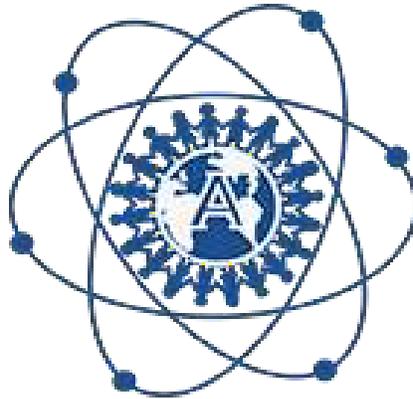


Adams Elementary School

PARENT-STUDENT HANDBOOK

1005 ADAMS DRIVE
MIDLAND MI 48642

TELEPHONE: 989-923-6037
FAX: 989-923-6035



Every Day is a Great Day at Adams!

<https://ade.midlandps.org/>

COVID-19 Safety Recommendations

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

Actions for students and parents:

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

School expectations:

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



Dear Parents and Students,

Welcome to Adams Elementary School. Adams Elementary School is part of the Midland Public Schools (MPS), providing high-quality, literacy-focused elementary education with classes serving students from kindergarten through fifth grade. We are proud of Adams Elementary School's tradition of excellence of education and we are an authorized **International Baccalaureate Primary Years Programme (PYP) World School**. This program prepares students to be active participants in a lifelong journey of learning and focuses on the development of the whole child as an inquirer, both in the classroom and in the world outside. The Adams community is diverse, welcoming students from many different countries. We enjoy working in partnership with our parents and our community.

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 Adams 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 Adams 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 Adams Elementary School's program. We look forward to working in partnership with you!

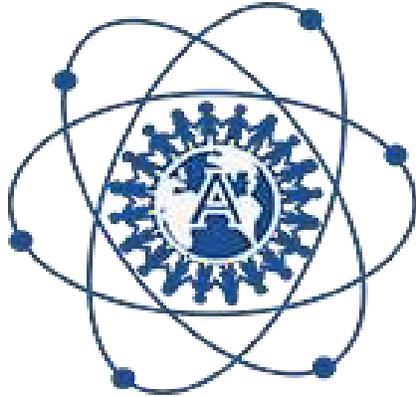
Sincerely,

Scott Cochran
Principal

SCHOOL COLORS:

BLUE AND WHITE

LOGO:



ADAMS ATOMS

Adams Mission Statement

Adams Elementary School, in partnership with the home and community, educates and encourages students to be open-minded and caring lifelong learners as they take action to become responsible, global citizens.

Our District's Mission

Lead with respect, trust and courage.

Ensure an equitable, collaborative and inclusive culture.

Enable all to achieve success.

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THE ABCs OF ADAMS

ABSENCE FROM SCHOOL

If your child is absent, or will be tardy, we ask that a parent call the school office (923-6037) before 9:00 am. Messages concerning student absences may be left on the school voice-mail. If a child is absent, and the school hasn't been notified, we will attempt to contact the parent.

If a student needs to be absent for a medical, dental, or other personal appointment, or for unusual family needs, the school will honor a request from a parent for up to a **MAXIMUM OF FIVE DAYS** of pre-excused absences per school year. 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. Please note that 5 Tardies or Leave Earlys = 1 Absence, for truancy purposes.

ACCIDENT INSURANCE

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

ANNUAL NOTICES

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

BAND/ORCHESTRA/CHOIR

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

BATTLE OF THE BOOKS

A reading competition sponsored by the Grace A. Dow Library in which elementary students (in grades 4-5) form teams and read selected books. Teams compete with other students in the Midland area by answering questions about the author, plot or characters of the books they have read. Time involved includes practices and reviews, usually once per week. Competition typically begins in March. Commitment is November-March.

BEFORE/AFTER SCHOOL PROGRAM

Midland Public Schools partners with Camp Fire to provide a before and after school child care program here at Adams. The before school program operates from 7:00-8:40 and the after school program runs from 3:40-6:00 for students K-5. The program meets every day that school is in session; however, no child care is provided on inclement weather days. Call the Camp Fire office at 832-2295 for more information and enrollment details

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 all students. Students may purchase breakfast, or they may qualify for a free or reduced cost breakfast.

*During the 2021-22 school year the federal government has provided funds for all students to receive breakfast at no additional cost.

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.

Please refer to the Code of Conduct within the Midland Public Schools District Handbook.

BUS RIDERS

For the 2021-22 school year, students will be required to wear face coverings while riding Midland Public Schools busses. Bus riders are expected to observe good passenger manners and keep distractions to the driver to a minimum. While waiting at a bus stop, students are to stay away from the traffic and wait for the bus in an orderly, safe manner. If a student who normally rides the bus does not ride the bus on a particular day, please call the school office, or write a note to notify the school.

COMMUNICABLE DISEASE/ILLNESS

Covid Screening Protocols:

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

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

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

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

COMMUNICATING WITH SCHOOL

The Adams office telephone number is 989-923-6037. If calling the school outside of business hours, parents may leave a voice-mail message. If parents wish to visit their child's classroom or talk with their child's teacher, please call ahead, e-mail, or write a note to schedule an appointment. Always check in at the office when visiting the school.

CRISIS PLAN

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

CURRICULUM

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

CUSTODIAL VS NON-CUSTODIAL PARENT

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

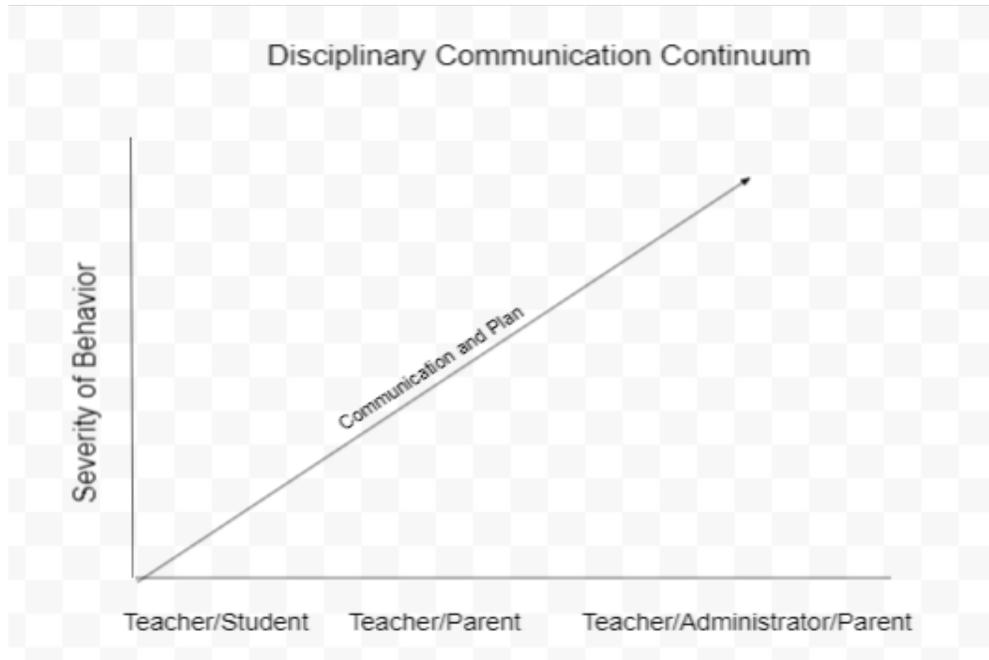
DESK INSPECTIONS AND SEARCHES

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.

DISCIPLINARY COMMUNICATION

The School District will always consider restorative practices as an addition or alternative to removal from school. The discipline for violating any prohibited acts considered to be minor violations will typically result in increased communication between staff, student, and parent/guardian. For violating other prohibited acts, the penalty may range from detention to suspension. Violation of the most serious prohibited acts can even lead to expulsion. In cases where the stated penalty is not expulsion but is set forth in terms of a range, the actual penalty imposed will depend upon the nature and severity of the offense, the particular facts involved, the age of the student, the student's prior behavioral record, the persistent and/or chronic nature of the misconduct, the recommendation of school personnel, and all other circumstances deemed relevant.

In every incident that leads to student discipline the goal of school personnel is to work collaboratively with all stakeholders to maintain open communication throughout the process. See example chart:



DRESS CODE

Students are expected to use good judgment in the selection of their clothing. Proper attire is expected at all times. [Refer to the MPS Code of Conduct for specific details.](#)

EMERGENCY CONTACT INFORMATION

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

EMERGENCY WEATHER CLOSING

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

FERPA AND DIRECTORY INFORMATION NOTIFICATION

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

These rights are outlined below:

1. The right to inspect and review the student's education records within 45 days of the day that Midland Public Schools receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask Midland Public Schools to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If Midland Public Schools decides not to amend the record as requested by the parent or eligible student, Midland Public Schools will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed Midland Public Schools as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom Midland Public Schools has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, Midland Public Schools discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
4. The right to refuse to permit Midland Public Schools to designate certain personally identifiable information about the student as directory information which is not subject to the above restrictions on disclosure. Midland Public Schools may within its discretion release some or all directory information: name, address, telephone listing, email address, date and place of birth, major field of study, year in school, class schedules, class rosters, participation in officially recognized activities and athletics, weight and height of members of athletic teams, photographs, dates of attendance, diplomas received, awards received, and the name of the last previous school attended by the student, and other similar information which would not generally be considered harmful to a student, and other similar information which would not generally be considered harmful to a student, or an invasion of privacy if disclosed.
5. If a parent or eligible student does not wish to have the student's information designated as directory information and disclosed, the parent or eligible student must request and complete a ***Request to Prevent Disclosure of Directory Information*** from the school

principal and submit the completed form to the school principal no later than the 15th day of a school year. Please note that a request to block the designation of information as directory information will apply to all categories listed above and to all requests for directory information from within and outside the 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 PERMISSION

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

FIRE AND NATURAL DISASTER PROCEDURE

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

HOME ACCESS CENTER (HAC)

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

ILLNESS OR ACCIDENTS AT SCHOOL

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

IMMUNIZATIONS

Michigan law requires the following immunizations for school entry: -Diphtheria-Pertussis-Tetanus: 4 doses
-Polio: 4 doses (3 doses if last given on or after age 4)
-Measles, Mumps, Rubella: 2 doses
-Hepatitis B: 3 Doses
-Varicella (Chickenpox): 2 doses or reliable history of disease.

If your child has not had the required immunizations, or if you are not sure that your child has received the proper booster shots, you are urged to contact your private physician or the Midland County Health Department. Students whose parents object to immunizations will need to complete a waiver form available through the Midland County Health Department. They will also be required to attend a vaccine education session at the Health Department. An appointment is required by calling 989-832-6665.

INTEGRATED PEST MANAGEMENT PROGRAM

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

INTERNATIONAL BACCALAUREATE PRIMARY YEARS PROGRAMME (PYP)

As an International Baccalaureate (IB) World School, Adams 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 Adams to the IB community of schools around the world.

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

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.

Through our work with IB, 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. 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. Our policy is available at: <https://www.ade.midlandps.org/5/Content2/IBPYPPolicies>.

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. The entire Language Policy is available at: <https://www.ade.midlandps.org/5/Content2/IBPYPPolicies> .

We offer World Language. Basics in Spanish, French, German and Mandarin are taught (one each quarter) as languages of study, with a focus on culture 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

For further information regarding the IB Primary Years Programme, including the mission statement and more details about curriculum development, visit <http://www.ibo.org/>

LOST AND FOUND

Our Lost and Found is located in the hallway outside of Rooms 17 and 21. Articles may be reclaimed there and we encourage students and parents to check this source regularly. If you do not find the article there, check with the office. Unclaimed articles are turned over to local charitable organizations several times per year.

LUNCH RECESS

Unless the weather is inclement or extremely cold, we will go outdoors for recess. This requires that each child come to school dressed for the weather. If medical reasons require your child to remain inside during recess, we ask that you send in a doctor's note. If the children are properly dressed for the weather, the benefits of going outdoors on a daily basis can aid the development of their resistance to the weather.

LUNCH HOUR RULES

Students who have meetings at noon may not wander in the halls or classrooms. Students should use the bathroom (if necessary) prior to going to lunch/recess. Students wishing to leave the playground to use the bathroom must get permission/pass from the supervisor in charge. Students may not leave the school premises for any reason without permission. Students may not engage in physically dangerous games, such as tackle football, wrestling, or any other game involving pushing, sliding, hitting, etc. All injuries should be reported to the lunch supervisor as soon as they happen. Students are to walk in the halls and lunchroom at all times. Normal conversation voices are to be used. Students should sit in their own seating space and avoid

tampering with food that belongs to someone else. No sharing of food. Throwing food is strictly prohibited. Each student is expected to clean his/her eating area before dismissal.

LUNCH PROGRAM

Lunch options:

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

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

Lunch Hour Rules:

- Students who have meetings at noon may not wander in the halls or classrooms.
- Students should use the bathroom (if necessary) prior to going to lunch/recess.
- Students wishing to leave the playground to use the bathroom must get permission/pass from the supervisor in charge.
- Students may not leave the school premises for any reason without permission.
- Students may not engage in physically dangerous games, such as tackle football, wrestling, or any other game involving pushing, sliding, hitting, etc.
- All 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 (less than 10 degrees.) 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.

We order lunches by 9:30 a.m. If your student is going to be late and needs lunch, please call to let us know before 9:00 a.m. so that a lunch may be ordered. If you have questions concerning the lunch program, please call the office at 923-6037.

*For the 2021-22 school year the federal government is providing lunch for students at no cost.

MEDICATION AT SCHOOL

Administering medication to students is only done under the Board of Education policy providing: A. Administration of medication by members of the staff is voluntary. B.

Administration of medication by a school staff member must be done in compliance with a physician's written instructions and signed by a parent or guardian for both prescription and nonprescription medicine. C. Medication must be kept in the original prescription bottle. D. Self-medication by students, using prescription or non-prescription medication, while not prohibited by this policy, is generally discouraged by the Board of Education. Medication brought to school should be taken to the school office and not kept in the student's desk. ***MEDICATION MUST BE PICKED UP AT THE END OF THE SCHOOL YEAR OR IT WILL BE DISPOSED OF.***

POLICIES – MIDLAND PUBLIC SCHOOLS

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

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

PTO (PARENT-TEACHER ORGANIZATION)

The Adams PTO board consists of parents, the school principal, and teacher representatives. 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 report card 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 report card on-line. To register for HAC, go to the Midland Public Schools main website (<https://www.midlandps.org/>) click "Parents" then "Home Access Center".

- Select the link to register.
- 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 – 989-923-6037.

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

SAFETY AND 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 crosswalks. When crossing, always obey the instructions of the school crossing guard and safety and service team 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.

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. Exit the parking lot by using the main entry/exit drive. **The exit near the traffic light is for bus use only.**

SCHOOL HOURS

The School Day is from 8:40 - 3:40. School doors open at 8:35 (please arrive no earlier than 8:25). Students are to leave the building immediately at the end of school, unless they have band/orchestra practice, or some other adult supervised after-school activity.

SCHOOL OF CHOICE

Midland Public Schools offers, if space is available, 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 MPS 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 photo package, which includes a yearbook at that time. Yearbooks are printed and distributed near the end of the academic year. If you have objections to your child's picture being published in the school yearbook, please indicate that on the Media Release Form at the beginning of the year. A second opportunity for school pictures occurs in the spring.

SIGNING YOUR CHILD OUT OF SCHOOL EARLY

You must come to the school office to sign your child out. ***Please come prepared with your photo identification.*** The office staff will call your child down to meet you in the office. A child

may not leave school prior to dismissal with anyone other than his/her parents or emergency contacts, without written permission from his/her parents. ***Please remind your child's emergency contact(s) to bring proper identification when picking up your child during the school day.***

STUDENT CONDUCT

Students, parents, teachers, administrators and the Board of Education share the responsibility for maintaining an environment conducive to education for all students attending the Midland Public Schools. Because a favorable atmosphere is essential to the learning process, it is expected that all personnel connected with the educational setting, in cooperation with home, will endeavor to help individual students adapt to constructive limits and controls. A student's individual rights must be protected. The rights of the student body and the school district must also be protected. Midland Public Schools' [Code of Student Conduct](#) is available on the MPS website. A written copy is available at the school upon request.

STUDENT LEADERSHIP

The school student leadership group consists of two alternating representatives from each classroom in grades 1st - 4th and any interested 5th grade student. These students participate in the discussion of policies that affect them at Adams 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 may be taken for the Midland Daily News, school publications, school yearbook, the **Adams** website or the MPS website. If you do not wish for your child's name or photograph to be disclosed, you must sign a ***Request to Prevent Disclosure of Directory Information*** form on or before the 15th day of the school year. Forms are available in the school office and must be submitted to the principal.

STUDENT RECORDS

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

STUDENT SUPPLIES

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

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

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. Unless otherwise directed by the teacher, cell phones must be stored in backpacks during school hours.

TITLE IV- STATEMENT OF NONDISCRIMINATION

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

VISION AND HEARING TESTING

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

VOLUNTEERING

Given the increased health and safety precautions during this time of COVID-19, volunteers must be pre-approved. All volunteers are required to check in at the school's main office, and provide their ID to be scanned by the Raptor system. Please check out at the end of your visit.