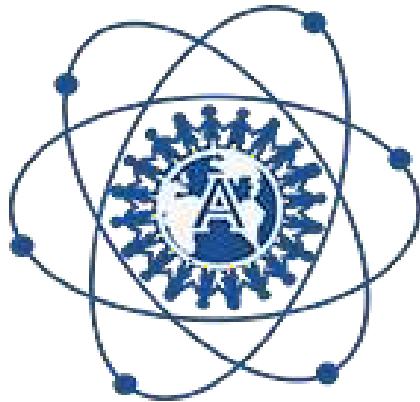


# ADAMS ELEMENTARY SCHOOL

## PARENT-STUDENT HANDBOOK

1005 ADAMS DRIVE  
MIDLAND MI 48642

TELEPHONE: 989-923-6037  
FAX: 989-923-6035



*Every Day is a Great Day at Adams!*

<https://ade.midlandps.org/>



Dear Parents and Students,

Welcome to Adams Elementary School. Adams Elementary School is part of the Midland Public Schools (MPS), providing high-quality, literacy-focused elementary education with classes serving students from kindergarten through fifth grade. We are proud of Adams Elementary School's tradition of excellence of education and we are an authorized **International Baccalaureate Primary Years Programme (PYP) World School**. This program prepares students to be active participants in a lifelong journey of learning and focuses on the development of the whole child as an inquirer, both in the classroom and in the world outside. The Adams community is diverse, welcoming students from many different countries. We enjoy working in partnership with our parents and our community.

We hope that you will find this handbook to be a helpful and informative resource throughout the school year. You are encouraged to reserve some time to review the contents, as it will help you develop a better understanding of school policies and procedures. The education of your child is a shared responsibility between parents and school. Therefore, we encourage you to become actively involved. When you participate in your child's school experience, you will impact not only your child but our entire school community in positive ways. We are proud of Adams Elementary School's tradition of excellence of education and we will continue to maintain and build upon the successful practices currently in place. You are encouraged to contribute to our traditions by sharing your thoughts, ideas, and suggestions for the improvement of our school. With your help and support, we will continue to work together so that each child reaches his/her potential.

This handbook was prepared as a reference guide to provide you with information that will acquaint you with the operation and organization of our school. We strongly encourage you to contact us at any time if you have questions or concerns. Please help us to maintain an open line of communication between home and school as we work together to provide the very best education for our students.

Please feel free to call or visit anytime you would like to discuss any aspect of Adams Elementary School's program. We look forward to working in partnership with you!

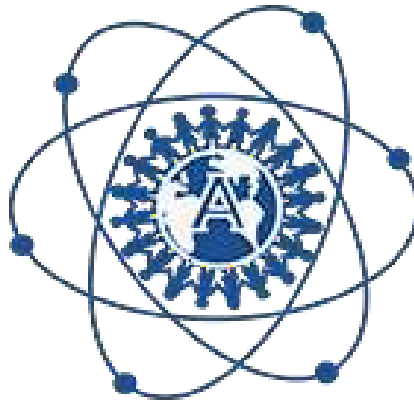
Sincerely,

Tracy Renfro  
School Principal

**SCHOOL COLORS:**

**BLUE AND WHITE**

**LOGO:**



**ADAMS ATOMS**

**Adams Mission Statement:**

**Adams Elementary School, in partnership with the home and community, educates and encourages students to be open-minded and caring lifelong learners as they take action to become responsible, global citizens.**

**Our District's Mission:**

**Lead with respect, trust and courage.  
Ensure an equitable, collaborative and inclusive culture.  
Enable all to achieve success.**

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The provisions contained in this student handbook do not constitute a contract, expressed or implied, between students and the school.

## **THE ABC'S OF ADAMS**

### **ABSENCE FROM SCHOOL**

If your child is absent, or will be tardy, we ask that a parent call the school office (923-6037) before 9:00 am. Messages concerning student absences may be left on the school voice-mail. If a child is absent, and the school hasn't been notified, we will attempt to contact the parent.

If a student needs to be absent for a medical, dental, or other personal appointment, or for unusual family needs, the school will honor a request from a parent for up to a MAXIMUM OF **TEN** DAYS of pre-excused absences per school year. Pre-excused absences should be arranged through the school office at least one day prior to the anticipated absence. Pre-excused absences will not be given during exam/testing periods unless special permission has been granted from the principal, and only in cases of extreme emergency.

If your child is ill and will miss school for more than a day or two and you wish to receive homework assignments, you may leave a message for the teacher when you call in to report the absence. If your child is returning to school from an extended illness and activities or schoolwork should be limited, please write a note to the teacher stating what limitations should be observed and for how long.

In the event of an anticipated prolonged absence or disability, it is important to notify the teacher and principal when the child will be returning to the classroom. Students who will be out of school for an extended period of time may be eligible for the services of a homebound teacher.

### **ACCIDENT INSURANCE**

MIDLAND PUBLIC SCHOOLS DOES NOT CARRY INSURANCE TO COVER MEDICAL EXPENSES OF STUDENTS. These expenses should be covered by the parents' or guardian's personal insurance plan. If you do not have accident insurance, you are encouraged to consider purchasing a voluntary accident insurance policy

### **ANNUAL NOTIFICATIONS**

<https://www.midlandps.org/fs/resource-manager/view/94dcbaf6-ebf0-4272-b316-1a777469c17c?>

### **BAND/ORCHESTRA/CHOIR**

Students in grade 5 may choose to participate in band or orchestra. Classes meet 2-3 times a week, before or after school. Grade 5 students may also choose to participate in choir, which is during the school day. Students will be notified by their teachers in September about each program.

### **BICYCLE RIDING**

Parents should determine if a student is responsible enough to ride a bicycle to school. Bicycles must be walked to the bicycle racks once they reach the school sidewalks and crossings. Repeated violations of bicycle safety rules will result in the loss of bicycle privileges. Helmets and bicycle locks are strongly recommended.

### **BREAKFAST-Breakfast is free for all students during the 2024-2025 school year.**

In compliance with state regulations, breakfast is available for students. Students will order breakfast at arrival and it will be delivered to classrooms.

## **BUILDING-USE AFTER SCHOOL HOURS**

We welcome the use of our building for special student related activities. Any adult sponsoring a youth group should contact **Mike Moeggenberg** at the Midland Public School Administration building for a copy of the guidelines and to reserve space. This should be renewed each school year. Students must be supervised until all have left the building. The school cannot be responsible for the safety of those children here for special activities. ***Children who return to the school playground after school hours are not supervised and the school cannot be responsible for their supervision.***

## **BULLYING AND OTHER AGGRESSIVE BEHAVIOR TOWARD STUDENTS**

It is the policy of the District to provide a safe and nurturing educational environment for all of its students. This policy protects all students from bullying/aggressive behavior regardless of the subject matter or motivation for such impermissible behavior.

Bullying, or other aggressive behavior toward a student, whether by other students, staff, or third parties, including Board members, parents, guests, contractors, vendors, and volunteers, is strictly prohibited. This prohibition includes written, physical, verbal, and psychological abuse, including hazing, gestures, comments, threats, or actions to a student, which cause or threaten to cause bodily harm, reasonable fear for personal safety or personal degradation.

Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of administrators, faculty, staff, and volunteers to provide positive examples for student behavior.

This policy applies to all "at school" activities in the District, including activities on school property, in a school vehicle, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business. Misconduct occurring outside of school may also be disciplined if it interferes with the school environment.

### **Notification**

Notice of this policy will be **annually** circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student and parent/guardian handbooks. State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedure.

Parents or legal guardians of the alleged victim(s), as well as of the alleged aggressor(s), shall be promptly notified of any complaint or investigation as well as the results of the investigation to the extent consistent with student confidentiality requirements. A record of the time and form of notice or attempts at notice shall be kept in the investigation file.

To the extent appropriate and/or legally permitted, **confidentiality** will be maintained during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations. Further, the appropriate authorities may be notified, depending on the nature of the complaint and/or the results of the investigation.

### **Implementation**

The Superintendent is responsible to implement this policy, and may develop further guidelines, not inconsistent with this policy.

This policy is not intended to and should not be interpreted to interfere with legitimate free speech rights of any individual. However, the District reserves the right and responsibility to maintain a safe environment for students, conducive to learning and other legitimate objectives of the school program.

### **Procedure**

Any student who believes s/he has been or is the victim of bullying, hazing, or other aggressive behavior should immediately report the situation to the Principal or assistant principal. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the superintendent should be filed with the Board President.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports shall be made to those identified above. Reports may be made anonymously, but formal disciplinary action may not be taken solely on the basis of an anonymous report.

The Principal (or other administrator as designated) shall promptly investigate and document all complaints about bullying, aggressive or other behavior that may violate this policy. The investigation must be completed as promptly as the circumstances permit after a report or complaint is made.

If the investigation finds an instance of bullying or aggressive behavior has occurred, it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement or other appropriate officials.

The individual responsible for conducting the investigation shall document all reported incidents and report all verified incidents of bullying, aggressive or other prohibited behavior, as well as any remedial action taken, including disciplinary actions and referrals, to the Superintendent. The Superintendent shall submit a compiled report to the Board on an annual basis.

### **Non-Retaliation/False Reports**

Retaliation or false allegations against any person who reports, is thought to have reported, files a complaint, participates in an investigation or inquiry concerning allegations of bullying or aggressive behavior (as a witness or otherwise), or is the target of the bullying or aggressive behavior being investigated, is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy, independent of whether a complaint of bullying is substantiated. Suspected retaliation should be reported in the same manner as bullying/aggressive behavior.

Making intentionally false reports about bullying/aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

### **CHILD CARE: QUALITY TIME PROGRAM**

Midland Public Schools partners with Quality Time to provide a before and after school child care program here at Adams. The before school program operates from 7:00-8:40 and the after school program runs from 3:40-6:00 for students K-5. The program meets every day that school is in session; however, no child care is provided on inclement weather days. Call the Quality Time office at 989-832-7937 ext.2277 for more information and enrollment details.

### **CITY-WIDE ELEMENTARY TRACK MEET**

Annually, a track meet is held for students in the upper elementary grades in late spring. All interested fourth and fifth grade students are eligible to participate. Parent permission is required.

### **COMMUNICABLE DISEASE/ILLNESS**

Parents must notify the school and the Midland County Health Department (832-6665) when a child has a contagious disease. Immediate warning permits the school to promptly notify parents whose children may have been exposed so that preventive measures can be taken.

Adams Elementary follows the “**24 Hour Rule**” recommended by the Midland County Health Department:

- **Fever:** Keep your child home until the fever has been gone without medicine for 24 hours
- **Vomiting/Diarrhea:** Keep your child home for 24 hours after the last episode
- **Antibiotics:** Keep your child home at least 24 hours after the first dose of antibiotic

### **COMMUNICATING WITH SCHOOL**

The Adams office telephone number is **989-923-6037**. If calling the school outside of business hours, parents may leave a voice-mail message. If parents wish to visit their child’s classroom or talk with their child’s teacher, please call ahead, e-mail, or write a note to schedule an appointment. Always check in at the office when visiting the school.

## **CRISIS PLAN**

A high priority for Midland Public Schools is the safety of your child and the security of each building in the district. Adams has a crisis committee and a crisis plan for various emergency situations. Please contact the office if you would like further details. Safety drill dates and times are posted on the Adams website. In the case of a threat, the Adams Threat Assessment Team investigates threatening communications as well as direct threats.

## **CURRICULUM**

Elementary handbooks outlining the curriculum objectives of each grade level are available online at the MPS website ([www.midlandps.org](http://www.midlandps.org)) under the Curriculum tab. These handbooks explain how students are evaluated on progress reports. Please refer to these handbooks throughout the school year when you have questions about expectations and requirements.

## **CUSTODIAL VS NON-CUSTODIAL PARENT**

We acknowledge and respect the rights and privileges of both custodial and non-custodial parents. The restriction or denial of non-custodial parents regarding access to students, their records, programs, etc. may be done **only by court order**. In such situations, the school must have a current copy of the court order on file.

## **DESK INSPECTIONS AND SEARCHES**

The desks, drawers, and/or other areas where students keep their books, supplies, and personal items are the property of the school. All students are expected to keep their areas clean. To assure that each student's area is kept clean it may periodically be subject to inspection by school officials. All students are also expected to keep their areas free of any harmful items. If there is any reasonable suspicion that a student's area may contain something that is inappropriate for school, it may be open to a search by a school official.

## **DRESS CODE**

Students are expected to use good judgment in the selection of their clothing. Proper attire is expected at all times. Refer to the MPS Board of Education Policies for specific details.

## **ELECTRONIC DEVICES**

Student cell phones and all electronic devices must be turned off and remain in the students backpack from 8:40 am until 3:40 pm.

## **EMERGENCY CONTACT INFORMATION**

Parents are asked to update emergency contact information at the beginning of each school year. Information is collected for each family, consisting of address, parents' names, place of employment, home, cell, and work telephone numbers, and other emergency contact numbers. This information is kept confidential. We ask parents to keep us informed of any changes so that our information will always be current.

## **EMERGENCY WEATHER CLOSING**

The decision to dismiss school for severe storm conditions rests with the Superintendent of Schools. Please monitor the Midland Public Schools website for school closing information. Look for a red bar at the top of the web page with information on closures/cancellations.

## **EVACUATION**

In the event that we need to evacuate the building, students and staff will go to Central Auditorium. Parents and caregivers may pick up students there. During an evacuation, parents and caregivers should not come to the school.



## FERPA AND DIRECTORY INFORMATION NOTIFICATION

The Family Educational Rights and Privacy Act (“**FERPA**”) affords parents and students over 18 years of age (“eligible students”), certain rights with respect to the student’s education records.

These rights are outlined below:

1. The right to inspect and review the student’s education records within 45 days of the day that Midland Public Schools receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask Midland Public Schools to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If Midland Public Schools decides not to amend the record as requested by the parent or eligible student, Midland Public Schools will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed Midland Public Schools as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom Midland Public Schools has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, Midland Public Schools discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
4. The right to refuse to permit Midland Public Schools to designate certain personally identifiable information about the student as directory information which is not subject to the above restrictions on disclosure. Midland Public Schools may within its discretion release some or all directory information: name, address, telephone listing, email address, date and place of birth, major field of study, year in school, class schedules, class rosters, participation in officially recognized activities and athletics, weight and height of members of athletic teams, photographs, dates of attendance, diplomas received, awards received, and the name of the last previous school attended by the student, and other similar information which would not generally be considered harmful to a student, and other similar information which would not generally be considered harmful to a student, or an invasion of privacy if disclosed.
5. If a parent or eligible student does not wish to have the student’s information designated as directory information and disclosed, the parent or eligible student must request and complete a ***Request to Prevent Disclosure of Directory Information*** from the school principal and submit the completed form to the school principal no later than the 15<sup>th</sup> day of a school year. Please note that a request to block the designation of information as directory information will apply to all categories listed above and to all requests for directory information from within and outside the Midland Public Schools

Schools community. This notification will remain in effect until the parent or eligible student informs the school principal in writing to remove the block to designation and disclosure.

6. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Midland Public Schools to comply with the requirements of FERPA. Contact: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW Washington, D.C. 20202-4605

### **FIELD TRIP PERMISSION**

Part of our work with students consists of acquainting them with their own community. They need to make nature observations and visit places of historical interest and community services. To be able to provide these various experiences for your students, it is sometimes necessary to take them away from the school premises. You will be asked to fill out a permission slip annually granting permission for your child to participate. This permission will be considered permanent for that school year. You will be notified in advance by your child's teacher when and where the class will take a specific field trip.

### **FIRE AND NATURAL DISASTER PROCEDURE**

In the event of fire, tornado or other disaster, an emergency plan will be put into operation to assure the greatest possible protection for children. Feel free to ask your child's classroom teacher where children go from their classroom in such an emergency. Every school is responsible for having ten emergency plan drills per school year: two tornado, three lock down drills, and five fire drills.

### **NO HOMEWORK**

Students will not be assigned homework, but may be asked to take home, and complete, unfinished daily work. We ask all students to read each evening with the following timeframes: Kindergarten – 2<sup>nd</sup> grades, 15-30 minutes daily. In 3<sup>rd</sup> – 5<sup>th</sup> grades, 30-45 minutes daily.

### **ILLNESS OR ACCIDENTS AT SCHOOL**

If a child becomes ill or is injured at school, the parents will be contacted and arrangements will be made for the child to be picked up from school. If parents cannot be reached, contact will be made with the emergency contacts designated by the parents on the Personal Information Form that was completed at the beginning of the school year. A student will be released only to a person listed on the Personal Information Form. Photo identification will be required.

### **IMMUNIZATIONS**

Michigan law requires the following immunizations for school entry:

<b>Diphtheria-Pertussis-Tetanus:</b>	4 doses
<b>Polio:</b>	4 doses (3 doses if last given on or after age 4)
<b>Measles, Mumps, Rubella:</b>	2 doses
<b>Hepatitis B:</b>	3 Doses
<b>Varicella (Chickenpox):</b>	2 doses or reliable history of disease.

If your child has not had the required immunizations, or if you are not sure that your child has received the proper booster shots, you are urged to contact your private physician or the Midland County Health Department.

Students whose parents object to immunizations will need to complete a waiver form available through the Midland County Health Department. They will also be required to attend a vaccine education session at the Health Department. An appointment is required by calling 989-832-6665.

### **INTEGRATED PEST MANAGEMENT PROGRAM**

Integrated Pest Management (IPM) is an environmentally sensitive approach to pest management that incorporates many common-sense practices. It is designed to manage pest problems using the most economical means with the least possible hazard to people, property and the environment. An effective IPM program takes advantage of all pest management options possible including the judicious use of pesticides.

During the school year, the Midland Public Schools will conduct monthly inspections of all of its facilities in cooperation with Orkin Pest Control. IPM procedures will determine when to control pests and whether to use mechanical, chemical,

or biological means. Records will be kept on site documenting pest sightings and the applications of any necessary pesticides. The decision to use a pesticide will be based on a review of all other available options and a determination that these options are not acceptable or are not feasible. Any pesticide application will be conducted by licensed technicians following all federal and state safety guidelines.

### **INTERNATIONAL BACCALAUREATE PRIMARY YEARS PROGRAMME (PYP)**

As an International Baccalaureate (IB) W o r l d School, Adams is part of a growing global community of schools offering the Primary Years Programme (PYP). This status provides us with access to the support and resources provided by the IB. It also connects Adams to the IB community of schools around the world.

We are committed to approaches to learning with inquiry as the vehicle. Six transdisciplinary themes provide the framework for exploration and construction of knowledge. Teachers and students are guided by these themes as they design units of inquiry for exploration and study. Through this process, students develop an understanding of important concepts, acquire essential skills and knowledge, develop particular attitudes and learn to take socially responsible action.

At Adams, the curriculum consists of a concept-based Programme of Inquiry as well as subject-specific learning outcomes. The PYP written curriculum is planned and used in a developmentally appropriate manner; it takes into account what students should learn and be able to do on the basis of what is best for their development in the long term, rather than simply on the basis of what works in the short term. Students' needs, interests, and competencies are considered throughout the planning of each Unit of Inquiry. Through careful planning, observation and assessment by teachers, the learning environment is structured to nurture and support the development of each student. Time is given to think, discuss, reflect, revise, and assimilate information gained through each unit. Our role as educators is to challenge and extend the students; to take them to places they might not have gone themselves, helping them to develop their skills and deepen their knowledge along the way.

## LOST AND FOUND

Our Lost and Found is located in the hallway outside of the cafeteria. Articles may be reclaimed there and we encourage students and parents to check this source regularly. If you do not find the article there, check with the office. Unclaimed articles are turned over to local charitable organizations several times per year.

## LUNCH HOUR RECESS

Unless the weather is inclement or extremely cold, we will go outdoors for recess. This requires that each child come to school dressed for the weather. By taking a lunch recess, the students have an opportunity to burn off energy and return to the classroom ready for their prime task of learning.

There may be occasions when it is necessary for an ill or recuperating student to remain indoors for the recess period.

***We ask that you send in a note if you wish for your child to remain indoors.*** Please note that requests should be made only for recuperation or other health concerns. If the children are properly dressed for the weather, the benefits of going outdoors on a daily basis can aid the development of their resistance to the weather.

## LUNCH PROGRAM -Lunch is free for all students during the 2024-2025 school year.

Lunch options:

- 1) Students may order the hot lunch, milk included
- 2) Students may order "choice" lunch, milk included
- 3) Students may bring lunch from home and purchase milk (**milk is not free, even though lunch is free**)
- 4) Students may bring their complete lunch from home

Please keep in mind that this is a "closed campus." If you choose to pick up your child for lunch, please come to the office to sign them out, and sign them back in at the end of the lunch period.

### Lunch Hour Rules:

- Students should use the bathroom (if necessary) prior to going to lunch/recess.
- Students wishing to leave the playground to use the bathroom must get permission/pass from the supervisor in charge.
- Students may not leave the school premises for any reason without permission.
- Students may not engage in physically dangerous games, such as tackle football, wrestling, or any other game involving pushing, sliding, hitting, etc.
- All lunch students must eat inside the gymnasium unless permitted or instructed to do otherwise.
- Students will stay inside on rainy days and when the weather is too cold (less than 10 degrees.) An announcement will be made on days when students are to stay inside.
- Students may not operate any electronic devices during the noon hour.
- All injuries should be reported to the lunch supervisor as soon as they happen.
- Students are to walk in the halls and lunchroom at all times.
- Normal conversation voices are to be used.
- Students should sit in their own seating space and avoid tampering with food that belongs to someone else. *No sharing of food.*
- Throwing food is strictly prohibited.

Each student is expected to clean his/her eating area before dismissal

***If your student is going to be late and needs a lunch, please call to let us know before 9:00 a.m. so that a lunch may be ordered.***

Lunch hour times may vary each year due to our auxiliary class schedule. If you have questions concerning the lunch program, please call the office at 923-6037.

## **MEDICATION AT SCHOOL**

Administering medication to students is only done under the Board of Education policy providing:

- A. Administration of medication by members of the staff is voluntary.
- B. Administration of medication by a school staff member must be done in compliance with a physician's written instructions and signed by a parent or guardian **for both prescription and nonprescription medicine**.
- C. Medication must be kept in the **original** prescription bottle.
- D. Self-medication by students, using prescription or non-prescription medication, while not prohibited by this policy, is generally discouraged by the Board of Education.

Medication brought to school should be taken to the school office and not kept in the student's desk.

***MEDICATION MUST BE PICKED UP AT THE END OF THE SCHOOL YEAR OR IT WILL BE DISPOSED OF.***

## **NATURAL DISASTERS, EMERGENCY SITUATIONS**

If there is "reasonable amount of assured time" before danger strikes, students will be sent home. Dismissal instructions come from the Superintendent's office. We request that you do not drive to school to pick up your child, or attempt to call the school as we will need the lines open for emergency instructions. Parents should explain to their child at the beginning of the school year where the child should go in case of an emergency when parents are not home.

## **PARENT INVOLVEMENT**

Adams Elementary School is committed to the goal of providing quality education for every child in this school. To this end, we want to establish partnerships with parents and with the community. Everyone gains if school and home work together to promote high achievement by our children. Neither home nor school can do the job alone. Parents play an extremely important role as children's first teachers. Their support for their children and for the school is critical to their children's success at every step along the way. The goal is school-home partnerships that will help all students in the school succeed. Adams Elementary School values parent/school collaborations. Reading to children at home and talking with them at family meals are as important as volunteering at school. Adams School encourages parental involvement in our school by asking for volunteers in the building and classrooms. We ask them to become active members of the school Parent Teacher Organization (PTO), participating in the Annual Fall Curriculum Night, Family Event Nights, and other special events. Family participation at Adams School activities helps to build a strong, rich partnership with parents, students and staff.

## **POLICIES – MIDLAND PUBLIC SCHOOLS**

Each fall, Midland Public Schools' Administration makes available on the MPS web site policy handbooks, which consist of the following information:

- Administration of Medication
- Crime Free Schools Policy
- Classroom Release for Electronically Displayed Photos
- Computer Use Guidelines
- Code of Student Conduct
- Policy on Student Records
- School of Choice

## **PTO (PARENT-TEACHER ORGANIZATION)**

The Adams PTO board consists of parents, the school principal, and a teacher representative. Officers on the Executive Board are: President, Vice President, Secretary, and Treasurer. The PTO Board meets monthly in our media center. The PTO sponsors numerous activities during the school year, including book fairs, school assemblies, carnivals, field trip transportation expenses, and various other programs. A calendar of meeting dates will be provided at the beginning of each school year. All parents are welcome to attend these meetings.

## RESTORATIVE PRACTICES

All MPS schools focus on restorative practices when helping students change behaviors and resolve conflicts, bringing behaviors in agreement with our classroom and building norms. Improving and repairing relationships, building positive environments in the classroom and school-wide, and encouraging positive behaviors with peers and adults are all key goals in this process.

## PROGRESS REPORTS

Your student's elementary report card will be made available four times a year in Parent Vue. You must register for Home Access Center before you can view your student's report card on-line. To register for Parent Vue, go to the Midland Public Schools main website (<https://new.midlandps.org>) click "Parents" then "Parent Vue".

- Select the link to register.
- Enter your information and select "Register".
  - o You will receive an email with your login id and password for accessing the site.
  - o When registering, you must enter your name as we have it recorded in our student information system.
  - o Please contact the school office if you are not able to register – 989-923-6037.

Once you have registered, log on to Home Access Center. Choose a student if you have multiple children in the district, and then select Report Cards from the menu at the left.

## SAFETY AND PARKING LOT PROCEDURES

Safety must be an important concern for every student and parent. The need for safety extends beyond the school grounds. Traffic conditions at the hour of arrival and dismissal necessitate careful observation of rules for drivers, pedestrians, and bicycle riders. Students who walk to school must stay on the sidewalks and cross at the proper crosswalks. When crossing, always obey the instructions of the school crossing guard and safety and service team members.

Our parking lot is very crowded at the beginning and end of each day so we encourage parents to refrain from driving their children to and from school unless it is necessary. We ask that you **pull forward as far as possible** and stop adjacent to the sidewalk so your child gets into the car from the sidewalk or gets out of the car onto the sidewalk. **PLEASE do not double park to pick up or deliver children.** Children may not cross the parking lot without adult assistance.

Drivers should not leave cars parked at the curb unattended. You must park in a designated parking spot if you need to leave your vehicle unattended. Exit the parking lot by using the main entry/exit drive. **The exit near the traffic light is for bus use only.**

## SAFETY AND SERVICE TEAM

A school safety and service team has been organized to serve students and teachers both within and outside school. Responsibilities include protecting Adams pupils when crossing streets going to and from school, as well as serving students, teachers, and guests within our building. Their service helps to make Adams school a pleasant, safe place to work and play. Interested boys and girls from the fourth and fifth grades who are recommended by their teachers make up the team. Training begins toward the end of the school year in third and fourth grade.

## SCHOOL HOURS

The school day is from 8:40 a.m. to 3:40 p.m. School doors open at 8:35 a.m. Do not drop your child off any earlier than 8:25 a.m., as there is no supervision. ***Students are to leave the building immediately at the end of school, unless they have band/orchestra practice or some other adult supervised after-school activity.***

## SCHOOL OF CHOICE

Midland Public Schools offers, if space is available, parents the opportunity to choose the schools they would like their children to attend. If parents wish to select a school other than their home school, they must complete the **School of Choice Application** and submit it to the Administration Center, 600 E. Carpenter St., Midland. Parents selecting an elementary school other than their home school will need to provide their own transportation. Children living within that school's residential area will always be given first priority. Please check with the school office to confirm the date for the application deadline. The School of Choice program also extends to county schools.

## **SCHOOL PICTURES**

In the fall, students are photographed for the yearbook. Parents have the option to purchase a photo package, which includes a yearbook at that time. Yearbooks are printed and distributed near the end of the academic year. If you have objections to your child's picture being published in the school yearbook, please indicate that on the Media Release Form at the beginning of the year. A second opportunity for school pictures occurs in the spring.

## **SIGNING YOUR CHILD OUT OF SCHOOL EARLY**

You must come to the school office to sign your child out. ***Please come prepared with your photo identification.*** The office staff will call your child down to meet you in the office. A child may not leave school prior to dismissal with anyone other than his/her parents or emergency contacts, without written permission from his/her parents. ***Please remind your child's emergency contact(s) to bring proper identification when picking up your child during the school day.***

## **SPECIAL SERVICES TEAM**

The Special Services team, composed of the school psychologist, social worker, and speech therapist, is assigned to Adams School to aid and assist children with learning or social difficulties. In addition, an occupational therapist and physical therapist are assigned to Adams School to aid children and parents.

## **STUDENT CODE OF CONDUCT**

Students, parents, teachers, administrators and the Board of Education share the responsibility for maintaining an environment conducive to education for all students attending the Midland Public Schools. Because a favorable atmosphere is essential to the learning process, it is expected that all personnel connected with the educational setting, in cooperation with home, will endeavor to help individual students adapt to constructive limits and controls. A student's individual rights must be protected. The rights of the student body and the school district must also be protected. Midland Public Schools' *Code of Student Conduct* is available on the MPS website. A written copy is available at the school upon request. <https://www.midlandps.org/code-of-student-conduct>

## **STUDENT PICTURES FOR PUBLICATION IN THE MEDIA**

During the course of the school year, occasions may arise when photographs of students may be taken for the Midland Daily News, school publications, school yearbook, the Adams website or the MPS website.

If you do not wish for your child's name or photograph to be disclosed, you must sign a ***Request to Prevent Disclosure of Directory Information*** form on or before the 15th day of the school year. Forms are available in the school office and must be submitted to the principal.

## **STUDENT RECORDS**

Parents/guardians have the right to inspect and review their student's education records within 45 days of the day that Midland Public Schools receives a request for access. Parents should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent of the time and place where the records may be inspected. **(For more information about student records, see FERPA.)**

## **SYNERGY (formerly Home Access Center)**

Synergy allows parents to view student registration, attendance, and grade information. You may register/log-on to Synergy on the MPS website under the Parents tab. More information about Synergy will be made available after the start of the school year.

## **SUPPLIES**

All supplies required for instructional purposes, with the exception of clothing and food, are provided by the school. This does not mean children cannot bring their own school supplies. Students are asked to supply gym shoes and art shirts. Other items may be suggested by individual teachers, but are not required. Your child's teacher will provide a list of

helpful supplies at the beginning of the school year.

#### **TELEPHONE**

Students may only use the office or classroom telephone **with permission from the teacher**. Arrangements to go home with a friend should be made in advance. Cell phones must be turned off and stored in backpacks during school hours.

**TITLE IV- STATEMENT OF NONDISCRIMINATION** <https://www.midlandps.org/statement-of-nondiscrimination>

#### **TRANSFER OF STUDENT RECORDS**

If you move to another school district you will be asked to sign a statement releasing the student's MPS records to the new school. The records will then be legally mailed to the new district. If you are moving within the Midland Public Schools District, the student's records will be forwarded directly to the new school.

#### **VISION AND HEARING TESTING**

Annually, students in grades **1, 3, 5** will receive **vision screening** tests and students in grades **K, 2, 4** will have **hearing tests** conducted by the Midland County Health Department. If the Midland County Health Department determines that a student requires follow up treatment as a result of concerns from the hearing/vision screening, your student's personal identifiable information will be provided to the Midland County Health Department. If you object to the release of your student's personal information, please contact the school office.

The services of a hearing specialist are available through the Midland County Health Department. The health department also conducts a vision and hearing testing as a prerequisite for admission to school. These services are available without charge.

#### **VOLUNTEERING**

**Volunteers must be pre-approved. All volunteers are required to check in at the school's main office, and provide their ID to be scanned by the Raptor system.** Please check out at the end of your visit.

#### **WORLD LANGUAGE**

Adams Elementary offers French, German, Spanish and Mandarin instruction (one each quarter) to all students in K-5 grade levels. The classes meet twice a week for 30 minute sessions.