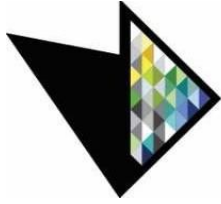


# Plymouth



# Elementary School





# Midland Public Schools

*Inspiring Excellence*

To Plymouth Families,

The Plymouth Student-Guardian Handbook provides information about Plymouth's 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: guardian/teacher conferences, telephone calls, e-mail, school newsletters, and student work. We encourage guardians 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 guardian interest and participation in school activities. The more active and involved the guardian 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 Plymouth Elementary, and we hope that you share that pride with us. It is only through continual dialogue between home and school that we can continue to improve our educational program. We welcome your suggestions, comments, questions, and participation, so that together we can continue to provide excellent educational opportunities for all students.

Cordially,

Margaret Doan  
Principal



## GENERAL PLYMOUTH INFORMATION

\*\*THE PROVISIONS CONTAINED IN THIS STUDENT HANDBOOK DO NOT CONSTITUTE A CONTRACT, EXPRESSED OR IMPLIED, BETWEEN STUDENTS AND THE SCHOOL.

**MISSION STATEMENT:** Plymouth Elementary, in partnership with family and community, will encourage internationally minded learners who show compassion and respect within a global society in order to create a more peaceful world.

**DISTRICT VISION:** THE MIDLAND PUBLIC SCHOOLS, IN PARTNERSHIP WITH OUR COMMUNITY, PREPARES STUDENTS AS KNOWLEDGEABLE, SELF-RELIANT, COOPERATIVE AND ETHICAL LEARNERS WHO ARE CONTRIBUTING CITIZENS.

### SCHOOL HOURS

School Day: 8:55 a.m. - 3:55 p.m.

Kindergarten, 1st grade, 3rd grade lunch: 12:30 p.m. - 1:15 p.m.

2nd grade, 4th grade, 5th grade lunch: 11:45 a.m. - 12:30 p.m.

Office Hours: 8:30 a.m. - 4:30 p.m.

Students may enter the building at 8:55 a.m. Students are not to arrive at school before 8:45 a.m. There is NO SUPERVISION for students before this time. All students are to leave the building by 4:05 p.m. unless a teacher has arranged for the student to stay. If a teacher wants to work with a student after school, the school will contact the guardian prior to dismissal so the guardians are aware the student is staying, and that transportation home has been arranged.

# THE ABC'S OF PLYMOUTH ELEMENTARY

## **ABSENCE FROM SCHOOL**

If your student is absent, or will be tardy, we ask that a guardian call the school office before 9:00 am or enter the student's absence in ParentVue. Messages concerning student absences may be left on the school voice-mail. If a student is absent, and the school hasn't been notified, we will attempt to contact the guardian. 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 guardian for up to a MAXIMUM OF TEN DAYS of pre-excused absences per school year. Any student who will be out of school for an extended period of time please contact the classroom teacher and school administrator. 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 Earlys = 1 Absence, for truancy purposes.

## **ACCIDENT INSURANCE**

MIDLAND PUBLIC SCHOOLS DOES NOT CARRY INSURANCE TO COVER MEDICAL EXPENSES OF STUDENTS. These expenses should be covered by the guardians' 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 student at a very nominal cost. For more information on purchasing this voluntary accident insurance policy, please click the Guardians tab on the Midland Public Schools website, and then select Student Insurance Plan.

## **ANNUAL NOTIFICATIONS**

Updated Midland Public Schools annual notifications can be found on the Midland Public Schools website at

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

## **BAND/ORCHESTRA/CHOIR**

Students in grade 5 may choose to participate in band, 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 Midland Community Center to provide a before and after school student care program here at Plymouth. 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. On inclement weather days, child care is provided at the Community Center on a first come, first serve basis for students already enrolled in the program. 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.

## **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, guardians, guests, contractors, vendors, and volunteers, is strictly prohibited.

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

## **BUS RIDERS**

Bus riders are expected to observe good passenger manners and keep distractions to the driver to a minimum. While waiting at a bus stop, students are to stay away from 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.

## **CELL PHONES**

Student cell phones should be powered off and stored in student's backpack during school hours.

## **CODE OF CONDUCT**

<https://www.midlandps.org/code-of-student-conduct>

## **COMMUNICABLE DISEASE/ILLNESS**

Plymouth Elementary follows the "24 Hour Rule" recommended by the Midland County Health Department:

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

## **COMMUNICATING WITH SCHOOL**

The Plymouth office telephone number is 989-923-7616. If calling the school outside of business hours, guardians may leave a voice-mail message. If guardians wish to visit their student's classroom or talk with their student'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 student and the security of each building in the district. Plymouth 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 Plymouth website.

## **CURRICULUM**

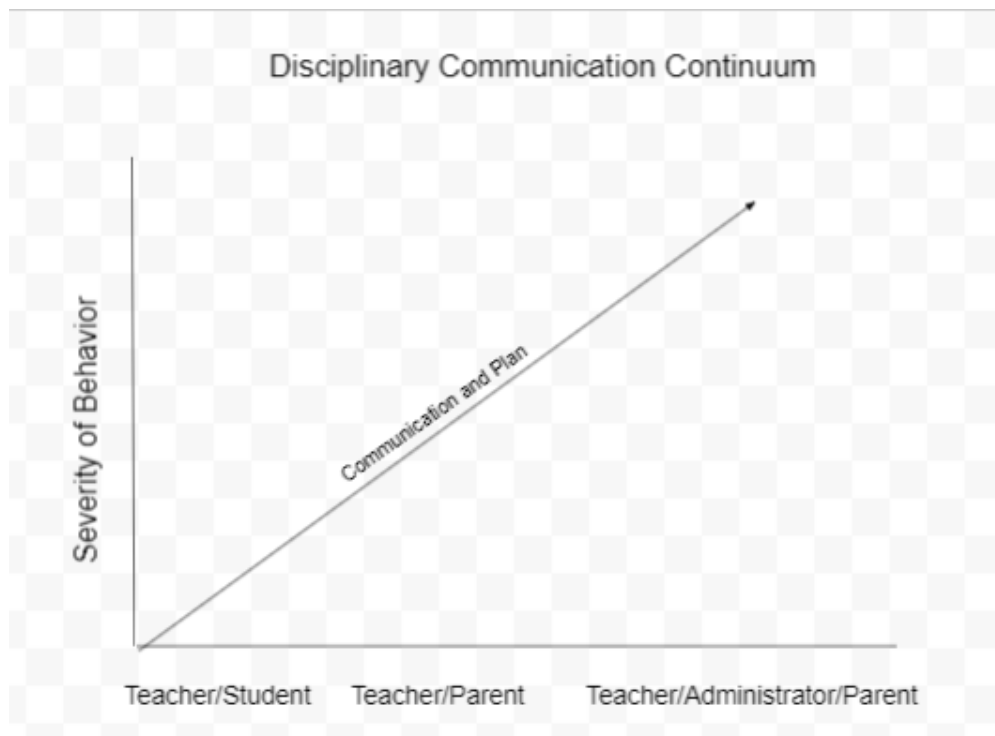
Elementary handbooks outlining the curriculum objectives of each grade level are available online at the MPS website ([www.midlandps.org](http://www.midlandps.org)) under the Curriculum tab. These handbooks explain how students are evaluated on progress reports. Please refer to these handbooks throughout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

## **CUSTODIAL VS NON-CUSTODIAL GUARDIAN**

We acknowledge and respect the rights and privileges of both custodial and non-custodial guardians. The restriction or denial of non-custodial guardians 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 MPS Code of Conduct for specific details.

## **EMERGENCY CONTACT INFORMATION**

Guardians are asked to update emergency contact information at the beginning of each school year. Information is collected for each family, consisting of address, guardians' names, place of employment, home, cell, and work telephone numbers, and other emergency contact numbers. This information is kept confidential. We ask guardians 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 guardians 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. Guardians 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 guardian 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 guardian or eligible student believes are inaccurate or misleading. Guardians or eligible students may ask Midland Public Schools to amend a record that they believe is inaccurate or misleading. They should write to the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If Midland Public Schools decide not to amend the record as requested by the guardian or eligible student, Midland Public Schools will notify the guardian 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 guardian 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 guardian 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 guardian or eligible student does not wish to have the student's information designated as directory information and disclosed, the guardian 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 guardian 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

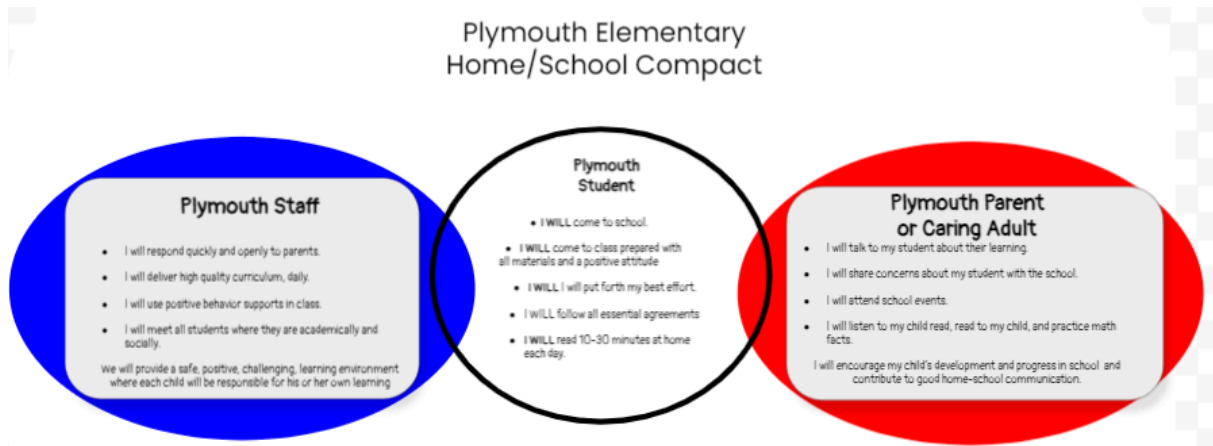
You will be asked to fill out a permission slip annually granting permission for your student to participate. This permission will be considered permanent for that school year. You will be notified in advance by your student's teacher when and where the class will take a specific field trip.

## FIRE AND NATURAL DISASTER PROCEDURE

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

## HOME/SCHOOL COMPACT

High student performance is a shared responsibility of parents, the school, and the students. Our school/family compact has been developed to list shared expectations between the school and home. The home-school compact will be shared at parent teacher conferences and also sent home within the first week of each school year.



## ILLNESS OR ACCIDENTS AT SCHOOL

If a student becomes ill or is injured at school, the guardians will be contacted and arrangements will be made for the student to be picked up from school. If guardians cannot be reached, contact will be made with the emergency contacts designated by the guardians 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 student has not had the required immunizations, or if you are not sure that your student has received the proper booster shots, you are urged to contact your private physician or the Midland County Health Department. Students whose guardians object to immunizations will need to complete a waiver form available through the Midland County Health Department. They will also be required to attend a vaccine education session at the Health Department. An appointment is required by calling 989-832-6665.

### **INTEGRATED PEST MANAGEMENT PROGRAM**

Integrated Pest Management (IPM) is an environmentally sensitive approach to pest management that incorporates many 12 common-sense practices. It is designed to manage pest problems using the most economical means with the least possible hazard to people, property and the environment. An effective IPM program takes advantage of all pest management options possible including the judicious use of pesticides. During the school year, the Midland Public Schools will conduct monthly inspections of all of its facilities in cooperation with Orkin Pest Control.. Records will be kept on site documenting pest sightings and the applications of any necessary pesticides. Any pesticide application will be conducted by licensed technicians following all federal and state safety guidelines.

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

Plymouth is an authorized International Baccalaureate (IB) World School. Plymouth is part of a growing global community of schools offering the Primary Years Programme (PYP). For more detailed information about grade level concepts and frameworks, please consult the specific Grade Level Curriculum Handbook.

### **LOST AND FOUND**

Our lost and found articles are kept in the entryway for students- and parents/guardians to view as they enter the building. Articles may be reclaimed there and we encourage students and guardians 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 student come to school dressed for the weather. If medical reasons require your student to remain inside during recess, we ask that you send in a doctor's note. If the students 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**

Lunch options: 1) Students may purchase the hot lunch, milk included 2) Students may purchase "choice" lunch, milk included 3) Students may bring lunch from home and purchase milk 4) Students may bring their complete lunch from home Please keep in mind that this is a "closed campus." If you choose to pick up your student for lunch, please come to the office to sign them out, and sign them back in at the end of the lunch period.

## **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 guardian 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.***

## **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 (GUARDIAN-TEACHER ORGANIZATION)**

Plymouth has an active and supportive Guardian Teacher Organization. All interested guardians and staff are welcome to attend PTO meetings. Guardians and staff members are encouraged to join this organization and to participate in its activities. Please contact the office if you would like more information.

### **SAFETY AND PARKING LOT PROCEDURES**

Safety must be an important concern for every student and guardian. 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. Studentren 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 hours are from 8:55 am- 3:55 pm. Please do not drop your student off before 8:45 am. Students are to leave the building immediately at the end of school, unless they have band/orchestra practice or some other adult supervised after-school activity.

### **SCHOOL OF CHOICE**

Midland Public Schools offers, if space is available, guardians the opportunity to choose the schools they would like their student to attend. If guardians 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. Guardians selecting an elementary school other than their home school will need to provide their own transportation. Student living within that school's residential area will always be given first priority. Please check with the school office to confirm the date for the application deadline. The School of Choice program also extends to county schools.

### **SCHOOL PICTURES**

In the fall, students are photographed for the yearbook. Guardians 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 student's picture being published in the school yearbook, please indicate that on the Media Release Form at the beginning of the year.

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

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

## **STUDENT CODE OF CONDUCT**

Students, guardians, 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 at <https://www.midlandps.org/code-of-student-conduct>. A written copy is available at the school upon request.

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

During the course of the school year, occasions may arise when photographs of students may be taken for the Midland Daily News, school publications, school yearbook, the Plymouth website or the MPS website. If you do not wish for your student'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 ParentVue.

## **STUDENT RECORDS**

Guardians/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. Guardians 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 guardian 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 students cannot bring their own school supplies or donate supplies to the classroom. Students are asked to supply gym shoes and art shirts. Other items may be suggested by individual teachers, but are not required. Your student's teacher will provide a list of helpful supplies at the beginning of the school year.

## **THREAT ASSESSMENT TEAM**

Each school has a threat assessment team that will be used to investigate threatening comments and communications between students.

## **TITLE I SERVICES**

Title I of the Elementary and Secondary Education Act provides supplementary funds for students identified for additional support. These funds are determined by the percentage of students eligible for free lunch.

Plymouth Elementary holds an annual Title I Family Meeting that allows guardians to offer input on the use of Title I funding. Please contact the main office if you would like more information.

## **SYNERGY/PARENTVUE:**

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

## **STATEMENT OF NONDISCRIMINATION**

The Statement of Nondiscrimination can be found on the Midland Public Schools website at <https://www.midlandps.org/statement-of-nondiscrimination>

## **VISION AND HEARING TESTING**

Annually, students in grades 1, 3, and 5 will receive vision screening tests and students in grades K, 2, and 4 will have hearing tests conducted by the Midland County Health Department. If the Midland County Health Department determines that a student requires follow up treatment as a result of concerns from the hearing/vision screening, your student's personal identifiable information will be provided to the Midland County Health Department. If you object to the release of your student's personal information, please contact the school office. The services of a hearing specialist are available through the Midland County Health Department. The health department also conducts vision and hearing testing as a prerequisite for admission to school. These services are available without charge.

## **VOLUNTEERING**

Volunteers are requested and coordinated by classroom teachers. 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 in the office at the end of your visit.