



Dear Parents,

Welcome to Siebert Elementary School. We hope you find this handbook to be a helpful resource for you before and during the 2014-15 school year.

Our goal for children is that they become the best people they can be, academically, socially, and emotionally. Your child will find Siebert Elementary a safe, comfortable place to learn and grow. Students will learn to value and respect all people, celebrate differences and share commonalities. Each child will be treated as an individual. Together with your help, the teachers and I will work hard to ensure success for your child in every aspect of education.

We believe in open communication and active participation. Your involvement means a great deal to our children and sends a positive message about the importance of school. Please consider volunteering your time. You will be receiving weekly email updates, "Siebert Bulldog Update", from Siebert as well as periodic letters from your child's teacher; these letters will often include opportunities for you to participate at school. Please contact the school office or your child's teacher if you would like to volunteer.

We value your insight as parents. Please contact me with your comments, concerns or questions. Don't hesitate to contact me by phone (989) 923-7835 or e-mail (johnsonsl@mps.k12.mi.us). I look forward to working with you and your child/children this year. Together, we can achieve success for all our children.

Sincerely,

Susan L. Johnson, Ph.D.
Siebert Elementary Principal

Siebert School Colors:
Hunter Green and White

Mascot:
Bulldogs



Midland Public Schools Mission Statement

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

Siebert Mission Statement

The community of Siebert School will provide opportunity for all students to acquire individual and cooperative life long problem-solving skills. We will promote an environment, which enhances self-worth and confidence, enabling students, families and staff to interact effectively and responsibly. We will strive to be positive, dedicated, well-informed and unified to attain our mission.

Siebert School Improvement Plan Goals

All students will be proficient in reading and writing.

All students will be proficient in mathematics.

All students will be proficient in science.

All students will be proficient in social studies.

Siebert School Improvement Strategies

- Teachers will administer two additional common writing assignments.
- District Learning Coach will be used for Language Arts and across all content areas to assist teachers in helping students be successful by reviewing data and introducing and assessing student skills and interventions.
- Teachers will provide additional instruction to targeted students in comprehension and/or vocabulary. Areas of instruction will include: cross-text, compare/contrast, major characters/minor characters, lesson or “theme”, setting and main idea.
- Siebert will attempt to create partnerships with local educational institutions.
- Teachers will use DIBELS (Dynamic Indicators of Basic Early Literacy Skills) data to determine students needing additional fluency instruction.
- Teachers in grades 1-5 will review the previous year’s content expectations in math.
- Teachers in grades 1-5 will continue to implement differentiated instruction including an extended math section in grades 2-5.
- Teachers will analyze Grade Level Content Expectations in science to create a writing assignment to achieve deeper understanding of the content.
- Teachers will analyze Grade Level Content Expectations in social studies to create a writing assignment to achieve deeper understanding of the content.

PROCEDURES AND POLICIES

Midland Public Schools offers a district-wide updated handbook of policies to students at the beginning of each school year. The handbook is also available at the district web site www.mps.k12.mi.us

In addition to those policies, this informational handbook is specifically for parents and students of Siebert Elementary School.

Bus Service

Elementary students in grades kindergarten through five and living in the Midland school district are entitled to transportation, without charge, from designated stops to and from school if the live **two or more miles from school**.

Visitors of bus students are ineligible to ride school buses. Under certain conditions, students may be transported to latchkey/daycare centers on Midland Public School buses, if the student is transportation eligible.

Students on the bus need to observe courteous behavior on the bus such as refraining from harassing others, profanity, eating on the bus, soiling seats or students' clothing, leaving debris on the bus, or throwing litter out the windows.

If students lose their transportation privileges, parents need to confer with the transportation manager to arrive at a satisfactory agreement of expected behavior. Discipline for misbehavior on the bus is handled by the transportation manager.

School Hours

Parents and students should plan arrival on school property **no more than 10 minutes** before the start of the day. Students are expected to leave within 10 minutes after dismissal. Teachers wishing to give additional individualized or small group help are expected to notify parents by note or phone call in advance. When children do stay after school with parent knowledge, teachers should not keep them longer than 45 minutes.

The majority of students arrive at school and wait until the 8:43 a.m. bell rings to enter the building. **No supervision is available before 8:30 a.m.** To ensure safety before students enter and while entering the building, the following practices are enforced:

Students are to wait outside the building at their designated area until the 8:43 a.m. bell rings, unless allowed to enter by prior permission of a teacher or other staff for a specific purpose. Such purposes may include breakfast or Safety Patrol. If an activity convenes before the regular school day, all students must enter by the front doors next to the school office.

Both walking and bussed students are to wait by the doors designated for their entry in the school. Students are to stand in line and enter carefully when the 8:43 a.m. bell sounds. The principal or designee will determine when students can enter the building on inclement weather days.

Students should enter and exit at the following doors:

Kindergarten – Rooms 1 and 2 at the outer classroom doors, Room 22 at the doors next to the front office, Room 5 at the doors across from Room 5

First/Second – Doors next to the front office

Third/Fourth – Doors across from Room 5

Fifth – Doors between Rooms 8 and 9

ALL BUILDING OUTSIDE DOORS WILL BE LOCKED BY 9:15 AM EACH DAY. VISITORS, TARDY STUDENTS OR OTHERS MUST ENTER THE MAIN DOOR BY THE OFFICE AFTER THAT TIME.

Student Conduct

Respect, Dignity, and Safety

Every student and staff member has the right to be in a school environment that is safe, conducive to learning, and a place where he or she feels respected and protected. We believe that a friendly and secure school atmosphere is necessary to promote academic, social and personal growth. For this reason, our school building will not tolerate any form of violence within the school buildings, on school grounds, on school-sponsored transportation, or at any school-sponsored activity away from the schools. We will intervene when inappropriate behavior comes to our attention, and will enforce rules and consequences if such behavior occurs. We will empower students to report inappropriate behavior, particularly threats, bullying and harrassment, and to treat others with respect.

Bullying is a form of violence when one person or a group of persons, intentionally and repeatedly uses their greater power to hurt another person's body, feelings, friendships, reputation or property. **Please see the Midland Public Schools Bullying Policy at the end of this handbook for more information.**

Harassment is a form of violence that results in the creation of a hostile, intimidating, discriminatory, or offensive school environment. It can be based on gender, race, culture, ethnicity, religious belief, or disability.

Inappropriate behavior includes but is not limited to:

- Any form of physical violence such as hitting, shoving, tripping, kicking, spitting, pinching, poking
- Interfering with, hiding, damaging, or stealing another's property
- Offensive, insulting, or obscene gestures
- Name-calling; put-downs; humiliating remarks; taunting; offensive graffiti, notes, or e-mail; using profanity; threatening emotional or physical harm; demeaning sounds such as animal noises; insulting a person's family, religion, ethnicity, or disability.

- Undermining the person’s relationships with others by arranging social exclusion and shunning; spreading rumors; sabotaging a friendship; forcing others to act against their will.
- Any form of racial, cultural, or sexual harassment.

Student Action

Student Conduct

Students are expected to demonstrate appropriate behavior. When students observe inappropriate behavior, it is acceptable for them to inform any staff person with whom they feel comfortable about sharing this information.

Parent Action

If a parent has become aware of inappropriate behavior occurring at school, they are encouraged to report the incident/behavior to the child’s teacher, the principal or the office staff. **Parents should never support or condone retaliation on the part of their child.**

Consequences for Inappropriate Behavior

Consequences will be assigned for inappropriate behaviors. Some of these consequences may include:

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Student Conduct

Siebert Elementary
School-wide Behavior Management Plan 8/18/2011

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- Undermining the person's relationships with others by arranging social exclusion and shunning; spreading rumors; setting a person up to be humiliated; revealing private and confidential information to embarrass others; sabotaging a friendship; forcing others to act against their will.
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- Meeting with the principal
- Verbal warning
- Calling parents/guardians
- Written notification to parents/guardians
- Restriction of school privileges, including supervised indoor silent recess and/or supervised silent lunch away from peers
- Completing a self-evaluation during supervised restricted time
- Conferencing with the principal, school social worker, and parent to establish an individual behavior plan after repeated behavior or no improvement
- In-school suspension, out of school suspension, Saturday School
- Notifying the Superintendent when appropriate
- Notifying Law Officials when appropriate
- Recommendation for transfer to an alternative school or other setting by the Board of Education when necessary
- Recommendation for expulsion by the Board of Education

Additional outcomes or consequences may include:

- Serious discussion between teacher and student
- Removal from activity, sitting away from other students in the classroom, or time out in another classroom
- Assigned seating in problem areas
- Detention
- Required restitution to another student, classroom, or school when appropriate

POWER PAWS PROCEDURE

- **Ties** into school expectations for positive behavior

Tickets awarded for:

- Being safe
- Being respectful
- Being responsible
- Always doing your best

- Provides specific feedback on student's behavior
- Provides visible acknowledgement of appropriate behavior for student
- Helps to remind staff to provide acknowledgements

Students are rewarded for appropriate behavior with our Power Paw tickets. Teachers and staff are encouraged to acknowledge positive student behavior in a ratio of 4:1 four positive acknowledgements to every one negative. These tickets are kept by the teacher until Friday. Two students from each class are drawn from the collection in the classroom and these students have their names announced during morning announcements.

The Power Paws winners each week get to participate in a special activity such as game day, free time, computer time, popcorn, sitting in the teacher's chair, lunch with the principal, art day, sit with a friend, decorate cookies, etc.

A copy of the *MPS Code of Student Conduct* contained in the MPS Policy Handbook which is distributed to each student at the beginning of every school year.

Dress Policy

Students are expected to use good judgment and consideration of others in the selection of their clothing and grooming. Proper attire is expected at all times. The wearing of hats in school is prohibited unless a day is designated for such. Hair and clothing should be neat, clean and appropriate. Shorts should be as long as the tip of the middle finger when hands are at side. Tops (halter, spaghetti straps, or otherwise) with midriff showing and clothing that endorses drugs, alcohol, violence, offensive language, etc. are unacceptable. Tank tops should have at least one inch straps. If any clothing, etc., is deemed distracting in the classroom, the student will be asked to remove or cover it up. Students are not allowed to wear "Heely" shoes to school, with or without wheels.

Parking

Parking for staff, parents, and visitors is in the Siebert School East parking lot and the Jefferson Middle/Siebert side parking lot. Parking in front of Siebert School (Dilloway Street) is reserved for bus pickup between 8:00-9:00 a.m., 11:15-12:00 noon, and 3:15-4:00 p.m. Parents and visitors may use that parking area other than those reserved times. For the safety of all, please exercise patience and observe all traffic laws when dropping off or picking up your child. (See detailed map that was included in your registration packets).

Absence/Tardiness

Absence: When your child will be absent or tardy, please leave a message on the student absence attendance line (923-3024) before 9:30 a.m. You may also send a note with a brother, sister, or neighbor to be delivered to the absent child's teacher. We believe the call-in system serves to increase the safety of our students. We encourage you to use the attendance line to report absences or tardiness at any hour before 9:30 a.m. After that time, you may call the school office at 923-7835. If we do not hear from you in the morning, we will attempt to contact you at home or work to verify the absence.

If a student needs to be absent from school for medical, dental, personal appointments 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 and classroom teacher at least one day prior to the anticipated absence. Arrangements for make-up work should be made prior to the absence. Pre-excused absences should be used judiciously and are still considered absences from school for the student. Pre-excused absences will not be given during exam/testing periods, except with special permission from the principal, and only in cases of extreme emergency.

If your child will miss school for more than a day or two, please call and leave a message for his/her teacher so arrangements can be made for homework, if necessary.

If your child is returning to school from an extended illness and activities or schoolwork should be limited, please write a note to the teacher stating what limitations should be observed and for how long. Generally this is a day or two in length. 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 six weeks or longer because of illness may be eligible for the services of a homebound teacher. Please contact Mrs. Johnson for details.

After 10 absences a letter will be sent to parents indicating that their child has been absent a significant number of days and ask for the parent to make every effort to have their child in school every day. If the attendance does not improve, the principal must begin truancy proceedings and request a meeting with the parent to develop an improvement plan. A student/parent can and will be referred to the attendance officer of the juvenile courts for: 1) Not properly enrolled in school 2) Absent 10 consecutive days without notification 3) Habitually absent from school 4) Educational neglect (failure of parents to send child to school) 6) Numerous excused absences.

It is our belief at Siebert Elementary School that the habits our students develop carry on to help them become successful employees in the future. Many of these habits are basic to success at school or later as an employee. For example, good attendance and being on time are basic competencies for all employees.

Tardiness: We have seen a significant increase in the number of students tardy in the past years. When students are tardy they cause a number of disruptions. Class is interrupted by their late arrival, school lunch counts may need to be revised, teachers must note their arrival so they are not marked absent, and your student may have missed some important announcements and instruction. In an effort to encourage prompt arrival to school we want to clarify our tardy policy for you.

We do recognize that there are times when a late arrival to school is unavoidable; however we also recognize that repeated tardiness can usually be avoided. When a student is tardy for the fifth time a letter will be sent to the parents indicating that their student has arrived late five or more times and asking for the parent to correct this pattern. If the attendance does not improve within a reasonable period of time the principal will begin truancy proceedings and request a meeting with the parent to develop an improvement plan. Students arriving after 10 a.m. will result in a half-day absence as will leaving prior to 2:30 p.m.

Please do all you can to insure timely arrival at school for your children.

Getting a Child from School

If a child needs to leave school during the day for a medical/ dental appointment or similar matter, please send a note ahead of time to the teacher and the office. Do not pick your child up from the classroom. We ask that you sign your child out in the sign-out book in the office and we will call the child to the office to meet you.

A child may not leave school prior to dismissal with anyone but his/her parents or without written permission of his/her parents. Students who regularly ride the bus must have written permission or we must receive a phone call prior to 3 p.m. from their parents to go home by any other means.

It is the office policy to ask for identification (ID) of people we do not recognize if they come to sign a child out. Please do not be offended.

Please wait outside school or in the lobby area when picking up your child at the end of the day. This allows us to get approximately 600 students safely out of the building.

Early School Dismissal

School may be dismissed early because of inclement weather or chemical release. If there is a reasonable amount of assured time before danger, students who walk to school will be sent home and bus students will depart as soon as buses are provided. Dismissal instructions are relayed from the Superintendent's office. Do not attempt to call the school, as we need lines open for emergency instructions. If you come to school to pick up your child, please report to the office.

Parents should explain to their child at the beginning of the school year where to go in case of an emergency when parents are not home.

School Cancellation

Establish a morning routine of listening to the radio or watching television for any school delays, cancellations, or early dismissals because of fog, ice, or snow. These decisions rest with the Superintendent/designee and sixteen radio and TV stations are notified between 6:00-6:30 a.m. WMPX, 1490 AM, MCTV (Channels 3, 5 and 98) and Midland Daily News all carry the most recent information. The school weather line is 923-SNOW (923-7669). The information is also available on the district website www.mps.k12.mi.us. **Please do not call the school.**

Access to Student Records

The following statement briefly summarizes the parents' legal access to their child's records, the CA-60 folder. Any parent, legal guardian, or adult student may request a scheduled conference to review CA-60 records in the presence of the principal or his designee. Such conference should be held within two weeks of the request under ordinary circumstances, and never to exceed six weeks. We will try to accommodate your request as soon as possible.

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.

Transfer of Student Records

If you move to another school district, you will be asked to sign a statement releasing the student's records to the new school. We send the school records when a request from the new school has been received. The records may then be legally mailed to the new district. If you need copies of specific portions of the records such as immunizations or standardized testing, the school office will be happy to make copies for you to take with you.

If you are moving within the Midland Public School District, the student's records can be forwarded directly to the new school with a simple phone call from the parent/guardian or receiving school.

Publication of Student Pictures 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, other newspapers, school publications, or other media. Usually the student is identified in these pictures. Each year, in the registration packet, parents will be provided a form to sign and return indicating if they **have** objections to their student's picture being published. That form will be kept on file in their student's CA60 for as long as he/she attends the Midland Public Schools unless it is revoked and a new form is received.

Internet Usage

Midland Public School *Guidelines for Use of the Internet* is published annually in the MPS Policy Handbook which is distributed at the beginning of the school year to every student. Copies are also available in the school office as well as on line at the MPS web site (<http://www.mps.k12.mi.us/documents.php?intDocumentID=2183>) The Guidelines cover information on Safety, Content and Development. Please refer to it each year for current guidelines.

Field Trip Permission

Part of our work with the children consists of acquainting them with their own community. They may make nature observations; visit places of historical interest or other community services. To be able to furnish these experiences for our students, it may be necessary to occasionally take students away from school premises. You will be asked to fill out a permission slip each school year at registration granting your permission. This permission will be considered permanent for that entire school year. A note from your child's teacher will notify you in advance when and where the class may take a specific field trip. The blanket permission slip helps prevent last-minute concerns because your child forgot to return a permission slip

Address & Telephone Changes

During the school year, it is sometimes necessary to change your address or telephone number. We request that you notify the school of these changes as soon as possible in order to keep our files current in case of an emergency.

Emergency Drills

Children are taken through three types of emergency drills at school each year: severe weather, fire and lock-down drills.

Evacuation

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

Desk Inspections and Searches

All desks, drawers, or other areas where students keep their books, supplies, and personal items are the property of the school. Students are expected to keep their areas clean. It may be open to a search by a school official.

Supplies

The school provides all supplies required for instructional purposes with the exception of clothing and food. This does not mean children cannot bring their own school supplies. It means that a child will not be deprived of an education because a family cannot afford the cost of supplies. While it is not mandatory, Siebert parents are encouraged to provide a pair of gym shoes to be left at school for gym classes only. It is also encouraged that each student provides a box of tissues for classroom use, an old shirt for art class and a backpack or bag to carry information home and to school.

Student School Pictures

A commercial photographer takes pictures of individual students and makes them available to the students and families in different assortments of picture packages two times in the school year. Pictures taken early in the school year are available before Christmas. Students must purchase yearbooks separately from picture packages (available in the fall only). Retakes are taken for fall pictures.

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 Moegenberg 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.

Use of Phone

Students may use the telephone with permission from their teacher in cases of illness or other emergencies. Arrangements to go home with a friend must be made in advance, *not* by school phone.

Delivering Phone Messages

The office asks that ***only in cases of emergencies***, you ask the school to deliver messages from parents to students during the school day. Please make confirmed plans ahead of time with your children about after school arrangements and avoid reminder phone calls which are difficult to deliver and often disruptive to the classroom.

Guidelines for Parents Visiting School/Classroom

Operation of Midland Public Schools is a public function and the facilities are available to inspection at all reasonable times except when, in the opinion of the principal, interference in the education of the students would result. The public is encouraged to visit any and all school properties and activities. All visitors should notify the principal of the buildings they wish to visit so that appropriate scheduling can be made. If parents wish to visit their child's classroom or talk with their child's teacher, please call ahead or write a note to schedule an appointment. When classes are in session, teachers are not disturbed except in an emergency. ***Always check with the office first when visiting the school.***

Smoke-Free Environment

The use of tobacco IS PROHIBITED on school premises (buildings and grounds).

Department of Human Services/Child Abuse

If there is evidence that a child is neglected or abused, it **must** and **will** be reported to the protective service worker at the Department of Human Services (DHS), as prescribed by law.

Communicating with School

Parents may call the school (923-7835) during the hours of 8:00 a.m. to 4:30 p.m. Our fax number is 989-923-7875. Teachers have a telephone with voice mail in their classroom. They will provide their classroom students with that number at the beginning of each school year.

Care of Books

Children are encouraged to protect books in backpacks or other appropriate containers. Parents are financially responsible for any books lost or damaged beyond normal use by their children. Full reimbursement for all damaged or lost books is expected before the final day of the school year.

Holiday Parties

Halloween, Christmas, and Valentine's Day class parties may be held. The parties will be scheduled the last hour of school, unless there are schedule conflicts. Halloween costumes are permitted. Please do not send any weapons as part of a costume. The program, decorations, and refreshments shall be at the discretion of the teacher. Room parents should be contacted approximately two weeks before the party, and it should be clearly understood what role in the party they are to have and at what time the teacher wants the refreshments and parents there. A year-end party is the responsibility of the teacher.

MPS encourages healthy and/or well-balanced options when food is served at celebrations. Healthy options such as fruit, vegetables, popcorn, and trail mix are encouraged as opposed to foods that are high in fat or sugar. When foods that are

high in fat or sugar are offered, small/snack size servings are strongly encouraged. Super-sized snacks or other disproportionately large servings are discouraged. **Please avoid all snacks with nuts or nut products. Please read ingredient labels of all snacks carefully.**

School Awards

At the end of the school year there are several awards presented to 5th grade students at an awards assembly. Awards may include: Presidential Academic, Presidential Fitness, Safety Patrol, Band, Orchestra, Choir and Principal's Award.

Room Parents

The major responsibility of a room parent is to organize, attend, and help direct three classroom parties. Each party should have party supplies, refreshments, activities, and possibly favors planned and prepared ahead of time.

Each teacher varies in the responsibility role of room parents. Some teachers leave everything up to the room parents while others do most of the planning and ask the room parents to organize the refreshments and supplies. Occasionally, room parents from two or three classrooms work together. **Room parents should use extra care to make sure parties do not include snacks with nuts or nut products. Please read ingredient labels carefully.**

A room parent may also be called to help when something special is going on in the classroom that requires extra preparation or another pair of hands. You may be asked to accompany the class on field trips, help with special projects, make phone calls to arrange help with other parents/projects, or organize teacher gifts from the class.

Birthday Treats

Children may bring "treats" to classmates in honor of their birthdays. Communicate with the teachers. They may use their own judgment concerning the best time for handing out "treats." Please check with teachers, in case of food allergies, before preparing treats.

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Items Not To Be Brought To School

Students shall not bring toys, electronic games or devices, pagers, laser pointers, MP3 players, radios, CD or DVD players, remote control vehicles, whistles, squirt guns, weapons or pretend weapons, pretend cigarettes, matches, and lighters. Pets should not be brought to school. **Due to health related issues such as allergies, pets are not allowed in the school building.** Roller blades, skateboards, or scooters are acceptable for transportation to and from school with proper helmet and pad protection only. Cell phones are acceptable for use *before and after school*. The school is not responsible for safe guarding students' personal property.

Lost and Found

Much valuable clothing is lost at school each year and never claimed. Owners could easily be found if labels with names were sewn into garments such as coats, sweaters, jackets, mittens, etc. An alternative is to label everything with permanent ink. Our lost and found is located in the hallway across from Room 22. Articles may be reclaimed there and we encourage students and parents to check the area often. If you do not find an item there, check with the office. Unclaimed clothing is turned over to a local charity for distribution to the needy at the end of the year.

Sales by Students

Sales of merchandise to the public and solicitations from the public by students representing an elementary school or any organization within an elementary school shall not be authorized. Such sales and solicitation at secondary levels shall be held to a minimum and approved by the Director of School Administration only when justified by educational values and no other means of financing can be found.

Sale of tickets for admission to student performances or student-sponsored programs and operation of student-operated concessions at school activities shall be permitted when approved in advance by the principal.

All sales by students, under auspices of their school, are subject to the accounting procedures established by the Manager of Business Office and approved by the Director of School Services.

Students Selling to Teachers

Individual solicitation by students of teachers and staff is not allowed. Students wishing to sell fund-raising items to staff will turn in an order form to the office with the following information: Student's name, organization, item(s) being sold, and price(s). These order forms will be available to the teachers for one week (Monday through Friday). The student is responsible for picking up the order form in the office on Friday of that week.

Solicitations for Charity

It is the duty of the schools to cultivate and maintain within the young people a favorable attitude toward charity. Teachers are authorized to explain the purposes and describe the beneficiaries of the charity to the pupils. However, giving to a charitable cause should remain solely a matter of individual conscience.

Fundraising drives in the Midland Public Schools by local or national charitable organizations are limited to one a year. School-sponsored drives of various types are not limited by this policy. Contributions for charity may be received in the schools each year on approval of the Superintendent of Schools in any or all of the schools of the district provided that:

- No coin cards or other devices suggesting amounts to be given are used.
- No competitive pressures shall be placed upon the students.
- There shall be no plan to reveal identity of amount given by individuals, groups, rooms, or schools.
- Canisters may be placed in a prominent place(s) in the building.

Homework

Purposes of Homework.

- It extends learning activities.
- It broadens experience and stimulates new interests
- It continues development of self-direction, initiative, independent thinking, perseverance, and pupil responsibility.
- It helps students prepare for an upcoming lesson.
- Practice skills learned in a recent lesson.
- It allows students to synthesize, analyze, and evaluate concepts learned in class.

Characteristics of Productive Homework.

- Assignment is purposeful, reasonable, and possible.
- Assignment extends the child's knowledge, encourages creativity, and reinforces classroom work or provides enrichment experiences.
- Assignment is adapted to individual needs, differences, and interests.
- Assignment can be evaluated fairly.
- Student understands the assignment, is motivated to do it, and can do it with a minimum of outside assistance.

Parents' Part in Homework.

- Encourage their child and show interest, but should avoid undue pressure doing the work for their child.
- Provide their child with suitable study conditions (desk, light, books, supplies), help their child plan time to do homework, silence the telephone, and turn off the television.

Supervised Play or Activity Period (Recess)

Recess is a supervised outdoor play period. If weather does not permit outdoor play, games or some other form of physical activity should be planned indoors. All children need physical activity every day. Early elementary students may have up to two supervised play periods a day, while older elementary students generally have one.

Please dress children appropriately for outside recess. A note from parents is required if a child is to stay in from the supervised play period. If parent's request extends longer than necessary in the teacher's judgment, the principal will be informed and may choose to contact the parent.

Teachers are at all times responsible for the care and safety of their children throughout the school day. It is required that a teacher supervise all classroom and playground activities except during the lunch period. Students are supervised by paraprofessionals during lunch.

Guests for Lunch

If a student who walks to school invites a student who rides the bus to his home for lunch, we ask that the parents of each student send written permission to school. In this manner, both the school and the parents can be assured there will be proper supervision. This same rule would apply to bus students who wish to visit a friend after school.

Lunch Information

A hot lunch program is available for all students. Students have six options for lunch: they may purchase the hot lunch which includes milk; the PBJ lunch which includes milk; the "choice" lunch for the week which includes milk; bring their lunch from home and purchase milk; bring their lunch from home; or they 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. They are not excused to go elsewhere.) Lunch prices are reviewed annually and set at the beginning of each school year. Menus are sent home each month.

Students who go home for lunch are not part of the lunch program. When they report back to school, they must remain in front of the school building until it is time to report to their classrooms. If a student walks to school but goes out to lunch other than to their home, we ask that the parents send a note or call the office to inform us.

Paying for Lunch

Lunches are paid in advance on account. You may also purchase meals/milk online at www.mps.k12.mi.us/online-payments. Parents can also stop in the office or the lunch office and make a payment and/or check on their child's account or a payment can be sent with their child. To send a payment with a child, please place money or check in an envelope that states your child's name, room number, and the total amount enclosed on the front of the envelope. Checks should be made payable to Siebert School. These envelopes are sent down to the office each day with morning attendance. Each time your child purchases a lunch, their account is charged. Please track your child's lunches to be sure that their account does not drop in to a negative balance. A notice will be sent as soon as your child goes to a negative balance. Students may only go into a negative balance for two lunches, and then they will be required to bring a lunch from home. Accounts need to end with a zero or positive balance at the end of the school year. Any monies left in the account will carry over to the next school year.

Recess/Lunchroom/Playground Information

The lunch hour is an ideal time for students to socialize, unleash energy, and replenish themselves with nourishment. We believe our lunchroom/noon hour schedule meets these student needs. Our goal is that this time serves as a safe, positive atmosphere for all children crucial to their total development.

Rules and information for students and/or parents:

- Any student staying inside the building at lunchtime due to illness must have a written parent request. Those students may report to a designated table for lunch.
- Students who have meetings at noon may not wander in the halls or classrooms.
- All lunch students must eat inside the cafeteria unless permitted or instructed to do otherwise by the lunch supervisor and principal.
- Students will stay inside on rainy days and when the weather is too cold. A red flag is displayed outside the office on days that students are to remain indoors.
- Students may not play with balls inside the building during the lunch hour.
- Students may not throw snowballs on school grounds in the winter.
- Hardballs are not permitted on the playground. Balls are provided, do not bring from home.
- Students may not operate any electrical equipment during the lunch hour.
- Students should not play around parked automobiles nor walk across the parking lot without supervision present.
- Students are encouraged to use the equipment provided. If the student takes the equipment out to the playground, it is his/her responsibility to return it to its proper storage place.
- Sharing of playground equipment and play areas is encouraged. No saving of equipment for a friend is allowed.
- All injuries will be reported to the noon supervisor or office staff immediately.
- Lunch paraprofessionals are employed to supervise students. Students are expected to respect those adults.
- Inside or conversational voices are to be used in the lunchroom and building at all times.
- Walk, never run, in the building.
- Students are to remain in the lunchroom or on the playground during the noon hour. They are not to return to their classrooms or leave the school premises for any reason without permission from the supervisor.
- Students are to get permission from their supervising paraprofessional to use the restroom during the lunch hour. Students should be encouraged to use the restroom prior to lunch dismissal.
- Students that are bussed are expected to eat lunch at school. If the student is to leave school for lunch, we ask that the parent send a note or call the office and sign the student out in the main office.
- Students staying for lunch may not leave the school grounds at noon without written parental permission.
- Fighting, roughhousing, throwing food, profane or vulgar language, obscene signs or gestures are not allowed.
- Students may not engage in physically dangerous games involving pushing, sliding, or hitting.
- Matches, knives, shells, guns or other dangerous articles are not permitted at school. Expulsion may result.
- Students are not permitted to play in the woody area near the playground.

Care of School Building

Visitors quickly get an impression of the effectiveness of the school in many ways. One of the first things noticed is the general condition of cleanliness of the entrances and hallways. This observation is followed into the classrooms they visit. To keep our building looking the way we can be proud of requires teamwork on the part of all staff members and children. Children should feel that they have a share in the proper care of the school and their classrooms. Children are expected to be responsible for:

- Putting gym shoes in proper place.
- Hanging up coat, hat, sweater, etc.
- Putting pencils, crayons, and books in desk at night.
- Keeping desk neat and orderly.
- Taking pride in keeping the area around desk clean.
- Keeping feet off walls in the classroom, halls, and lavatory.

- Putting materials and pieces of equipment back in their proper places.

HEALTH AND SAFETY

Vision and Hearing Screening

Student directory information will be shared with Midland County Health Department for the purpose of follow-up treatment as a result of concerns identified from vision and hearing screening. Parents may request to have this information withheld (similar to other requests). Requests **must** be made in writing.

Personally identifiable information (student directory information) for individual students will be shared with the Midland County Health Department only when it has been determined that follow-up is necessary.

Siebert Elementary School will not provide student lists with personally identifiable information to the Midland County Health Department or any third party unless authorized.

Instructional Guidelines for Health and Safety

The teaching of health and safety is integrated in the elementary curriculum. Special programs are offered in the areas of dental hygiene (second grade), bicycle safety (grades one and two), and the hazards of smoking and drugs (grade five). In addition, a growth and maturation program is offered in the spring of each year for students in the fifth grade. They are encouraged to attend with a parent or an adult friend. This program was a response to parental request for the need to present accurate information in an objective way.

Illness or Accidents at School - Students

If a child becomes ill or is injured at school, parents will be contacted and arrangements will be made before the pupil is released from school. If parents cannot be reached, contact will be made with a person designated by parents on the enrollment information form. Parents are requested to keep their child home if any of the following are present: fever, sore throat, and rash, upset stomach, skin eruption, earache, headache, coughing, inflamed eyes, or a bad cold.

Sting Medication Policy

The Midland Health Department and school personnel have reviewed the issue of sting medication procedures and the following reflects this review:

- Midland Public Schools' personnel shall administer only "Epi-Pen" kits. If other forms of medication are prescribed, the parents should be notified immediately so arrangements can be made with the attending physician to prescribe the Epi-Pen kit.
- Schools should be notified of a student who is sensitive to bee stings by parents or a physician. This information should be conveyed to the principal who will notify the public health nurse who in turn will then instruct appropriate staff members in the administration procedures. In addition, the Midland Public Schools' transportation department should be notified by the parent so the appropriate bus driver can be made aware of the student who is sensitive to bee stings.
- The student's parent or guardian will be responsible for providing the medication. Parents should be informed that the emergency medical services will be called each and every time we administer the medication.

If a situation does occur requiring sting medication administration, the principal or designee is to contact Midland County EMS and request that a mobile unit be dispatched to school to deal with complications that may arise. The parents will be contacted after the EMS has been notified.

Medication in School

Medication definition includes both prescription and nonprescription medications. The medication definition includes those taken by mouth, by inhaler, injections (Epi-pen), eye drops, nose drops, or medication applied to the skin.

Administration of medication (prescription and nonprescription) to a student by a school administrator or designated employee is allowed if:

- Request to administer the medication is in writing signed by the student's parent or guardian. See MPS Medication Form. It be picked up in the school office or located online at: <http://www.mps.k12.mi.us/documents.php?intDocumentID=2214>
- Request for prescription medicine must include the written instructions for the medication signed by the prescribing physician. The prescribing physician must authorize any changes in medication.
- Administration of medication by a school staff member must be done in compliance with a physician's instructions if a prescription medicine. If a nonprescription medicine, administration of medication by a school staff member must be done in compliance with parents/guardian instructions. Administration of medication shall be done in the presence of another adult and a log of the medication administration shall be maintained.
- Inservice training for all staff administering medication shall be provided as needed.
- Parental or guardian request/permission and physician's instructions shall be renewed annually or more often if necessary. Forms are available on line or in the MPS Policy Handbook.
- Medication should be delivered to the school office by a parent or guardian.
- Medication shall be stored in a secure location in a labeled contained as prepared by the pharmacy, physician, or pharmaceutical company and will be kept at the school for the duration of the administration.
- Medication logs become part of the students' CA-60 records.
- The student's parent/guardian must provide written permission and request to the school to allow student to **self-possess and self-administer medication** (prescription and/or nonprescription). Please refer to the MPS Medication Policy Form. Forms were distributed to each family at the beginning of the school year. They can also be picked up in the school office or located online at: <http://www.mps.k12.mi.us/documents.php?intDocumentID=2214>

Communicable Diseases

Children with a suspected contagious disease (ringworm, impetigo, head lice and pink eye) should be excluded from school and advised to seek appropriate treatment. 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.

Immunizations

Michigan law requires the following immunizations: three poliomyelitis and four DPT (diphtheria, pertussis, and tetanus) with the last dose after child's fourth birthday; two doses each of red, hard, or "old fashioned measles" German measles (Rubella) and mumps after 12 months; three doses of Hepatitis B vaccine; and, one Chickenpox immunization, reliable history of disease, or current lab immunity proof. Students whose parents object to immunizations may be exempt upon receipt at the school of a signed statement by the parent to this effect.

Student Insurance

Each year, a student insurance plan is offered to caregivers providing accident insurance protection for your child. Contact the school office for a brochure with details.

School Health Nurse

While we do not have a school nurse on the premises, parents who have questions regarding health problems that may affect the school are encouraged to contact their family doctor the Midland County Health Department (832-6655).

Report Cards

All subject areas are listed on the student report card. The card is graded and sent via e-mail every nine weeks, or four times per year. Music, Spanish, Physical Education and Art grades are included on the report card every 18 weeks or twice a year. Parents may request paper copies of report cards from the classroom teacher if e-mail is not available.

Parking and Safety

Safety must be an important concern for every student and their parent(s). The need for safety extends beyond the school grounds. Traffic conditions at the hour of arrival and dismissal necessitates careful observation of rules for parent drivers, pedestrians and bicycle riders. Students who walk to school must stay on sidewalks and cross at the proper crosswalk. When crossing, always obey the instructions of the school crossing guard and Siebert staff or volunteers.

Parents are strongly encouraged **NOT TO DRIVE** their children to and from school unless absolutely necessary. Walking is a great exercise for children and can serve as a good way to release energy and make the transition from school to home a pleasant one for both student and parent. If it is necessary to drive your child, the school requests, for safety, that pick up and/or delivery of children by parents take place in the school drop off/pick up areas. One area is located on the east side of Siebert near the parking lot. The other drop off/pick up area is located on the west side of Siebert on Siebert Street.

-Cars in the drop off/pick up areas should 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 on the sidewalk.

-PLEASE no double parking to pick up or deliver children.

-Children should not cross the parking lot without adult assistance.

-Children and adults should always use the cross walk in the parking lot or at the corner. **DO NOT cut through the grassy circle area in the driveway.**

-Drivers should not leave cars parked at the curb unattended. If you will be leaving your vehicle, **YOU MUST** park in the parking lot or the lot between Siebert and Jefferson **NOT** the drop off/pick up area.

SUPPORT SERVICES

ICT Team

The ICT team is an important problem solving model to assist teachers with their students. Instructional Consultation Teams represent a comprehensive support team model that uses a trained team of school-based professionals. The team supports classroom teachers in applying best practices in instructional delivery and assessment. The primary goal of Instructional Consultation Team is to create and maintain student success within the general education environment by improving instructional support practices. The training is based on the research of Todd A. Gravois and Sylvia A. Rosenfield at the University of Maryland.

Special Education/Special Services

Children who are having difficulties socially, emotionally, or academically may benefit from the ICT team. In some cases, discussing the teacher's concerns with a member or members of this team can help with new insights, strategies, or techniques for helping the child achieve properly. All teachers are encouraged to avail themselves and their students of these supportive staff team members. The special services team is composed of the school psychologist, social worker, speech & language therapist, occupational therapist, physical therapist, classroom teacher and principal.

If a child needs additional support a request for a full evaluation may be made by the teacher or the child's parent. Children identified as having impairments that need supportive help, but not severe enough to require full-time placement in a self-

contained special education classroom, may be assigned special services. These students attend the regular education classroom the major portion of their day and are scheduled resource room support as appropriate.

MEDIA CENTER

Check-out Information

- Check out is any time during library hours.
- Kindergarten students may check out one item for two weeks.
- First through fifth grade students can check out three items for two weeks.
- Students may check out books, magazines, records, cassette tapes, and pamphlet materials.
- Students may reserve materials.
- Students may check out reference books for one hour.
- Teachers can sign-up for weekly class check out times.

STUDENT ACTIVITIES

What's available at Siebert to stretch a child's mind and muscles in addition to their schoolwork? Following are short descriptions of some activities in which Siebert students may be involved. If you have further questions about these activities, please contact the coordinator/advisor.

Student Leadership Team

Grades 4-5

Student Leadership Team involves students in meaningful ways both in and beyond the classroom. It provides opportunities for students to develop and practice leadership skills as well as demonstrate their talents, skills, and interests. It is also about giving students more ownership of their school. Student Leadership Team provides opportunities for students to get to involved and to learn skills that can be transferable to the workplace or community.

The Leadership Team meets during lunch to plan and organize social and service projects that all students can participate in and enjoy. Officers are elected by the members of the team and may change periodically to allow additional students, leadership opportunities.

Library Club

Grades 4, 5

The Library Club runs from September to June (last day of school). Students may sign up to work in the Library for one-half hour weekly. These students shelve books, make deliveries, run errands, stamp and file checkout cards, assist the librarian with different functions by generally assisting where needed in the library. This is a working club rather than a social one. Students need teacher and parent permission to join Library Club.

Safety Patrol

Grade 5

Safety patrol is made up of selected fifth graders and one or two teacher advisors. Safety patrol students perform their duties before school, lunchtime, and after school and should arrive five minutes before their scheduled post time. The main purpose of the Siebert Safety Patrol is ensuring the safety of all students, particularly our younger people. If a student breaks a school safety rule the following occurs:

- Kindergarten through Grade 3 students will get a warning first. If the problem continues a second time they will be reported and their teacher will be notified.

- Fourth and fifth grade students will be reported if, after being asked to stop, an inappropriate behavior continues. Their teacher will be notified.

Basketball

Grades 2-5

Basketball is a Midland Community Center sponsored program. Students are to form their own teams and find their own coaches. Coaches may be teachers or parents. Adults are not expected to put teams together. Each team must pick a captain who will turn in a roster and a registration fee for each player to the Midland Community Center during registration in November.

Practices may be held at Siebert before or after school beginning in October. Teams must schedule practices in the gym with the Midland Community Center. Games run from November to March. All games are played at the Community Center on weekday afternoons or Saturday mornings.

Battle of the Books

Grades 4, 5

Battle of the Books is a program sponsored by the Grace A. Dow Library and designed to encourage students to read and to give recognition to those who do like to read. Students from grades four and five read from a selected list of books and then participate in "battles" where they will compete against other teams by answering questions about the books.

Each team must have a team name, six members, and an adult team manager. Each team may also have two alternates. Team managers can be teachers or parents. Team members may start reading in November and "battles" usually begin in March. A meeting for interested students will be held in early November, at which time information will be sent home to the parents.

Instrumental Music

Grade 5

Fifth grade classes are designed for beginners. The band classes meet in two groups (woodwinds, brass), while the string classes meet as one group. There are three band classes per week and three fifth grade string classes per week. All students perform at the spring music program in April or May.

City-Wide Track Meet

Grades 4, 5

Annually, a track meet is held for students in the upper grades in late spring. All interested 4th and 5th grade students are eligible to participate. Parent permission is required.

Community Activities

The following community activities are some of many available for interested students. Information will be sent home about these throughout the year from various organizations.

Soccer
Boy Scouts and Girl Scouts
Football

Ice Skating
Tennis
Roller Skating

Baseball/Softball
Campfire
Youth Honors Chorus

MIDLAND PUBLIC SCHOOLS

Communication Protocol

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

1. If a question or concern arises regarding a building **personnel matter**, the contact source for each building is the **building principal**. The building principal will take action or refer the issue to the appropriate level.
2. If a question or concern arises regarding a **classroom issue**, the **teacher** in that classroom is the first contact source. Any initial discussion on an issue should be with the classroom teacher.

If further discussion is needed, the following process should be followed:

Elementary Buildings: Contact the building **principal**.

Middle School Buildings: Contact an **assistant principal**. If further consideration **is needed, the assistant principal will contact the principal**.

High School Buildings: **Contact the appropriate** department head. **The** department head may refer the issue to an **assistant principal**. If further consideration is needed, the assistant principal will contact the **principal**.

3. In the event that the issue cannot be resolved at the building level, the building **principal** will contact the **Director of Administrative Services** for further discussion or action.

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

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

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

PUBLIC NOTICE

MIDLAND PUBLIC SCHOOLS 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 2012-13 school year, the Midland Public Schools will conduct monthly inspections of all of its facilities in cooperation with Orkin Pest Control of Saginaw, Michigan. IPM procedures will determine when to control pests and whether to use mechanical, chemical, or biological means. Records will be kept on site documenting pest sightings and the applications of any necessary pesticides. The decision to use a pesticide will be based on a review of all other available options and a determination that these options are not acceptable or are not feasible. Any pesticide application will be conducted by licensed technicians following all federal and state safety guidelines.

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

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

Mr. Joe Walker
Orkin Pest Control
3179 Shattuck Rd
Saginaw, Michigan 48603
Telephone: (989)792-8716

Mr. Gary Verlinde
Assistant Superintendent
Midland Public Schools
600 E. Carpenter Street
Midland, Michigan 48640
Telephone: (989)-923-5020

Midland Public Schools Notification of Rights Under FERPA and the Directory Information Public Notice

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

These rights are outlined below:

1. The right to inspect and review the student's education records within 45 days of the day that Midland Public Schools receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask Midland Public Schools to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If Midland Public Schools decides not to amend the record as requested by the parent or eligible student, Midland Public Schools will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by Midland Public Schools as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom Midland Public Schools has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, Midland Public Schools discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
4. The right to refuse to permit Midland Public Schools to designate certain personally identifiable information about the student as directory information which is not subject to the above restrictions on disclosure. Midland Public Schools may within its discretion release some or all directory information as it determines is appropriate. Midland Public Schools has designated the following information about a student as directory information: name, address, telephone listing, e-mail address, date and place of birth, major field of study, year in school, class schedules, class rosters, participation in officially recognized activities and athletics, weight and height of members of athletic teams, photographs, dates of attendance, diplomas received, awards received, and the name of the last previous school attended by the student, and other similar information which would not generally be considered harmful to a student, or an invasion of privacy if disclosed. If a parent or eligible student does not wish to have the student's information designated as directory information and disclosed, the parent or eligible student must request and complete a Request to Prevent Disclosure of Directory Information form from the school principal and submit the completed form to the school principal no later than the 15th day of a school year. Please note that a request to block the designation of information as directory information will apply to all categories listed above and to all requests for directory information from within and outside the Midland Public Schools community. This notification will remain in effect until the parent or eligible student informs the school principal in writing to remove the block to designation and disclosure.
5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Midland Public Schools to comply with the requirements of FERPA. To contact the Office that administers FERPA:
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-4605

MPS STATEMENT OF NONDISCRIMINATION

**STATEMENT OF NONDISCRIMINATION, DESIGNATED COORDINATORS, GRIEVANCE PROCEDURES FOR TITLE VI OF THE
CIVIL RIGHTS ACT OF 1964
TITLE IX OF THE EDUCATION AMENDMENT ACT OF 1972
TITLE II OF THE AMERICANS WITH DISABILITIES ACT OF 1990
SECTION 504 OF THE REHABILITATION ACT OF 1973
AGE DISCRIMINATION ACT OF 1975**

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

Section I—Designated Coordinators

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

Section 504 Coordinator – Gary Verlinde, Assistant Superintendent
Title II Coordinator and Title VI -- Gary Verlinde, Assistant Superintendent
Title IX and Age Coordinator – Gary Verlinde, Assistant Superintendent

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

Section II—Grievance Procedures

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

Step 1

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

Step 2

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

Step 3

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

Step 4

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

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

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

Midland Public Schools June 2010

MPS POLICY ON PARENTAL INVOLVEMENT REVISION

G. Policy on Parental Involvement (1995-2002 2004)

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

1. In accordance with the Revised School Code of 2004, Public Act 451, Section 380.1294, the Board of Education establishes a Parent Involvement Plan. It requires buildings (but does not limit buildings) to:
 - Establish a welcoming atmosphere that is reflected by flexible scheduling of events and an open-door policy that promotes two-way communication;
 - Provide parent teacher conferences;
 - Make publicly available volunteer opportunities.

Each building will publish this plan in the Student Handbook that is distributed annually to each family.
2. In accordance with the Revised School Code of 2004, Public Act 451, Section 380.1295, the Board of Education not only encourages, but requires each building to discuss the roles of parents, students, teachers, and administrators in the education of the child.
3. In accordance with federal statute, all Title I buildings shall make an effort to build capacity for parental involvement of at-risk students identified as Title I (Section 1118 of the ESEA Title I Parent Involvement Policy).

AT THE DISTRICT LEVEL

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

USING THE SELF-STUDY REVIEW, THE DISTRICT WILL

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

AT THE BUILDING LEVEL

- Parent involvement procedures shall include at least the following elements:
 - a. Maintaining records of all Title I parent involvement. Records shall include:
 - A listing of parents present
 - An Agenda
 - Minutes of meetings
 - b. Using a variety of involvement activities such as: progress reports, conferences, parents serving on the school improvement team, feedback surveys, parent/child development workshop.
 - c. Holding at least one event for all Title I parents annually. At each meeting, explanation of national, state, and local initiatives will be given, suggestions for improvement or meeting needs will be gathered. Effort shall be made to offer meaningful parent training programs based on input from planning teams, surveys and individual parents will be offered annually.
 - Buildings will strive to include all Title I parents by:
 - Having timely and informative notification of meetings and events.
 - Scheduling at varying (flexible) convenient times for parents.
 - Making allowances for parents with disabilities.
 - Assisting with transportation and childcare.
 - Coordinating with other program parent activities.
 - Being well-planned and meaningful for parents.

- A School-Parent Compact shall be reviewed annually with parent input. It will demonstrate the shared responsibility for high student performance. The compact will:
 - Describe the schools' responsibility for high quality curriculum and instruction, how parents will be responsible for supporting their child's learning, and how students can take responsibility for their own learning.
 - Stress the importance of ongoing communication (in the parent's language) which includes a list of when to expect report cards, conferences, and when staff is accessible.

SEXUAL HARASSMENT POLICY

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

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

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

SCHOOL/PARENT/STUDENT COMPACT

A student's performance is a shared responsibility of the entire school staff, parents, and students. It is our goal at Siebert that ALL students pass satisfactorily all parts of the Michigan Education Assessment Program (MEAP). Our School Planning Team has developed the School/Parent/Student Compact to list some of our responsibilities if we are to reach this goal.

Siebert Elementary School will provide all students with high quality curriculum and instruction. This will provide an opportunity for ALL students to successfully meet the state's and Midland Public Schools' content and performance standards. Regular and open communication about student progress will be maintained at all times. We will:

- Provide an environment that allows for positive communication between the teacher, parents, and student,
- Provide challenging and meaningful daily instruction,
- Provide a regular communication (newsletters, email, phone),
- Complete a report card 4 times a year,
- Set parent/teacher conferences, two times annually
- Respond quickly and openly to parent questions,
- Provide reasonable access to staff,
- Conduct home visits when necessary.

As parents of Siebert Students we will provide support for our child's learning. We will:

- See that my child is punctual and attends school regularly,
- Support the school's discipline policy,
- Establish a time for homework and review homework regularly,

- Provide a quiet, well lighted place for study,
- Sign my child’s homework book and Friday folder when needed,
- Encourage my child’s efforts and be available for questions,
- Stay aware of what my child is learning, and
- Either read to my child or encourage my child to read each night.

As a student of Siebert School I will take responsibility for myself and my own learning. I will take the initiative to:

- Attend school regularly,
- Read each night,
- Complete and return homework assignments, and
- Always try to do my personal best.

DISTRICT BULLYING POLICY

BULLYING AND OTHER AGGRESSIVE BEHAVIOR TOWARD STUDENTS

It is the policy of the District to provide a safe and nurturing educational environment for all of its students.

This policy protects all students from bullying/aggressive behavior regardless of the subject matter or motivation for such impermissible behavior.

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

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

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

NOTIFICATION

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

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

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

Implementation

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

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

PROCEDURE

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

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

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

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

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

Non-Retaliation/False Reports

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

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

2012-13 STAFF

Dr. Susan Johnson – Principal
Ulanda Fields – Administrative Assistant

Amy Burks – KDG
Kathleen Howay– KDG
Mary Sanborn – KDG
Megan Storm - KDG

Ester Lopez-Bateman - Spanish
Manuel Prado – Spanish

Iris Archbold – 1st
Penny Church – 1st
Elizabeth Daniels – 1st
Michelle Szczepanski – 1st

Amanda Gallier – Gym
Christina Griffins-Irmen - Gym

Brenda Frazier – 2nd
Terry Hagen – 2nd
Heather Shanteau – 2nd
Laura VanBuskirk – 2nd

Lisa Hohman – Intervention Specialist
Kari Faccio – Speech/Language
Suzanne Barbu – Physical Therapist
Crystal Prunier – Occupational Therapist

Amy Sabourin – 3rd
Pamela Schmidt – 3rd
Amanda Stevens – 3rd
Mark Zielinski – 3rd

Megan Thompson - Psychologist
Elizabeth Christensen – Social Worker

Laura Kipfmiller – 4th
Lisa Lauer – 4th
Tamara SanMiguel – 4th
Sue Shaffer – 4th

Pete Vanderbush – Bldg. Manager

Susan Bakke/Cherie Marks – 5th
Judy Poellet – 5th
Karena Sensabaugh – 5th
Andrew Zimmer – 5th

Andrea Cruff – Resource Room
Lisa Simonds – Resource Room
Nicole Fleming – EI

Maria Adams - Art
Buffy Hall – Art
Kelli Waun – Art

Steve DeRees – Band
Tina DeLong – Music
Jennifer Breneman – Orchestra

Teri Alcott – Para
Roberta Baldwin – Para
Shelly Blain – Para
Joanne Coates- Para
Kathleen Cornwell – Para
Vicki Delong-Deborski – Para
Joanne Egnor – Para
Ione Hamer – Para
Marcy Hatfield - Para
Leslie Haydanek – Para
Becky Hoover – Para
Sharon Houghton Ross – Para
Cheri Knuth – Para
Patricia Lundquist - Para
Judy Miller – Para
Rebecca Poindexter – Para
Lana Price – Para
Michelle Rabadue - Para
Janice Richter Jones – Para
Jodi Spear – Para
Laura Trylch – Para
Julie Viele – Para
Carissa Warren – Para