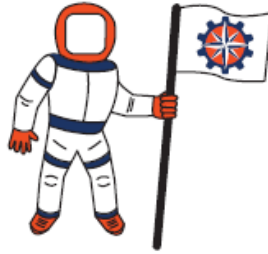


Central Park Elementary Handbook

2021-2022



**1400 Rodd Street
Midland, MI 48640**

Phone: (989) 923-6836

Fax: (989) 923-6876

Website: cpe.midlandps.org

Twitter Handle: #celebratecpe

Attendance Hotline: (989) 923-7113

Office Hours: 8:00 a.m. - 4:00 p.m.

Link to Staff Directory: <https://www.cpe.midlandps.org/staff>

Kara Stark, Principal

Chelsea Sauve, Assistant Principal



Central Park Elementary
a STEM exploration school

COVID-19 Safety Recommendations

Midland Public Schools encourages students and parents to monitor publicly available information and to follow CDC, state, and local health organization guidance.

Actions for students and parents:

1. Self-monitor every morning prior to school. Make sure your child does not have any of the following symptoms (fever greater than 100.4 degrees, sore throat, cough, headache, vomiting, or body aches). These symptoms may be signs of COVID-19 illness and your child should not go to school.
2. Contact school officials immediately if your child gets sick.
3. Masks are recommended for unvaccinated students during school hours, but this is a personal decision and a family choice.
4. Masks will be required on all Midland Public Schools buses.

School expectations:

1. School buildings will each develop procedures to ensure that cleaning and sanitizing occurs on a regular basis.
2. During school hours social distancing and cohorting of students will occur whenever possible. For specific questions related to COVID-19 procedures please contact the school principal.
3. Visitor access to MPS school buildings during school hours is closely monitored and restricted.
4. Visitors can report to the school office for assistance. Essential staff and essential volunteers may be allowed access on a case-by-case basis.
5. Masks are required on all Midland Public Schools buses.

Dear Central Park Families,

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

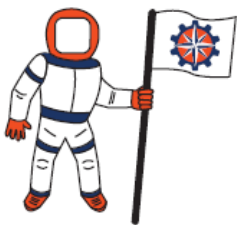
We believe that communication between home and school is important and this handbook is one way our school communicates with you. Other ways we communicate: parent/teacher conferences, telephone calls, e-mail, school newsletters, and student work. We encourage parents and students to discuss school information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

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

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

Sincerely,

Kara Stark, Principal
Chelsea Sauve, Assistant Principal



Our Mission

Central Park Elementary develops compassionate, inquisitive, and action-minded students in partnership with community and home. We embrace the cultural diversity and global perspectives within our school and society to cultivate a caring and inclusive environment. Students explore, self-reflect, and take action to create a more inclusive and peaceful world.

Midland Public Schools Vision Statement

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



Midland Public Schools
Inspiring Excellence

THE ABC'S OF CENTRAL PARK

ABSENCE FROM SCHOOL

If your child is absent, or will be tardy, we ask that a parent call the school office (989) 923-6836 before 9:00 am. Messages concerning student absences may be left on the school voice-mail. If a child is absent, and the school hasn't been notified, we will attempt to contact the parent. If a student needs to be absent for a medical, dental, or other personal appointment, or for unusual family needs, the school will honor a request from a parent for up to a **MAXIMUM OF FIVE DAYS** of pre-excused absences per school year. Any student who will be out of school for an extended period of time please contact the classroom teacher and school administrator. An extended period of unexcused absences may be referred to the truancy officer and/or the Midland County Prosecutor's office. Please note that 5 Tardies or Leave Earlies = 1 Absence, for truancy purposes.

ACCIDENT INSURANCE

MIDLAND PUBLIC SCHOOLS DOES NOT CARRY INSURANCE TO COVER MEDICAL EXPENSES OF STUDENTS. These expenses should be covered by the parents' or guardian's personal insurance plan. If you do not have accident insurance, you are encouraged to consider purchasing a voluntary accident insurance policy. As a service to students and their families, our district makes available a student accident insurance plan for your child at a very nominal cost. For more information on purchasing this voluntary accident insurance policy, please click the Parents tab on the Midland Public Schools website, and then select Student Insurance Plan.

ANNUAL NOTICES

<https://www.midlandps.org//2021-22MPSAnnualNotices>

BAND/ORCHESTRA/CHOIR

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

BEFORE/AFTER SCHOOL PROGRAM

Midland Public Schools partners with the Midland Community Center to provide a before and after school child care program here in the CPE cafeteria. The before school program operates from 7:00-8:40 and the after school program runs from 3:40-6:00 for students K-5. The program meets every day that school is in session; however, no child care is provided on inclement weather days. Email Kendra Wegner at KWegner@greatermidland.org or go to <https://www.greatermidland.org/before-after-school> for more information and details.

BREAKFAST

In compliance with state regulations, breakfast is available for all students at Central Park Elementary at no additional cost.

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 <https://www.midlandps.org/content/code-of-student-conduct> within the Midland Public Schools District Handbook.

BUS RIDERS

For the 2021-2022 school year, students *will be required to wear face coverings* while riding Midland Public Schools busses. 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

Covid Screening Protocols:

If you are currently experiencing Covid 19 symptoms, including any of the following: new or uncontrolled cough, shortness of breath, sore throat, loss of taste or smell, new onset of severe headache, vomiting, or abdominal pain, or a fever greater than 100.4 degrees; do not come into an MPS building. If you are experiencing any of the above symptoms, consult with a physician before returning to school.

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.

Central Park Elementary follows the “24 Hour Rule” recommended by the Midland County Health Department:

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

COMMUNICATING WITH SCHOOL

The Central Park office telephone number is 989-923-6836. If calling the school outside of business hours, parents may leave a voice-mail message. If parents wish to visit their child’s classroom or talk with their child’s teacher, please call ahead, e-mail, or write a note to schedule an appointment. Always check in at the office when visiting the school.

CRISIS PLAN

A high priority for Midland Public Schools is the safety of your child and the security of each building in the district. Central Park has a crisis committee and a crisis plan for various emergency situations. Please contact the office if you would like further details. Safety drill dates and times are posted on the Central Park website.

CURRICULUM

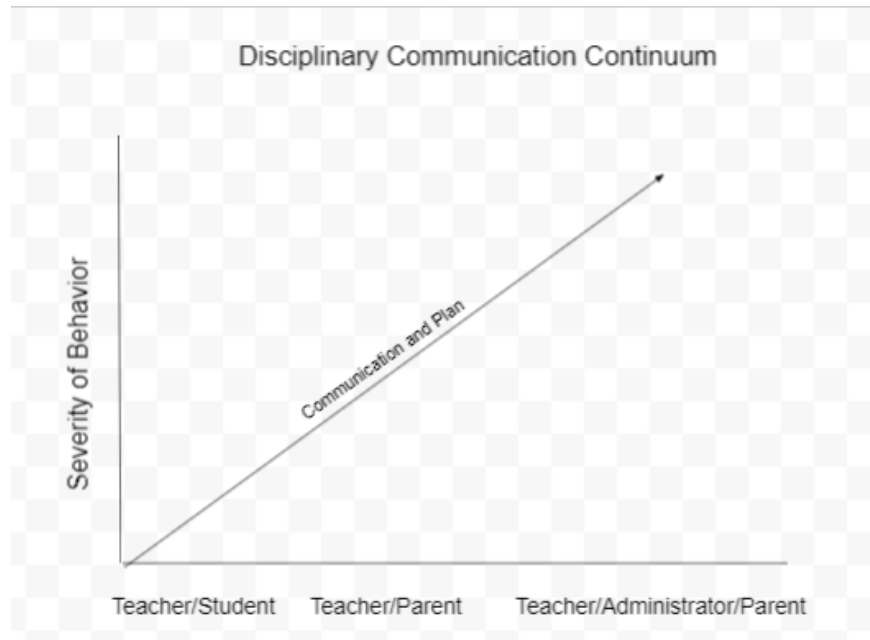
Elementary handbooks outlining the curriculum objectives of each grade level are available online at the MPS website (www.midlandps.org) under the Curriculum tab. These handbooks explain how students are evaluated on progress reports. Please refer to these handbooks throughout the school year when you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

CUSTODIAL VS NON-CUSTODIAL PARENT

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

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. See example chart:



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 <https://www.midlandps.org/content/code-of-student-conduct> for specific details.

EMERGENCY CONTACT INFORMATION

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

EMERGENCY WEATHER CLOSING

The decision to dismiss school for severe storm conditions rests with the Superintendent of Schools. Please monitor the Midland Public Schools website for school closing information. Look for a red bar at the top of the web page with information on closures/cancellations. You can also listen to the local radio station (WMPX -1490 AM) or MPS channel 98 (Charter Communications) for special announcements.

FERPA AND DIRECTORY INFORMATION NOTIFICATION

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

These rights are outlined below:

1. The right to inspect and review the student’s education records within 45 days of the day that Midland Public Schools receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask Midland Public Schools to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If Midland Public Schools decides not to amend the record as requested by the parent or eligible student, Midland Public Schools will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed Midland Public Schools as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom Midland Public Schools has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, Midland Public Schools discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
4. The right to refuse to permit Midland Public Schools to designate certain personally identifiable information about the student as directory information which is not subject to the above restrictions on disclosure. Midland Public Schools may within its discretion release some or all directory information: name, address, telephone listing, email address, date and place of birth, major field of study, year in school, class schedules, class rosters, participation in officially recognized activities and athletics, weight and height of members of athletic teams, photographs, dates of attendance, diplomas received, awards received, and the name of the last previous school attended by the student, and other similar information which would not generally be considered harmful to a student, and other similar information which would not generally be considered harmful to a student, or an invasion of privacy if disclosed.
5. If a parent or eligible student does not wish to have the student’s information designated as directory information and disclosed, the parent or eligible student must request and complete a Request to Prevent Disclosure of Directory Information from the school principal and submit the completed form to the school principal no later than the 15th day of a school year. Please note that a request to block the designation of information as directory information will apply to all categories listed above and to all requests for directory information from within and outside the MidlandPublic 11 Schools community. This notification will remain in

effect until the parent or eligible student informs the school principal in writing to remove the block to designation and disclosure.

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

FIELD TRIP PERMISSION

You will be asked to fill out a permission slip annually granting permission for your child to participate. This permission will be considered permanent for that school year. You will be notified in advance by your child's teacher when and where the class will take a specific field trip.

FIRE AND NATURAL DISASTER PROCEDURE

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

HOME ACCESS CENTER (HAC)

Home Access Center allows parents to view student registration, attendance, and grade information. You may register/log-on to Home Access Center on the MPS website under the Parents tab.

ILLNESS OR ACCIDENTS AT SCHOOL

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

IMMUNIZATIONS

Michigan law requires the following immunizations for school entry:

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

At Central Park, 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.

The IB mission statement:

The International Baccalaureate® aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect. To this end the organization works with schools, governments and international organizations to develop challenging programmes of international education and rigorous assessment. These programmes encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right. ©International Baccalaureate Organization 14 The International Baccalaureate Primary Years Programme 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. The Programme Model International Baccalaureate Organization

Please refer to your child's grade level handbook for specifics on units of inquiry

LOST AND FOUND

Our Lost and Found is located in the hallway outside of the gymnasium. 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/pass from the supervisor in charge. Students may not leave the school premises for any reason without permission. Students may not engage in physically dangerous games, such as

tackle football, wrestling, or any other game involving pushing, sliding, hitting, etc. All injuries should be reported to the lunch supervisor as soon as they happen. Students are to walk in the halls and lunchroom at all times. Normal conversation voices are to be used. Students should sit in their own seating space and avoid tampering with food that belongs to someone else. No sharing of food. Throwing food is strictly prohibited. Each student is expected to clean his/her eating area before dismissal.

LUNCH PROGRAM

As part of the National School Lunch and School Breakfast Program--Community Eligibility Provision (CEP), **ALL** students enrolled at Central Park Elementary are eligible to receive a healthy lunch at school at **NO CHARGE** to your household each day of the 2021-2022 school year. If your child is only purchasing milk, there will be a \$0.60 charge.

We are asking that you fill out and sign the **Central Park Elementary Household Information for Grant Funding Form**, which is needed for administrative purposes, not to determine eligibility. This information allows our school to benefit from various State and Federal supplemental programs like Title I A, At Risk (31a), Title II A, E-Rate, etc. This information is critical in determining the amount of money the school receives from a variety of supplemental programs. We are asking that you please complete and submit it as soon as possible.

All information on the form submitted is confidential. Without your assistance, the school cannot maximize utilization of available State and Federal funds. Please submit the Central Park Elementary Household Information for Grant Funding Form no later than September 27, 2021 to Central Park Elementary.

If we can be of further assistance, please contact the food service department 989-923-5062 or at foodservices@midlandps.org

Adult supervision is provided in the lunchroom and on the playground.

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.

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 (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

Central Park Elementary School will follow the parent involvement policy guidelines in accordance with the **Revised School Code of 2004, Public Act 451, Section 380.1294**. Central Park Elementary 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.

Central Park 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.

- A. An annual meeting for parents will be held in the fall of each school year at Central Park Elementary 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 Central Park Elementary is required to seek input from parents in a variety of ways. Central Park 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, Central Park 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 the main office and hallway, and the Elementary Student Handbook.
- F. 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.
- G. Parents are given opportunities for decision-making related to the education of their children, as described in Paragraph B.
- H. 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 Language Arts, PLTW, as well

as the science, social studies and reading curricula and how they are tied to the essential outcomes at each grade level.

I. Central Park Elementary 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.

J.. Central Park Elementary School has access to translators in the building for parent meetings and activities.

K. At Central Park Elementary School, our social worker assists parents in locating appropriate governmental, social service, health, and educational programs within the community.

L. Central Park Elementary School has a Parent Compact developed by staff and parents 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.

M. We will educate teachers to show that there are many ways in which parents can become involved with their children's education: Central Park Elementary 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. Central Park Elementary 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 Central Park Elementary School activities helps to build a strong, rich partnership with parents, students and staff.

POLICIES – MIDLAND PUBLIC SCHOOLS

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

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

PTO (PARENT-TEACHER ORGANIZATION)

Our school PTO Board consists of parents, school administration, 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, an annual carnival, field trips and school open houses.

POSTERS AND INFORMATIONAL MATERIAL

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

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 school crossing guard and safety and service team 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. Please refer to the school website for additional information about pick-up and drop-off procedures.

SCHOOL HOURS

School Day 8:40 a.m. - 3:40 p.m.

School doors open at 8:35 a.m. (please arrive no earlier than 8:20) Students are to leave the building immediately at the end of school and off school grounds by 3:55 p.m; unless they have band/orchestra/choir 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/PARENT/STUDENT COMPACT

MIDLAND PUBLIC SCHOOLS / CENTRAL PARK ELEMENTARY SCHOOL TITLE I SCHOOL / PARENT COMPACT

Central Park Elementary 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)
- 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 Central Park Elementary 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 (8:35 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.

SCHOOL PICTURES

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

SIGNING YOUR CHILD OUT OF SCHOOL EARLY

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

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

STUDENT RECORDS

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

STUDENT SUPPLIES

All supplies required for instructional purposes, with the exception of clothing and food, are provided by the school. This does not mean children cannot bring their own school supplies. Students are asked to supply gym

shoes and art shirts. Other items may be suggested by individual teachers, but are not required. Your child's teacher will provide a list of helpful supplies at the beginning of the school year.

TITLE IV- STATEMENT OF NONDISCRIMINATION

The following link will provide access to the district's Statement of Nondiscrimination policy:

<https://www.midlandps.org/Content2/statement-of-nondiscrimination>

If you do not have internet access, please stop by the Midland Public Schools administrative office or Central Park Elementary for a copy of the policy.

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

Given the increased health and safety precautions during this time of COVID-19, 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.