

Carpenter Street School

Student/Parent Handbook



2015-16

1407 W. Carpenter Street
Midland, MI 48640
(989)923-6411

E-Mail: carpenter@mps.k12.mi.us
Web site: cre.midlandps.org

Midland Public Schools Mission Statement

The Midland Public Schools in partnership with our community prepares students as knowledgeable, self-reliant, cooperative and ethical learners who are contributing citizens.

Carpenter Street School Mission Statement

Carpenter Street School is dedicated to establishing positive attitudes and behaviors in a child-centered environment that promotes responsible, capable, lifelong learners.

Pledge To Our School

I will respect myself, others, and my school.

I do my best.

I will succeed!

Welcome To Carpenter Street School

This handbook has been carefully prepared to provide you with information that will acquaint you with the operation and organization of our school. While no handbook can possibly answer all questions which parents may have, we feel that the information contained within this handbook will address most areas of school operation.

The education of your child is a shared responsibility between parents and school. Therefore, we encourage you to become actively involved. When parents participate in the total school program, the staff, their children, and our other students benefit greatly.

We feel that good home-school communication is one of the keys to a good education. If a question or concern arises regarding your child, you are encouraged to call your child's teacher. If they are unavailable when you call, the message will be taken and the teacher will return your call as soon as possible.

Carpenter Street School has had a tradition of excellence in education...one which we will continue to maintain and build upon. You are encouraged to contribute to that tradition by sharing your thoughts, ideas and suggestions for the improvement of our school.

Please feel free to call or visit anytime you would like to discuss any aspect of Carpenter Street School's program.

Sincerely,

Jeffrey M. Lauer
Principal

SCHEDULE

The school day at Carpenter begins at 8:38 a.m. and dismissal is at 3:36. For the safety of your child, please make sure that he/she does not arrive to school prior to 8:33 whether walking from home or being dropped off by an adult. A bell will ring at that time indicating to students that they may enter the building.

DAILY SCHEDULE – The School Office is open Monday-Friday from 8:00 until 4:00.

8:33	Students may enter the building
8:38	Grades K-5 morning session begins
11:48-12:35	Lunch/Lunch Recess
12:35	Grades K-5 afternoon session begins
3:36	School dismisses

ABSENCES FROM SCHOOL

If your child is absent, or will be tardy, please call the school office (923-6411) prior to 9 a.m., or send a note with a brother, sister, or neighbor to be delivered to the absent child's teacher. A voice mail system is in place to record information regarding your child's absence when the office is not open, therefore, you may call the school at anytime.

If a child is absent, and the school has not been notified, we will initiate a phone call to:

1. Home
2. Place of work
3. Neighbor/relative

In making our calls, we will use the information from the Personal Information Form which parents complete when registering their child. Please update this information as needed. We believe the call-in system increases the safety of our Carpenter students. We will always begin by trying to reach the parent at home. If that is unsuccessful, we will continue with numbers two and three on the above list.

If a student needs to be absent from school 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 FOUR DAYS** of pre-excused absence per school year. Pre-excused absences should be arranged through the school office at least one day prior to the anticipated absence. Arrangements for make-up work, 1-4 days, should be made prior to the absence. Pre-excuses should be used judiciously. Pre-excused absences will not be given during exam/testing periods, except with special permission from the principal, and only in cases of extreme emergency.

Occasionally an emergency might arise and you may find it necessary to have your child excused during school hours. If this should occur, please use the following procedure:

1. Please send a note with your child stating the time he/she is to be released.
2. He/she will be excused by the principal or administrative assistant.
3. Parents are to check in at the office when entering the building to sign their child out.
4. Students will be sent to the office for release.

Any student who will be out of school for an extended period of time, due to injury or illness, is eligible for the services of a homebound teacher. Please contact the school office for details. Excessive absences and/or tardies will be addressed by the principal. Upon the 10th absence a letter by the principal will be sent to the parent(s). If attendance does not improve, an official from the Midland Probate Court will meet with the parents to discuss the consequences and plan for improvement.

A student returning from an illness and bringing a note from home will be permitted to remain in the lunchroom at noon rather than participate in recess. Such permission is granted for only one day following an illness. Additional days may be granted with a physician's note.

Excessive tardiness (10 per semester) will result in a parent meeting and if the problem continues, contact with the Midland Probate Court will begin.

We recognize students with perfect attendance at the end of each school year at our Awards Assembly. This gives us an opportunity to celebrate these students and their efforts to be at school every day.

BAND/ORCHESTRA

Students in grade 5 meet 2-3 times a week for instruction. Classes meet before school, during lunch, or after school. Students/parents will be notified by their teachers in early September about each program.

BATTLE OF THE BOOKS

A reading competition sponsored by the Grace A. Dow Library in which elementary students (in grades 4-5) form teams and read 20 books. Teams compete with other students in the Midland area by answering questions about the author, plot or characters of the books they have read. Time involved includes practices and reviews, usually once per week. Competition begins in March. Commitment is November-March. Practices are usually held during the noon hour.

BICYCLE USAGE

Parents should determine if a student is responsible enough to ride a bicycle to school. For safety reasons, we ask that parents not allow children in grades K-2 to ride bicycles to school. Students who do ride their bicycles are expected to: 1. Walk their bicycles on the school grounds. 2. Park in an orderly manner at the bike rack. 3. Observe safety rules en route to and from school.

Please supply your child with a helmet and good safety chain and lock. The school is not responsible for lost or damaged bicycles.

BREAKFAST PROGRAM

Carpenter Street School is eligible for a state-funded Universal Breakfast program that allows all students to be offered a breakfast meal free of charge regardless of meal status. Students eat breakfast together as a start to their school day. Eating breakfast in the classroom has been encouraged and approved by the Michigan Dept. of Education. Breakfast will include pre packaged items such as power bars, goldfish crackers, or string cheese. Each meal includes juice and milk.

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 the school office 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 POLICY (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.

CAMPFIRE PROGRAM

Carpenter Street School has partnered with Campfire Boys and Girls for a before and after school child care program. The before school program operates from 7:00-8:33 and the after school program runs from 3:36-6:00 for students K-5. The program meets each and every day that school is in session; however, no child care is provided on inclement weather days. Call the Camp Fire office at 832-2295 ext. 301 for current session prices.

CELL PHONES

We ask that parents and students **refrain from using cell phones in the school building**. For additional policy information please refer to the Guidelines for Acceptable Use of Telecommunication and Technology in the Midland Public Schools Policy Handbook.

CODE OF STUDENT CONDUCT

The Midland Public Schools Code of Student Conduct (briefly) “identifies categories of misconduct, defines the conditions under which students may be suspended or expelled, and specifies the procedural due process safeguards which will be utilized.” Some of the forms of misconduct which could result in suspension are health and hygiene, demonstration or disturbance, gang activity, obscenity and indecency, threatening communications, misuse of electronic devices (pagers, etc.), fighting, truancy, forgery, stealing, extortion, smoking, use or possession of drugs, alcohol or tobacco, criminal sexual conduct, sexual harassment, technology misuse, vandalism, arson, bomb threats, possession of

weapons, disruptive behavior, gross misbehavior or open defiance. **The Code of Student Conduct applies to all school sponsored events, whenever or wherever they are held.**

COMMUNICATION PROTOCOL WITH SCHOOL

Parents may call the school between the hours of 8:00 AM and 4:15 PM or leave a voice mail during non-office hours. The Carpenter Street School phone number is 923-6411. Teachers are generally available to answer phone calls from 8:10-8:30 and from 3:40-4:00.

If you wish to visit your child's classroom, or desire to pick up your child during school hours, please check in at the office before visiting the classroom.

In order to facilitate questions or concerns by staff, students, parents, and community members, the following protocol is recommended:

1. If a question or concern arises regarding a building **personnel matter**, the contact source for each building is the **building principal**.
2. If a question or concern arises regarding a **classroom issue**, the **teacher** in that classroom is first contact source. Any initial discussion on an issue should be with the classroom teacher. If further discussion is needed, contact the building principal.
3. In the event that the issue cannot be resolved at the building level, the building principal will contact Director of Administrative Services for further discussion or action.

The Director of Administrative Services may redirect the issue to another director as appropriate for resolution. This may include referral to a manager or coordinator in conjunction with the director.

The Director of Administrative Services will also be the contact source for the Superintendent of Schools.

4. If a classroom or building issue from a parent or community member is initiated outside the building level, it should be referred to the **building principal** for resolution or for appropriate referral either within the building or to Central Administration.
5. As a general rule, the **principal is the primary contact source for building issues** and the **Director of Administrative Services is the primary contact source for district issues**. Appropriate referrals to other personnel can be made through these sources.

COMPUTER LAB

Carpenter Street School provides lab time at least once a week and in many cases twice a week for our students. Teachers develop lessons that integrate core academic skills appropriate for each grade level. At the third grade, students are taught keyboarding skills for a minimum of 11 hours.

COMMUNICABLE DISEASE

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.

Head Lice:

A parent will be contacted if any student is found to have live lice (or nits within one quarter inch of the scalp). Immediate treatment at home is advised. The student will be readmitted to school after treatment and examination. If, upon examination, the school-designated personnel find no live lice on the child, the child may reenter the school.

CRIME-FREE SCHOOLS POLICY

As Amended by the 1999 Safe Schools Legislation and the 2000 Revised School Code

The Midland Public Schools complies with all state and federal legislation regarding the maintenance of a safe environment at school, specifically involving K-12 students who possess firearms or other dangerous weapons, who commit criminal sexual conduct, arson, physical or verbal assault, or who make bomb threats or similar threats.

Definitions:

- A dangerous weapon is defined as a firearm, dagger, dirk, stiletto, knife with a blade over three inches in length, a pocket knife opened by a mechanical device, iron bar, brass knuckles or any other instrument tending to cause great bodily harm when used in its intended manner.
- A firearm means any weapon (including a starter gun) which will expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or silencer; or any destructive device. It does not include an antique firearm.
- A destructive device means any explosive, incendiary, poison gas, bomb, grenade, rocket having a propellant charge of more than one-quarter ounce, mine, or similar device; which will expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter; and any combination of parts either designed or intended for use in converting any device into any destructive device described above and from which a destructive device may be readily assembled. It does not include any device that is intended to be used solely for sporting, recreational, or cultural purposes. Class C common fireworks are also not included.
- Arson is defined as used in the penal code, MCL§750.71 through 750.80. It includes burning dwellings, real property, personal property, insured property, woods, grounds, or mines. Burn means not only setting fire to any of the above, but also doing any act which results in the starting of a fire or aiding, counseling, inducing, persuading, or procuring another to do such acts.
- Criminal Sexual Conduct is defined as used in the penal code, MCL§750.520 b-e and g. It includes first through fourth degree criminal sexual conduct and assault with intent to commit criminal sexual conduct.
- Physical assault means intentionally causing or attempting to cause physical harm to another through force or violence.
- Verbal assault means an oral or written threat of an immediate harmful or offensive touching, coupled with an apparent immediate ability to commit same, and which puts a person in a reasonable apprehension of such a touching; or, the use of offensive language directed at a person, where such language is likely to provoke a reasonable person to physical violence.
- At school means in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event whether or not it is held on school premises.
- School property includes school buildings, school grounds, and school buses or similar vehicles.

Mandatory Expulsions:

A student who possesses a firearm or other dangerous weapon on school property may be permanently expelled from Midland Public Schools, subject to reinstatement according to the procedures as set forth below, unless the student can establish one of the following in a clear and convincing manner:

- The object or instrument possessed by the pupil was neither possessed for use as a weapon, nor for delivery to another person for use as a weapon.
- The weapon was not knowingly possessed by the pupil.
- The pupil did not know or have reason to know that the object or instrument possessed by the pupil constituted a dangerous weapon.
- The weapon was possessed by the pupil at the suggestion, direction, request or with the permission of school or police authorities.
- A student who possesses a dangerous weapon on school property as defined by the Revised School Code of the State of Michigan (2000) and/or as amended by the 1999 Safe Schools Legislation will be permanently expelled from all public schools in Michigan, subject to reinstatement according to the same procedures as listed above.

A student who commits criminal sexual conduct or arson on school property must be permanently expelled from all public schools in Michigan, subject to reinstatement according to the procedures set forth below.

A pupil in grade 6 and above who commits a physical assault at school against a person employed by the school or engaged as a volunteer shall be permanently expelled from all public schools in Michigan, subject to reinstatement according to the procedures set forth below.

A pupil in grade 6 and above who commits a physical assault against another student, shall be suspended or expelled for up to 180 school days. A pupil in grade 6 or above who commits a verbal assault against a person employed by the school or engaged as a volunteer or who makes a bomb threat or similar threat directed at a school building, other school property, or a school-related event shall be suspended or expelled for a period of time as determined at the discretion of the Board of Education or superintendent. A student suspended or expelled under this provision has a right to reinstatement following the period of expulsion. The parent or legal guardian does not have to apply for the student's reinstatement. Other school districts in Michigan may accept a student suspended or expelled under this provision during the period of expulsion, but they are not required to do so.

All procedures detailed in the district Code of Student Conduct regarding expulsion and suspension will be followed. Only the Board of Education can permanently expel a student or can reinstate a student who has been permanently expelled. The superintendent may suspend or expel a student for up to 180 days without Board action or approval. If a student is expelled or suspended pursuant to this policy, that fact shall be entered on the student's permanent education record.

In compliance with the statewide school safety information policy, the school district will report all offenses of these kinds to the appropriate law enforcement agency. In addition, within three (3) days of the date of expulsion, the district will make a referral to the appropriate county department of social services or county community mental health agency, and notify the student's parents or, if the student is age 18 or older or is an emancipated minor, notify the student of the referral.

The school district is not required to but may operate or participate cooperatively to operate an alternative education program or strict discipline academy for individual students who are expelled. Such a program will ensure that expelled students are physically separated at all times during the school day from the general pupil population. The district is not required to but may provide appropriate instructional services to an expelled student at the student's home. This would be similar to the services provided to homebound or hospitalized students.

It is the responsibility of the parent or legal guardian of a student who has been expelled to locate a suitable alternative educational program and to enroll the student in such a program during the expulsion.

Reinstatement Procedures:

The parent or legal guardian of a student who was enrolled in grade 5 and below at the time of an expulsion for possessing a firearm or threatening another person with a dangerous weapon may initiate a petition for reinstatement at any time after the expiration of sixty (60) school days after the date of expulsion. The student cannot be reinstated before the expiration of ninety (90) school days after the date of expulsion.

The parent or legal guardian of a student who was enrolled in grade 5 and below at the time of an expulsion for a reason other than possessing a firearm or threatening another person with a dangerous weapon may initiate a petition for reinstatement at any time. The student shall not be reinstated before the expiration of ten (10) school days after the date of expulsion.

The parent or legal guardian of a student who was enrolled in grade 6 and above at the time of expulsion for possession of a firearm or dangerous weapon, arson, criminal sexual conduct, or physical assault against an employee or volunteer may initiate a petition for reinstatement at any time after the expiration of one hundred fifty (150) school days after the date of expulsion. A student in grade 6 and above cannot be reinstated before the expiration of one hundred eighty (180) school days after the date of expulsion.

A student in grade 6 and above who was expelled for physical assault against another student, verbal assault against an employee or volunteer, or bomb threat or similar threat is automatically reinstated at the end of his or her period of expulsion. It is not necessary for the student and parent or guardian to petition for reinstatement. The district may request a conference with the student and parent or guardian before the student is readmitted to school so that plans can be made for a smooth transition back into the school setting.

It is the responsibility of the parent or legal guardian or, if the individual is at least age 18 or is an emancipated minor, of the individual to prepare and submit a petition for reinstatement. The State Department of Education is required by law to develop and distribute to all school districts a form for petitions for reinstatement. The school district is required to make this form available, but the school board is not required to provide any assistance in preparing the petition. Upon request by a parent or legal guardian or, if the individual is at least age 18 or is an emancipated minor, by the individual, the school board shall make available the form for the petition.

No later than ten school days after a petition for reinstatement is filed, the Board of Education will appoint a committee to review the petition and any additional information supplied by both the petitioner and school personnel. The committee will consist of two school board members, one school administrator, one teacher, and one parent of a pupil in the school district. The district superintendent may prepare and submit information concerning the circumstances of the expulsion and any factors mitigating for or against reinstatement.

No later than ten school days after the committee is appointed, it will meet, review all information, and submit a recommendation to the board. In all reinstatement situations other than those that are automatic as dictated by statute, the recommendation shall be for unconditional reinstatement, for conditional reinstatement, or against reinstatement, and shall be accompanied by an explanation of the reasons for the recommendation and of any recommended conditions for reinstatement. The recommendation shall be based on consideration of all of the following factors:

- The extent to which reinstatement of the individual would create a risk of harm to pupils or school personnel.
- The extent to which reinstatement of the individual would create a risk of school district or individual liability for the school board or school district personnel.
- The age and maturity of the individual.
- The individual's school record before the incident that caused the expulsion.
- The individual's attitude concerning the incident that caused the expulsion.
- The individual's behavior since the expulsion and the prospects for remediation of the individual.
- If the petition was filed by a parent or legal guardian, the degree of cooperation and support that has been provided by the parent or legal guardian and that can be expected if the individual is reinstated, including, but not limited to, receptiveness toward possible conditions placed on the reinstatement.

At the next regularly-scheduled board meeting after receiving the committee's recommendation, the board will make a decision to unconditionally reinstate the individual, conditionally reinstate the individual, or deny reinstatement of the individual. The decision of the board shall be final.

The board may require the student and his or her parent or legal guardian to agree in writing to specific conditions before reinstating the individual in a conditional reinstatement. The conditions may include, but are not limited to, the agreement to a behavior contract, which may involve the individual, parent or legal guardian, and an outside agency; participation in or completion of an anger management program or other appropriate counseling; periodic progress reviews; and specified immediate consequences for failure to abide by a condition. The petitioner also may include proposed conditions in a petition for reinstatement.

If the board denies a petition for reinstatement, the parent or legal guardian or, if the student is at least age 18 or is an emancipated minor, the student may petition another school board for enrollment in the other school district.

The board or school administrator who complies with the state law regarding expulsions is not liable for damages for expelling a student.

NOTHING IN THIS POLICY SHALL DIMINISH THE DUE PROCESS RIGHTS UNDER FEDERAL LAW OF A PUPIL WHO HAS BEEN DETERMINED TO BE ELIGIBLE FOR SPECIAL EDUCATION PROGRAMS AND SERVICES. SPECIAL EDUCATION STUDENTS ARE ONLY SUBJECT TO AND THE REGULATIONS PROMULGATED THEREUNDER. DISCIPLINE CONSISTENT WITH THE INDIVIDUALS WITH DISABILITIES EDUCATION ACT (IDEA) AND THE REGULATIONS PROMULGATED THEREUNDER.

Adopted for inclusion in How Midland Schools Work by the Midland Board of Education on November 14, 1994, for implementation January 1, 1995. **REVISED and ADOPTED by the Board of Education on September 25, 2000.**

CRISIS COMMUNICATION PLAN

The Midland Public Schools has a written "Crisis Communication Plan" that each building uses for a number of emergencies. Our building has a crisis management team that meets throughout the year to review our plan. This information sheet reviews the process involved for five such events, this includes fire drill, tornado drill, a chemical release, a bomb threat, and an emergency crisis plan.

The emergency crisis plan is put into place when after reviewing the situation the Emergency Management Team declares a Code Red. This occurs when a situation exists, either in or around our building that threatens the safety of students and staff and requires that they remain confined to their classrooms.

Emergency Crisis Plan

A **CODE RED LOCK DOWN** is declared when, in the opinion of the Crisis Management Team, a situation exists that threatens the safety of students and staff and requires that they remain confined to their classroom or present location.

An announcement of CODE RED is a lock down.

Code Red • NO ONE MOVES - The situation is unstable and the risks are too great to have anyone moving about the school until the police arrive and assist in the assessment of the situation.

CMT Responsibilities:

- 1) Direct 911 to be called
- 2) Declare Code Red (respond or no respond)
- 3) Direct school bells to be turned off
- 4) Dispatch first-aid (EMS) to scene
- 5) Brief EMT on the situation
- 6) Dispatch Site Coordinator to secure accident/ crime scene
- 7) Remain in the office and manage the crisis

Classroom Teacher/Para Responsibilities

- 1) Close classroom door and lock if possible.
- 2) Make a list of all students not in classroom when Code Red is declared
- 3) Maintain order and keep students on task.
- 4) If directed to evacuate the classroom, take a class list with you.
- 5) Do not attempt to contact the office unless an emergency arises in your classroom or you have pertinent information concerning the current crisis.

If children are outside the building when a Code Red is given they will be escorted to Central Middle School. If the crisis has been resolved and it is safe to resume normal operations, the students will return to Carpenter Street School. Parents will be given written communication regarding the action no later than 24 hours after the incident. We practice this drill twice a year.

The most common drill we practice is an interior lockdown, when the threat is inside the building. In that instance, there will be three short rings of the school bell outside the building, signaling anyone outside to go to Central Middle School. An exterior lockdown is when there is a potential threat outside that could enter the building. In that case, all outside doors will be locked, and one long ring of the school bell will be heard outside, signaling any students/staff outside to come into the building. In both cases, interior and exterior threat, staff and students should practice the lockdown procedure described above.

Hazardous Material Emergency Response Plan: There are three types of Emergency Notifications that the Administration Building receives from the Midland Fire Department.

1) Informational Call - schools are not notified because it has been determined that there will not be adverse health effects. 2) Site Emergency - A release that does not threaten the public's health is noted but schools and other buildings are not notified at this level. 3) Community Emergency - A release has occurred that could have adverse effects on the community at large. MPS administrators will notify all schools and buildings.

If a community emergency is declared the EMT will follow procedures outlined in the crisis plan. If an evacuation is deemed necessary the students from our building will be bused to Woodcrest Elementary. Parents will be notified via phone and the local media, including channel 17.

Tornado - Each principal is responsible for tornado drills and establishing safety areas within their buildings. Each building must have a minimum of two tornado drills per year. We hold a drill in the fall and in late March. In the event of a tornado warning, school may not be dismissed and children will be requested to stay at school. Parents may pick up their children from school when the building administrators have been informed that the warning has been lifted.

Fire - When a fire or explosion occurs the building principal or EMT will initiate the alarm system immediately and students and staff will exit the building using our building evacuation route. Drills are completed eight times each year.

Bomb Threat Communication Evacuation Procedure - Staff are directed that upon discovery of communication of a bomb threat they should immediately contact the administrator in charge or his designee. After discussion with administrators a decision will be made regarding evacuation.

CURRICULUM

The curriculum at Carpenter Street School consists of reading, writing, mathematics, language arts, social studies, science, spelling and technology. In addition, there are auxiliary classes in music, Spanish, physical education, art, and library.

DRESS CODE

Students are expected to use good judgment in the selection of their clothing. Proper attire is expected at all times. Tops including halter and spaghetti strap styles, or with midriff showing and clothing that endorses drugs, alcohol, tobacco, violence, offensive language, etc. are unacceptable. Shorts and skirts should be an appropriate length and hats are to be removed in the building unless there is a special day designated by the school staff. Students should refrain from wearing make-up (eye shadow, mascara, etc.)

EMERGENCY CONTACT INFORMATION

Parents should update emergency contact information at the beginning of each year. Information for each family consisting of address, parent's name(s), place of employment, home and work telephone numbers, and another emergency contact is requested. The information is kept in the school office and enables us to contact the parent(s) in case of illness or injury. 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. Parents are asked to listen closely to the local radio station (WMPX -1490 AM) or MPS channel 98 (Charter Communications) for special announcements. Midland Public Schools also has a school closing hotline that you may call at any time (923-7669) or use the website: MPS.k12.mi.us. Advise your child about where to go and what to do in the event you are not at home.

EXTRA CURRICULAR ACTIVITIES

All students, depending on their grade level, may participate in the following activities:

- Annual City-Wide Track Meet (4th & 5th grade)
- Basketball Teams through Midland Community Center (2nd - 5th grade)
- Battle of the Books through the Grace A. Dow Library (4th & 5th grade)
- Instrumental Music (5th grade)
- Safety Patrol (4th & 5th grade)
- School Choir (5th grade)
- Student Council (1st - 5th grade)

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

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 by 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 a 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 as it determines is appropriate. Midland Public Schools has designated the following information about a student as directory information: name, address, telephone listing, e-mail 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, or an invasion of privacy if disclosed. 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 form 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 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.
5. 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. To contact the Office that administers FERPA: 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 the children 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 furnish these various experiences for our students, it is necessary to take them away from the school premises.

You will be asked to fill out a permission form at registration time granting permission for your child to take part in these experiences. This permission will be considered permanent unless revoked by the parent.

You will be notified in advance by a note from your child's teacher when and where a specific field trip will be taken by the class. Teachers will carry student information lists with them on each field trip.

GUIDELINES FOR USE OF THE INTERNET

I. Safety - Children's Internet Protection Act (CIPA)

- A. All Midland Public Schools students will access the internet through an appropriate filter that blocks objectionable (inappropriate and harmful) material. Objectionable material is defined as any visual depiction of obscenity, pornography, or other depictions not appropriate for viewing by elementary school students. The filter is set to automatically block these kinds of web pages. Sites that advocate antisocial behavior will also be blocked to the extent possible. An appeal process is provided for staff and students who believe specific sites are inappropriately filtered or not filtered. The appeal process is outlined below. Midland Public Schools staff members have the option of using the filter or turning it off for greater research flexibility. Neither staff members nor students will access pornographic material regardless of whether or not the filter is used.
- B. The safety and security of Midland Public School students is of utmost importance. It is expected that students will never give personal information to a

stranger by way of email, chat rooms, or other forms of electronic communications. Electronic mail accounts will be given to students only when a parent or guardian signs the Acceptable Use Guidelines form indicating they have read, understand, and are willing to abide by these provisions. Chat rooms and message boards will be blocked to the extent possible through the district's filtering hardware and software. Teachers may request appropriate chat areas to be unblocked for educational purposes a minimum of one week before students are to use this resource.

- C. Unauthorized access to the Midland Public Schools network is strictly prohibited. Any use of the network for hacking or unlawful activities is strictly prohibited.
- D. Disclosure, use, and dissemination of personal identification information regarding minors is strictly prohibited by any student or Midland Public Schools staff member without prior permission by the Director of Human Resources.

II. Content

- A. Ultimate responsibility for a school website's content lies with the building principal or designee. He or she will be identified on the home page of the website with the title of "Webmaster" or "Web Advisor" and an email link will be provided for comments, questions, or feedback.
- B. A "Media Release Form" will be distributed upon a student's initial entry to a Midland Public School. Parents or guardians will have the opportunity to prohibit the publishing of a student's name and photograph. If student information is used on a website, ONLY the name, grade level and photograph may be published. (No addresses, phone numbers or other personal information may be published.)
- C. The web developer and/or a Midland Public Schools staff member may determine that a link to an external website or web page may be beneficial for curriculum purposes or other appropriate situation. Any Midland Public School website containing a link or links to external pages or sites will include this disclaimer on the site's home page: *"A link to an external site does not in any way constitute a district endorsement of its content."*D. Appeals:
 - 1. In case of a disagreement regarding web content between the principal and the party requesting a posting, the principal may elect to appoint a review panel of three staff members to provide advice on the following topics:
 - relevancy and appropriateness of posting content
 - size/space requirements of the proposed material
 - other issues regarding a proposed posting
 - 2. Parties who are dissatisfied with the final decision of the principal and/or the building review panel may appeal to the Technology Steering Committee. Technology Steering Committee members will make a recommendation regarding the appeal to the superintendent or designee, who will then make a final ruling.
 - 3. If a staff member or student believes a website to be inappropriately filtered or not filtered, he or she should send an email or hard copy note to the Coordinator of Instructional Media and Technology with the internet address (URL) of the site and the rationale for blocking or unblocking the site for students. If the Coordinator of Instructional Media and Technology concurs with the staff member or student that a website is clearly appropriate or clearly inappropriate for students, then a change will be made in the filter to allow or disallow viewing of the site. If it is not readily apparent whether a site is or is not appropriate for elementary school students, a committee will decide whether or not to block the site. The committee will be composed of the Director of Curriculum and Staff Development, the Coordinator of Instructional Media and Technology, a principal, a media specialist, and a

classroom teacher.

4. Internet guidelines will be reviewed periodically by the Technology Steering Committee. Changes and improvements will be made as required.

III. Development

- A. All websites representing the Midland Public Schools will be hosted on the Midland Public Schools' web server and will be part of the Midland Public Schools' internet domain (mps.k12.mi.us)
- B. A school or staff website may be developed by a Midland Public Schools staff member (principal, teacher, paraprofessional, BTIL, media specialist, etc.) or a volunteer (student, parent, or community member).
If the webmaster is a volunteer, the principal or a designee will be assigned to serve as a contact person between the school and the volunteer. Midland Public Schools' Guidelines for Technology Volunteers must be observed.
- C. The webmaster will develop and build the website privately, whether in a "test" folder on the Midland Public Schools server or on another site with a private URL. After approval is received from the building principal or designee, the site may be uploaded to the district server at the district designated URL.
- D. All MPS websites should be monitored and updated regularly.

HOMEWORK

The primary grades do not require any regular homework. The teacher will encourage and expect additional math and reading practice. All students who receive a homework assignment are expected to complete that assignment with a high level of accuracy and neatness. All homework assignments are expected to be turned in by the appointed deadline.

ILLNESS AND INJURY AT SCHOOL

When a child becomes ill during school, the parents will be contacted. If parents cannot be reached, we will telephone the person indicated as an emergency contact. For your child's protection and the protection of others, please keep your child home if there is a fever, sore throat/chronic cough, rash, upset stomach, diarrhea, nausea or vomiting, bad cold, earache, or parasites (ringworm, lice, nits, mites).

When a child is injured at school, the parents will be contacted. An accident report will be filed and sent to parents within 48 hours.

IMMUNIZATION

State Law (Act #368 Public Acts of 1978) requires that all children entering a Michigan school for the first time must present a certificate of immunization showing:

Diphtheria-Tetanus-Pertusis	4 doses
Oral Polio	4 doses (3 doses if last given on or after age 4)
Measles, Mumps, Rubella	2 doses
Hepatitis B	3 doses
Varicella	1 dose (or history of disease)

This law requires that the parent or guardian of each child enrolling must submit one of three statements to the school at the time of enrollment.

- A. A certificate of immunization certified by a health professional or health department.
- B. A statement signed by the parent or guardian to the effect that the child has not been immunized because of religious convictions or other objection to immunization.

- C. A medical contraindication form signed by a physician, if the child cannot be immunized for health reasons.

In addition, the parent or guardian of each enrolling child shall submit one of the three following statements:

- A. A statement signed by a district, county, or city health department director stating that the child has received the department of public health preschool vision and hearing tests.
- B. A statement by a licensed medical or osteopathic physician, a licensed optometrist indicating that the child has been screened for vision and hearing problems during the preschool years after age 3 and prior to initial entrance.
- C. A statement signed by the parent or guardian to the effect that the child cannot be submitted to such tests because of religious convictions.

Questions regarding this policy should be directed to the Midland County Health Department.

INSURANCE

As a service to parents, the Midland Public Schools provides an opportunity to enroll students in an accident and dental insurance program annually. Brochures concerning this insurance plan are available at registration time. Please contact the office if you would like a brochure.

The option of enrolling your child (children) in this program is left to each parent.

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 2011-2012 school year, the Midland Public Schools will conduct monthly inspections of all of its facilities in cooperation with Orkin Commercial Services. 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.

A copy of the Pest Management Plan and service schedule is available for inspection by the public along with a copy of the current Material Safety Data Sheet for each pesticide product which may be used on school property. Any parent who would like to be notified prior to a pesticide application for their child's school may submit their request in writing to the Director of Human Resources and Operations at the address listed below.

Questions regarding the Midland Public Schools IPM program are welcomed and may be directed to the following:

Mr. Mike Moeggenberg, Director of Facilities and Operations
Midland Public Schools
600 E. Carpenter St.
Midland, MI 48640
(989)923-5035

LOST AND FOUND

Our lost and found is located in the hallway near the north entrance ways in both wings. Contact the office for items of money and jewelry. We encourage students and parents to personally check for lost items. A name label or other identifying mark is suggested on personal items.

LUNCH ASSISTANCE

The Midland Public Schools provides meals every full day of instruction. Students may be able to get meals free or at a reduced price. If you now get food stamps or Family Independence Agency (FIA) for your child, that child may receive free meals. If your total household income is the same or less than the amounts listed on the Income Chart (available at the school office), you may apply for reduced or free meals.

LUNCH PROGRAM

Students are welcome to eat their lunch at school. Adult supervision is provided in the lunchroom and on the playground. Lunches purchased and eaten will be recorded by the lunch clerk. If you have a question regarding your child's school lunch credit, you are encouraged to call the school office and ask to speak to the lunch clerk.

The lunch program offers students three choices: Children may bring their own lunch; they may bring their lunch and order milk; or they may order a school lunch, which includes milk. In order to facilitate the buying of milk and lunches, parents should send milk and lunch money on Monday morning (or the first day of that week) in an envelope which states your child's name, teacher's name, lunches and/or milk ordered, and the total amount enclosed on the cover of the envelope. Checks should be made payable to Carpenter Street School. The lunch cost is \$2.30 per meal or \$.60 for ala carte milk. Payment may be made directly to the school through a personal check or at the MPS online payment center at:

<http://www.mps.k12.mi.us/online-payments>

Our experience indicates paying online is the best method of payment. Through the online method, you are able to establish email reminders when your child's account reaches a low balance. If a child forgets his/her lunch, we allow them to call home and ask a parent to bring them a sack lunch or money to purchase a school lunch.

Since it is extremely important that the school and parents know where students are at all times, students are not allowed to leave the school grounds at noon if they are eating lunch at school.

When any student is invited to be a luncheon guest at another student's home, prior written permission is necessary from the parents of both students.

Midland Public Schools Food Service Charge Policy Board adopted on January 24, 2011

Purpose of policy:

The purpose of this policy is to establish consistent meal account procedures throughout the district. The goals of this policy are:

- To treat all students with dignity in the serving line regarding meal accounts.
- To establish a policy that is age appropriate.
- To encourage our parents/guardians to assume the responsibility of meal payments and to promote self-responsibility of our students.

Free/Reduced Lunch Students:

Any household that has a concern about their ability to pay for their child(ren)'s meals is encouraged to apply for the federal free/reduced price meal program. The program is completely confidential and the child, teacher and fellow students do not know which students receive assistance. If a student is approved for free lunch based on the federal income guidelines, the student will be eligible to eat both breakfast and lunch at no cost from the date they are approved. If a student is approved for a reduced lunch, they will receive breakfast at a cost of \$0.30 and lunch for \$0.40. Any meals eaten before an application is processed and approved are the responsibility of the parent/guardian. Applications are available on the district website, at each school building, or by mail if requested by calling 989-923-5011.

Elementary Students:

Elementary students will be allowed to charge up to 3 meals. Once a child has charged their third meal, if funds are not added to their account, the student will be given an alternate meal. The alternate meal will be charged to the student's lunch account at the standard lunch rate and parents/guardians are responsible for payment of these meals to the food service program.

Notices of deficit balances will be sent home weekly by the school.

Parents are encouraged to use the on-line payment system found on the district website to not only pay for their student's meals but also to review charges and account balances. Deposits made into a student's account by 10 a.m. will be available for the student to purchase items for lunch that same day. Any questions regarding activity on a student's account can be directed to Chartwell's food service office at 989-923-5011. Any questions regarding using the on-line payment system should be directed to School Payment Network at 1-888-88MYPAY Ext. 105.

Outstanding Charges:

All outstanding charges need to be paid before the end of the school year or they will be carried forward into the next school year. Seniors must pay all charges before receiving their cap and gown.

MATURATION

A program designed to assist parents in guiding their maturing girls and boys is offered at school. At this meeting, girls in 5th grade, who are accompanied by their mothers and/or fathers, are invited to view a video and discuss the maturation process. A qualified teacher assists with this program. A similar program is offered for boys in 5th grade, with their fathers and/or mothers. Notices of time and place will be sent home prior to the program.

MEDICATION IN SCHOOL

Administration of 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 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.

PARENTAL INVOLVEMENT (POLICY OF) - HMSW policy

The Midland Board of Education is committed to effective communication between school and parents. The Board supports the active involvement of parents in our schools at both the district and building level.

1. In accordance with the Revised School Code of 2004, Public Act 451, Section 380.1294, the Board of Education establishes a Parent Involvement Plan. It requires buildings (but does not limit buildings) to:

- Establish a welcoming atmosphere that is reflected by flexible scheduling of events and an open-door policy that promotes two-way communication;
- Provide parent teacher conferences;
- Make publicly available volunteer opportunities.

Each building will publish this plan in the Student Handbook that is distributed annually to each family.

2. In accordance with the Revised School Code of 2004, Public Act 451, Section 380.1295, the Board of Education not only encourages, but requires each building to discuss the roles of parents, students, teachers, and administrators in the education of the child.

3. In accordance with federal statute, all Title I buildings shall make an effort to build capacity for parental involvement of at-risk students identified as Title I (Section 1118 of the ESEA Title I Parent Involvement Policy).

AT THE DISTRICT LEVEL

Invite a representative of parents of identified Title I children on the district School Improvement Committee.

USING THE SELF-STUDY REVIEW, THE DISTRICT WILL

- Assist participating buildings in planning and implementing their parent involvement procedures.
- Coordinate and integrate with other programs, including preschool programs and community programs.
- Discuss with each participating building the effectiveness of its parent involvement procedures, ways to enhance participation, and barriers to participation. Assist buildings to design strategies for improvement as needed.
- Reserve at least 1% of the Title I budget for parent involvement activities. Involve parents in defining those activities.

Parent Involvement Policy

Carpenter Street Elementary School will follow the parent involvement policy guidelines in accordance with the **Revised School Code of 2004, Public Act 451, Section 380.1294**. Carpenter Street School will distribute and make this Parent Involvement Policy readily available to the parents of participating children in the Schoolwide Title I program, and will involve the parents in the joint development of the plan and the periodic update of the policy.

Carpenter Street 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.

- A. An annual meeting for parents will be held in the fall of each school year at Carpenter Street School. Parents will be given information about the Annual Report, which describes the school improvement goal statements and the progress made by our students on the 3rd, 4th and 5th grade MEAPs. Parent input will be taken into account when making decisions.
- B. Schoolwide Title I provisions require that parents have the right to be involved in decisions related to their children's education, and Carpenter is required to seek input from parents in a variety of ways. Carpenter Street Elementary will meet these requirements in the following ways: a). The School Improvement and Data Teams will have parent representatives at meetings where budget, and student assessment data and instructional strategies are discussed, developed or revised, especially

expenditures of funds for a variety of programs related to the school improvement goal statements (such as family activity nights, curriculum nights, parent education programs, community outreach efforts, and tutoring programs.) b). Parent Teacher Conferences will be held in November and March, in addition to any conferences scheduled due to parent or teacher request. c). Parent and community surveys to determine satisfaction or dissatisfaction with the academic program, the school climate, leadership, the School Improvement Plan, and other important key issues involving parent-teacher partnerships including homework and communication between home and school.

- C. In order to encourage parents' attendance at meetings and events, Carpenter Street Elementary will offer flexible schedules. School Improvement and Data meetings will be held as rotating before, during and after school.
- D. Through parent surveys and committee work, parents and teachers will work together annually to develop and revise our Parent Involvement Policy, our Parent-School Compact, and our Schoolwide Title I Plan.
- E. Parents will be provided with timely information in the following ways: a). Individual teacher communication with parents through informal chats, phone calls, notes, e-mail, and daily behavior logs, as well as Parent-Teacher Conferences and report cards. b). Schedules and school calendars, newsletters (building and classroom level), marquee and showcases, PTO, bulletin board, school and district websites, local school cable channel, information stations in main office and hallway, and the Elementary Student Handbook.
- F. In the fall of each year, parents will receive Grade Level Content Expectation (GLCE) booklets describing the essential outcomes for each grade level.
- G. The Annual Report will inform parents of the academic assessments that are used to measure student progress. Parents will receive copies of student MEAP assessment results with the levels of proficiency defined in parent friendly language.
- H. Parents are given opportunities for decision-making related to the education of their children, as described in Paragraph B.
- I. Parents will be given materials and training on how they can improve their child's achievement. Parent night will be used to explain and answer questions about the curriculum including 6 +1 Traits of writing, Rocket Math, as well as the science, social studies and reading curricula and how they are tied to the essential outcomes at each grade level. Moodle learning is one technology resource accessible by parents to support students in the core academic areas K through 5th grade. The site provides online learning opportunities and games that are correlated with state GLCEs.
- J. A monthly Parent Connection newsletter will educate parents and staff to continue their learning concerning the best ways to build positive ways relationships between home and school.
- K. Carpenter Street School has the following transition programs: *Kindergarten Orientation (Families and Children Transitioning Smoothly)* program, and the *Fifth Grade* program to assist with transitions into new programs / new buildings at the middle school.
- L. Carpenter Street School has access translators in the building for parent meetings and activities.
- M. At Carpenter Street School, our social worker assists parents in locating appropriate governmental, social service, health, and educational programs within the community.
- N. Carpenter Street School has a Parent Compact developed by staff and parents, signed by the parents, students, teachers and principal, and used annually at Parent-Teacher Conferences. The Compact is reviewed yearly and revised as needed to address concerns and suggestions by parents, students, and staff.

O. We will educate teachers to show that there are many ways in which parents can become involved with their children's education: Carpenter Street School values both the at-home contributions and those that take place at school and in the community. Reading to children at home and talking with them at family meals are as important as volunteering at school. Carpenter Street 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, participating in the annual Open House/Curriculum Night, Family Activity Nights, Assemblies, Field Day, Career Day, and other special events. Family participation at Carpenter Street School activities helps to build a strong, rich partnership with parents, students and staff.

PARENT PARTICIPATION

Several studies of parent involvement in their children's education have shown that what the family does by way of active involvement is more important to student success than either family income or parent education. When families are actively involved in their children's education in positive ways, children achieve higher grades and earn better test scores, have better attendance at school, regularly complete more homework, demonstrate more positive attitudes and behavior, graduate at higher rates, and are more likely to enroll in higher education. Although participation is not a requirement, the principal and staff of Carpenter Street School requests your active involvement in your child's education.

PARENT-TEACHER ORGANIZATION

Carpenter's PTO Board consists of parents, school principal, and a teacher representative. Officers on the Board are: President, Vice President, Secretary, and Treasurer. The PTO Board meets monthly in our media center. A calendar of meeting dates will be provided at the beginning of each school year. All parents are welcome to attend these meetings.

The PTO sponsors numerous activities during the school year, which include book fairs, school assemblies, family dinner, an annual carnival, and school open houses.

PARKING LOT USE

Parents and visitors are encouraged to use extreme caution in the school driveway and parking lot. Parents who drive students to and from school should permit walkers the right of way.

Please follow the safety rules listed:

- Children walking home need to exit the building and walk immediately home.
- Please do not park in the Hines parking lot and have your children come outside to your car.
- After school, students are not to be in the Hines parking lot for any reason. This is an extremely dangerous area with the narrow lot and busy traffic flow as teachers and support staff leave for meetings and other commitments.
- If you are picking up your child, park on Carpenter Street, avoiding the bus zone, on Hines Street or Jerome Street and meet your child at an exit door.

PARTIES AND TREATS

At the teacher's discretion, Halloween, Winter, and Valentine's Day class parties may be held. The parties will be scheduled the last hour of school unless there are scheduled conflicts. Reasonable Halloween costumes are permitted. We will not allow student costumes that promote violence. We reserve the right to approve all costumes. The program, decorations and refreshments shall be at the discretion of the teacher. Room parents should be contacted two weeks before the party, and it should be clearly understood what role in the party they are to have and at what time the teacher wants the refreshments and/or the parents there.

If the teacher is willing, birthday treats for an entire class may be brought to school and may be shared after lunch or at the end of the day. Food should not be eaten on school buses.

Parents are asked not to send party invitations to school to be distributed. This helps prevent hurt feelings on the part of students who may not receive an invitation.

PLAYGROUND SUPERVISION

Supervision is provided for those who remain at school over the noon lunch period. Teachers accompany their classes outside for recess.

Students are expected to go outdoors at noon unless rain or extremely cold weather makes this impossible.

POSTERS AND INFORMATIONAL MATERIAL

All posters or other printed material must be cleared with one of the school officials before being displayed.

PROGRESS REPORTS

All subject areas are listed on the student's progress report. The card is graded every nine weeks, or four times per year (see "Calendar") for grades 3, 4, and 5, and three times per year for grades K-2. However, Spanish, music, physical education, and art grades are given every 18 weeks (two times per year). The music, physical education, Spanish, and art assessments are assigned by the auxiliary teachers after consultation with the classroom teachers. All other grades are assigned by the classroom teacher.

RELEASE OF STUDENT AND/OR FAMILY NAME LISTS

Lists of student and/or family names, addresses and telephone numbers may be released for use by school personnel or parents for approved school activities such as P.T.O. meetings or school parties.

Parents who prefer all or part of this information not be released as described above should notify the school office in writing regarding at the beginning of each new school year.

RIGHT TO REVIEW TEACHER QUALIFICATIONS

Under the new federal education law No Child Left Behind Act of 2001, parents have the right to know the professional qualifications of the classroom teachers who instruct their children. The federal law allows them to ask for specific information about their child's classroom teacher(s). The law also requires MPS to give the information to them in a timely manner if information is requested. Specifically, parents have the right to ask for the following information about each of their child's classroom teachers:

- Whether the Michigan Department of Education has licensed the teacher for the grades and subjects he/she teaches.
- Whether the Michigan Department of Education has decided that the teacher can teach in a classroom without being licensed under state regulations because of special circumstances.
- The teacher's college major; whether the teacher has any advanced degrees and, if so, the subject of the degrees.
- Whether any teachers' paraprofessionals provide services to your child and, if they do, their qualifications.

If any parent would like to receive any of the this information, please send a request to the Director of Human Resources, 600 E. Carpenter Street, Midland, MI 48640 or call at 989/923-5020.

ROOM PARENTS

Room parents are chosen on the basis of availability. Usually two parents per room serve as room parents. At the beginning of the year the volunteers consult with the teacher regarding the three school parties held during the year, and any additional activities that the parents and teacher may wish to initiate.

SAFETY PATROL

The Safety Patrol is comprised of fourth and fifth grade students and a staff advisor. This group serves on posts inside/outside the school. Patrol members help fellow students travel to and from school safely.

SCHOOL OF CHOICE

The Midland Public Schools recently adopted a policy regarding "Schools of Choice." Applications are available through the MPS website (www.mps.k12.mi.us). Students or parents with questions should see a member of the administrative staff.

SCHOOL/PARENT/STUDENT COMPACT

MIDLAND PUBLIC SCHOOLS / CARPENTER STREET SCHOOL TITLE I SCHOOL / PARENT COMPACT

High student performance is the shared responsibility of parents, the entire school staff and students. It is our goal that ALL students at Carpenter be able to pass all parts of the Michigan Education Assessment Program (MEAP) as well as all district assessments.

Carpenter Street School will provide all students with high quality curriculum and instruction. This will provide maximum opportunity for ALL students to successfully meet the state's and Midland Public Schools' performance expectations. Regular and open communication about student progress will be maintained at all times. This will include, but is not limited to:

- Providing challenging and meaningful daily instruction
- Providing a regular building newsletter and classroom communication
- Completing progress reports
 - Four times a year (approximately every nine weeks), grades 3-5
 - Three times a year (November, February and June), grades K-2
- Setting up parent/teacher conferences twice a year
- Sponsoring parent education programs to keep parents informed about curriculum
- Providing reasonable access to staff (daily before and after school and anytime by email or voicemail)
- Responding quickly and openly to parent questions and concerns

Parents of Carpenter students will provide support for their child's learning. This support will include, but is not limited to:

- Establishing a time and place to do homework, checking on homework completion and quality, and then verifying with a signature when requested
- Reading aloud to children as much as possible
- Ensuring that the child comes to school every day on time (8:33 a.m.)
- Attending fall and spring parent/teacher conferences
- Attending parent education programs throughout the year

Students will take responsibility for their own learning. This responsibility will include, but is not limited to:

- Checking and emptying backpacks daily and Friday Folders weekly
- Doing their own homework without being reminded
- Reading for 10-30 minutes each evening
- Being responsible for their own behavior at all times

We will do our best to maintain the responsibilities in this Compact.

(The Compact is signed each year by the student, parent, teacher and principal.)

SCHOOL SUPPLIES

Textbooks, workbooks, materials and supplies necessary for instruction are furnished by the school. Students are expected to care for them as if they were their own and are liable for loss or damage.

Tennis shoes, required for gym classes, are not furnished. Gym shoes are to remain at school.

SEARCH AND SEIZURE

The school retains joint custody of its lockers, desks, and all other properties assigned to students for storage and other legitimate uses. Lockers, desks and all other school properties are subject to periodic inspections, both announced and unannounced, and without student consent or a search warrant.

Whenever school official have reasonable suspicion to believe that a search will disclose evidence a student has violated or is violating school rules, a search may be conducted. Any/or all items which may be used to disrupt or interfere with the safe, healthful and/or orderly conduct of school programs, discovered as a result of such a search, may be seized. Students themselves, as well as their purses, book bags, all other such personal property, and their vehicles may be searched; and personal items which are potentially dangerous, disruptive, or illegal may be seized.

Students shall not bring electronic games or devices, pagers, cell phones, laser pointers, radios, boom boxes, remote control vehicles, whistles, squirt guns, weapons (real or pretend), pretend cigarettes, matches, rollerblades, skateboards, or scooters, except for some purpose stated by the teacher and approved by the principal. Items added to this list will be made public to students and parents.

SEXUAL HARASSMENT

Midland Public Schools is committed to providing an educational environment which is free of discriminatory intimidation and sexual harassment. Abuse of the dignity of anyone through sexist slurs or through other derogatory or objectionable conduct is offensive behavior which will not be tolerated.

Sexual harassment is a violation of Title VII of the Civil Rights Act of 1964 and the Michigan Elliott-Larson Civil Rights Act. It is also contrary to the policy of the school district for any staff or student member, male or female, to sexually harass a student or staff member.

Individuals who believe that their rights in this area have been violated should report their concerns to building administrators or the Director of Human Resources of the Midland Public Schools. All complaints will be handled in a timely and confidential manner.

**STATEMENT OF NONDISCRIMINATION, DESIGNATED COORDINATORS, GRIEVANCE
PROCEDURES FOR TITLE VI OF THE CIVIL RIGHTS ACT OF 1964
TITLE IX OF THE EDUCATION AMENDMENT ACT OF 1972**

**TITLE II OF THE AMERICANS WITH DISABILITIES ACT OF 1990
SECTION 504 OF THE REHABILITATION ACT OF 1973
AGE DISCRIMINATION ACT OF 1975**

In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Title II of the Americans With Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the State of Michigan's Elliott-Larsen Civil Rights Act of 1977, it is the policy of the Midland Public Schools that no person on the basis of race, color, religion, national origin or ancestry, age, sex, height, weight, marital status, or disability shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise subjected to discrimination in employment or in any program or activity for which the Board is responsible or for which it receives financial assistance from the United States Department of Education.

Section I—Designated Coordinators

Any person believing that the Midland Public Schools or any part of the school organization has inadequately applied the principles and/or regulations of (1) Title VI of the Civil Rights Act of 1964, (2) Title IX of the Education Amendment Act of 1972, (3) Section 504 of the Rehabilitation Act of 1973, (4) Title II of the Americans with Disabilities Act of 1990, and (5) Age Discrimination Act of 1975, may bring forward a complaint, which shall be referred to as a grievance, to the local Civil Rights Coordinators as listed below at the following address:

Section 504 Coordinator – Director of Administrative Services
Title II Coordinator and Title VI -- Director of Administrative Services
Title IX and Age Coordinator – Gary Verlinde, Director of Human Resources

Midland Public Schools
600 E. Carpenter Street
Midland, MI 48640
Telephone: 989-923-5001

Section II—Grievance Procedures

The person who believes a valid basis for grievance exists shall discuss the grievance informally and on a verbal basis with the appropriate district Civil Rights Coordinator who shall, in turn, investigate the complaint and reply with an answer to the complainant within five (5) business days. The complainant may initiate formal procedures according to the following steps:

Step 1

A written statement of the grievance signed by the complainant shall be submitted to the appropriate district Civil Rights Coordinator within five (5) business days of receipt of answers to the informal complaint. The coordinator shall further investigate the matters of grievance and reply in writing to the complainant within five (5) days.

Step 2

A complainant wishing to appeal the decision of the district Civil Rights Coordinator may submit a signed statement of appeal to the Superintendent of Schools within five (5) business days after receipt of the Coordinator's response. The Superintendent shall meet with all parties involved, formulate a conclusion and respond in writing within ten (10) business days.

Step 3

If unsatisfied, the complainant may appeal through a signed, written statement to the Board of Education within five (5) business days of receiving the Superintendent's response in Step 2. In an attempt to resolve the grievance, the Board of Education shall meet with the concerned parties and their representative within forty (40) days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) days of this meeting.

Step 4

Inquiries concerning the nondiscriminatory policy may be directed to Director, Office of Civil Rights, Department of Education, Washington, D.C. 20202.

The district Coordinator, on request, will provide a copy of the district's grievance procedure and investigate all complaints in accordance with this procedure.

A copy of each of the acts and the regulations on which this notice is based may be found in the office of the district's Civil Rights Coordinator.

STAYING AFTER SCHOOL

Teachers wishing to work with a student after school will notify the parents by note or telephone. When a student remains after school, teachers will not keep him/her longer than 45 minutes. Exceptions must have parent and principal approval. Unless students are remaining after school or participating in a group activity at the school, they are expected to go directly home following dismissal. Arrangements to visit a friend's home must be made outside of school.

STUDENT CONDUCT

Each student new to Carpenter Street School receives a copy of the Midland Public Schools' Code of Student Conduct. This document has been approved by the Board of Education to comply with the Michigan State Board of Education requirements, December 9, 1970. Copies are also available upon request at the school office.

STUDENT COUNCIL

Interested students from each classroom meet with a teacher sponsor to voice student concerns, learn about representative government, and develop ideas to improve Carpenter Street School. Grades: 1-5. Time Commitment: All year, one time per month at lunch time.

STUDENT PICTURES FOR PUBLICATION IN THE MEDIA

During the course of the school year, occasions may arise when photographs of students will be taken for the Midland Daily News or other newspapers, school publications including our yearbook, or other media. Usually the student is identified in these pictures.

If you have objections to your student's picture being published in this fashion, please contact the school office. A form must be completed by the parent/guardian which will be placed in the student's file indicating parent objection to pictures.

STUDENT RECORDS

At registration, each student new to Carpenter receives a copy of the Policy on Student Records. On November 25, 1974 the Board of Education approved the policy in compliance with the Federal Family Education Rights and Privacy Act of 1974. The policy guides the content of records being kept on all students, as well as the access to these records and related procedures for the school, the parent, and the student. An additional copy is available from the school office.

SUPPORT SERVICES FOR STUDENTS

Title I - Title I is a federally funded program focusing on support instruction for students in the areas of math, reading, science, and social studies. Funds are designed to provide greater opportunity for success

for students at-risk of not reaching their potential. Carpenter has been designated as a Title I school-wide building.

- Title I Instructional Support staff

Additional student support services include:

- **Resource Room**
- **Behavior Room**
- **Other Services:** School Psychologist, School Social Worker, Speech Therapist, Occupational Therapist, Physical Therapist provide services to Carpenter students within their area of expertise.

TESTING

In grades K-5, students are involved in district assessments.

<u>Grades</u>	<u>Test</u>	<u>Date</u>
K-5	District Literacy and Math Assessment	April-May
K-5	DIBELS	Fall, Winter, Spring
3	Smarter Balance Testing - Math & Language Arts	May
4	Smarter Balance Testing - Math, Language Arts, Science	April-May
5	Smarter Balance Testing - Math, Language Arts, Social Studies	April

While good attendance is important throughout the year, we especially encourage perfect attendance during the administration of these tests. Research indicates children are more successful if they are tested with their classmates, as opposed to individualized make-up sessions. Also, a consistent sleeping and eating pattern during these two weeks will be extremely helpful in preparing your child to focus clearly and, as a result, do his/her personal best.



Instructional Media & Technology

600 E. Carpenter Street, Midland, MI 48640
(989) 923-5001 ph (989) 923-5004 fax

MEDIA RELEASE FORM

Occasions may arise when photographs of students are taken for use in the Midland Daily News, other newspapers, school publications, the school yearbook, the school website, television or other media. It is the school district's policy to use only the first name and last initial on the website unless written permission is given by the parent or guardian. Last names may be used in the other publications. **Only return this form to your student's school if you DO NOT want his or her name and photo displayed.**

Student's Name (please print)

_____ I **DO NOT** give permission for my student's full name or photograph to be published.

Parent/Guardian's Name (please print)

Parent/Guardian's Signature

Date

This form will be kept in the student's CA60 file for as long as he or she attends the Midland Public Schools unless it is revoked and a new form is received.

Issue Date: 01/2006
Revision Date: 01/2008