Harlan Family Handbook

2026-2027



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HARLAN FAMILY HANDBOOK

September 2026

Dear Students and Parents:

Welcome to another amazing year at Harlan! The information provided in the handbook will also be available to you online at our Harlan website.

As always, we follow the Harlan Habits of Respect, Responsibility and Kindness. Please take the time to sit down with your family and get acquainted with the information in this resource guide. It is very important that you are familiar with our school policies.

This handbook provides one-way communication to you. Please contact us if you have questions, concerns or suggestions. We want to continue to work with you to make your time at Harlan Elementary School some of the best years they possibly can be.

Again, welcome and I hope you have a fabulous school year!

Sincerely,

Jill Ghiardi-Coignet
Principal

Birmingham Public Schools

Vision Statement

All students in Birmingham will realize their full potential, think critically, and champion an innovative tomorrow.

Mission Statement

In partnership with parents and the community, Birmingham Public Schools will provide educational excellence that empowers students to cultivate their individual brilliance and positively impact their world.

Our Core Values:

- **Student success:** We seek to uphold our district's longstanding tradition of outstanding academic achievement through rigorous curriculum, collaborative opportunities, and extensive exploration.
- **Inclusion:** We welcome and celebrate diversity by honoring the dignity of every human being. We seek opportunities to value the differences expressed throughout our vibrant community.
- **Community:** We partner with community organizations to engage families in a reciprocal process that actively supports student learning and well-being.
- **Equity:** We believe in the unique talents of our community members, and we are committed to providing access to the resources and opportunities needed for each individual to thrive.
- **Perseverance:** We support an environment that welcomes challenges, encourages resilience, and inspires the ability to overcome adversity.
- **Integrity:** We lead and act with transparency, fairness, and respect.

BOARD OF EDUCATION

Amy Hochkammer	ahochkammer@birmingham.k12.mi.us
Jennifer Rass	jrass@birmingham.k12.mi.us
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The Birmingham Board of Education holds regularly scheduled business meetings on the first and third Tuesdays of each month at 7:00 PM in the Board Rooms of the Education and Administration Building, 31301 Evergreen Road, Beverly Hills, MI 48025. Public comment on any matter pertaining to education in this district is welcome and appears on the agenda at each meeting.

Board meetings are streamed live on YouTube at https://www.youtube.com/user/BirminghamPS and can be viewed later at the same address.

ATTENDANCE INFORMATION

IMPORTANT SCHOOL TIMES

7:00	SACC Opens (Fee based program)
8:35	Service Squad on duty
8:44	First bell, children enter building & wait in designated areas
8:49	Final bell, classes begin
9:00-9:30	Students who arrive between this time will be marked as Tardy Absent
After 9:30	Students will be marked Absent for the morning
3:00 pm	Students who leave before 3:00 will be marked absent for the afternoon
3:50 pm	End of the School Day
3:50-6:00 pm	SACC is open. All students must be picked up from SACC by 6:00pm.
Half Days:	
8:44	First bell, children enter building & wait in designated areas
8:49	Final bell, classes begin
9:00-9:30	Students who arrive between this time will be marked as Tardy Absent
After 9:30	Students will be marked Absent for the morning
Before 11:10	Students who sign out before 11:10 will be marked Absent for the morning.
11:50	Half Day dismissal

Students are expected to be in school and in class every day. Parents should be fully aware that, in most cases, activities in the classroom (teaching, interactions of students with their teachers and other students, discussions, lectures, audio-visual presentations, reports, etc.) cannot be duplicated and constitutes a valid and crucial part of course work. Furthermore, each student is expected to contribute to the daily activities of his/her classes. When he/she is absent, the educational experience of all students in the class may be diminished; regular and constant school attendance helps develop responsibility and self-discipline.

Absence Reporting

In the interest of safety, all absences should be reported to the school by 8:44 a.m. Please complete the Google Form, linked here, and found under "Reporting an Absence" on the Harlan website: https://harlan.birmingham.k12.mi.us/reporting-an-absence. This is important information that will assist us in being proactive in identifying and properly reporting any patterns in absences. The office will attempt to reach parents of children who are absent and not reported by the parent. Student homework may be requested from a teacher, however, preparation of homework may take time.

Tardiness

Parents must accompany their child into the office and sign in when students are late for the start of school. Any child arriving after 8:49 is considered late. The "sign-in" sheet will be located in a notebook on the counter of the office.

Repeated tardiness impacts your child in the following ways:

- Misses the welcoming of the school day (teacher greeting and morning meeting activities)
- Missed instruction/activities cannot be recreated in a worksheet or in a one on one lesson.
- Students do not learn the value of promptness
- Excess tardy will result in a meeting with School Administration, Birmingham Truancy Coordinator, and/or reports filed to Oakland Schools.

HELP YOUR CHILD HAVE A GREAT START EACH AND EVERY DAY BY BEING ON TIME.

Illness

A child with a severe cold or cough should not be in school. When children are ill, or recovering from a cold, they should remain at home until fully recovered and able to participate in all school activities. During lunch and classroom recesses, supervision is provided. Children should not remain indoors unless there is a serious medical problem (i.e. a broken limb or recovery from surgery). If a child contracts a communicable disease, the school office should be notified.

Doctor and Dental Appointments

Whenever possible, children's appointments to the doctor or dentist should be made after school, or when school is not in session. If it is necessary for a child to see the doctor or dentist, the school should be notified of the absence through the reporting procedures above. It is advised to get a doctor's note to share with the school for attendance purposes.

Family Vacations

Parents should make every effort to plan family vacations to coincide with the school vacations. Classroom instruction missed cannot be "made up." If children will be absent due to a vacation, it will be at the teacher's discretion to determine if assignments will be given before or after the vacation. In cases where the student will be absent from school and the parents know of this beforehand, the teacher should be notified, as well as the Office through the reporting procedures above. It is expected that this will be done before the planned absence. The Extended Absence Form can be found on the website

Emergency Message for Students

When an emergency necessitates student contact during the school day, please call the school office at 248-203-3265 or stop by the office in person. A member of the office staff will get a message to your child without undue interruption of classroom activities. We request that these messages be kept to a minimum.

Emergency School Closing

For any emergency school closing, a robotic telephone system is implemented by the BPS administration, as well as an eNews posting by the Principal sent to all subscriber parents. School closing information will also be available through a recording on the BPS Administration phone (248-203-3000), on cable channel BPS 17, or on the web site: www.birmingham.k12.mi.us. Parents

are requested not to call the media, police, or school officials.

Two situations may potentially affect the operation of the school: First, severe weather precludes the opening of school. And, second, an Emergency school closing during the day after students have arrived is necessitated due to a power failure or winter weather conditions.

If the school is determined to be unsafe, students and staff will proceed to a designated area under the guidance of the Principal and staff members. Every family should have an advance plan in case of early dismissal.

ARRIVAL AND DISMISSAL

Supervision will begin at 8:40. Please do not let your children out of your vehicle until an adult is outside of the building greeting students and families. Reminder, no parents/guardians may enter the building during drop off.

All students will be dismissed at 3:50 p.m. Any student remaining in the building and not working directly with a member of the staff will need to come to the office and their parent/guardian called to pick them up in the school office.

Arrival Expectations

Car Loop

Beginning at 8:40 students will begin unloading out of vehicles. When dropping off students, vehicles expected to turn right and follow the loop around to the back parking lot. Please see the attached map for clarity. This extended loop will help with the congestion on Adams Road. Every vehicle will need to turn right after entering the driveway off of Adams Road. Students will exit your vehicle and proceed to the black top using the gate entrance closest to the school to line up at their designated location/number on the blacktop until the first bell rings at 8:44 (see image below for assigned numbers)

****If you must get out of the car for any reason, then you must park your car in a designated space and walk your student to the blacktop to say goodbye**.

Other extremely important requests for helping with a smooth morning drop off in the car loop.

- Please pull up as close as safely possible to the car in front of you.
- Make sure students in the car are ready to get out of the vehicle with all belongings, after school plans discussed, and personal messages already given before arriving in the parking lot. Oftentimes this is the one that holds up the line the most. If students are not ready, please park your vehicle in a parking place.

- Parents should not get out of the vehicle. Students should be able to independently exit the vehicle. If they cannot, please park your vehicle to assist them getting out and walk them to the black top.

- It is prohibited for any students to access materials from the trunk or hatch in the drop off loop. If items are needed from the trunk or hatch, please park your vehicle in a designated parking space.

- **For safety purposes, students must exit on the passenger side of the car.**

- Please turn right onto Adams Road when leaving.

Doors will be closed at 8:49am. Students who arrive after 8:49am must come in through the main front doors.

Neighborhood Walkers & Bikers

Students who are walking or riding their bikes/scooters to school will be able to enter the building at 8:44 through the main front entrance. Please remember if you are walking from our surrounding neighborhoods to please walk around the bus loop. Please do not cross through our bus loop entrance to help maintain the flow of traffic and safety of all of our students.

Dismissal Expectations

Car pick-up:

Car pick-up students will exit the building using the rear door of the school (door #5). When picking up students, vehicles expected to turn right and follow the loop around to the back parking lot. Please see the attached map for clarity. This extended loop will help with the congestion on Adams Road. Every vehicle will need to turn right after entering the driveway off of Adams Road. After your child is in the vehicle, you should continue to loop through the back parking lot and out to Adams Road. Please turn right onto Adams Road when leaving.

1. Continue to pull your car forward.

2. Have your child's name and grade on a sign placed in a prominently visible location on the passenger side.

Walkers picked up by parents

Walkers who are picked up by their parents outside of a vehicle will be dismissed out of door #4 on the far side of the blacktop at 3:50pm. Walkers may not be picked up by anybody in the car pick up line.

Independent Walkers

Walkers who do not meet a parent will exit through the front doors and continue to walk home independently. If you would like your kindergarten or first grade child to meet up with an older

sibling to walk home, please be sure to communicate with your children's classroom teachers. We have a process within the building to connect siblings before heading outside to walk home independently. **Please be sure to email your child's teacher permission to walk home independently.**

Communication of Changes to Dismissal Plans

Please email your child's classroom teacher, Kali Stevens (kstevens@birmingham.k12.mi.us), and Linda Paul (LPaul@birmingham.k12.mi.us) if there will be a change to your child's dismissal plan. This includes but is not limited to permission to walk independently, go home with a friend, early pick up, or other changes to your child's regular plan.

For Arrival and Dismissal:

- Park only in designated parking spaces. When you park anywhere other than a parking space, it constricts the flow of traffic.
- Please utilize crosswalks to travel from parking spaces to the sidewalk to ensure safety of all students, staff and families.
- Handicap parking spaces are for people who are legally handicapped.

Every action we take contributes to a larger outcome. When we all follow the expectations, it helps everything run smoothly and supports the success of the entire process. By working together, we can do what's best for everyone involved. Our shared goal is to create a safe, supportive environment for all of our children. Thank you for your continued patience and support!

Early Pick-up - Release of Children "Sign Out"

Children are not permitted to go home by themselves after their arrival at school. This policy is for the protection of the child. When it is necessary for a child to go home due to illness or a pre-arranged appointment, a parent or other adult designated on the emergency card must come to the office to have the child called from class.

- Give yourself plenty of time when picking your child up from school to park, come into the office, have your child called by front office staff, collect their belongings, and make their way to the office to meet you to leave.

No Early Pick up after 3:30. Due to the increase in activity and traffic during the end of the day, students should not be picked up after 3:30 p.m. Thank you for understanding.

Change to Dismissal Plans

You are a key person in the safety of our students. Please try to establish a consistent dismissal routine for your children.***Students who have different arrangements for dismissal must have a written note from parents/guardians indicating the change. If a student is going to go home***

with another student, <u>both</u> parents need to send a note with the child. Email communication may be overlooked so placing a phone call is advised. Additionally, substitute teachers do not have access to teacher emails to make any necessary changes. Making last minute changes with the office can also be difficult to properly execute. We appreciate your help in making sure students are safe as they transition from us.

SACC - School Age Child Care

Birmingham Community Education's SACC program is a state-licensed before and after-school program. It is a service that caters to elementary-aged students who are enrolled in Birmingham Public Schools. This program aims to provide a safe, comfortable, and engaging environment for children from kindergarten to fifth grade, including junior kindergarten, before and after school hours. Children will have the opportunity to engage in a variety of sports, games, computers, literacy and free-choice time.

Operating from Monday – Friday throughout the school year, SACC offers various registration options. These include half days, as well as morning and afternoon sessions. It strictly follows the district calendar. For more information, please visit the BPS website.

VOLUNTEERING AT HARLAN

School Entrance/Visitors and Volunteers

Entrance to Harlan Elementary School is available through the front door only. A Visual Notification System is operational for the safety of our students and staff. When visiting, a button on the north wall of the entryway must be pushed to initiate contact with the office staff. Office staff will ask for your name and reason for visit, including a request to see your photo ID. Following this conversation, instructions to proceed to the office will be given, a lock release is activated by the office staff allowing entry into the building. The visitor/volunteer will proceed to the office, have their ID scanned and receive a visitor's pass which must be worn in sight of students and staff at all times. Visitors need to leave the building through the office and give their visitor pass to a staff member at the front desk.

Passes are not necessary for parents dropping off items such as lunch, homework, instruments, etc. These items must be dropped off on shelves in the office, parents are not allowed to deliver them to the classroom. The office staff will make certain that the needed items reach their destination with minimal classroom interruption.

Harlan Volunteer Clearance Forms

We require any adult that is planning to volunteer in the classroom or visit the school to complete a student privacy document and criminal history check. This includes volunteers who are working centers in the library or hosting classroom parties, and attending field trips. This does not include volunteers who have arranged a time with the teacher to read a book to the entire class with the teacher present. A new form must be completed for every school year. **Forms must be submitted 1 week prior to the date you will be volunteering.**

Please read the documents, fill them out, and return them to your child's teacher or the main office in person or email to LPaul@birmingham.k12.mi.us or kstevens@birmingham.k12.mi.us.

iChat Form

ENROLLMENT

Enrollment Requirements

Harlan School serves families living in the Birmingham Public Schools attendance area. Subject to class size and principal approval, children from other Birmingham attendance area schools may be enrolled. (see Open Enrollment). Parents moving into the attendance area are encouraged to contact the Harlan office as soon as possible. At times, all traditional seated courses may also be held virtually.

Student Information

Enrollment for all Birmingham Public School locations is done through the Education and Administration Center located at 31301 Evergreen Rd. in Beverly Hills. You must first complete the online application and then follow up with an appointment by calling 248.203.3089. You may visit enrollment website for more information

Open Enrollment

All Birmingham Public Schools operate under a policy that enables children to attend any Birmingham Public School of their choice if they reside in the district's attendance area. There are certain timelines and classroom space requirements that must be met, however. Interested parents should contact the Harlan office.

Emergency Information

Emergency Information is kept in the office and with the classroom teacher. It is important this information be updated during the Student Verification Process in August. Changes after this period need to be done through the front office personnel.

SCHOOL HEALTH SERVICES

Communicable Diseases Policy

When a child contracts a communicable disease, the school office should be notified so that classroom teachers and families may be alerted. School personnel will observe confidentiality regarding the identity of the student affected, only the occurrence will be shared. The school office keeps weekly counts of communicable diseases for the Oakland County Health Department. The most important element in the process is prevention. The greatest deterrent to any communicable illness is proper hygiene. Frequent hand washing with soap and water, covering nose and mouth with tissue or coughing and sneezing into the inner elbow and keeping your child at home when sick, are all critical steps in the prevention of such illnesses. Stay informed, be proactive about

prevention and consult with your physician if you have specific health questions. Additional health information is available at http://www.oakgov.com/health/

The following are symptoms suggestive of communicable diseases. A child with these symptoms should be kept at home. Should any of these symptoms be noted during the school day, principals, teachers and staff will contact parents. Guidelines from Oakland County should be followed in excluding students from classes.

Symptoms common to communicable diseases:

- Red or running eyes, sneezing or discharging nose.
- Cough, particularly if persistent or productive.
- Sores and crusts on the scalp, face, or body, particularly if red and swollen, or draining.
- Any skin eruption or rash.
- Sore throat.
- Swelling and tenderness of glands, particularly about the face or neck.
- Fever, suggested by a flushed, hot face.
- Nausea and vomiting.
- Pain and stiffness of neck and headache.
- Jaundice -- yellowing of eyes and/or skin.
- Diarrhea and persistent abdominal pain.

"Any of the above symptoms may be associated with communicable diseases. They may also be symptoms of non-communicable diseases, but must be considered as signs of illness that should have medical attention. "

Oakland County Health Division

When to Return to School Guidelines:

1) Any child who has had a fever of 100 degrees or more should not return to school until 24 hours of normal temperature have passed.
2) Any child who vomits should not return to school until 24 hours have passed with no vomiting.
3) Diarrhea may be difficult for a child to manage in school and may be a symptom of a contagious illness. Diarrhea can also be very upsetting to a child. Treatment requires diet modification, rest and fluids, which can be better managed at home.

Head Lice

Head lice (pediculosis) can be a sensitive topic and while it does not pose a significant health hazard, a case of head lice can create concern. The District follows the recommendations of the Michigan Department of Community Health, the Michigan Department of Education and the American Academy of Pediatrics in responding to cases of head lice. The most effective approach to this issue involves parental awareness and diligence. It is recommended that parents/guardians learn what to look for so that they can regularly monitor their child for any lice infestation. If a child is absent due to head lice, he or she must be checked by school personnel prior to coming back to school.

Medication at School

School personnel are prohibited from dispensing medication or treatment other than first aid unless the required forms and procedures are on file in the school office. *A Permission to Administer Medication* form (provided by BPS and available on the Harlan website and in the school office) must be completed and signed by the child's clinician for all prescriptions. Over the counter medications only require a parent or guardian's signature. A Care Plan provided by the parent/guardian must accompany the medication and should be provided to the School Office in the original prescription container. Student medications are dispensed in the office clinic. A child should never arrive at school with medication to take on their own, e.g. cough drops, Tylenol, etc., to ensure your child's safety, and the safety of the other students.

Vision Screening

Vision screening is conducted annually in grades 1, 3, 5 and in other grades by teacher request. Parents are contacted in cases where professional attention is needed. Vision screening is provided on site by an Oakland County Health Department technician.

Hearing Screening

Hearing screening is conducted annually in grades K, 2, 4 and in other grades by teacher request. Parents are contacted in cases where professional attention is needed. Hearing screening is provided on site by an Oakland County Health Department technician.

STUDENT SERVICES

Dress Code

We like to encourage Harlan students to dress in a manner that allows for the most individual comfort and freedom, while still maintaining a productive atmosphere for learning. Student dress and grooming are the responsibility of the parents and student. Respecting individuality, the following rules for dress are established, as necessary for the operation of the schools:

1. Clothing should properly cover the body.
2. Footwear must protect the foot and safeguard the health of the student. Open-toed shoes and sandals are discouraged.
3. Dress should not distract from the educational process.

The Harlan administration has the final decision as to the appropriateness of any apparel. A student may be asked to call home for a change of clothes. If you have doubts about an article of clothing, suggest that your child select another outfit.

Lost and Found

The Lost and Found clothing collection is located in the entryway at the front of the building. Small items such as jewelry, eyeglasses, keys, etc, are kept in the office.

Lunch Program

The school lunch program is operated on-site by Chartwells Food Services. A variety of lunches are offered for purchase every **full** day that school is in session. A monthly schedule of lunches is available on the BPS website. Students may bring lunch from home and purchase a drink.

All students have the opportunity to get breakfast and lunch. Currently, the State of Michigan is offering free breakfast and lunch to all K - 12 students at least through the end of September. A fee will be charged for students purchasing more than one lunch. If a balance is held on your child's account you will be contacted by BPS staff regarding the balance due. For more information see the BPS foodservices webpage.

School Pictures

In the fall, all students have their picture taken by a studio photographer and parents are provided with photo package options from which to choose. Students not available on the assigned Picture Day or parents wishing to have their child re-photographed will have another opportunity on Picture Re-Take Day at a later date in the fall. Every student is photographed for a class composite included in the school yearbook.

INSTRUCTIONAL PROGRAMS

The Birmingham elementary instructional program emphasizes basic skills at the elementary level; however, our longer-term goals include developing thinking skills, communication skills, and independent and responsible thought and action. Subjects taught include reading foundational skills, reading comprehension, independent math skills, concepts and applications, writing and handwriting, grammar and language, spelling, science, social studies, health, study skills and technology.

Associate Instructional Programs

ART - The art program is offered on a 4-day rotation in grades JK - 5 by a professional staff member and is aimed at the total growth of the learner. There is a strong emphasis on learning the elements of art and principles of composition at each level of ability. Since art is easily related to other objectives, the art program is frequently integrated with classroom learning activities.

LIBRARY - Library instruction is presented by a teacher certified in library science to students grades JK - 2. Students in grades 3-5 will have the opportunity to come to the Media Center throughout the week. The program strives to bring students, books and other materials together in pleasant and regular association from their earliest school years. Sequential lessons are designed to assist learners in their ability to find, evaluate, generate and apply information. Lessons in literary appreciation, research skill development and computer literacy are an integral

part of the total educational experience in preparing students for a complex world and at the same time enriching their lives.

MUSIC/INSTRUMENTAL - Instrumental music is an elective for students in grade five and provides the opportunity to explore stringed, woodwind and percussion instruments. A concert is held each year to show student progress to parents and the community. Without daily practice at home, the experience will not be successful and meaningful. Parents and students selecting this option have a responsibility in providing practice time at home.

MUSIC/VOCAL - The vocal music program provides children in grades JK - 5 with many varied experiences in melodic and harmonic singing along with listening, instruments, rhythmic movement, basic vocal techniques, basic music and reading techniques. Our own music heritage is presented in addition to that of other cultures, people and places. An important part of this program is the opportunity for children to perform both in class and during school-wide assemblies and concerts for parents.

PHYSICAL EDUCATION - All children in grades JK - 5 receive instruction from a physical education specialist. Physical fitness, health, individual and team skills, and other developmental experiences are provided to children. Emphasis is placed on the relationship between a healthy body and a healthy mind. In the event a child is returning from a prolonged illness or serious accident, it is beneficial for the parent to send a written statement from the doctor regarding the child's participation in physical education activities. Children will be excused from classes by written permission from the doctor. For safety reasons, students are required to wear gym shoes during all physical education classes. Gym shoes must have shoelaces or velcro straps. Loafer style or "slip on" tennis shoes are not considered gym shoes. Parents are asked to provide a clean pair of gym shoes that remain at school.

SPANISH - Spanish fundamentals are taught in 45 minute sessions once per week to 2 - 5 grade students.

Auxiliary Programs

ACADEMIC INTERVENTIONIST - The Academic Interventionist plays a strategic part ensuring every student has equitable access to support they need to succeed. Working in close collaboration with instructional leaders, classroom teachers and building principals, the interventionist delivers data-informed interventions in both reading and mathematics to students who are identified through the Multi-Tiered Systems of Support (MTSS) process.

HOME BOUND TEACHER - Children with long-term illness or injuries can receive instruction while at home. Arrangements are made by contacting the office if your child will be out 5 days or longer.

LRC (LEARNING RESOURCE CENTER) - The Learning Resource Center is staffed by a teacher with specialized training in the diagnosis and remediation of children with exceptional needs. The program follows precise state and federal laws which dictate the criteria for a child to enter and/or leave the program. Both teachers and/or parents may make a referral for a student to be screened for possible testing. If a student appears to meet the criteria, further testing is initiated with parent

permission. Following, a meeting will be held with parents and staff to discuss the student's needs, specific learning disability and the proper action to be taken. Program goals will usually include assistance or modifications in the classroom, but may also involve small group instruction in the LRC.

OCCUPATIONAL THERAPIST- An occupational therapist works with students to meet their established educational goals and objectives. In areas such as: working on handwriting or fine motor skills so the student can complete written assignments, addressing oral motor or swallowing concerns for eating while at school, or helping the student organize himself or herself in the environment so that he/she can attend to activities appropriately and follow directions.

PHYSICAL THERAPIST- A physical therapist works with students who have a disability that interferes with their educational performance and their ability to benefit from their educational program. The main goals of school-based physical therapy are to improve strength, balance, coordination, and/or mobility.

SCHOOL PSYCHOLOGIST - A school psychologist is available to conduct an individual study of a child, as well as to consult generally with staff and parents regarding problems at school or in the home. The psychologist's analysis provides both the school and the parents with information on the student's potential, academic achievement, and how the student views him/herself as a person. The insights achieved through this source are used to help the school plan the student's program to better suit their individual needs.

SOCIAL WORKER - The services of the school social worker are extended to students who are experiencing personal or social adjustment problems at school and/or home. Social work services are usually provided to students with an Individualized Education Plan. These services may include direct individual counseling and/or consultation with staff and parents. Parents are consulted prior to and during the period of service to the child. The social worker monitors progress of the student, and works cooperatively with the building team to maximize the student's success within the school environment.

SPEECH THERAPIST - The speech therapist will evaluate speech and language behavior of students to determine those whose speech development requires special attention. Tests to diagnose a problem may be given in the following areas:

- Language Development: Assessment of student's ability to process, understand and communicate verbal ideas.
- Articulation: Assessment of the student's ability to speak clearly and effectively.
- Voice: Assessment of the student's ability to utilize appropriate voice pitch, loudness or quality of speech.
- Fluency: Assessment of the student's ability to speak without excessive interruptions; repetition of sounds, words, phrases or sentences which interfere with effective communication.

Parents are always contacted prior to a formal individual assessment or enrollment of children in a speech therapy program.

TEACHING AND LEARNING SPECIALIST – The Teaching and Learning Specialist is a leadership role focused on improving instructional practices and student learning. They will work with general

education teachers and the principal to coach in the areas of ELA/Literacy and mathematics. Lead the development and implementation of Section 504 Plans.

STUDENT ACTIVITIES

Healthy Snack Policy

While we fuel your child's brain, we need your support to fuel their bodies. Harlan, along with BPS, has a healthy snack policy; suggested student snack choices are fruits, vegetables, applesauce, cheese, yogurt, crackers, or pretzels. Individual classrooms may have additional food restrictions to address specific health issues. These healthy snacks help keep classrooms free of food allergens. Thank you in advance for supporting our healthy cause.

Classroom Birthday Celebration

In line with our healthy snack policy, we ask families if children want to celebrate their birthday at school to keep in mind a healthy alternative. We do not pass out edible birthday treats but students may choose from the following options:

- donate a book to the classroom or media center
- non-edible trinkets to share with classmates such as decorative pencils, erasers, stickers, etc.
- donate an indoor recess game to the classroom

Birthday invitations may only be passed out at school if **ALL classmates** are invited.

Class Parties and Activities

There are four school wide class parties each year.

- Halloween
- Winter
- Valentine's Day
- End of the Year

Classroom Party Guidelines

Please fill out the PTA document with your party plans at least 2 weeks prior to the date. Please respect the authority of the teacher and the school environment when planning all parties. No siblings allowed unless otherwise specified. The following steps should be taken when planning a party.

- Parties should be no longer than one hour in length, with the exception of the end-of-year party.
- If setting up the party early, you must take into consideration the learning environment prior to the party start time.
- The date of the party should be agreed upon by the Room Parent and classroom teacher.
- Collaboration between the classroom teacher and room parent regarding the planning should take place at least two weeks prior to the date of the party.
- For classrooms with food allergies and restrictions all ingredient lists must be provided two weeks prior to the party. If ingredient lists are not provided, food cannot be served on the day of the party.

Parent Party Volunteers: If you are donating a game, craft or decorating...you should also work the party. Other supplies donated do not always require management of the item during the party. (i.e.

plates, napkins…)

Party workers: There is a maximum of party workers per room which will be communicated through the room parents. Harlan staff is asking that the volunteer does not leave the classroom throughout the entire duration of the party.

SCHOOL GUIDELINES

BEHAVIOR EXPECTATIONS

Harlan staff understands that in order to build a successful foundation for students to continue to grow and learn they must consider nurturing the whole child including social, emotional and academic development. Our lessons reflect the rigor of our curriculum presented in a nurturing environment that teaches character and leadership. Students practice these skills with traditional, technological and real life applications.

We are taking a proactive approach to establishing the behavioral supports and social culture needed for all students in a school to achieve social, emotional and academic success through teaching specific behavioral expectations in all areas of Harlan throughout the day. It provides staff with daily opportunities for direct instruction of appropriate behavior and social skills. With this focus:

- All students and staff are taught the school-wide expectations.
- Consistent, predictable and fair consequences will be provided for all students, staff and students will frequently review expectations.
- Students will be recognized for demonstrating positive behavior.

This School-Wide focus will result in:

- Increased time for instruction.
- An increase in positive behaviors.
- A decrease in disruptive behaviors.
- Increased academic and social success.
- A positive school climate.

Character Education

In addition to teaching students academic skills, we also seek to develop characteristics in students that will help them inside and outside of the classroom. Character development is an important part of our school community.

The Harlan Habits of **Respect**, **Responsibility, and Kindness** are the foundation on which we base our actions. Through our Husky Packs and Town Halls students learn how to be productive and responsible students. We incorporate lessons to help students understand the importance of skills such as showing empathy and conflict resolution. Throughout the year we explore different themes that are connected to positive behavior in the classroom and building and growing in our character.

Expectations and Discipline

Learning what is expected of us is a natural part of life in any situation. Students will be actively involved in discussions, role play, and common area lessons to help them learn about school behavior expectations. As part of our character education program and utilization of our conflict resolution teachings, students will be actively solving problems and creating plans for our school family success. Students have the opportunity to participate and shape the goals for Harlan.

While it is important for students to understand expectations, it is also important for them and their families to understand what happens when they choose to misbehave. The following pages outline our specific expectations for each area in the building as well as the progress discipline plan for how we respond to non compliant students with a supportive and fair process for students to learn and be successful.

Transportation

Bus
Durham transportation does not allow students to ride a bus home with someone else under any circumstances.

Acceptable bus behavior is each student's own responsibility with the support of his/her parents and the school personnel. We request that you discuss the following bus instructions with your child. These guidelines establish the basic framework for the transportation of students:

1. Students are expected to follow the directions of the bus driver.
2. Students are expected to cross in front of the bus when entering the bus from the street.
3. Students will wait until the bus has come to a complete stop before attempting to enter or leave the bus.
4. Students are expected to stay in their seats while the bus is in motion.
5. Students are expected to use appropriate language and volume while on the bus.
6. Students who do not follow proper bus conduct will be issued a "bus ticket". Each bus ticket requires a conference with the principal. The principal determines the consequences for the bus ticket. When children receive three bus tickets, they are given a short-term suspension from the bus through progressive discipline. Additional tickets may result in suspension from the bus for the remainder of the year.

The principal has the right to withdraw bus privileges for any student who interferes with the safety of other students on the bus, at the bus stop or with the bus driver.

Walkers

All students walking to school are expected to use sidewalks, or, where there are none, walk off the road but alongside the street. Crossing should be made at intersections or other designated locations.

Bicycles

Students riding bicycles are to walk them when on school property. Bicycle racks are provided for parking and each bicycle should be locked. No riding of bicycles through the parking lot is allowed during school hours. Students are encouraged to wear bicycle helmets.

COMMON EXPECTATIONS

We want everyone to be safe, kind, and have fun at school!

Playground & School Guidelines

We want everyone to be safe, kind, and have fun at school!

Swings

- Sit on the swing and go back and forth.
- One person per swing.
- Push gently and only when safe.
- Do not jump off the swing.
- Don't stand or climb on the swings.
- Tire swing: 3 riders max. Push gently. Switch after singing the ABCs twice.

Slides

- Sit down and slide forward.
- Wait until the bottom is clear.
- Go down, not up.
- Give friends space to slide.

Spinners

- 3 riders max.
- Keep feet on the platform.
- Step off only when it stops.

Gaga Pit

- Toss the ball up to start.
- Hit with hands only.
- Ball below the knee = out.
- Enter and exit through the opening.
- Don't sit on the walls.
- Two players left? Friends count down from 30.
- Play fair. Have fun!

Baseball Field

- No hard baseballs.
- No hard bats.

Organized Games

- Everyone can play.
- Stop when the whistle blows or people are walking through.

Playground Expectations

- Play only on dry, safe equipment.
- Stay where teachers can see you.
- Stop and line up when the whistle blows.
- Children are not permitted to leave the play area.
- Tell a teacher if someone is hurt or a ball leaves the playground.
- No monkey bars for Kindergarten and First Grade students.
- Keep clothing on and dress for the weather.

School Conduct

- Invite others to play.
- Be kind with words and actions.
- Keep hands, feet, and objects to yourself.
- Respect school and others' belongings.
- Follow adult directions.
- Eat only in the lunchroom or classroom.

Assembly

- Clap to show respect.
- Listen quietly.

In the Building

- Walk safely.
- Use quiet voices in halls and bathrooms.
- Respect school property.
- No gum.

Lunchroom

- Be kind.
- Walk to and from the playground.

- Use inside voices.
- Eat your own food.
- Stay seated until excused.
- Clean up your space.
- Throw away trash when told.

Pets

- Pets need teacher and parent permission to visit.
- No pets at drop-off or pick-up.

✨ **Be safe. Be kind. Have fun!** ✨

Forbidden Articles

There are certain items that children cannot have in their possession on school property. These items are not safe for use at school. Forbidden articles include: knives, guns, matches, baseballs, baseball bats, skates, skate boards and pets (unless prior permission has been obtained). Larger sums of money, expensive jewelry, toy guns, laser pointers, radios, cellphones, Smart watches, other electronic communication devices (ECDs), Pokemon Cards and other toys are also prohibited (unless prior permission has been obtained for electronic devices). While not generally used by elementary students, cellular phones or ECD's may be carried provided that the phone or ECD is switched off during school hours or set to academic mode. Student possession of any type of weapon is an extremely serious offense which may lead to the expulsion of the student from district schools.

Technology

Technology Usage Board Policy AR 8001 has been updated. Please read to see the updates.

Personal Electronic Device Policy

Under recent updates to Michigan's Revised School Code (MCL 380.1303a), public school districts statewide are now legally required to restrict student access to personal cell phones and wireless communication devices during school hours. To ensure our district is in full compliance with these state mandates, we wanted to take a moment to make sure our students and families are aware of updates to our wireless communication device policy (Policy 2006). While our elementary families are used to students not having access to cell phones and personal laptops or iPads, this legislation includes additional personal wireless devices our students have brought to school in previous years.

Personal electronic devices include, but are not limited to, cellular phones, smart watches capable of texting, calling, internet access, recording, or receiving notifications, earbuds, AirPods, Bluetooth headphones, smart glasses, AI glasses, wearable technology, and any other device capable of communication, recording, or accessing digital content. Earbuds, AirPods, Bluetooth headphones, and similar listening devices may not be worn in either ear during the instructional day unless expressly authorized by a staff member.

BPS CODE OF CONDUCT

BPS Code of Conduct:

https://www.birmingham.k12.mi.us/about/code-of-conduct

BPS CODE OF CONDUCT

"The hallmark of the exercise of disciplinary authority shall be reasonableness and fairness."
Birmingham Public Schools has 7 important considerations that shall be carefully examined before any disciplinary action is taken:

1. Student's age
2. Student's disciplinary history
3. Whether the student has a disability
4. the seriousness of the violation and/or behavior
5. whether the violation or behavior committed by the student threatened the safety of any student or staff member
6. whether restorative practices* will be used to address the violation or behavior committed by the student and
7. whether a lesser intervention would properly address the violation or behavior committed by the student.

*Restorative Practice is: To emphasize repairing the harm to the victim and the school community caused by a student's misconduct. (This practice can be easily Googled to learn more.)
What might disciplinary action/restorative justice look like at Pierce?

A student pushes another student out of frustration after he/she was gotten out during a game of foursquare resulting in a fall and a scraped knee.

While this was technically an act of violence, restorative practices would have us examine the case relative to the student's age and developmental level with the goal of preventing another such incident. A possible disciplinary action could be for the aggressor to take the victim to the office to get cleaned up, a written apology to the victim, and a 3 day hiatus from foursquare.

All parents are encouraged to read through the code of conduct on the BPS website.

Update BPS Policy and Bylaws can be found at the Birmingham Public Schools Website under the Board of Education tab.

https://z2policy.ctspublish.com/luskalbertson/browse/birminghamset/welcome/root

Some of the policies and administrative guidelines that are recommended for your review:

2003 - Educational Records (FERPA)
2006 – Attendance
2006 – Bullying and other Aggressive Behavior Toward Students
2006 – Electronic Devices
2006 - Code of Conduct
2006 – Locker & Other Searches
3000 – Curriculum and Instruction
3002 - Parental Family Engagement
7004 - Administrative Regulation: School - Community Relations
8007 - Discrimination & Harassment
Religious Recognition and Observances Guidance

> Diversity in Birmingham Public Schools is an asset, and the recognition of various holy days is critical in fostering an understanding, appreciation, and respect for the beliefs of others. Doing so cultivates empathy and develops a cultural intelligence that prepares our students to be successful in a global society.

FAMILY INVOLVEMENT

The education of a child is a joint responsibility shared between parents/guardians and their school community. Strong parent-school partnership and cooperation provides academic, social and emotional benefits to students. Harlan Staff, the PTA and Community Education each provide partnership and communication opportunities to develop and strengthen parent-school cooperation and encourage involvement within our district/school.

Through a variety of communication platforms, we share news and events to further these connections and encourage parent involvement within our buildings and partner organizations. We design and foster events, programs and organizations focused on students and with our community partnerships in mind. We encourage families and the community to stay connected and learn about these involvement opportunities through:

- **Harlan eNews:** If you have a student in the school, you're automatically subscribed to our eNews! The district system follows your child through their K-12 education and places them in the correct school email system using the email address you submit as your contact at registration. Check with our school office if you need to make a change.
- **Our website:** Our website offers you connections to staff, links and resources and important information for our families https://harlan.birmingham.k12.mi.us/
- **Social media follow us on:**
    - Facebook @Harlan PTA
    - Facebook @Harlan
    - Instagram @harlanbps
- **Harlan PTA:** Harlan is fortunate to have a vibrant and dedicated Parent Teacher Association (P.T.A.). By serving as a P.T.A. officer, committee chair, or volunteer, parents not only make a

meaningful difference in the lives of our children, but also gain the chance to actively shape and strengthen our school community.

- **Classroom Communications:** Look for classroom communications or reach out to your child's teacher to learn how best to connect.

Parents can further contribute to their child's success by:

A. supporting the schools in requiring that the children observe all school rules and regulations, and by accepting their own responsibility for children's in-school behavior;
B. sending children to school with proper attention to their health, personal cleanliness, and dress;
C. maintaining an active interest in the student's daily work and making it possible for the student to complete assigned homework by providing a quiet place and suitable conditions for study;
D. reading all communications from the school, and District and signing and returning them promptly when requested;
E. cooperating with the school in attending conferences set up for the exchange of information of the child's progress in school.

Addressing Parent Concerns

If you have concerns or questions, it is important that you contact the correct person. This will help answer your question/concern in an efficient manner.

Concerns regarding early dismissal, school functions/procedures, etc.

Call 248-203-3265 or email both
Linda Paul , School Secretary at LPaul@birmingham.k12.mi.us
Kali Stevens, Office assistant at kstevens@birmingham.k12.mi.us

Concerns regarding classroom instruction, classroom procedures, etc.

Contact the respective teacher (email addresses in the school directory or on the school website). Concerns regarding the classroom teacher should first be addressed with the teacher. This usually helps resolve the concern in the most effective manner.

The Board of Education is committed to maintaining an educational and work environment that is free from discrimination and harassment based on race, color, national origin, sex (including sexual orientation and gender identity/expression), disability, religion, genetic information, marital status, pregnancy status, or any other legally protected characteristic. The Board has therefore adopted anti-discrimination and anti-harassment policies that prohibit discrimination and harassment by Board members, School District employees, students, contractors, volunteers and others connected with the School District. A student, employee, or any other person who believes that a student or employee has been subjected to discrimination or harassment may seek resolution of the matter through the procedures that follow. Complaints of sexual harassment within any educational program or activity of the School District will be investigated and resolved under **8007.3-AR**, as required by Title IX and its implementing regulations ("Title IX sexual harassment"). All other complaints of discrimination, harassment or retaliation, other than Title IX sexual harassment, will be investigated and resolved under **8007.1-AR** or **8007.2-AR**.