

CHESTNUT HILL SCHOOL

PARENT - STUDENT HANDBOOK

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"Learn to Love Learning at Chestnut Hill!"

Updated 2016-17

che@midlandps.org

Website: <https://www.midlandps.org/sites/ade>

Dear Parents and Students,

Welcome to Chestnut Hill Elementary School. We hope that you will find this handbook to be a helpful and informative resource throughout the school year. You are encouraged to reserve some time to review the contents, as it will help you develop a better understanding of school policies and procedures.

Many fine opportunities are offered to your students at Chestnut Hill Elementary, and we are constantly striving to show improvement in all areas of our educational program. The education of your child is a shared responsibility between parents and school. Therefore, we encourage you to become actively involved. When you participate in your child's school experience, you will impact not only your child but our entire school community in positive ways. We are proud of Chestnut Hill Elementary School's tradition of excellence of education and we will continue to maintain and build upon the successful practices currently in place. You are encouraged to contribute to our traditions by sharing your thoughts, ideas, and suggestions for the improvement of our school. With your help and support, we will continue to work together so that each child reaches his/her potential.

This handbook was prepared as a reference guide to provide you with information that will acquaint you with the operation and organization of our school. We strongly encourage you to contact us at any time if you have questions or concerns. Please help us to maintain an open line of communication between home and school as we work together to provide the very best education for our students.

Please feel free to call or visit anytime you would like to discuss any aspect of Chestnut Hill Elementary School's program. We look forward to working in partnership with you!

Sincerely,

Tracy D. Renfro
Principal



Chestnut Hill Elementary, a 2015 National Blue Ribbon School, Provides a dynamic world-class education for its 461 students. Staff members work with the community to provide new challenges and opportunities in this rapidly changing world. Chestnut Hill has always been committed to being a cutting edge school, and have been authorized as an International Baccalaureate Primary Years Programme School. The aim of the IB PYP program is to engage learners through experience that are authentic, relevant, transdisciplinary and to move learners beyond knowledge acquisition to meaningful action. Year after year, Chestnut Hill teachers continue to provide a solid education consisting of quality instruction, hands on learning experiences, interventions and differentiated education for all learners. Chestnut Hill was at the 97th percentile on Michigan Top to Bottom List and was named a High Performing Rewards School, in 2013, for demonstrating high achievement on state assessments in all five core subjects, high improvement and good work towards closing the achievement gap.

SCHOOL COLORS:
BLUE AND WHITE
CHESTNUT HILL CHIPMUNKS

Our District's Mission:

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

Our School's Mission:

Chestnut Hill Elementary, in partnership with students, parents and the community, shares the responsibility for maintaining a nurturing environment and developing challenging programmes in which students will become knowledgeable, cooperative and ethical citizens who take action in the global world.

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ABSENCE FROM SCHOOL

If your child is absent, or will be tardy, we ask that a parent call the school office (923-6634) before 8:45 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 FOUR DAYS** of pre-excused absences per school year. Pre-excused absences should be arranged through the school office at least one day prior to the anticipated absence. Pre-excused absences will not be given during exam/testing periods unless special permission has been granted from the principal, and only in cases of extreme emergency.

If your child is ill and will miss school for more than a day or two and you wish to receive homework assignments, you may leave a message for the teacher when you call in to report the absence. If your child is returning to school from an extended illness and activities or school work should be limited, please write a note to the teacher stating what limitations should be observed and for how long.

In the event of an anticipated prolonged absence or disability, it is important to notify the teacher and principal when the child will be returning to the classroom. Any student who will be out of school for an extended period of time is eligible for the services of a homebound teacher. An extended period of unexcused absences may be referred to the truancy officer and/or the Midland County Prosecutor's office.

ACCIDENTS/INSURANCE

If a serious accident or injury occurs at school involving a student, every effort is made to contact the student's parents as soon as possible. If the parent is unavailable, the school will contact the emergency number the parent lists on the Emergency Card. In addition, an accident report is completed about a serious accident or injury. For minor injuries, ice and band aids are administered by the school office.

MIDLAND SCHOOLS DO NOT CARRY INSURANCE TO COVER MEDICAL EXPENSES OF STUDENTS. 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.***

BAND/ORCHESTRA

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

BEFORE AND AFTER CARE PROGRAM

Chestnut Hill Elementary School has partnered with Midland Community Center for a before and after school child care program. The before school program operates from 7:00-8:33 and the after school program runs from 3:33 - 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. Call the Midland Community Center office at 832-7937 ext. 2237 for current session prices.

BICYCLE RIDING

Parents should determine if a student is responsible enough to ride a bicycle to school. Bicycles must be walked to the bicycle racks once they reach the school sidewalks and crossings. Repeated violations of bicycle safety rules will result in the loss of bicycle privileges. Helmets and bicycle locks are strongly recommended.

BREAKFAST

In compliance with state regulations, breakfast is available for students. Students may purchase breakfast, or they may qualify for a free or reduced cost breakfast.

BUILDING USE AFTER SCHOOL HOURS

We welcome the use of our building for special student related activities. Any adult sponsoring a youth group should contact Mike Moeggenberg at the Midland Public School Administration building for a copy of the guidelines and to reserve space. This should be renewed each school year. Students must be supervised until all have left the building. The school cannot be responsible for the safety of those children here for special activities. ***Children who return to the school playground after school hours are not supervised and the school cannot be responsible for their supervision.***

BULLYING AND OTHER AGGRESSIVE BEHAVIOR TOWARD STUDENTS

It is the policy of the District to provide a safe and nurturing educational environment for all of its students. This policy protects all students from bullying/aggressive behavior regardless of the subject matter or motivation for such impermissible behavior.

Bullying, or other aggressive behavior toward a student, whether by other students, staff, or third parties, including Board members, parents, guests, contractors, vendors, and volunteers, is strictly prohibited. This prohibition includes written, physical, verbal, and psychological abuse, including hazing, gestures, comments, threats, or actions to a student, which cause or threaten to cause bodily harm, reasonable fear for personal safety or personal degradation.

Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of administrators, faculty, staff, and volunteers to provide positive examples for student behavior.

This policy applies to all "at school" activities in the District, including activities on school property, in a school vehicle, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business. Misconduct occurring outside of school may also be disciplined if it interferes with the school environment.

Notification

Notice of this policy will be **annually** circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student and parent/guardian handbooks. State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedure.

Parents or legal guardians of the alleged victim(s), as well as of the alleged aggressor(s), shall be promptly notified of any complaint or investigation as well as the results of the investigation to the extent consistent with student confidentiality requirements. A record of the time and form of notice or attempts at notice shall be kept in the investigation file.

To the extent appropriate and/or legally permitted, **confidentiality** will be maintained during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations. Further, the appropriate authorities may be notified, depending on the nature of the complaint and/or the results of the investigation.

Implementation

The Superintendent is responsible to implement this policy, and may develop further guidelines, not inconsistent with this policy.

This policy is not intended to and should not be interpreted to interfere with legitimate free speech rights of any individual. However, the District reserves the right and responsibility to maintain a safe environment for students, conducive to learning and other legitimate objectives of the school program.

Procedure

Any student who believes s/he has been or is the victim of bullying, hazing, or other aggressive behavior should immediately report the situation to the Principal or assistant principal. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the superintendent should be filed with the Board President.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports shall be made to those identified above. Reports may be made anonymously, but formal disciplinary action may not be taken solely on the basis of an anonymous report.

The Principal (or other administrator as designated) shall promptly investigate and document all complaints about bullying, aggressive or other behavior that may violate this policy. The investigation must be completed as promptly as the circumstances permit after a report or complaint is made.

If the investigation finds an instance of bullying or aggressive behavior has occurred, it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement or other appropriate officials.

The individual responsible for conducting the investigation shall document all reported incidents and report all verified incidents of bullying, aggressive or other prohibited behavior, as well as any remedial action taken, including disciplinary actions and referrals, to the Superintendent. The Superintendent shall submit a compiled report to the Board on an annual basis.

Non-Retaliation/False Reports

Retaliation or false allegations against any person who reports, is thought to have reported, files a complaint, participates in an investigation or inquiry concerning allegations of bullying or aggressive behavior (as a witness or otherwise), or is the target of the bullying or aggressive behavior being investigated, is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy, independent of whether a complaint of bullying is substantiated. Suspected retaliation should be reported in the same manner as bullying/aggressive behavior.

Making intentionally false reports about bullying/aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

COMMUNICABLE DISEASE

Parents must notify the school and the Midland County Health Department (832-6665) when a child has a contagious disease. Immediate warning permits the school to promptly notify parents whose children may have been exposed so that preventive measures can be taken.

In regard to head lice, the Health Department recommends that parents adopt a conservative policy, and not send children to school who have visible nits.

COMMUNICATING WITH SCHOOL

Parents may call the school during the hours of 7:30 a.m. to 4:00 p.m. The telephone number is 923-6634. When calling the school after working hours, parents may leave a voice mail message with the office. If parent's 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 with the office when visiting the school.

CRISIS PLAN

A high priority for Midland Public Schools is the safety of your child and the security of each building in the district. Chestnut Hill has a crisis committee and a crisis plan for various emergency situations. Please contact the office if you would like further details.

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.

DESK INSPECTIONS AND SEARCHES

The desks, drawers, and/or other areas where students keep their books, supplies, and personal items are the property of the school. All students are expected to keep their areas clean. To assure that each student's area is kept clean it may periodically be subject to inspection by school officials. All students are also expected to keep their areas free of any harmful items. If there is any reasonable suspicion that a student's area may contain something that is inappropriate for school, it may be open to a search by a school official.

DRESS CODE

Students are expected to use good judgment in the selection of their clothing. Proper attire is expected at all times. Tops (halter, spaghetti straps, or otherwise) with midriff showing and clothing that endorses drugs, alcohol, tobacco, violence, offensive language, etc. is unacceptable. Tank tops should have at least one inch width straps, shorts and skirts should be an appropriate length, and hats are to be removed in the building unless there is a special day designated by the school staff.

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, parent's 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.

EVACUATION

In the event that we need to evacuate the building, students and staff will go to Northeast Middle School. Parents and caregivers may pick up students there. During an evacuation, parents and caregivers should not come to the school.

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 Midland Public Schools community. This notification will remain in effect until the parent or eligible student informs the school principal in writing to remove the block to designation and disclosure.
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 INFORMATION

Part of our work with students consists of acquainting them with their own community. They need to make nature observations, and visit places of historical interest and community services. To be able to provide these various experiences for your students, it is sometimes necessary to take them away from the school premises. 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

In the event of fire, tornado or other disaster, an emergency plan will be put into operation to assure the greatest possible protection for children. Feel free to ask your child's classroom teacher where

children go from their classroom in such an emergency. Every school is responsible for having ten emergency plan drills per school year: two tornado, three lock down drills, and five fire drills.

HEALTH NURSE

The Midland County Health Department has assigned a registered nurse, who is available on call, to Midland Public Schools. Parents who have questions regarding health problems that may affect the school are encouraged to avail themselves of the nurse's services by contacting the Midland County Health Department.

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. Please see the section under **Progress Reports** for more information about Home Access Center.

INTERNATIONAL BACCALAUREATE PRIMARY YEARS PROGRAMME (PYP)

As an International Baccalaureate (IB) World School, Chestnut Hill is part of a growing global community of schools offering the Primary Years Programme (PYP). This status provides us with access to the support and resources provided by the IB. It also connects Chestnut Hill to the IB community of schools around the world.

We are committed to a transdisciplinary approach 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 transdisciplinary 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 Chestnut Hill, the curriculum consists of a concept-based Programme of Inquiry as well as subject-specific learning outcomes. The PYP written curriculum is planned and used in a developmentally appropriate manner; it takes into account what students should learn and be able to do on the basis of what is best for their development in the long term, rather than simply on the basis of what works in the short term. Students' needs, interests, and competencies are considered throughout the planning of each Unit of Inquiry. Through careful planning, observation and assessment by teachers, the learning environment is structured to nurture and support the development of each student. Time is given to think, discuss, reflect, revise, and assimilate information gained through each unit. Our role as educators is to challenge and extend the students; to take them to places they might not have gone themselves, helping them to develop their skills and deepen their knowledge along the way.

Mission

The International Baccalaureate® (IB) is more than its educational programmes and certificates. At its heart it is motivated by a mission to create a better world through education.

IB values its hard earned reputation for quality, for high standards and for pedagogical leadership. IB achieves its goals by working with partners and by actively involving stakeholders, particularly teachers.

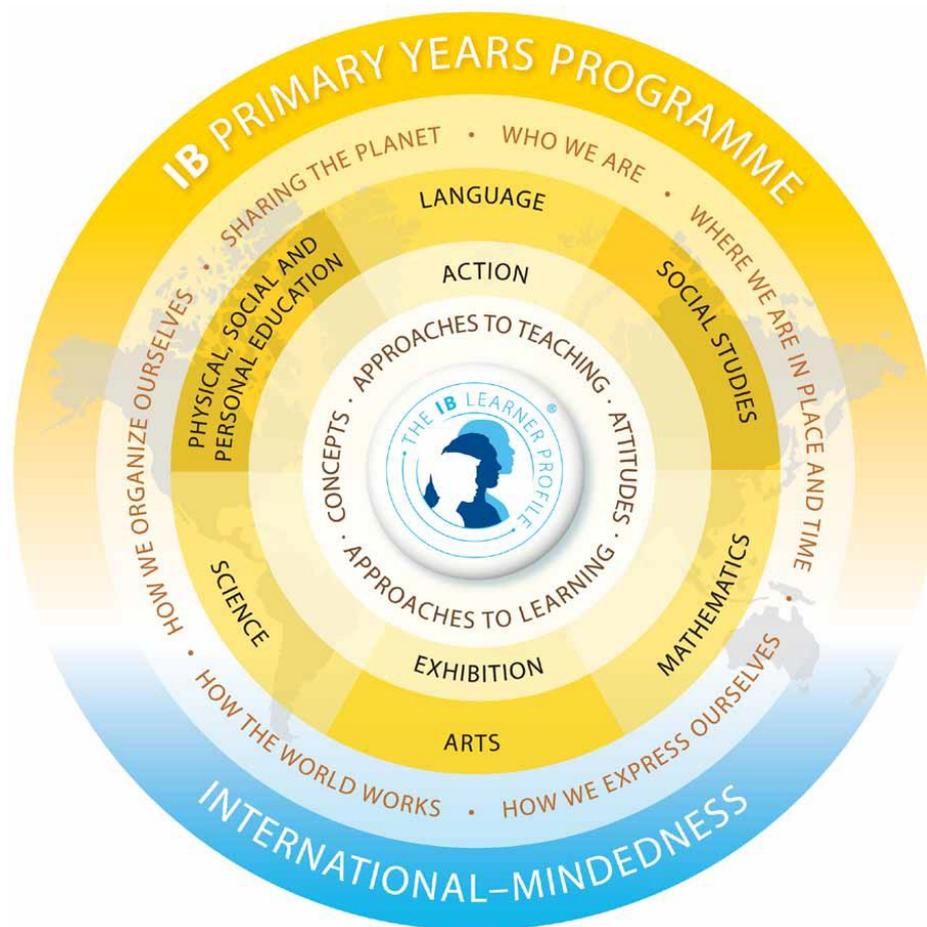
IB promotes intercultural understanding and respect, not as an alternative to a sense of cultural and national identity, but as an essential part of life in the 21st century.

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

The 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

The International Baccalaureate Philosophy

The International Baccalaureate Learner Profile

The aim of all IB programmes is to develop internationally minded people who, recognizing their common humanity and shared guardianship of the planet, help to create a better and more peaceful world. At the heart of the PYP is the Learner Profile. It consists of a set of attributes determined to be essential in creating positive, productive, and internationally minded citizens of the world. The attributes and descriptors of the Learner Profile define the type of learner we hope to develop through the Primary Years Programme. ©International Baccalaureate Organization

IB learners are:

Inquirers - They develop their natural curiosity. They acquire the skills necessary to conduct inquiry and research and show independence in learning. They actively enjoy learning and this love of learning will be sustained throughout their lives.

Knowledgeable - They explore concepts, ideas and issues which have global relevance and importance. In so doing, they acquire, and are able to make use of, a significant body of knowledge across a range of disciplines.

Thinkers - They exercise initiative in applying thinking skills critically and creatively to approach complex problems and make reasoned decisions.

Communicators - They understand and express ideas and information confidently and creatively in more than one language and in a variety of modes of communication. They work effectively and willingly in collaboration with others.

Principled - They act with integrity and honesty, with a strong sense of fairness, justice and respect for the dignity of the individual, groups and communities. They take responsibility for their own actions and the consequences that accompany them.

Open-minded - They understand and appreciate their own cultures and personal histories, and are open to the perspectives, values and traditions of other individuals and communities. They are accustomed to seeking and evaluating a range of points of view, and are willing to grow from the experience.

Caring - They show empathy, compassion and respect towards the needs and feelings of others. They have a personal commitment to service, and act to make a positive difference to the lives of others and to the environment.

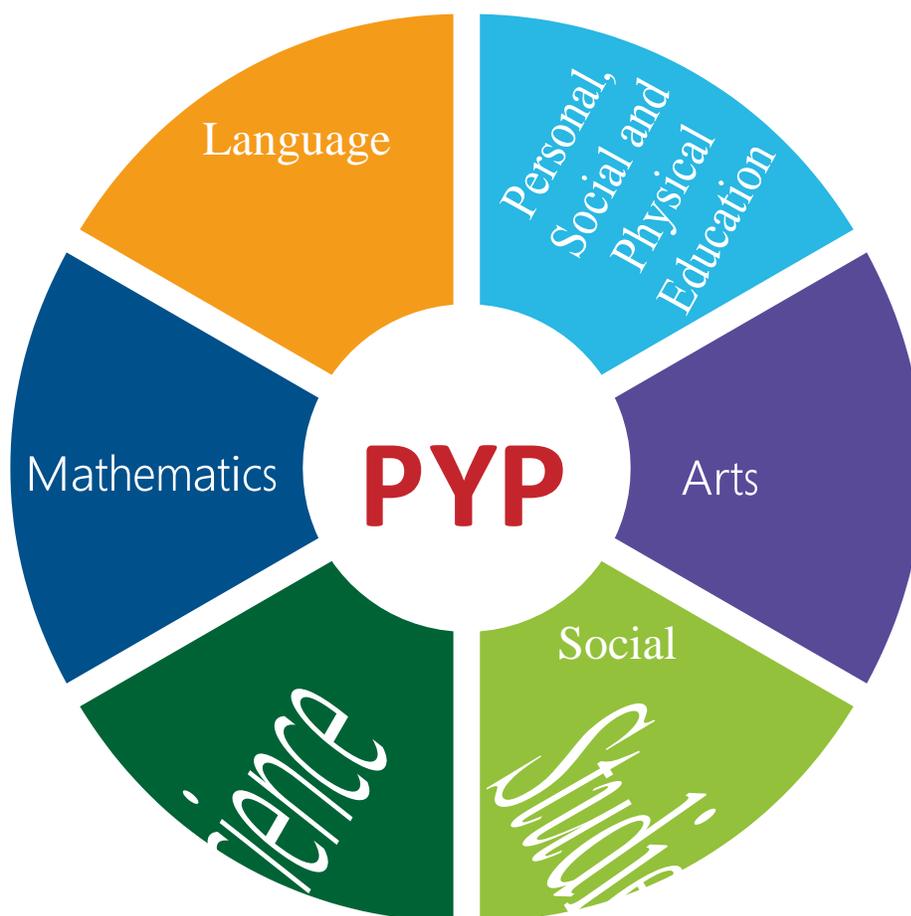
Risk Takers - They approach unfamiliar situations and uncertainty with courage and forethought, and have the independence of spirit to explore new roles, ideas and strategies. They are brave and articulate in defending their beliefs.

Balanced - They understand the importance of intellectual, physical and emotional balance to achieve personal well-being for themselves and others.

Reflective - They give thoughtful consideration to their own learning and experience. They are able to assess and understand their strengths and limitations in order to support their learning and personal development.

Essential Elements of the PYP

The PYP framework includes five essential elements (knowledge, concepts, skills, attitudes, and action) needed by young students for success, both now and in the future. The PYP aims to create a curriculum that is engaging, relevant, challenging and significant for learners. Students acquire a holistic understanding of six main transdisciplinary themes (see Units of Inquiry) through the interrelatedness of these essential elements. The PYP identifies a body of knowledge for all students from all cultures, in six subject areas: Language, Mathematics, Science, Social Studies, Arts, and Personal, Social and Physical Education.



Units of Inquiry

At the heart of the PYP is a commitment to structured inquiry as a vehicle for learning. The Programme of Inquiry includes six transdisciplinary themes, which helps students and teachers explore knowledge in the broadest sense of the word:

Who we are	Where we are in place and time	How we express ourselves	How the world works	How we organize ourselves	Sharing the planet
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These transdisciplinary themes also provide consistency with other PYP schools around the world. The development of explicit attitudes and the expectation of socially responsible behavior are also essential elements of the programme. Students and teachers use key questions that are concept-based to structure the Units of Inquiry. Through the Units of Inquiry, students will have the opportunity to identify and reflect upon “big ideas” by making connections between the questions being asked and the concepts being explored. The students will become aware of the relevance these concepts have to their learning.

At Chestnut Hill, we ...

We ask questions through key concepts. In the IB-PYP, students ask questions using eight key concepts. Students learn more about the topic than simply its form (what it is) or its function (what it does) because we study the topic from eight different angles or perspectives. This helps us as learners to gain a fuller picture of our learning. The eight concepts and related key questions are:

Key Concepts

Concepts
 Form: What is it like?
 structure)
 Function: How does it work?
 role)
 Causation: Why is it like it is?
 impact)
 Change: How is it changing?
 Connection: How is it connected to other things?
 Perspective: What are the points of view?
 Responsibility: What is our responsibility?
 justice)
 Reflection: How do we know?
 thinking)

Related

(Features, categories,
 (Behavior, operations, system,
 (Consequences, sequence,
 (Adaptation, cycles)
 (Relationships, networks)
 (Fact, opinion, bias, empathy)
 (Rights, duty, citizenship,
 (Reason, thinking about our

We study central ideas. Each unit of inquiry we study has a central idea – an idea that we all will know and understand as a result of exploring each Unit of Inquiry.

A central idea must meet the following criteria:

- Is concept-based.
- Is written as a broad statement.
- Is clear and concise.
- Is worth knowing.
- Is true/valid.
- Is not value-laden.
- Is global.
- Can be studied at any age.
- Has a degree of complexity that promotes discovery and inquiry.
- Is relevant, challenging, engaging, and significant.

We develop positive attitudes. In addition to teaching important

concepts/knowledge/skills, we believe it is important to foster in students positive attitudes towards people, the environment, and learning. At Chestnut Hill, we integrate and promote the following attitudes into our daily instruction:

Appreciation – Seeing and being thankful for the wonder and beauty of our world.

Commitment – Being responsible for learning, showing self-discipline, and perseverance. Sticking with a difficult task until it is completed.

Confidence – Knowing I can do it! Having courage to take risks, using what I have learned, and making good choices.

Cooperation – Working with others and being willing to lead or follow as needed.

Creativity – Using my imagination while thinking and doing things.

Curiosity – Being eager to learn and ask questions about our world and its people.

Empathy – Being able to put myself in someone else's place in order to understand her or him.

Enthusiasm – Being excited about learning and life.

Independence – Thinking and acting on my own.

Integrity – Being fair and honest.

Respect – Showing that I care for others, our world, and myself.

Tolerance – Understanding, appreciating, and celebrating differences in each other.

We learn transdisciplinary skills. Our students practice life-long learning skills that help them learn throughout the curriculum.

- **Thinking Skills:** Acquiring knowledge, comprehension, synthesis, evaluation, dialectical thought, and meta-cognition.
- **Communication Skills:** Listening, speaking, reading, writing, and non-verbal communication.
- **Self-Management Skills:** Gross and fine motor skills, spatial awareness, organization, time management, safety, health, codes of behavior, and making informed choices.
- **Research Skills:** Formulating questions, observing, planning, collecting data, recording data, organizing data, interpreting data, and presenting research findings.
- **Social Skills:** Accepting responsibility, respecting others, cooperating, resolving conflict, group decision-making, and adopting a variety of group roles.

We take ACTION about what we are learning. At the end of each unit of study, students are encouraged to take action. These actions are an application of the knowledge and skills gained throughout the unit. Students may choose an action that shows what they have learned and act on it by completing an action plan/idea. Finally, students reflect on that action by thinking about and discussing the impact of their actions on others and the world.

We have an Assessment Policy. Our Assessment Policy is a constantly evolving document that reflects the assessment needs of the district and its individual schools. Collaborative reflection will continue to be a key component in the development of future assessment practices.

We believe the purpose of an assessment policy is to:

- provide information through its diagnostic, formative and summative components and involve students, parents, teachers and administrators.
- provide teachers with a common language of the assessment process within the Midland Public Schools.

Effective assessment components allow:

- students to be an active part of the learning process through reflection and the demonstration of understanding.
- teachers to collaboratively assess what the student can do and to what level of proficiency/expertise.
- measurement of the application of targeted knowledge rather than the mere recall of facts.
- measurement of growth over time through the use of a portfolio system.
- active reflection on the part of the student and teacher, including self and peer evaluation.
- individual needs to be met.
- students, teachers, parents, and administrators access to information for continuous improvement in curriculum, instruction, meaningful work, and assessment tasks.
- goal setting for students, teachers and administrators.
- reflection and assessment of growth of the Learner Profile attributes by both teachers and students.
- students and teachers to utilize and assess understanding of the five essential elements of the PYP (knowledge, skills, concepts, attitudes and action) when engaged in the Units of Inquiry.

For successful citizenship in the 21st Century, Chestnut Hill students must develop broad-based knowledge through conceptual understanding, diverse skills, personal attributes and perspective leading to action. Individually, each is an important element of our instructional program and collectively these elements are essential to the IB-PYP curriculum framework, providing students with both a richness and depth of learning. Our assessment beliefs are based upon the understanding that we have a responsibility to assess, evaluate, and provide consistent and continual feedback as students develop and apply these elements through learning experiences and in daily life.

Assessment is ongoing, authentic, varied and purposeful. It is a collaborative and informative process that involves students, teachers, parents and the greater learning community. Instructional and curricular decision-making is driven by our assessments.

Entire Assessment Policy available at <https://new.midlandps.org/pages/district/international-baccalaureate/ib-pyp-policies/> .

We have a Language Policy. We strive to provide students with a quality academic program with all instruction in English, ensuring that students speak, read, listen, and write with fluency in English. English is the language of instruction and the social language of the school. We value language acquisition and recognize the needs for ongoing development in students' first language. The school uses an inclusion philosophy; students are included in regular classrooms where English is the language of instruction. When students need support in learning English, English Language Learner (ELL) services will be provided as a supplemental support service.

Entire Language Policy available at: <https://new.midlandps.org/pages/district/international-baccalaureate/ib-pyp-policies/> .

We offer Spanish. Spanish is offered as an additional language of study in grades kindergarten through grade five. Our goal is to promote an appreciation for other languages,

to reinforce the understanding that people use languages other than English to communicate, and to encourage students to continue their study of languages, including Spanish.

We use Essential Agreements. Each teacher, along with their students, create Essential Agreements on acceptable classroom behavior according to what works for the class (dependent on age, developmental appropriateness, etc.). Essential Agreements may also be found in the school's common areas and are created with input from both students and teachers.

Additionally students, staff, and teachers use the IB-PYP Learner Profile attributes and Attitudes to address behavior issues. Teachers and staff talk with students about how these Learner Profile attributes and Attitudes can be used as problem solving tools. Students have many opportunities to discuss their actions and behaviors.

For further information regarding the IB Primary Years Programme, visit <http://www.ibo.org/>

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 many common-sense practices. It is designed to manage pest problems using the most economical means with the least possible hazard to people, property and the environment. An effective IPM program takes advantage of all pest management options possible including the judicious use of pesticides.

During the school year, the Midland Public Schools will conduct monthly inspections of all of its facilities in cooperation with Orkin Pest Control. IPM procedures will determine when to control pests and whether to use mechanical, chemical, or biological means. Records will be kept on site documenting pest sightings and the applications of any necessary pesticides. The decision to use a pesticide will be based on a review of all other available options and a determination that these options are not acceptable or are not feasible. Any pesticide application will be conducted by licensed technicians following all federal and state safety guidelines.

KINDERGARTEN ORIENTATION

Each year Midland Public Schools sponsors pre-Kindergarten orientation sessions for all children (and their parents) that are eligible to enter the following year's kindergarten class. The exact dates for the orientation will be published in the Midland Daily News and on the MPS TV station. Participation in the pre-kindergarten orientation is encouraged, but not required.

LOST AND FOUND

Our lost and found is located in the hallway outside the Gym. Articles may be reclaimed there and we encourage students and parents to check this source personally. 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 HOUR 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. By taking a lunch recess, the students have an opportunity to burn off energy and return to the classroom ready for their prime task of learning.

There may be occasions when it is necessary for an ill or recuperating student to remain indoors for the recess period. **We ask that you send in a note if you wish for your child to remain indoors.** Please note that requests should be made only for recuperation or other health concerns. 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 PROGRAM (11:43 – 12:28)

There are five options for lunch:

- 1) Students may purchase the hot lunch, milk included
- 2) Students may purchase "choice #2 lunch", milk included
- 3) Students may bring lunch from home and purchase milk
- 4) Students may bring their complete lunch from home
- 5) Students may go home for lunch.

Please keep in mind that this is a "closed campus." Students going home for lunch are expected to go directly from school to home and back. If you choose to pick up your child for lunch, please come to the office to sign them out, and sign back in at the end of the lunch period.

Lunch Hour Rules:

- Any student staying inside the building at lunchtime must have written permission.
- 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 lunch students must eat inside the gymnasium unless permitted or instructed to do otherwise.
- Students will stay inside on rainy days and when the weather is too cold. An announcement will be made on days when students are to stay inside.
- Students may not operate any electronic devices during the noon hour.
- 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.

The cost of lunch, which includes milk, and the individual price of milk are determined annually. These costs will be made available to you on registration day. We order lunches by 9:20 a.m. ***If your student is going to be late and needs a lunch, please call to let us know before 8:50 a.m. so that a lunch may be ordered.***

The lunch hour ends at 12:28.

If you have questions concerning the lunch program, please call the office at 923-6634.

LUNCH/MILK ACCOUNTS

We use a computerized system for our lunch program. Student accounts can be credited by pre-paying on the MPS website, or by bringing payment to the lock box, near the office. The exact dollar amount received will be credited. No change will be given. Balances will remain with each student from year to year as long as they remain at Midland Public Schools.

A notice will be sent home as soon as a student goes to a negative lunch balance. **Students may only go into a negative balance for 3 lunches, after which they will need to bring their own lunch until a deposit is made to their account.**

MAN MADE AND NATURAL DISASTERS

If there is "reasonable amount of assured time" before danger strikes, students will be sent home. Dismissal instructions come from the Superintendent's office. We request that you do not drive to school to pick up your child, or attempt to call the school as we will need the lines open for emergency instructions. Parents should explain to their child at the beginning of the school year where the child should go in case of an emergency when parents are not home.

MEDIA CENTER

Students in kindergarten through fifth grade visit the media center a minimum of once a week to borrow media materials. Students are limited to two items and need to return them before selecting different items. All students are responsible for anything they borrow, and they are expected to pay for damaged or lost materials.

MEDICATION AT SCHOOL

Administration of medication to students is only done under the Board of Education policy providing:

- A. Administration of medication by members of the staff is voluntary.
- B. Administration of medication by a school staff member must be done in compliance with a physician's written instructions and signed by a parent or guardian, **for 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.

Please note: ALL MEDICATION MUST BE PICKED UP AT THE END OF THE SCHOOL YEAR OR IT WILL BE DISPOSED OF.

PARENT INVOLVEMENT

Chestnut Hill Elementary School is committed to the goal of providing quality education for every child in this school. To this end, we want to establish partnerships with parents and with the community. Everyone gains if school and home work together to promote high achievement by our children. Neither home nor school can do the job alone. Parents play an extremely important role as children's first teachers. Their support for their children and for the school is critical to their children's success at every step along the way. The goal is school-home partnerships that will help all students in the school succeed.

- A. Parents will be involved in the development and evaluation of the School Improvement Plan. Parents will receive information about the Annual Education Report, which describes the school improvement goal statements and the progress made by our students on the 3rd, 4th and 5th grade M-STEP. Parent input

will be sought regarding the School-wide Improvement Policy. Parents will be surveyed on school processes.

B. Parents have the right to be involved in decisions related to their children's education, and Chestnut Hill will to seek input from parents in a variety of ways. Chestnut Hill Elementary will meet these requirements in the following ways:

- The School Improvement Team will have parent representatives at meetings to discuss components of the plan.
- Parent Teacher Conferences will be held in November and March, in addition to any conferences scheduled due to parent or teacher request.
- 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. Parents will receive timely information through **a)** Individual teacher communication with parents through informal chats, phone calls, notes and email, as well as Parent/Teacher Conferences and Progress Reports. **b)** Schedules and school calendars, newsletters (building and classroom level), marquee and showcases, PTO, bulletin board, school and district websites, local school cable channel, information stations in main office and hallway and the Chestnut Hill Student Handbook.

D. In the fall of each year, parents will be notified on the process to access the curriculum information and grade level expectations available on the Midland Public Schools website. Paper copies will be available to families without access to technology.

E. The Annual Education Report will inform parents of the academic assessments that are used to measure student progress. Parents will receive copies of student M-STEP assessment results with the levels of proficiency defined in parent friendly language. Interpreters, advocates, Braille materials, transportation, special time considerations and any other necessary accommodation will be provided to parents to ensure understanding.

F. Chestnut Hill School has the following transition programs: *Kindergarten Orientation* program, and the *Fifth Grade program* to assist with transitions into new programs/new buildings at the middle school.

G. Chestnut Hill Elementary School is committed to access to our building and access to information. We provide access to parents with disabilities, or parents of migratory children, or parents with other needs; by providing interpreters, translators, advocates, braille materials, special time considerations, and any other accommodations needed to foster school and home collaboration.

H. Chestnut Hill Elementary School values parent/school collaborations. Reading to children at home and talking with them at family meals are as important as volunteering at school. Chestnut Hill 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 (PTO), participating in the Annual Fall Curriculum Night, Family Event Nights, Field Day and other special events. Family participation at Chestnut Hill School activities helps to build a strong, rich partnership with parents, students and staff.

PARTIES

Four school parties are designated each school year and parents are advised by letters or other means of publicity. Parents, in cooperation with room parents, are invited to participate by providing simple party treats for the fall, winter, spring and end of year parties/picnics. Parties are to be held at school unless special arrangements have been made with the principal.

POLICIES/PROCEDURES – MIDLAND PUBLIC SCHOOLS

District Policy Handbook - Links to the following documents can be found at:

<https://new.midlandps.org/wp-content/uploads/16-17-Policy-Handbook.pdf>

- ***Bullying and Other Aggressive Behavior Toward Students***
- ***Crime Free Schools Policy***
- ***Code of Student Conduct***
- ***Policy on Student Records***
- ***Administration of Medication/Permission Form***
- ***Guidelines for Acceptable Use of Telecommunication and Technology***
- ***Media Release Form***
- ***FERPA***
- ***Request to Prevent Disclosure of Directory Information***
- ***Integrated Pest Management***
- ***Administration of Surveys to Students***
- ***Policy on Parental Involvement***
- ***Rights to Review Teacher Qualifications***
- ***Communication Protocol for Midland Public Schools***
- ***Homeless Assistance Act McKinney-Vento***

If you do not have internet access or would prefer a print copy, contact Chestnut Hill Elementary at (989) 923-6634.

PTO (PARENT TEACHER ORGANIZATION)

The Chestnut Hill PTO board consists of parents, the school principal, and a teacher representative. Officers on the Executive Board are: President, Vice President, Secretary, and Treasurer. The PTO Board meets monthly in our media center. The PTO sponsors numerous activities during the school year, including book fairs, school assemblies, carnivals, field trip transportation expenses, and various other programs. A calendar of meeting dates will be provided at the beginning of each school year. All parents are welcome to attend these meetings.

PROGRESS REPORTS

Your student's elementary progress report will be made available four times a year in Home Access Center. You must register for Home Access Center before you can view your student's Progress Reports on-line. To register for HAC, go to the Midland Public Schools main website (<https://new.midlandps.org>) click "Parents" then "Home Access Center".

- Select the, "If you do not have a username and password for Home Access Center, you can register by clicking here" link.
- Enter your information and select "Register".

- You will receive an email with your login id and password for accessing the site.
- When registering, you must enter your name as we have it recorded in our student information system.
- Please contact the school office if you are not able to register.

Once you have registered, log on to Home Access Center. Choose a student if you have multiple children in the district, and then select Progress Reports from the menu at the left.

SAFETY / PARKING LOT PROCEDURES

Safety must be an important concern for every student and parent. The need for safety extends beyond the school grounds. 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 crosswalk. When crossing, always obey the instructions of the Safety Patrol Members.

Our parking lot is very crowded at the beginning and end of each day so we encourage parents to refrain from driving their children to and from school unless it is necessary. We ask that you pull forward as far as possible and stop adjacent to the sidewalk so your child gets into the car from the sidewalk or gets out of the car onto the sidewalk. PLEASE do not double park to pick up or deliver children. Children may not cross the parking lot without adult assistance.

Also, 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.

SAFETY PATROL

Safety Patrol accepts fifth grade boys and girls through teacher recommendation to serve on outdoor posts. The responsibility is to help fellow students in traveling to and from school. Students also serve on posts inside in the school.

Parents can assist by instructing their child to cooperate with patrol members, use the sidewalks and walkways, cross at the traffic light and practice bicycle safety.

Short cuts by students between houses and across lawns where walkways do not exist are not appreciated by property owners. Please discourage your child from taking short cuts across private property.

SCHOOL HOURS

School Day 8:38 - 3:34
Lunch Hour 11:43 - 12:28
Office Hours 7:30-4:00

Students may enter the building at 8:33 a.m. Students are not to arrive at school before 8:15 a.m. There is NO SUPERVISION for students before this time. All students are to leave the building by 3:45 p.m. unless a teacher has arranged for the student to stay.

SCHOOL OF CHOICE

Midland Public Schools offers, if space is available, parents the opportunity to choose the schools they would like their children to attend. If parents wish to select a school other than their home school, they must complete the School of Choice Application and submit it to the Administration Center, 600 E. Carpenter St., Midland. Parents selecting an elementary school other than their home school will need to provide their own transportation. Children living within that school's residential area will always be given first priority. Please check with the school office to confirm the date for the application deadline. The School of Choice program also extends to county schools.

SCHOOL PICTURES

In the fall, students are photographed for the yearbook. Parents have the option to purchase a package. 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.

SCHOOL RULES

In order to maintain a safe and orderly environment, there are a few school rules which all students are expected to observe. The following types of conduct are not permitted:

- 1. Fighting (This includes any inappropriate physical contact.)**
- 2. Disrespect toward others**
- 3. Defiance of school staff**
- 4. The use of profanity**
- 5. Destruction of school property**

Please carefully read the Midland Public Schools "Crime Free Schools Policy" and the "Code of Conduct" with your child. Weapons are not permitted on school property at any time. Bringing a weapon to school can result in suspension or expulsion. A serious offense may result in immediate suspension or conference with student, parents, teacher, and principal.

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.

SNOW DISMISSAL

On occasion, severe snowstorms cause school to be cancelled or dismissed early. The decision to dismiss rests with the Superintendent or his designee. If you suspect school will be cancelled or dismissed early, listen to local radio and TV stations, call the MPS **weather line – 923-SNOW (923-7669)**, or check the MPS website.

SPECIAL SERVICES TEAM

The Special Services team composed of the school psychologist, social worker, and speech therapist is assigned to Chestnut Hill School to aid and assist children with learning or social difficulties. In addition, an occupational therapist and physical therapist are assigned to Chestnut Hill School to aid children and parents.

Statement of Nondiscrimination

It is the policy of the Midland Public School District not to discriminate on the basis of race, color, religion, national origin or ancestry, sex, gender, disability, age, height, weight, marital status, genetic information, or other legally-protected characteristic, in its programs, activities, or employment.

Inquiries regarding this nondiscrimination policy should be directed to:

Superintendent of Schools Midland Public Schools 600 East Carpenter Street Midland, Michigan 48640

(989) 923-5026

MPS Compliance Officers

Cynthia Marchese

Director of
Human Resources

(989) 923-5019

- Title IX of the Education Amendments of 1972
- Age Discrimination Act of 1975

MarcheseCK@midlandps.org

Brian Brutyn

Associate Superintendent

(989) 923-5018

- Title II of the Americans with Disabilities Act of 1990
- Title VI of the Civil Rights Act of 1964
- Section 504 of the Rehabilitation Act of 1973
- Nondiscrimination of the Basis of Being Disabled

BrutynBR@midlandps.org

Grievance Procedures

The following are our procedures for the Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Title II of the Americans with Disability Act of 1990, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975.

Section I

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

Cynthia Marchese

Brian Brutyn

Age Act, Title IX Coordinator Title VI, Title II, Section 504 Coordinator

Midland Public Schools

Midland Public Schools

600 E. Carpenter St.

600 E. Carpenter St.

Midland, MI 48640

Midland, MI 48640

(989) 923-5019

(989) 923-5018

MarcheseCK@midlandps.org

BrutynBR@midlandps.org

Section II

The person who believes a valid basis for grievance exists shall discuss the grievance informally and on a verbal basis with the Local Coordinator, who shall in turn investigate the complaint and reply in writing within five (5) business days. If this reply is not acceptable, the complainant may initiate formal procedures according to the following steps.

- Step 1: A written statement of the grievance shall be prepared by the complainant and signed. This grievance shall be presented to the local Age Act, Title II, Title VI, Title IX, or Section 504 Coordinator within five (5) business days of receipt of the written reply to the informal complaint. The Coordinator shall further investigate the matters of the grievance and reply in writing to the complainant within five (5) business days by certified mail.
- Step 2: If the complainant wishes to appeal the decision of the local Age Act, Title II, Title VI, Title IX, or Section 504 Coordinator, he/she may submit a signed statement of appeal to the Superintendent of the Midland Public Schools within five (5) business days after receipt of the Local Coordinator's response. The Superintendent shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within ten (10) business days of the meeting by certified mail.
- Step 3: If the complainant remains unsatisfied, he/she may appeal through a signed, written statement to the Board of Education within five (5) business days of his/her receipt of the Superintendent's response in Step 2. In an attempt to resolve the grievance, the Board of Education shall meet with the concerned parties and their representatives within forty (40) days of the receipt by the Board Secretary to each concerned party within ten (10) business days of this meeting by certified mail.

Anyone at any time may contact the Office for Civil Rights for information and/or assistance at 1-800-421-3481. If the grievance has not been satisfactorily settled, further appeal may be made to the Office of Civil Rights.

Inquiries concerning the nondiscriminatory policy may be directed to the Director for Civil Rights, U.S. Departments of Education, Washington, D.C. 20202.

The Local Coordinator, on request, will provide a copy of the district's grievance procedure and investigate all complaints in accordance with this procedure. A copy of each of the Acts and the regulations on which this notice is based may be found at the Local Coordinator's office.

STUDENT COMMUNICATION

Information is disseminated to students through daily morning announcements and postings. Flyers from organizations in the community will be available for student or parent pick up in the main lobby of the school or located on the Community Flyers page of the Midland Public Schools website.

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.

STUDENT LEADERSHIP

The school student leadership group is comprised of any interested 5th grade student. These students participate in the discussion of policies that affect them at Chestnut Hill School and identify and facilitate programs to benefit our students and community.

STUDENT PICTURES FOR PUBLICATION IN THE MEDIA

During the course of the school year, occasions may arise when photographs of students will be taken for the Midland Daily News or other newspapers, school publications, or the Chestnut Hill or MPS websites.

Parents will be provided with a form to sign at registration indicating if they have any objections to their students' pictures being published in this fashion.

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.)**

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 (grade level supply list on CHE website). Students are asked to supply gym shoes, art shirt and head phones/ear buds. Other items may be suggested by individual teachers, but are not required.

TELEPHONE

Students may only use the office or classroom telephone ***with permission from the teacher***. Arrangements to go home with a friend should be made in advance. Cell phones must be turned off and stored in backpacks during school hours.

TRANSFER OF STUDENT RECORDS

If you move to another school district you will be asked to sign a statement releasing the student's MPS records to the new school. The records will then be legally mailed to the new district.

If you are moving within the Midland Public Schools District, the student's records will be forwarded directly to the new school.

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 child's personal identifiable information will be provided to the Midland County Health Department. If you object to the release of your child'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.

VISITING THE SCHOOL

All visitors are required to check in at the school's main office. Visitors will sign in and receive a visitor's badge, and are asked to sign out at the end of their visit.

Parents are encouraged to visit school at any time. It is helpful if you contact your child's teacher prior to your visit. By doing so, you can be assured of seeing a particular subject being presented or a certain activity in progress. If you wish to discuss your child's schoolwork, please plan to do this outside of school hours, by appointment, so that the teacher may give you his/her undivided attention.

VOLUNTEER PARENT HELP

We are pleased to have volunteer help. If you have a few "extra" hours per week, we can make good use of your time and talent. Reading to children, listening to children read and working with small groups, under teacher direction, will help us give each child more individual attention. All volunteers must complete a BRAVO application, available on the MPS website. Please contact your child's teacher for volunteer opportunities.

Each time you volunteer in school, we ask that you sign in at the school office and pick up a name badge to wear. Sign out at the end of your visit. This will inform us of who is in the building in the event of an emergency.

WORLD LANGUAGE

Chestnut Hill Elementary offers Spanish classes to all students in K-5 grade levels. The classes meet twice a week for 30 minute sessions.