



Woodcrest Elementary School

a proud member of the  Midland Public Schools family

2024-2025 Handbook

Dear Parents and Students,

The Woodcrest Student Parent Handbook provides information about Woodcrest's teaching and learning as well as policies and procedures. Please take time to become familiar with our school. Careful reading of the handbook will provide answers to many of your questions.

The staff of our school believes that communication between home and school is important and this handbook is one way our school communicates with you. Other ways we communicate include: parent/teacher conferences, telephone calls, email, school newsletters, and student work. We encourage parents and students to discuss school information frequently and openly. If you desire additional input from school personnel, please do not hesitate to contact the school office to discuss your concerns or to schedule an appointment.

We also strongly encourage parent interest and participation in school activities. The more active and involved the parent is in the total school program, the more successful the student is at school. Needless to say, we want to provide successful school experiences for all of our students.

We are proud of Woodcrest Elementary, and we hope that you share that pride with us. It is only through continual dialogue between home and school that we can continue to improve our educational program. We welcome your suggestions, comments, questions, and participation, so that together we can continue to provide excellent educational opportunities for all students.

Cordially,

Katelyn Beurer
Principal

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

THE ABC'S OF WOODCREST **ELEMENTARY**

ABSENCE FROM SCHOOL

If your child is absent, or will be tardy, we ask that a parent call the school office (989) 923-7940 or indicate the absence in ParentVue 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. Any student who will be out of school for an extended period of time please contact the classroom teacher and school administrator. After ten unexcused absences, a letter or phone call may be made and if no resolution, could be referred to the truancy officer and/or the Midland County Prosecutor's office. Please note that **5 Tardies or Leave Earlys = 1 Absence, for truancy purposes.**

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. As a service to students and their families, our district makes available a student accident insurance plan for your child at a very nominal cost. For more information on purchasing this voluntary accident insurance policy, please click the Parents tab on the Midland Public Schools website, and then select Student Insurance Plan.

BAND/ORCHESTRA/CHOIR

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

BEFORE/AFTER SCHOOL PROGRAM

Midland Public Schools partners with the Midland Community Center to provide Quality Time Day Care for before and after school child care at Woodcrest. The before school program operates from 7:00-8:50 and the after school program runs from 3:55-6:00 for students. The

program meets every day that school is in session; however, no child care is provided on inclement weather days. Please call the Quality Time office at 832-7937 x2237 for more information and enrollment details.

BREAKFAST

In compliance with state regulations, breakfast is available for all students. Students may purchase breakfast, or they may qualify for a free or reduced cost breakfast.

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.

Please refer to the [Code of Conduct](#) within the Midland Public Schools District Handbook.

BUS RIDERS

Bus riders are expected to observe good passenger manners and keep distractions to the driver to a minimum. While waiting at a bus stop, students are to stay away from traffic and wait for the bus in an orderly, safe manner. If a student who normally rides the bus does not ride the bus on a particular day, please call the school office, or write a note to notify the school.

COMMUNICABLE DISEASE/ILLNESS

Woodcrest 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 Woodcrest office number is 989-923-7940. 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. Woodcrest 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 Woodcrest website.

CURRICULUM

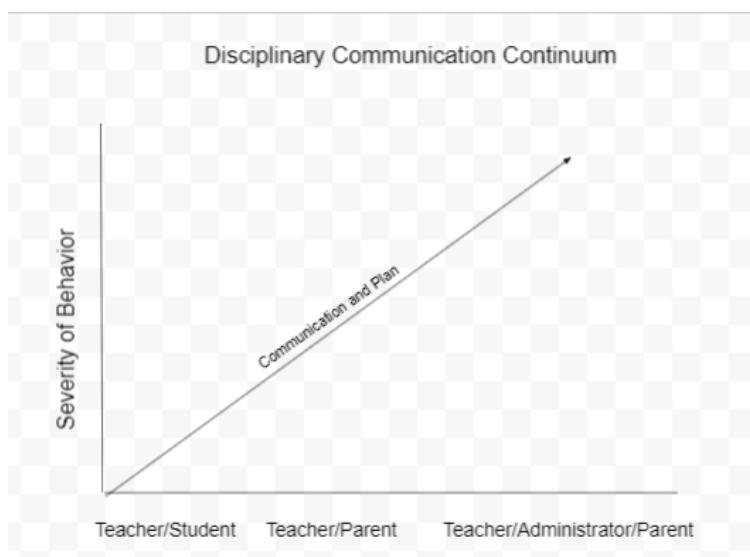
Elementary handbooks outlining the curriculum objectives of each grade level are available online at the MPS website (<https://www.midlandps.org/parents/curriculum>) under the Curriculum tab. These handbooks explain how students are evaluated on progress reports. Please refer to these handbooks throughout 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.

DISCIPLINARY COMMUNICATION

The District will always consider restorative practices as an addition or alternative to removal from school. The discipline for violating any prohibited acts considered to be minor violations will typically result in increased communication between staff, student, and parent/guardian. For violating other prohibited acts, the penalty may range from detention to suspension. Violation of the most serious prohibited acts can even lead to expulsion. In cases where the stated penalty is not expulsion but is set forth in terms of a range, the actual penalty imposed will depend upon the nature and severity of the offense, the particular facts involved, the age of the student, the student's prior behavioral record, the persistent and/or chronic nature of the misconduct, the recommendation of school personnel, and all other circumstances deemed relevant. In every incident that leads to student discipline the goal of school personnel is to work collaboratively with all stakeholders to maintain open communication throughout the process. See example chart:



DRESS CODE

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 Code of Conduct](#) for specific details.

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. You can also listen to the local radio station (WMPX -1490 AM) or MPS channel 98 (Charter Communications) for special announcements.

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 15th 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 MidlandPublic 11 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

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

Every school is responsible for having ten emergency plan drills per school year: two tornado drills, three lock down drills, and five fire drills.

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 (5713) requires the following immunizations for school entry:

- Diphtheria-Pertussis- Tetanus: 4 doses
- Polio: 4 doses (3 doses if last given on or after age 4)
- Measles, Mumps, Rubella: 2 doses
- Hepatitis B: 3 Doses
- Varicella (Chickenpox): 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 12 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. Records will be kept on site documenting pest sightings and the applications of any necessary pesticides. 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) World School, Woodcrest 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 Woodcrest 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 Woodcrest, 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 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. Mission: The International Baccalaureate® (IB) is more than its educational programmes and certificates. At its heart, it is motivated by a mission to create a better world through education. IB values its hard earned reputation for quality, for high standards and for pedagogical leadership. IB achieves its goals by working with partners and by actively involving stakeholders, particularly teachers. IB promotes intercultural understanding and respect, not as an alternative to a sense of cultural and national identity, but as an essential part of life in the 21st century. The IB mission statement: The International Baccalaureate® aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect. To this end the organization works with schools, governments and international organizations to develop challenging programmes of international education and rigorous assessment. These programmes encourage students across the world to become active, compassionate and lifelong learners

who understand that other people, with their differences, can also be right ©*International Baccalaureate Organization 14 The International Baccalaureate Primary Years Programme.*

LOST AND FOUND

Our Lost and Found is located in the hallway outside of the Woodcrest gym. Articles may be reclaimed there and we encourage students and parents to check this area 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 RULES

Students who have meetings at noon may not wander in the halls or classrooms. 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 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. The sharing of food should not occur. Throwing food is strictly prohibited. Each student is expected to clean his/her eating area before dismissal.

LUNCH PROGRAM

Lunch options: 1) Students may purchase hot lunch, milk included 2) Students may purchase "choice" lunch, milk included 3) Students may bring lunch from home and purchase milk 4) Students may bring their complete lunch from home. Please keep in mind that Woodcrest is a "closed campus." If you choose to pick up your child for lunch, please come to the office to sign him/her out, and sign him/her back in at the end of the lunch period. The cost of lunch, which includes milk, and the individual price of milk are determined annually. These costs will be made available to you on registration day. Student lunches are normally ordered by 9:30 a.m. If your student is going to be late and will require a lunch, please call to let us know before 9:00 a.m. so that a lunch may be ordered. If you have questions concerning the lunch program, please call the office at 923-7940.

LUNCH RECESS

Unless the weather is inclement or extremely cold, outdoor recess is maintained. This requires that each child come to school dressed for the weather. If medical reasons require your child to remain inside during recess, we ask that you send in a doctor's note.

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 DISCARDED.

POLICIES – MIDLAND PUBLIC SCHOOLS

Each fall, Midland Public Schools' Administration makes available on the MPS website 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 Woodcrest 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 generally meets every six to eight weeks in our media center or virtually. The PTO sponsors numerous activities during the school year, including book fairs, school assemblies, carnivals, field trip transportation, 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.

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 during the time period 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, students should always obey the instructions of the school crossing guard and safety and service team members. The school parking lot is very crowded at the beginning and ending 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. Please refer to the school website for additional information about pick-up and drop-off procedures. The bus circle on the south side of the school is for bus use only.

SCHOOL HOURS

The school day at Woodcrest officially begins at 8:55 and ends at 3:55. Under normal weather conditions, students are admitted to school at 8:50. Students should not arrive before 8:25 as supervision is not available until this time. Students should 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.

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.

STUDENT 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.

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 Woodcrest

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.)

STUDENT 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.

SYNERGY/ParentVUE:

Synergy allows parents to view student registration, attendance, and grade information. You will be able to register/log-on to Synergy, [ParentVUE](#) on the MPS website under the Parents tab.

TITLE IV- STATEMENT OF NONDISCRIMINATION

<https://www.midlandps.org/statement-of-nondiscrimination>

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 vision and hearing testing as a prerequisite for admission to school. These services are available without charge.

VOLUNTEERING

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 main office at the end of your visit.