operator Ramona Jumper

SBDM Council Members

Jacquelyn Craig, Parent(502) 802-2603

Sarah Mertz, Parent.....(502) 742-5217

Brittany Littles, Teacher.....(502) 485-8300

Rana Malawi, Teacher(502) 485-8300

Angie Billiter, Teacher(502) 485-8300

Justin Matson, Administrator(502) 485-8300

Frances McQueary, PTA President middletownptapresident@gmail.com

Instruction Program

Preschool

The preschool program is for 3- and 4-year-old children. It is designed to prepare children socially, physically, emotionally, and academically for elementary school.

Kindergarten–Fifth Grade

Middletown Elementary strives to instill in students a lifelong love of learning. To achieve this, Middletown nurtures the continuous growth of children's knowledge and understanding of themselves and the world through various means. Some of these are developmentally appropriate practices, multiability classrooms, engaging and rigorous implementation of Kentucky Core Academic Standards (KCAS), professional teamwork, and positive parent involvement.

Primary

Primary (kindergarten through third grade) students develop foundational skills in reading, writing, and mathematics as well as critical-thinking/problem-solving skills. The strong foundation in vital skills leads to learning that requires higher-order thinking. As students think more deeply, they develop higher self-esteem and learn the skill of working through challenges, which will serve them well throughout life.

Students' progress is reported to parents regularly throughout the year. These updates reflect how well students are mastering skills and concepts based on their writing, classroom work, teacher observations, and other tasks. During the final year of the Primary Program, students may be screened for the Advance Program.

Intermediate

Intermediate classrooms emphasize KCAS through challenging and meaningful activities that go beyond standard classroom lectures. Students develop valuable life skills while tackling challenging tasks through teamwork, hands-on learning, self-evaluation, and problem solving.

Students' progress is reported to parents regularly throughout the year, using the traditional A-B-C-D system. Grades are based on classroom participation and tasks, tests, teacher observation, portfolios, and other tools.

Accelerated instruction is also offered for Advance Program Intermediate students in fourth and fifth grades. Middletown Elementary is an official Advance Program school and challenges students to achieve at higher levels and prepares them for advanced classes in middle and high school.

Arts and Humanities/Music

The study of the arts contributes to historical and multicultural understanding. Instruction in the arts and their infusion into an interdisciplinary curriculum provide students with several avenues for using their imagination, creative expression, communication, problem solving, and nonverbal expression.

Middletown has a school choir that performs throughout the year. All students are given the opportunity to showcase their talents. Band and orchestra are taught in grade five.

Curriculum

Reading—Middletown’s reading instruction focuses on guided reading, shared reading, writing, word work, and self-selected reading. Students read a variety of texts, both fiction and nonfiction, which provide them with a well-rounded, research-based model for reading instruction. Middletown incorporates the Making Meaning curriculum into the reading content.

Mathematics—Investigations and Go Math are used to teach math. Teachers follow national standards, which require students to problem-solve, and traditional computation.

Social Studies—The textbook series used is from the Harcourt company. Projects are designed to promote the love of history and community. Community resources support social studies learning.

Science—Science modules and the Harcourt/Brace text combine to provide students with inquiry-based science instruction.

All subject areas are taught using the Kentucky Core Academic Standards and the Kentucky Core Content.

French—All students receive French instruction from a certified French instructor. Through games, songs, dialogue, and cultural activities, the students learn to speak French.

CARE for Kids

Middletown Elementary is a CARE for Kids school. We have become a community of learners working positively together to create a warm, caring, risk-free learning environment.

Extended School Services

The Extended School Services (ESS) Program serves students who are struggling in school and who may fall behind their peers. This program provides additional instructional time for students to meet the requirements of the KCAS.

Students are selected for ESS based on test criteria and teacher recommendation. This program is offered during school hours at no cost to the family.

Technology

Middletown Elementary is on a systemwide school network as well as on the Internet. A proxy server is used to filter inappropriate sites. It is very important that all students have a signed parent permission form on file to use the Internet for instructional purposes.

Middletown teachers utilize a computer lab to provide twenty-first-century skills instruction to all students. All students in grade five are assessed yearly on their ability to apply computer skills.

Exceptional Child Education

In accordance with the belief that all students can achieve at high levels and are entitled to quality programs that address individual needs, Middletown Elementary offers an array of Exceptional Child Education (ECE) services for students who qualify for specially designed instruction.

Library

The Middletown Elementary Library provides stimulating activities and opportunities that motivate students to read and to conduct research that increases their understanding. The content focus is continually changed to provide an interesting range of topics for every student. The lessons extend the classroom standards with the use of reference materials in the library.

Practical Living/Physical Education

Middletown's physical education (PE) curriculum is an activity-based program of study that supports the Practical Living Academic Expectations set forth by the state. Practical living includes instruction in health, PE, consumer sciences, and vocational studies. The Academic Expectations address the development of health and fitness habits and behaviors; consumer and resource management; and other concepts that support student growth, development, and achievement.

Transportation and School Safety

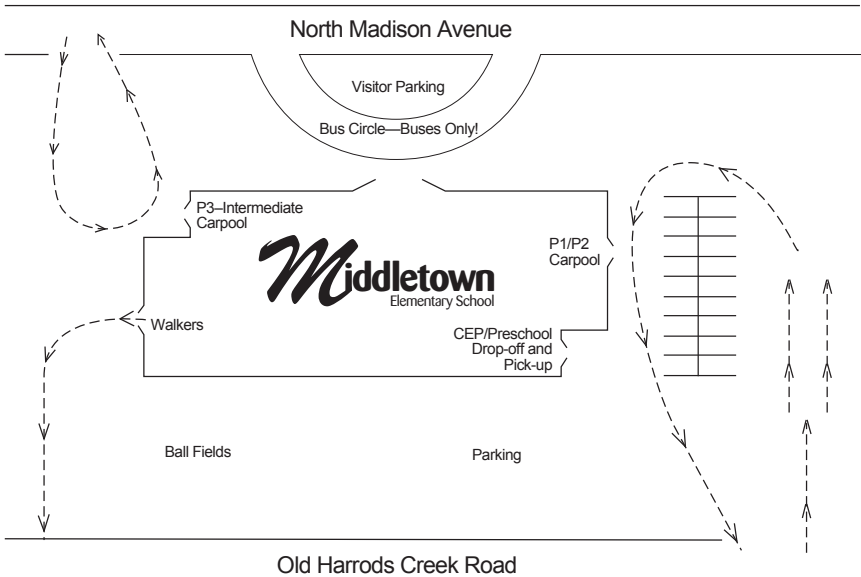
How do I know what bus my child should ride?

Middletown has approximately 16 buses that serve the student population. Each bus is identified by its number. Students and parents should learn the bus number as soon as possible. Students should ride the bus the first day of school if the bus is the mode of transportation that will be used most often. If you have questions about the bus schedule, go to www.jefferson.kyschools.us or call **485-3470**.

How does the carpool line work?

Parents are asked to drop off their children between 8:30 and 9 a.m. Students arriving between 8:30 and 9:05 a.m. are confined to the lunchroom. Before-school care is available from 7 until 9:05 a.m. through the Childcare Enrichment Program (CEP). Dismissal is at 3:45 p.m. Car riders in P3 (grade two) through grade five exit through the doors on the Intermediate wing. P1 (kindergarten) and P2 (grade one) students exit through the doors on the kindergarten and grade-one wing. Walkers exit through the doors on the grade-three wing.

Parents are asked to display a carpool number (distributed early in the school year) to help teachers locate each student's vehicle. All daycare vans must pick up and drop off students through the carpool line as well. The pick-up location and route are marked on this map:



- **Only buses** come into the front circle. This applies in the morning and in the afternoon. Violators could be ticketed.
- Please stay in your car when picking up your child in the carpool line. Students must follow the directions of the carpool monitors.
- If your child's transportation changes, you **must** provide written notification or call the office by 3 p.m.

Can parents and others visit the school building?

Of course, parents and others who need to visit the school may do so. You must always check in at the office, sign in, and wear a name badge. Students are signed in and out by the parent/guardian in the school office. Adults must have their name on the Student Enrollment Form as approved by the parent/guardian to pick up a child. For the safety of our students, the adult must be ready to show identification.

Important Information

Is before- and after-school childcare available?

The YMCA, in partnership with Jefferson County Public Schools (JCPS), operates the Child Enrichment Program (CEP) at Middletown Elementary School. The program, with its fully trained counselors, offers tutoring assistance, homework time, snacks, games, and more. CEP operates from 7 to 8:55 a.m. each morning and from 3:45 to 6 p.m. each afternoon. Full-day services are available on most weekdays when school is not in session, including during Winter, Spring, and Summer Breaks. For more information or to register, call **425-1271**.

What do I do if I have to contact the school during the school day?

You may contact the school office by telephone at **485-8300**. If you need to speak with a teacher, a message will be taken and the teacher will return your telephone call as soon as possible.

It is supposed to snow. How will I know if school is canceled?

Local radio and television stations broadcast this information as it is available. Please listen to the radio for the possibility of early dismissal. Students will not be allowed to call home. Middletown Elementary is part of JCPS and follows the JCPS schedule. Parents are encouraged to sign up for the One Call Now email and text alert system, using instructions provided at the beginning of the year, to receive up-to-date information.

What is the lunchroom procedure?

Students eat with their class/team on a schedule set before the start of each school year. Your child has 20 minutes for lunch. Middletown is part of a Community Eligibility (CE) Program in which all students have access to a free breakfast and lunch every day. Forms will be sent home at the beginning of the year. Menus are sent home monthly. Parents are welcome to join students for lunch but should not bring fast food lunches to students.

May I prepay for my child?

Yes, you may send in a check to cover as many à la carte items as you wish. When your child's account gets low, you will be notified. Every student is given a four-digit number that he or she must give to the lunchroom cashier at the end of the lunch line.

What if my child needs medication while at school?

Parents must sign and notarize a medical form that allows school personnel to administer medicine. Medication must be sent to the school office with complete instructions and in the original container with the prescription label attached.

How do I volunteer to help?

Studies show that schools with a high level of parent involvement experience the greatest success. To that end, Middletown Elementary School welcomes parent volunteers. Please talk with your child's teacher or the Family Resource Center (FRC) coordinator to discuss volunteer opportunities. Parents also are needed to serve on School-Based Decision Making (SBDM) Council committees and to assist with Parent Teacher Association (PTA) projects. All volunteers undergo a background records check and are required to fill out a simple form.

How is the school governed?

Middletown Elementary has an SBDM Council. The council includes three teachers, two parents, and the school principal. The SBDM Council meets monthly to set school policies. Meetings are open to the public.

How does the school communicate with me?

Teachers can be reached through the office or by email, and they return calls in a timely manner. Teachers communicate in a variety of ways, including through newsletters, notes, homework sheets, the Agenda, conferences, emails, and telephone calls. The One Call Now system is used to send updates and alerts to parents. Sign up for One Call Now notifications at www.mycallnow.com. On Fridays, *The Middletown Messenger* is sent electronically with a calendar of upcoming events and other important information. Please make it a point to read *The Middletown Messenger*. The PTA also updates our Facebook page regularly with important information about upcoming events.

How do I stay informed about school events and activities?

Our primary and most up-to-date information is available on our school's website (www.middletownelementary.org) and our Facebook page (Middletown Elementary School). To have school announcements texted to your phone, select subscribe to SMS from our Facebook page. Electronic newsletters are published by the PTA, and parents may subscribe by providing their email addresses to the PTA. Parents without computer access can contact the PTA to request that printed materials be sent home through the child. Also, sign up for the One Call Now text and email alert system using the information you will receive in your registration packet.

Can my child celebrate his or her birthday at school?

Students are welcome to celebrate their birthdays with their classmates at school by bringing nutritional treats to share with all the students in their class. Students can come to the office and receive a birthday pencil and book from the principal. No invitations are to be given out at school for birthday parties outside of the school day.

What if my child is absent?

Regular and punctual attendance is required. However, there are times when absences due to illness are unavoidable. On the first day they return to school, students are expected to bring a note explaining the reason for their absence. In addition, the school office accepts telephone calls from parents regarding students' absences. When necessary, the school office staff calls the parent/guardian of the students whose names are on the Student Absentee List.

What about make-up work?

A student returning to school after an excused absence or a suspension may request make-up work when he or she returns. The make-up work includes only written daily work, tests, and major projects. Some classwork cannot be duplicated and cannot be made up. The make-up work is provided to the students as arranged with the teacher. The student has the number of school days that he or she was absent plus one school day to submit the make-up work to the teacher. Teacher discretion is used to handle special situations.

What is the Family Resource Center?

As a core component of the Kentucky Education Reform Act (KERA), the FRC is funded by a state grant. The FRC's primary goal is to work with the school and community to offer the best services and support to our families so our children can lead happy, healthy lives and succeed in school. We serve all children and families who live in the Middletown community and/or who attend Hite and Middletown Elementary Schools. Our services include, but are not limited to, assistance in finding affordable, quality childcare; referrals; on-site programs for health services; support for new and expectant parents; training for child-care providers; referrals to community agencies for basic needs; assistance with emergency clothing for children; education to enhance parenting skills; opportunities for social and recreational activities for children and families; crisis intervention; and counseling services. The FRC is available Monday, Wednesday, and Friday from 8:30 a.m. to 4:30 p.m. in Room 122 of Middletown Elementary School. For more information or assistance, contact us at **313-4504**.

Dress Code

Just as adults dress appropriately for work, proper attire for students is more conducive to a positive educational experience. We feel it is necessary to provide specific guidelines for students to follow and parents to support. The Middletown Elementary dress code is designed to do the following:

- Make certain all students are comfortable, safe, and ready to learn
- Teach students the value of dressing appropriately for different occasions
- Help students develop a sense of pride in their appearance
- Enable students to participate in all activities that they may encounter throughout the day
- Reduce distractions in the classroom for all students

To accomplish this, the following dress code rules apply:

Pants/Skirts/Shorts

- Shorts, skirts, and skorts must be fingertip-length.
- Pants must be worn at the waist.
- No underwear is to be exposed.
- Leggings must be worn under a skirt or dress.

Tops

- No bare shoulders
- No low-cut arm holes
- Midriffs must not be exposed.
- No inappropriate messages or images are to be displayed on any clothing.
- Hoodies, light jackets, sweaters, and sweatshirts are acceptable for indoor wear.

Hats

Hats/Hoodies are not to be worn in the school building unless a special Hat Day is declared.

Jewelry/Makeup/Headbands

- Jewelry/Makeup for all students is strongly discouraged.
- If jewelry/makeup/headbands are worn and are deemed unsafe or interfere in any way with classroom or school instruction, school personnel will ask a student to remove them.

Shoes

- No heels
- No sandals/flip-flops/open-toed shoes
- No Heely-type shoes (shoes that have wheels in the soles)
- On PE instruction days, athletic shoes must be worn.

The above items are general guidelines, but this is not an exhaustive list of inappropriate clothing. Therefore, administrators are the final decision-making authority in the enforcement and interpretation of the dress code.

2017-18 Dates to Remember

(Dates are subject to change.)

August 2017	
1	PTA Executive Meeting, 1 p.m.
11	Kindergarten University, 10 a.m.–1 p.m.
14	Boomer's Bash, 2–5 p.m.
15	Teacher's Back-to-School Breakfast, 8–9 a.m.
16	First Day of School and Boo-Hoo Breakfast for Parents, 9 a.m.
23	Cheer Applications and Clinic
24	SBDM Meeting
25	Back-to-School Celebration at Kingpin Lanes, 6–8 p.m. (\$10 per bowler for two games and shoe rentals)

September 2017	
4	Labor Day—No School
9	Middletown Community Family Festival and Parade
11	Southland Dairy Farmers Visit
13	SBDM Meeting, 4 p.m. PTA General Meeting and Open House, 6–7:30 p.m.
18–29	Read-A-Thon
26	Kentucky Kids' Day Picture
28	Boomer's Bedtime Stories, 6–7:30 p.m.

October 2017	
3	Fall Pictures
6	No School for Students
9	No School for Students
10	Parent-Teacher Conference PTA Executive Board Meeting, 1 p.m.
26	Third-Grade Music Concert SBDM Meeting, 4 p.m.
27	Fall Family Fun Night, 6:30–9 p.m. Fall Parties, 2:30–3:30 p.m.

November 2017

9	Fifth-Grade Music Concert SBDM Meeting, 4 p.m. PTA Meeting, 5 p.m.
15–16	Grandparents' Days
10–17	Book Fair
22–24	Thanksgiving Break—No School for Students
27	Hearing and Vision Screening
30	Kindergarten Open House, 6:30 p.m.

December 2017

7	Second-Grade Concert SBDM Meeting, 4 p.m. PTA Executive Board Meeting, 5:30 p.m.
Dec. 20– Jan. 2	Winter Break

January 2018

3	Students return to school.
15	Martin Luther King Jr. Day—No School Skating Party at Champs, 6–8 p.m.
25	SBDM Meeting, 4 p.m. PTA Executive Board Meeting, 1 p.m.
31	Sports and Activities Pictures

February 2018

14	Valentine's Day Parties, 2:30–3:30 p.m.
15	Fourth-Grade Concert SBDM Meeting, 4 p.m. PTA Meeting, 5:30 p.m.
17	Someone Special Dance, 4–6 p.m.
26	Parent-Teacher Conference Day

March 2018

7	Milestone Pictures for Fifth-Grade Students
12	No School for Students
22	First-Grade Musical SBDM Meeting, 4 p.m. PTA Executive Board Meeting, 5:30 p.m.

April 2018

2–6	Spring Break
12	Champs Skating Board, 6–8 p.m.
16–20	Staff Appreciation Week
19	Kindergarten Concert and General PTA Meeting, 6:30 p.m. SBDM Meeting, 4 p.m.
24	Band/Orchestra Concerts

May 2018

4	No School for Students
17	SBDM Meeting, 4 p.m. PTA Meeting, 5:30 p.m.
18	Field Day
23	Fifth-Grade Promotion Ceremony, 6:30 p.m.
24	Last Day of School

PTA Committees During the Year

Event	Timeline	Description
Awards	Each grading period throughout the school year	Assist chairpersons in maintaining a bulletin board that lists students who maintain at least an S grade or better in all subject areas. Help print and distribute certificates.
Baking Bulldogs	All school year	Volunteers provide baked goods for various school events. This is a great at-home volunteer opportunity.
Boo-Hoo Breakfast	First day of school, August 16, 2017	Former kindergarten parents provide support for those parents with new kindergarten students. Help is needed during the event, and baked goods are also needed.
Box Tops/ Campbell's Soup Labels/Ink Cartridges/Tyson A+ Project for Chicken Bags	All school year	Collect, organize, and submit box tops, etc., to be redeemed for cash. Pick up labels from local restaurants weekly. Some work can be done at home.
Campus Beautification	Events throughout the school year	Plan and organize campus cleanups and landscaping projects. Coordinate the maintenance and learning experiences in our butterfly garden.
Clothing Drive	Fall and spring events	Collect, organize, and distribute clothes to Middletown students, and send reminders to the 15th District PTA Clothing Assistance Program (CAP) during October and March. Most work is done during school hours. Work with the FRC to assist with the clothing needs at Middletown.
Fall Family Fun Night	October 27, 2017	Assist with planning, setup, food service, and cleanup for this popular event. Many volunteers are needed.
Field Day	May 18, 2018	This event, which is full of outdoor physical activities, takes place near the end of the school year to celebrate and to encourage fitness. Coordinate with the PE teacher and homeroom parents.

Event	Timeline	Description
Fifth-Grade Committee	All year	Help organize fundraisers and activities that are unique to the fifth grade, such as the fifth-grade field trip, picnic, class CD, and promotion ceremony.
Grandparents' Days	November 15 and 16, 2017	Plan and coordinate a fall feast, which grandparents can participate in with students during lunchtime. Held in the school café.
Health (Vision and Hearing Screenings)	November 27, 2017	Assist with hearing and vision screening; training is provided.
Kentucky Kids' Day	September 26, 2017	A professional photographer comes and takes an aerial picture of the students. Use your creative genius to organize the students in a special way for the picture. Volunteers are needed to serve ice cream sundaes and to clean up. Assistance with other tasks is needed as well.
Library and Book Fairs	Throughout the year	Volunteer in the school library to help shelve books or aid students in checking out books. During the fall and spring book fairs, contact volunteers to set up and take down the book fair and help students purchase books.
Middletown Family Festival and Parade	September 9, 2017	Accompany students during the parade. Work includes advertising in the school newsletter to promote participation, securing a convertible, and blowing up balloons on the day of the parade.
Photography	All year	Volunteers are needed to take photographs of school events. Photography training is not needed.
PTA Fundraiser/ Read-A-Thon	September 18-29, 2017	Help is needed in organizing the fundraiser and getting volunteer readers for Bedtime Stories With Boomer.

Event	Timeline	Description
Reflections	August— September	This is a national PTA competition with a variety of school entries: visual, written, or music. Volunteers promote the program and organize the entries. Some work may be done at home, depending on committee decisions. “What Is Your Story?” is the theme for this year’s Reflections entries.
School Pictures	October 3, 2017	Help students and photographers at the fall activity days. This volunteer responsibility is during school hours.
Skating Parties	Throughout the year	Sell tickets at the door the night of the skating party. Purchase door prizes.
Staff Appreciation	April 16–20, 2018	Organize the events of the week. Volunteers are needed to bake food for the luncheon and to help serve. Volunteers also stay in classrooms with students during the luncheon. Solicit businesses and individuals for teacher prizes for drawings. Some work can be done at home.
Tutoring	Regularly throughout the school year	This is an in-class tutorial program for at-risk students. Many volunteers are needed for this very important program. All work is accomplished during school hours. The time is approximately one hour per session.
Website	Regularly throughout the school year	Assistance is needed writing and proofreading content, gathering materials and information, soliciting input and feedback from users, and guiding the development of the site to meet the needs of our community.
Yearbook	During the school year	Layout of the yearbook is done on the computer and at home. Much of the work can be accomplished at home. Some in-school photography, name-checking, etc., is required.

Parent



Checklist

- ✓ Transportation forms completed
- ✓ Transportation tag for bus, car rider, or walker
- ✓ Verification of address—A utility bill, lease agreement, paycheck, paycheck stub, or government check that gives the parent's/guardian's name and address is acceptable; a driver's license is **not**.
- ✓ Copy of child's birth certificate or other proof of child's identity and age submitted with affidavit of the inability to produce a copy of the birth certificate
- ✓ Kentucky Immunization Certificate
- ✓ Kentucky Medical Examination Form
- ✓ Kentucky Eye Examination Form
- ✓ Kentucky Dental Examination Form
- ✓ Make sure to join the Middletown PTA. It's a great way to support the entire school community.

Middletown PTA

August 2017

Greetings, Middletown Families!

I hope you had a wonderful and relaxing summer. My name is Frances McQueary, PTA president at Middletown Elementary. I'm excited to have been selected to be the president for one more year. It has been an exciting year and I look forward to serving with our amazing PTA Board and all of the volunteers to make our school a better one. I have been married for 18 years and have three wonderful boys. One will be attending Crosby Middle School in the seventh grade, and I will have a fourth and fifth grader at Middletown.

I'm passionate about our school, staff, and teachers. We have a welcoming environment and diverse community. I'm excited to take the role as the PTA president for 2017-18. I want to personally extend an invitation to all of you to join our PTA this school year. We will hold meetings after work to include any working parent who would love to participate in our board or committees. We have endless opportunities for everyone in your family to get involved.

Back to school is an exciting time for our students, staff, and parents alike. Many opportunities lie ahead and we are eager to get started. The PTA will give parents an opportunity to be engaged in their child's school life. Research shows that in schools where parents are involved, students have a greater chance for success as evidenced by higher test scores, and students have more consistent attendance and overall involvement in their school. As parent and guardians, it is important that we show our children that we value education through our active involvement in their school.

We are excited for the upcoming year and the wonderful things we have planned for students. Please let us know how we can serve you or if you are interested in joining us to make this school year awesome.

Sincerely,

Frances McQueary

Frances McQueary

2016-18 Middletown PTA President

middletownptapresident@gmail.com





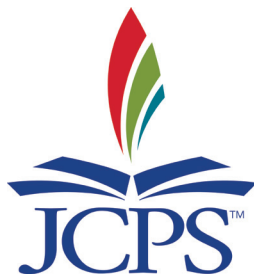
Kids love us. Parents trust us.

Middletown

502-253-2201

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www.jefferson.kyschools.us

Equal Opportunity/Affirmative Action Employer Offering Equal Educational Opportunities

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