



Chestnut Hill Elementary School

PARENT - STUDENT HANDBOOK

3900 CHESTNUT HILL DRIVE
MIDLAND MI 48642

TELEPHONE: 989-923-6634

" Learn to Love Learning at Chestnut Hill!"

SCHOOL COLORS: BLUE AND WHITE
MASCOT: CHIPMUNK

Email: che@midlandps.org

Website: <https://www.che.midlandps.org>

Dear Parents and Students,

Welcome to Chestnut Hill Elementary School where our staff provides a dynamic world-class education for its students. Staff members work with the community to provide new challenges

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and opportunities in this rapidly changing world. Chestnut Hill is authorized as an International Baccalaureate Primary Years Programme School. The aim of the IB PYP program is to engage learners through experiences that are authentic, relevant, transdisciplinary, and to move learners beyond knowledge acquisition to meaningful action. Year after year, Chestnut Hill teachers continue to provide a solid education consisting of quality instruction, hands on learning experiences, interventions, and differentiated education for all learners.

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.

Many opportunities are offered to your students at Chestnut Hill Elementary, and we are constantly striving to show improvement in all areas of our educational program. 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 Chestnut Hill 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 schedule a visit to discuss any aspect of Chestnut Hill Elementary School's program. We look forward to working in partnership with you!

Sincerely,

Melissa Ahearn, Principal

Our School's Mission:

Chestnut Hill, in partnership with our learning community, shares the responsibility for maintaining a nurturing environment and developing challenging programs in which students become lifelong learners and citizens. Students are encouraged to understand multiple perspectives, respect others, and take action to make the world a better place.

Our District's Mission:

Midland Public Schools is committed to creating a safe, innovative, and student-centered learning community where every learner is challenged, supported, and inspired to reach their full potential.

Our District's Vision:

Our graduates are prepared with the essential knowledge, skills, and character to achieve personal success and positively impact their communities.

THE ABC'S OF Chestnut Hill Elementary

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

ATTENDANCE- Midland Public Schools (Grade K-8) Attendance Policy and Guidelines

Regular school attendance is essential for academic success and developing personal responsibility. Because instructional time and classroom interactions cannot be duplicated, district policy accounts for all absences—whether excused or unexcused.

Attendance Limits & Credit Impact

- **10-Day Annual Limit:** Midland Public Schools enforces a 10-day maximum absence policy per course per school year.
 - Both excused and unexcused absences count toward this 10-day limit.
 - Exceptions: School-excused (SE) absences and documented medical (MED) absences do not count toward the 10-day limit.
- **Extracurricular Participation Attendance Requirement:**
 - To participate in any extracurricular activity, practice, or event, a student must be present for at least 50% of the scheduled school day, unless the absence is a verified medical excused absence.
 - Unexcused absences may result in a loss of credit on missed coursework, directly impacting the overall grade.
 - Exceeding the 10-day limit may result in the loss of privileges to participate in extracurricular activities (e.g., athletics, dances, club activities, special events) for the remainder of the school year. Extenuating circumstances may be reviewed by the building principal or designee; all principal decisions are final.

Truancy Regulations

Per Midland County Probate guidelines, truancy protocols will be enacted when attendance limits are breached:

- **Truancy Threshold:** A student may be considered truant if they accumulate greater than 10 non-medically excused absences (any combination of excused and unexcused) within a school year.
- **School-Excused Homework Assignments:** Homework assignments assigned prior to a school-excused absence remain the responsibility of the student and are due as scheduled unless prior arrangements are made with the teacher.
- **Tardy Equivalent:** Every 5 tardies equal 1 full-day absence toward the overall annual truancy total.
- **Note on Policy Distinction:** The 10-day limit per *school year* governs course credit, activity participation, and legal truancy reporting. Medical absences are exempt from both credit calculations and truancy referrals.

Reporting Absences & Medical Documentation

To report a student's absence, call the building attendance office within 48 hours of the missed period or day (or submit via ParentVUE).

- **Unexcused Absences:** Any absence not reported within 48 hours is automatically designated as Unexcused, and the automated Phone-Master system will contact the parent/guardian.
- **Medical Verification:** To classify an absence as medically excused, parents/guardians must submit a formal note from a physician, dentist, or orthodontist covering the specific hour(s) or day(s) missed.
 - Exam Week: Medical documentation for missed exams must be submitted to the Main Office prior to or during the exam period, detailing specific dates and times.
 - Extended/Special Absences: Extended medical absences require doctor's notes specifying exact date ranges. Special health plans or 504 plans are subject to administrative review.

Coursework & Make-Up Work Responsibilities

Students are directly responsible for managing missing assignments and maintaining communication with their teachers.

- **Make-Up Timeline for Unexcused/Excused Absences:** Students who have an unexcused/excused absence will be granted an equal number of school days to complete and submit any missed assignments (e.g., if a student is absent for three days, they will have three school days upon their return to turn in the makeup work).
- **School-Excused Absences:** Students will be responsible for all course work due on the day of a school-excused absence, if the assignment is assigned prior to the date of absence. Work assigned the day of the school-excused absence will be granted an equal number of school days to complete and submit any missed assignments. Communication with teachers is the responsibility of the student.

Arrival, Departure, & Check-In Procedures

- **Leaving During the School Day**

If a student needs to leave for a planned appointment (medical, dental, etc.) or personal reason:

- **Advance Notice:** A parent/guardian must notify the Main Office in advance of the absence.

- Signing Out: Students must not leave campus without official permission and parent consent. Parents/Guardians must sign out at the Main Office before departing. Failing to follow this procedure results in an Unexcused Absence.
- **Arriving Late / Returning to School**
 - Any student arriving after the start of the school day or returning from an off-campus appointment must report directly to the Main Office to sign in.
- **Ill or Injured at School**
 - Illness: Report immediately to the Main Office. Staff will contact a parent/guardian and arrange permission to leave.
 - Injury: Report immediately to the teacher in charge and the Main Office (applies to all areas, including gymnasiums, athletic fields, locker rooms, and labs).
 - *Do not leave the building without Main Office approval.*
- **Tardiness Policy**
 - Punctuality is crucial to academic success.
 - Definition: A tardy is defined as failing to be in the assigned classroom when the bell rings (individual teacher policies determine whether a student must be in their physical seat).
 - Timeframes:
 - Arriving between the bell and 5 minutes after class starts is marked as Tardy.
 - Arriving more than 5 minutes late is recorded as an Unexcused Absence.
 - Reset & Restrictions: Tardies cannot be excused. Tardy counts and associated disciplinary actions reset at the start of each semester.
- **General Information & Special Guidelines**
 - Medical Expense Disclaimer: Midland Public Schools **does not** carry insurance to cover student medical expenses. All medical costs are the responsibility of the parent or guardian's personal insurance plan. Families without accident coverage are encouraged to explore voluntary accident insurance policies at www.midlandps.org.

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.

ANNUAL NOTICES

Annual Notifications: <https://www.midlandps.org/annual-notices>

BAND/ORCHESTRA/CHOIR

Students in grade 5 may choose to participate in band, orchestra, or choir. Band and Orchestra classes meet 2-3 times a week, before or after school, and Choir meets once per week during

the school day. Students will be notified by their teachers at the beginning of the school year about each program.

BEFORE/AFTER SCHOOL PROGRAM

Midland Public Schools partners with Quality Time, from the Midland Community Center, to provide a before and after school childcare program here at Chestnut Hill. The before school program operates from 7:00-8:40 and the afterschool program runs from 3:40-6:00 for students K-5. The program meets every day that school is in session; however, no childcare is provided on inclement weather days.

BREAKFAST

In compliance with state regulations, breakfast is available for all students.

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.
Student Code of Conduct: <https://www.midlandps.org/codeofstudentconduct>

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 the 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

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.

Chestnut Hill 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 Chestnut Hill office telephone number is 989-923-6634. If calling the school outside of business hours, parents may leave a voice-mail message. If parents wish to visit their child's

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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. Chestnut Hill has a crisis committee and a crisis plan for various emergency situations. Please contact the office if you would like further details. Once completed, safety drill dates and times are posted on the Chestnut Hill website.

CURRICULUM

Elementary handbooks outlining the curriculum objectives of each grade level are available online at the MPS website (<https://www.midlandps.org/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 School 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.

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. Student Code of Conduct: <https://www.midlandps.org/codeofstudentconduct>

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 to 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 decide 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 Midland Public 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 may be required.

IMMUNIZATIONS

Michigan law 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, Chestnut Hill 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 us to the IB community of schools around the world. We are committed to approaches to learning with inquiry as the vehicle.

At Chestnut Hill, 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. 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.

The Primary Years Programme (PYP), for students aged 3 to 12, focuses on the development of the whole student, in the classroom and also in the world outside. The PYP offers a comprehensive approach to teaching and learning, encompassing an international curriculum model that provides a teaching methodology, guidelines for what students should learn, and assessment strategies. It offers a framework that meets the students' needs: academic, social, physical, emotional and cultural.

LOST AND FOUND

Our Lost and Found is located in the hallway outside of the main office. 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 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. If medical reasons require your child to remain inside during recess, we ask that you send in a doctor's note. 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 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 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. No sharing of food. 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 the 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 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. 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. We order lunch by 9:00 a.m. If your student is going to be late and needs lunch, please call to let us know before 9:00 a.m. so that lunch may be ordered. If you have questions concerning the lunch program, please call the office at 923-6634.

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.***

PARENT INVOLVEMENT

Chestnut Hill 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. Parents will receive timely information through a) Individual teacher communication with parents through informal chats, phone calls, notes and email, as well as Parent/Teacher Conferences and report cards. b) newsletters (building and classroom level), marquee, school and district websites, and the Chestnut Hill Student Handbook.

In the fall of each year, parents will be notified on the process to access the curriculum information and grade level expectations available on the Midland Public Schools website. Paper copies will be available upon request. The Annual Education Report will inform parents of the academic assessments that are used to measure student progress. Parents will receive copies of student M-Step assessment results with the levels of proficiency defined in parent friendly language. Interpreters, advocates, Braille materials, transportation, special time considerations and any other necessary accommodation will be provided to parents to ensure understanding.

Chestnut Hill has the following transition programs: Kindergarten Camp and the Fifth-Grade program to assist with transitions into new programs/new buildings at the middle school. Chestnut Hill values parent/school collaborations.

We encourage 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), participate in the Annual Curriculum Night, Family Event Nights, Field Day and other special events. Family participation at Chestnut Hill 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 Chestnut Hill PTO board consists of parents, the school principal, and a teacher representative. Officers on the Executive Board include: President, Vice President, Secretary, and Treasurer. The PTO Board meets monthly. The PTO sponsors numerous activities during the school year, including book fairs, a walkathon, a carnival, field trip transportation expenses, and various other programs. All parents are welcome to attend these meetings.

SAFETY AND PARKING LOT PROCEDURES

Safety must be an important concern for every student and parent. 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 safety patrol members. 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.

SCHOOL HOURS

School Day 8:40 - 3:40 School doors open at 8:35 (please arrive no earlier than 8:25) Students are to leave the building immediately at the end of the school day, 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. Yearbooks are printed and distributed to all students 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.

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 Chestnut Hill 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, headphones or earbuds, and art shirts. Other items may be suggested but are not required. Your child's teacher will provide a list of helpful supplies at the beginning of the school year.

TITLE IX- STATEMENT OF NONDISCRIMINATION

Statement of Nondiscrimination: <https://www.midlandps.org/statementofnondiscrimination>

VISION AND HEARING TESTING

Annually, students in grades 1, 3, and 5 will receive vision screening tests and students in grades K, 2, and 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

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.

WIRELESS COMMUNICATION DEVICES- Student Use Grades K-8

To maintain an engaging, distraction-free learning environment, K-8 students must adhere to the following guidelines regarding personal wireless communication devices (cell phones, smartwatches, earbuds, etc.) as indicated in Board Policy 5209.

Permitted vs. Restricted Times

- Permitted Times: Before entering the school building upon arrival and after students leave the building at dismissal.
- Restricted Times: Devices are strictly prohibited while students are in the building and during all class periods and passing periods. *Exceptions to this are indicated in Board Policy 5209.

Storage Requirement: During restricted hours, all devices must be turned off (or placed on silent) and stored out of sight in a locker or backpack.

Policy Enforcement & Disciplinary Structure

School staff members have the full authority to confiscate any communication device used in violation of Board Policy 5209. Violations will be handled using a progressive disciplinary model:

Infraction	Consequence
1st Infraction	Verbal warning; device must be put away immediately.
2nd Infraction	Device is confiscated for the remainder of the school day. Student may retrieve the device at dismissal.
3rd Infraction	Device is confiscated and will only be released to a parent or guardian.

Further infractions may result in a loss of device privileges on campus or additional disciplinary action as determined by administration.