

HAMTRAMCK PUBLIC SCHOOLS'
GREAT START READINESS PROGRAM
(GSRP)*



PRESCHOOL PARENT HANDBOOK
EARLY CHILDHOOD ELEMENTARY SCHOOL

11680 McDougall
Hamtramck, MI 48212
(313) 891-3200

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*Developed under a grant awarded by the Michigan Department of Education.

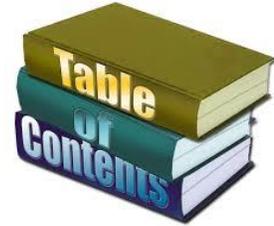
*The Early Childhood Elementary and Great Start Readiness Program follow all
Federal Civil Rights Laws, regulations and policies.
See Non-Discrimination Section for further information.*

www.greatstarttoquality.org

4 Star Rating

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Early Childhood Elementary School
Mission Statement

Early Childhood Elementary School's Mission, in partnership with family and community, is to educate our students in a positive, developmentally appropriate and culturally sensitive environment.

We are committed to focusing on individuality, literacy, social and problem-solving skills. The ultimate goal of the Early Childhood Elementary School is for our students to become independent life-long learners.

Our Program Goals are:

1. To assist children in developing appropriate skills that will help them at the moment, prepare them for later school experiences and develop understanding and knowledge of our world.
2. To give children opportunities to relate to other adults and children and to participate in new social experiences both at home and at school.
3. To provide parents an opportunity to build on their own strengths in order to meet the needs of their child.
4. To acquaint parents with and to assist them in using the community's resources.
5. To assist parents and students find any specialized services their child may need.
6. To assist parents in receiving medical and dental services for their child.
7. To provide follow-up on referrals, assistance and recommended resources.
8. To provide nutrition information to families and children that will promote a healthy lifestyle.
9. To encourage and develop staff/family interaction through home visits, parent/teacher conferences, parent meetings and classroom involvement.
10. To build Cultural Competencies within the school and community.

Program Sessions

Only school day length sessions are currently offered.

School Day Program:

8:14 a.m.- 3:14 p.m.

Half day Dismissal 11:30

All preschool classes run **FOUR** days-Monday thru Thursday. Fridays are reserved for lesson and materials preparation, planning and parent meetings, and room maintenance.

School Calendars

Our preschool program follows the same calendar as the Hamtramck Public Schools. Weekly and Monthly calendars will be sent home with the specific dates of any school breaks and special dates to remember. A Hamtramck Public School District Calendar will be provided to each family. Preschool generally starts two weeks after the elementary program and ends one week before the elementary program.

Admission

Eligible children are those four year olds who meet certain at-risk criteria.

A list of at-risk factors are available at the school upon request. The program serves four year old children in the school year directly preceding kindergarten. Students must be 4 years of age on or before September 1st of each year. Slots will be filled based on need, with low income being a priority among factors which put children at risk educationally. Those considered to be at risk do not pay tuition.

Should all openings be filled by students who are income and risk factor qualified, remaining students will be admitted on a tuition basis. Generally the tuition ranges from \$40-\$80 per month based on income. Please see the office staff. We can assess your situation and tell you if you are tuition-free or not.

Admission forms required for enrollment are:

Residency Packet

Family Income

Preschool Application

Emergency Card

Physical exam form

Immunization Record

Child Placement Contract

Child and Adult Care Food Program (CACFP)

Application

Our Program Believes

- Children are special! Each child is unique in terms of personality, developmental level, learning style and cultural background.
- The family is the primary influence in the development of the child and therefore must be a direct participant in the program.
- The needs of the child go beyond just educational to social, medical, dental, nutritional and mental health.
- Young children learn best through their own active, “hands-on” experiences at home, at school and in the community.
- Parents are a child’s first and most important teacher.

What Will My Child Learn?



Curriculum Statement & Assessment

We use age appropriate activities with the children at Hamtramck Preschool. We believe that play is the most important work of young children. We are always changing and updating our toys and equipment, as well as art supplies. We feel that the adults are facilitators of play, providing an interesting room arrangement, choice of activities and enticing projects. We help guide children in appropriate interaction with others. Courtesy and cooperation are stressed. Young children enjoy a routine because it makes them feel secure in knowing what to expect next. We also like to be flexible and spontaneous while still following a general structure.

The education curriculum is made up of a series of daily activities to help children develop and learn. We follow the **Creative Curriculum for Preschool**. The five key areas of instruction and assessment are:

1. Communication
2. Gross Motor Skills
3. Fine Motor Skills
4. Problem Solving
5. Personal/Social Skills

Students will be screened using the Ages and Stages Questionnaire-3 which utilizes parent input. Teachers assess and plan for individual students using a variety of tools including anecdotal notes, The Creative

Curriculum GOLD Observational Assessment tool and results from the Ages and Stages Questionnaire. The children will:

- Develop a good self-concept
- Increase their self-confidence
- Interact with adults and other children.
- Increase their use and understanding of language
- Know more about themselves, their families and the community
- Will gain cultural competencies
- Explore and adapt to their expanding environment
- Explore different art materials
- Follow simple directions
- Develop good health habits
- Use good manners
- Develop an interest in reading books and telling stories
- Recognize basic colors
- Remember simple rhymes and songs
- Use scissors, pencils and crayons properly
- Recognize basic shapes
- Develop basic number and literacy skills
- Know body parts and their uses

Non-Discrimination

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339.

Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form , (AD-3027)

(http://www.ascr.usda.gov/complaint_filing_cust.html) online, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1)Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410

(2)Fax: (202) 690-7442

(3)Email: program.intake@usda.gov

This institution is an equal opportunity provider.

Bus Service

Transportation may be available. Please check with the office to see if you are in a scheduled bus zone.

Drop-Off/Pick-Up

When bringing your child to school, try not to arrive too early in the morning. All families will remain outside until school doors open. Once school begins, a responsible adult must escort their child into their classroom. When you pick your child up after school, please be on time. For all our students' safety, please drop off and pick up your child at the classroom door. Early pick-ups or late arrivals must report to the main office first to receive a pass.

Charest Street - Preschool and Kindergarten McDougall - 1st and 2nd Grades

McDougall doors are locked during the day. No entry will be granted after the start of school through these doors. Use only the Charest St. door after 8:25 a.m.

You must sign your child in and out each school day as follows:

	IN	OUT
TIME	8:14 A.M.	3:14 P.M.



Typical Daily Schedules

Sample Full Day Schedule

8:14-8:20

Parents sign students in
Arrival/Greeting

8:20-8:40

Small Group: Table Time

When students are finished at the table they may go to story carpet and read a book or do a puzzle while waiting for Story time to begin

8:40-9:00

Large Group: Story/Recall

Takes place on story carpet. Do morning message, counting, ABCs, songs, finger plays/ Study-based story/ Recall.

9:00-9:30

Wash/**Breakfast**

Students may begin play time as they finish eating

9:30-10:40

Small Group/Planning Time/Recall/ Clean-Up

Students participate in small group / individual goals/ planning/ recall followed by clean-up

10:40-11:20

Active Play/Gross Motor: Outside/Small Gym if inclement weather

11:20-12:15

Wash/**Lunch**/Brush Teeth

Lunch aid arrives, supervises students with hand-washing, lunch-set-up and teeth brushing

12:15-1:20

Bathroom/Resting Time/Quiet toys or books

Paraprofessional goes for 30 minute lunch Teacher goes for 35 minute lunch, during lunch and resting/ quiet time

1:20-2:00

Active Play Outside/Small Gym if inclement weather

2:00-3:14

Work: Play /2:00-3:14 **Snack**/Small group

*Student planning/ recall/ Clean Up
Parents sign students out/ time*

Dismiss @ 3:14



School Closings

Classes may be canceled due to hazardous building or weather conditions. School closings are announced on the radio after 6:00 a.m. on WJR (760 on your AM dial) or any local news channel. In addition, the school will send out an automated call.

Food and Nutrition

All children will be provided daily with food, which includes a breakfast, lunch and snack. All food will meet the Child and Adult Care Food Program (CACFP) standards of nutrition. Parents must provide our program with information about special dietary needs or allergies.



In the operation of the CACFP no child will be discriminated against because of race, color, national origin, sex, age or handicap. Any person who believes they have been discriminated against in any USDA-related activity should write immediately to the Secretary of Agriculture, Washington, D.C. 20250.

Our school offers Halal food for children who meet this requirement.

Meals are served family style. Children are encouraged to serve themselves and pour milk.

Absence Reporting

It is the responsibility of the parent to inform the school in the event of illness or other necessary absence of a child. **Call the office at 891-3200 ext. #1 and give the child's name, the teacher's name, the reason for the absence and the day the child is anticipated to return.** Parents of children who are absent and haven't communicated with the school will receive both an automated call and a call from the school office. It is very important that a child has regular attendance in order to experience the greatest benefit from the program. Excessive absences may result in termination from the program. Advance notification of plans to withdraw a child from the program are encouraged and appreciated.

Abandonment Policy

Parents are responsible for making arrangements to always have their children picked up from school on time. Children who are not picked up after school on time may be reported to proper authorities.

Parent Advisory Committee

The **Parent Advisory Committee** (PAC) consists of parents and staff working together to decide what education and learning experiences children will receive. All parents who have children enrolled in the program are members of the PAC and are encouraged to attend the meetings. The first meeting is scheduled by the staff close to or on the first day of school. At that meeting, parents will give their input regarding best time and day to meet and topics for future meetings. Topics generally include such things as child health and well-being, child discipline and make and take activities. Meetings are held a minimum of three times per year. Parents have the opportunity for decision making in the school. Parent workshops may follow each PAC meeting.

Discipline Policy

The Preschool follows the HIGHSCHOPE 6 Steps in Resolving Conflicts (PQA Form A, III-M: Conflict Resolution) The 6 Steps are:

1. Approach calmly, stopping any hurtful actions
2. Acknowledge children's feelings
3. Gather Information
4. Restate the problem
5. Ask for ideas for solutions and choose one together
6. Be prepared to give follow-up support

The Hamtramck Public Schools also trains its staff on PBIS (Positive Behavior Interventions) and Restorative Practices .

Removal

Children will not be excluded or expelled because of the need for additional medical or behavioral support, assistance with toileting, or staff attitudes and/or apprehensions. Poor attendance may be cause for removal.

Toys

Our classrooms are well stocked with a variety of school materials and equipment. For the most part, toys should be left at home. Comfort items, such as stuffed toys, are OK.



Celebrations

School celebrations can be fun, but often conflict with parent choice and GSRP guidelines, which discourage birthday and holiday celebrations. The teachers may choose to celebrate a certain culture, animal, season, career, etc. Parents, you can make your child feel special by coming in to volunteer, read a story or lead a playground game. Bring in pictures of trips, share information on family heritage, donate supplies for an art project and help with that project. Provide a healthy snack that your child enjoys if you like. Fresh fruit and veggies with dip are appropriate choices. Please be mindful of food allergies or restrictions. If providing food, discuss this with the teacher ahead of time.

Family Status Change

Divorced/Separated/Guardians

According to the Michigan Department of Human Services: "Until custody has been established by court action, one parent may not limit the other from picking up the child from care." It is not within your legal right or Hamtramck Preschool's right to withhold a child from a parent, unless there has been court action which limits one parent's right to a child. If that court action occurs, Hamtramck Preschool will request a copy of the court order.



Clothing

Every child should to start the day with a clean body, combed hair, brushed teeth and clean clothing. Some daily activities may be messy, so please dress your child in clothes that will not stop his/her ability to explore the world of learning. Please send an extra set of clothes to be used in case of emergency. Be sure to label all coats, sweaters, etc.

Bedding

Preschoolers will have a rest time each day. They are not required to sleep, but must rest on a mat for at least 30 minutes. Parents may send in a special transition item for their child to use such as a stuffed animal. Parents are encouraged to provide a small blanket and crib-sized sheet. The blanket should be labeled with the child's first and last name. To assist in keeping a clean and healthy classroom, bedding provided by the parent should be taken home each Thursday for washing and be returned on Monday.

Outside Play



We believe that playing outside is a part of a well-balanced program. When possible, children will play outside daily. It is important that your child be dressed appropriately for all weather conditions, including the cold. No flip-flops or sandals, please.

Health

Every child is required to have a physical examination and updated immunizations before entering the program. Children who are not current on their immunizations will be excluded from the program until current unless they have a Waiver from the county Health Department.

The Mobile Dentist visits the school twice a year. Free dental care is offered and if further treatment is needed, referrals are made.

Wayne County Health Department screens the students annually for vision and hearing.

The District has a Health Clinic, through Children's Hospital, available in the High School. They offer advice and can often find ways to obtain free glasses and other services for the students.

Personal hygiene is encouraged. The children wash their hands before meals and after toileting. They also brush their teeth after lunch.

Accidents

Teachers will inform parents of any injuries that occur while a child is in school. When an injury occurs which may require professional attention, the parent/guardian or emergency contact will be called. The staff that witnessed the incident will complete a written accident report.

Illness

Please do not send your child to school if he/she has a fever, unexplained rash, diarrhea, vomiting,

excessive coughing, red, crusty eyes or any other possibly communicable disease. It is better for your child to rest and recover than to come to school on these days. You must call the school when your child is going to be absent. If a child becomes ill at school the parent is responsible for transporting their child. **Child must be free of fever (100*) and vomiting for 24 hours before returning to school.

Medication Policy



Only assigned personnel can give out prescribed medication to a child. Specific arrangements must be made between parent and approved school personnel with written permission from both parent and doctor.

Forms are available in the office.

Written permission must include

name of child, name of medication and dosage. The program reserves the right to contact the doctor. Medication must be contained in a prescription labeled bottle and handled by adults only.

Tobacco Free School

The Hamtramck Board of Education passed a resolution regarding "Tobacco Free School Zones." Updated policy #3215 states, "Tobacco use is prohibited on all school property, 24 hours per day, seven days a week, and 365 days per year."

Emergency Cards

We **must** be able to contact you at all times in case of an emergency. Please be sure to notify the office at 891-3200 ext. 2058, if there is any change in your home address, phone number, work phone or emergency information. We must always have a way of reaching parents or a responsible emergency contact while children are in school.

Parents must provide the school with names, addresses and phone numbers of neighbors or relatives living in the community who may be reached for an emergency. These emergency phone numbers must be different than the parents or guardians numbers that are listed. The information on this card is also used to determine to whom we will release your child. Your child will not be allowed to go home with anyone whose name is not on the emergency card without prior notification and proper ID.

Emergency Procedures

Emergencies include sickness and injuries. The preschool staff is trained annually in CPR and First Aid. Other emergencies include fire, weather and security risks (lockdown). The school follows the state's requirements for all drills. Drills are listed on the school's website.

Procedures for fire, weather and security risks are posted in each classroom. Each teacher has received An Emergency Plan Booklet. Procedures are reviewed with the staff annually.

In the event of a medical emergency, the staff will call the parent or guardian. In the event of other emergencies, the district administration will start an automated call to notify families.



Fire and Tornado Procedures

Fire and Tornado Drills will occur throughout the school year. Emergency procedures will be posted in the office, classrooms, activity area and throughout the building. Students will know which exit to go if a fire occurs. Students will go to the cafeteria if a tornado is imminent.



Lockdown

Legislation requires schools to perform three lockdown drills each year. Teachers have been given directives to follow and have been trained on what to do during an emergency.

During a lockdown or drill, no one will be allowed to enter or exit the school. No phone calls will be answered in the school office. Please wait for communication from the district in the event of such an emergency.

Should an intruder be present, we will follow the A.L.I.C.E. protocol. Alert, Lockdown, Inform, Counter and Evacuate.

Should an evacuation take place, the children will be reunited with you at The Community Center

Child Abuse And Child Neglect

The Child Protection Law requires that a teacher, school administrator, social worker, or a childcare provider, who has reasonable cause to suspect child abuse or neglect, must immediately call Protective

Services followed by written report. Parents may or may not be informed of a report. If you suspect any child abuse or child neglect you can call 1-(855) 444-3911 to report it. Let us work together to end child abuse and neglect.

Special Needs

The Great Start Readiness Program accepts students from all backgrounds and with varied needs.



We work with the parents to insure that each child has his or her needs met. In most cases, and for most conditions, the classroom teacher tries multiple strategies before a referral is made to the special education department. A team then meets to monitor and work out a plan of action for the student.

If the student needs additional support, we have a variety of resources available. As a public school, we have access to a special education department. A referral can be made to them. We have a social worker, resource teacher, physical therapist, occupational therapist and a speech teacher. We also have a school psychologist available to start an assessment. Students can be moved into IEPs, 504 plans and so forth after careful observations, assessments and evaluations.

Fundraising

GSRP does not participate in any school fundraisers.



Diversity Statement

Diversity includes race, ethnicity, disabilities, sexual orientation, gender, religion, culture, function, hierarchy, physical ability, physical appearance, language, lifestyles and geographical origin. The Hamtramck Public School District values and supports diversity along with our families and our community. It is mandatory that all Hamtramck employees demonstrate the ability to manage diversity.

Meeting our Diverse Needs

The Hamtramck Public Schools consists of a multitude of cultures and ethnicities. Over 60% of our families do not speak English at home. There are 21 different languages spoken within our schools. Due to the diverse nature of our district and school, we try to meet the needs of our families by:

- ✓ Meeting the children and families in their homes which allow us to learn more about their cultures.
- ✓ Having Interpreters available during conferences, parent meetings and whenever needed
- ✓ Using clip- art to reinforce information given in newsletters.
- ✓ Having an English Language Director in our District.
- ✓ Having a Halal menu available to families who require it.
- ✓ Informing families of resources available to them within the district and area.
- ✓ Respecting the holidays of our families by closing if it affects the majority of our students.
- ✓ Honoring different cultures monthly in our school newspaper.
- ✓ Designating one hall bulletin board each month to diversity.
- ✓ Numerous forms and documents are available in the main languages of the school and district.
- ✓ Many of our paraprofessionals speak multiple languages.



Multicultural Principles

The purpose of multicultural/anti- bias programming within the Preschool program is to help staff and families learn more about themselves and their communities by learning to understand the culture of others.

1. We believe that every individual is rooted in Culture.
2. We learn about the cultures of the children in the program.
3. We learn accurate information about the cultures of different groups and discard stereotypes.
4. We make curriculum relevant to the children by providing concrete experiences
5. We support the rights of children to maintain cultural identity while learning skills to succeed in a diverse society
6. We support and value the home language while facilitating learning of English
7. We make staff reflective of families and Community
8. We enable children to develop an awareness of, a respect for, and an appreciation of individual cultural differences
9. We examine and challenge personal and institutional biases
10. We infuse multicultural principles throughout.

Parent Surveys

Parents are surveyed at least once per year to give us feedback on how the school, staff and child are doing.

Parents & Volunteers

Preschool Parents are encouraged to take part as a volunteer either in the classroom or at home. Parents are invited to attend three (3) Parent Advisory Meetings during the school year.

**All volunteers must have a background check through the State of Michigan. (1993 Public Act 68)

Parent Involvement

1. There are many areas in which parents can be involved in the program.
2. Attend field trips with your child.
3. Participate in the classroom.
4. Assist in the planning of activities for parents and children.
5. Work with your child at home in cooperation with school staff.
6. Participate in the various parenting groups, which help in the process of making decisions about the nature and operation of the program.
7. Parents are invited to monthly School Improvement Meetings to review data and assist with the improvement process.
8. Childcare is available for many parent activities and meetings. This information will be posted in the weekly newsletter.
9. It is important that parents maintain confidences as they learn about enrolled children and families.



We encourage and appreciate our volunteers. Each school is responsible to do background checks on individuals who volunteer in school. Volunteers are a valued gift. In appreciation for their time, volunteers are given recognition within our school. Please keep in mind a volunteer is not a paid position.

Confidentiality

Student records are confidential. Preschool will not disclose information to anyone without a written release from the parent or legal guardian. This information includes such items as a student's name, address, telephone number, date and place of birth. As a parent you have the right to withhold from publication any directory information or material that relates to your child. If you do not want your child videotaped, or their written works published, you must make this request in writing to the building administrator of the school which your child attends, per Board Policy 8330. Your request must be in writing to the building administrator. Parents have the right to read and review their own child's records. If you are interested in reviewing your child's records, notify the office and make an appointment to review them with the school administrator.

It Is Important To Know

The following inappropriate behaviors are unacceptable and will not be tolerated:

- < No loud, inappropriate, or abusive language.
- < No smoking on school property.
- < No one is to come into the school under the influence of alcohol or drugs.
- < No illegal conduct such as stealing, assault, etc.
- < No gossiping or slandering of children, staff or families.

The school reserves the right to involve appropriate authorities when necessary



Communication

Home visits are a time for teachers to meet with parents and children to learn more about our future students' needs. Your child's teacher will contact you to schedule at least two home visits. Teachers call families at the end of August to schedule Home Visits. The initial visit generally happens within the first two weeks of school. Teachers meet students and their families for up to an hour. Activities include providing assistance in completing The Ages and States Questionnaire (ASQ): answering parent questions and concerns, discussing such things as child development. The staff also shares the school district calendar so parents are aware of important dates for the entire school year.

The final home visit happens within the last two weeks of June. Parent and staff discuss the Ages and Stages Questionnaire and the progress the student has made that year based on the Creative Curriculum.

At least two **Parent-Teacher Conferences** are scheduled throughout the school year. If needed, interpreters will be made available. The first parent/teacher conference is held in November and the second one is held in March. Additional conferences can be made at parent request. With advance notice, teachers can meet before or after class, or on Fridays.

Communication between staff and parents is on-going. **Classroom and school newsletters** will be sent home weekly. They will include information on the happenings in the classroom. In addition, the newsletters typically offer home activity ideas that reflect the life of the classroom and are things the child and family may enjoy together at home.

The Grievance Procedure is found under the Hamtramck Public School Board Policies/Administrative Guidelines Section 9130.

Complaints should initially be addressed with the teacher. If you do not feel satisfied, please inform the principal as the next step. If issues aren't resolved, you may ask for The Early Childhood Specialist to be involved. Should things need further consideration, the Superintendent and then the School Board would be the final steps in the complaint/grievance process.

Parent Notice of Program Measurement*

Hamtramck Preschool (GSRP) is required to work with the Michigan Department of Education (MDE) to measure the effect of the state-wide Great Start Readiness Program (GSRP). Information is sometimes collected about GSRP staff, enrolled children, and their families. Program staff or a representative from MDE might:

- Ask parents questions about their child and family.
- Observe children in the classroom.
- Measure what children know about letters, words, and numbers, etc.

Ask teachers how children are learning and growing.

Information from you and about your child will not be shared with others in any way that you or your child could be identified. It is protected by law.

Questions? Please contact:

- The Early Childhood Elementary at (313)891-3200
- The MDE Office of Great Start, Early Childhood Education and Family Services, at ○ mde-gsrp@michigan.gov,
 - 517-373-8483, or
 - 608 W. Allegan, P.O. Box 30008, Lansing, MI 48909.

Revised January 2015

Hamtramck Public Schools Bylaws & Policies

4120.09 - VOLUNTEERS4120.09 - VOLUNTEERS

The Board of Education recognizes that more individualization and greater personal attention to the unique needs of students can be provided through the use of volunteers. Moreover, utilizing volunteers provides an opportunity to generate community interest and contribute to the public relations effort of the Board. Therefore, the Board endorses the concept of utilizing community volunteers who are willing to devote time and talent to expand learning experiences.

The Superintendent shall be responsible for recruiting community volunteers, reviewing the capabilities of each applicant, and making appropriate placements. S/He shall not be obligated to place volunteers whose abilities are not in accord with the District's needs.

Any volunteer who works with or has access to students shall be screened through the Internet sites for the Sex Offenders Registry (SOR) list, the Internet Criminal History Access Tool (ICHAT) criminal history records check and the Offender Tracking Information System (OTIS) prior to being allowed to participate in any activity or program.

The Superintendent is to inform each volunteer that s/he:

- A. shall agree to abide by all Board policies and District guidelines while on duty as a volunteer including signing, if appropriate, the District's Network and Internet Access Agreement Forms;
- B. will be covered under the District's liability policy but the District cannot provide any type of health insurance to cover illness or accident incurred while serving as a volunteer, nor is the person eligible for workers compensation;
- C. will be asked to sign a form releasing the District of any obligation should the volunteer become ill or receive an injury as a result of his/her volunteer services.

The Superintendent shall also ensure that each volunteer is properly informed of the District's appreciation for his/her time and efforts in assisting the operation of the schools.

The Superintendent may terminate the services of any volunteer whose performance is not satisfactory.

Revised 6/10/94

Revised 2/5/01

Revised 12/11/02

Revised 3/14/07

9130 - PUBLIC COMPLAINTS

Any person or group, having a legitimate interest in the operations of this District shall have the right to present a request, suggestion, or complaint concerning District personnel, the program, or the operations of the District. At the same time, the Board of Education has a duty to protect its staff from unnecessary harassment. It is the intent of this policy to provide the means for judging each public complaint in a fair and impartial manner and to seek a remedy where appropriate.

It is the desire of the Board to rectify any misunderstandings between the public and the District by direct discussions of an informal type among the interested parties. It is only when such informal meetings fail to resolve the differences, shall more formal procedures be employed.

Any requests, suggestions, or complaints reaching the Board, Board members, and the administration shall be referred to the Superintendent for consideration according to the following procedure.

Matters Regarding a Professional Staff Member

A. First Level

If it is a matter specifically directed toward a professional staff member, the matter must be addressed, initially, to the concerned staff member who shall discuss it promptly with the complainant and make every effort to provide a reasoned explanation or take appropriate action within his/her authority and District administrative guidelines.

This level does not apply if the matter involves suspected child abuse, substance abuse, or any other serious allegation which may require investigation or inquiry by school officials prior to approaching the professional staff member.

As appropriate, the staff member shall report the matter and whatever action may have been taken to the immediate supervision.

B. Second Level

If the matter cannot be satisfactorily resolved at the First Level, it shall be discussed by the complainant with the staff member's supervisor and in compliance with provisions of a collective bargaining agreement, if applicable.

C. Third Level

If a satisfactory solution is not achieved by discussion with the immediate supervisor a written request for a conference shall be submitted to the Superintendent.

Should the matter be resolved in conference with the Superintendent, the Board shall be advised of the resolution.

D. Fourth Level

Should the matter still not be resolved, or if it is one beyond the Superintendent's authority and requires a Board decision or action, the complainant shall request, in writing, a hearing by the Board.

The Board, after reviewing all material relating to the case, may

1. provide the complainant with its written decision.
2. grant a hearing before the Board.

The complainant shall be advised, in writing, of the Board's decision no more than seven (7) business days following the next regular meeting. The Board/s decision will be final on the matter, and it will not provide a meeting to other complainants on the same issue.

If the complainant contacts an individual Board member to discuss the matter, the Board member shall inform the complainant that s/he has no authority to act in his/her individual capacity and that the complainant must follow the procedure described in this policy.

Additional information can be found on the HPS website.

Hamtramck Public Schools
Early Childhood Elementary
Student/Parent/Teacher Compact
2017-2018

Teacher/School Responsibilities

The teacher and school will support our student's learning in the following ways:

- provide high-quality curriculum and instruction in a supportive and effective learning environment that enable the participating children to meet the State's student academic achievement standards.
- hold parent/teacher conferences three times per year, during which this compact will be discussed as related to each individual child.
- provide parents with frequent reports on their children's progress.
- provide parents reasonable access to staff.
- provide parents opportunities to volunteer and participate in their child's class and to observe classroom activities.

Parent Responsibilities

We, as parents, will support our children's learning in the following ways:

- get our children to school on time.
- monitor our child's daily work, activities and attendance.
- attend parent/teacher meetings.
- create a positive homework environment.
- participate in the decision making process of your child's education.
- stay informed about the school's activities by reading all notices sent by the school or brought home by your child.
- support the Student Code of Conduct.

Student Responsibilities

We, as students, will support our learning in the following ways:

- be on time for class every day, have the necessary materials and be prepared to learn.
- actively participate and complete all assignments, homework and projects to the best of my ability.
- turn in all assignments on time.
- seek help when needed.
- follow the Student Code of Conduct.

Teacher Signature: _____ Date _____

Parent/Guardian Signature: _____ Date _____

Student Signature: _____(If possible.) Date _____