



**Climax-Scotts Community Schools**

*Where Students Are More Than A Test Score!*

# **CLIMAX-SCOTTS ELEMENTARY STUDENT/PARENT HANDBOOK 2024-2025**

**VISION** - To be the School of Choice

**MISSION** - Climax-Scotts Community Schools will strive, in partnership with the home, community and business, to educate and motivate students to be productive and contributing members in a global society.

We promote a safe, positive, and creative environment in which quality learning can take place.

## TABLE OF CONTENTS

CURRICULUM, INSTRUCTION, and GRADING .....	3
ATTENDANCE.....	3, 4
MEDIA CENTER.....	4
DISMISSAL/PICKING UP YOUR CHILD/USE OF KIDS CORNER.....	4
VISITING THE SCHOOL.....	5
SCHOOL BREAKFAST/LUNCH PROGRAM.....	6
STUDENT DRESS CODE.....	6, 7
RECESS.....	8
BUS RULES/CELL PHONES/PROCEDURES.....	8, 9
SCHOOL CONDUCT AND DISCIPLINE.....	9-16
STUDENT ASSISTANCE PROCESS.....	13
PARENT QUESTIONS AND CONCERNS.....	14
HEALTH/SAFETY.....	17
MEDICATION USE AT SCHOOL.....	17
SIGNING YOUR CHILD IN AND OUT OF SCHOOL.....	20
SEVERE WEATHER ALERTS/DISMISSAL/PARENT RESPONSIBILITIES.....	18, 19
MISCELLANEOUS.....	19
PARENT INVOLVEMENT.....	21, 22
STAFF DIRECTORY.....	23

## CURRICULUM AND INSTRUCTION

### ACADEMIC CURRICULUM

Climax-Scotts Schools are aligned with the Michigan Standards and Benchmarks as well as the Common Core State Standards. This is what the state tells us is essential for students to learn at this level and is also tied to state standardized tests. If you would like a copy of the curriculum for your child's grade, please contact the office. If you would like to look at the Michigan Standards, please contact the principal or access the Department of Education's Website at: <http://www.mde.state.mi.us/>. Standardized scores and additional information about the school is also available at this site.

### TEACHING METHODOLOGY

Teachers at Climax-Scotts use a variety of teaching methods to meet the needs of individual children. Some of these methods include direct instruction, cooperative groups, and inquiry. Teachers will also modify instruction for special needs children.

### SCHOOL IMPROVEMENT

Our school follows the State School Improvement guidelines.

The following goal areas have been established for our next cycle. We are in the process of implementing our improvement plan, as follows:

- Writing – with emphasis on the writing process
- Math – with emphasis on problem solving & writing in math
- Reading – with emphasis on non-fiction and comprehension skill-work
- We have ELA coaching this year.

If you would like a copy of the School Improvement Plan or would like to be on the committee, please contact the principal.

### EVALUATING STUDENT SUCCESS AND GRADING

The state of Michigan tests elementary students in grades 3<sup>rd</sup> – 5<sup>th</sup> in the spring using a standardized test. In addition to standardized tests, teachers may use the following to evaluate student success:

- Delta Math Assessment to determine math skill level
- Unit tests and NWEA tests in math, reading, science, and language usage to assess progress
- Various assessments
- Acadience/DIBELS Tests to determine reading level and monitor progress throughout year.
  - All students are included in a skill group (*called WIN for "What I Need"*) each day based on a student's reading needs.
- Report cards are issued every nine weeks and reflect the overall learning and mastery of specific subjects. For teachers in grades 3-5 the following grading scale will be used:

95-100:	A	73-76:	C
90-94:	A-	70-72:	C-
87-89:	B+	67-69:	D+
83-86:	B	63-66:	D
80-82:	B-	60-62:	D-
77-79:	C+	59 & below:	E

Kindergarten through 2nd grade use report cards that break down every core area into content objectives. The key used is as follows:

- ✓ = Meets curriculum expectations
- N = Needs more time and practice
- C = Area of Concern
- X = Not assessed at this time

## **ATTENDANCE**

### **THE SCHOOL DAY AT CLIMAX-SCOTT'S ELEMENTARY SCHOOL**

School Begins: ..... 8:40 AM

School Dismissal:.....3:45 PM

Half-Day Dismissal Time: ..... 12:15 PM

It is extremely important that children **arrive at school on time and stay until the school day has ended.** We understand that occasionally something comes up that requires you to drop off late or pick your child up early, however having frequent late drop-offs and early pick-ups results in a negative impact on your child's academic and social development. We strongly encourage and expect that students will remain in school from 8:40 – 3:45. Additionally, students will not be allowed to leave the grounds during the school day under any circumstances without the direct permission of their parent or guardian.

If you are signing in your child after the start time of 8:40, you will need to sign your child into the office. Your child will practice the independent skill of walking to their classroom and putting away locker items on their own. This promotes independent learning and minimizes interruptions. Thank you for your cooperation and understanding.

### **DISMISSAL FROM SCHOOL FOR A CHANGE IN BUS RIDING:**

***Students must have a written note from their parent(s)/guardian when riding a different bus or dismissing in any other way from their normal routine. Without a note, students will be placed on their regular bus and be dropped off at their normal stop after school. If you have forgotten to send a note, you must call the school office and speak to someone to relay the message for the changes. Please call no later than 3:00 pm to let us know of your change in plans, as the office is very busy from 3:00 – 3:30 and we need time to let your child's teacher know of the change.***

### **WALKERS**

If your child regularly walks home after school, please complete our "walking form" indicating this so that we can account for all students, whether they are regular bus riders, regular pick-ups, or regular walkers.

### **PICKING UP YOUR CHILD**

Parents are asked to enter the parking lot and follow the line to pick up after school. If your child requires extra time or assistance to get buckled into the car, please choose a parking space, and wait until someone brings your child to you. Please be considerate of the school dismissal times.

Generally, there is not adequate supervision after school for children to remain on campus when parents are running late.

### **USE OF KIDS CORNER**

In order to be able to utilize Kids Corner before and after school daycare, your child must be pre-registered. However, even when pre-registered, Kids Corner is unable to accept “drop-in students”. The state requires a specific ratio of caregivers to children and there may not be space for a child to drop-in unexpectedly. You must make arrangements ahead of time with *Kids Corner Director Tracey Piper* by completing and turning in your KC Childcare **schedule and payment one week in advance**. Once scheduled, please walk your child into KC using the back gymnasium entrance.

### **ABSENCES AND TARDIES**

Punctual, regular attendance is extremely important to your child's education. For elementary children, the responsibility for this must lie with the parents. If a child is ill s/he belongs at home. We also realize there are other justifiable excuses for being absent, but hopefully these will be few and far between.

When a child is absent, we ask that the parent place a phone call to the school explaining the nature of the absence. If we have not received a phone call by 10:00 a.m. we will attempt to call the parents or guardian at home or work to verify the absence. If a phone contact has not been made, a note signed by that parent explaining the reason for the absence must accompany the child upon his/her return to school and turned into the office.

Likewise, we expect our students to be in class on time and we request your assistance with this issue. Frequent unexcused absences and/or tardies will result in a parent contact and/or referral to the county attendance officer. School begins at 8:40. Please have your child wait in the vehicle until the doors open at 8:40 when dropping off for school. Other than KC, which you must be registered for, there is no supervision available prior to 8:40.

### **EARLY DEPARTURE FROM SCHOOL**

Whenever possible, parents are encouraged to schedule doctor and other appointments for their children outside of the regular school day. While we understand it is sometimes necessary to pick up your child early for a medical appointment, **a parent must sign the child out in the office. Routinely picking up your child(ren) early for a non—medical appointment is discouraged as it disrupts your child’s academic day.** With respect to minimizing classroom learning disruptions, we request that **all** visitors come to the office upon entering to sign a child out early or drop off a supply to your child. We will call the child down to the office or we will take the supply to the classroom. Thank you for your cooperation and understanding to help our students learn and stay safe throughout the day.

### **TELEPHONING**

Students are expected to be responsible. Arrangements for the day's needs and after-school activities should be made in advance. Students’ use of the office or classroom telephone is limited to school business and emergencies only.

### **CELL PHONES/SMART WATCHES/ELECTRONIC DEVICES**

While we certainly understand the need for some students to carry a cell phone or other communication device, it can become a disruption to the teaching/learning process if they come into the classroom. For that reason, these devices are to be turned off and kept in the student’s

locker during normal school operating hours. Students may also bring them to the office for safeguarding if desired. Failure to follow these procedures may result in confiscation of the device (until the end of the day).

### **SCHOOL VISITS**

If you are planning a classroom visit or want a conference with a teacher, please notify us ahead of time so we can make the necessary arrangements. **Upon entering the school, you must register in the office before visiting or assisting in a classroom. This policy is for all students' safety.**

### **SCHOOL BREAKFAST/LUNCH PROGRAM**

The school participates in the National School Lunch/Breakfast Program and abides by all set guidelines. Well-balanced meals are served.

#### **LUNCHROOM RULES:**

1. Use good eating habits and manners; sit while eating.
2. Leave seats only with permission.
3. Proper language and quiet inside voices will be used.
4. Keep the lunchroom neat and clean. Dispose of garbage appropriately.

### **BREAKFAST/HOT LUNCH AND MILK MUST BE PAID FOR DAILY OR WEEKLY.**

Money for breakfast, lunch, and milk will be collected on Monday mornings. Please make every effort to purchase your child's meals for at least the entire week. **You may also pay online and check your student's balance at [sendmoneytoschool.com](http://sendmoneytoschool.com)**

### **MEDIA CENTER**

We welcome all students to the media center. We have a wide variety of materials for the students' use. Each classroom visits the media center at least once a week to borrow and return materials.

**Students are responsible for the items they borrow and must return them or pay for any that are lost or badly damaged.** Our goal is to encourage students to enjoy reading and researching and to introduce them to all varieties of literature. We want them to experience the joy of learning and have a sense of responsibility for items they use.

### **STUDENT DRESS CODE**

The students' dress and grooming upon arrival at school must be appropriate, clean, and shall not be considered a disruption to the educational process as determined by the teacher or building administrator. During the later elementary years students will be going through puberty. Clothing that fit well last year may look inappropriate or distracting on students' changing bodies. Students are also beginning to have body odor at this age. They may not even be aware of this, but other students will be. An inappropriate comment made by another student can be very embarrassing or hurtful to a child this age. We need to be sensitive to this and respectful to all students around us

to maintain a positive learning environment. With these thoughts in mind, we have developed the following guidelines:

- Foot attire must be worn at all times. Please refrain from wearing platform-type shoes that could pose a danger during recess and P.E. Your child must wear tennis shoes (sneakers) for P.E.
- Shirts that expose midriffs or backs are not allowed.
- The following specifications apply when wearing sleeveless garments:
- Boys – No muscle shirts or shirts with “sagging” armholes. Shoulder straps must be 2” or wider.
- Girls – Shoulder straps need to be 1” or wider across so undergarment straps do not show, and the neckline must be high enough that cleavage is covered.
- Shorts or pants may not “sag” below the waistline or show underwear. No pajama pants may be worn except on pajama day.
- Yoga pants, tight “capri” pants, or tight exercise pants must have a shirt worn over them that extends to fingertips when arms are fully extended down the side of the body.
- Shorts and skirts need to extend below fingertips when arms are fully extended down the side of the body.
- Students may be asked to remove make-up that is overly distracting.
- Clothing cannot carry messages either written or suggesting promotion of legal or illegal substances (including, but not limited to: alcohol, drugs, vaping and tobacco products), practices or violence.
- Students shall refrain from wearing clothing which promotes prohibited activity for young people (alcohol, drugs, weapons, or violence), clothing that promotes derogatory messages, and clothing that is profane, obscene, or sexually suggestive.
- Hoodie Hats/hats/caps/bandannas may not be worn in the building except for special all-school functions.
- Clothing with extreme odors is very distracting. Students will be asked to change them.

**TO PREVENT LOSS OF ACADEMIC TIME** - If a student’s attire is inappropriate, the school tries to keep a supply of appropriate T-shirts and pants on hand. The student may borrow them, and we are appreciative if they are laundered and returned to school.

## **RECESS**

All students will have an appropriate recess break during the school day. Recess is an important time for developing appropriate social skills, for increasing circulation to the brain and other parts

of the body, and for using some of the excess energy that accumulates during the school day. Recesses are taken outside with an adult supervisor unless the weather keeps us in. **If a child is well enough to be in school, we will expect the child to go outside for recess.** We do not have facilities to ensure adequate supervision during recess times. Children should be dressed appropriately for outside play.

### **PLAYGROUND RULES**

- Keep hands and feet and objects to yourself.
- Be kind to others.
- Help each other and take turns.
- If someone gets hurt, tell an adult.
- The only thing we throw is balls.

### **EQUIPMENT**

- If you get it out, put it back.
- Keep balls off the roof.
- Use only soft baseballs; no footballs unless directed in PE class by PE teacher.
- Jump ropes are for jumping only.

### **SWING SETS**

- Sit on the swings.
- Only one person on a swing
- Twisting or swinging side to side is not allowed.
- Stay away from the swings if you are not swinging.

### **SLIDES**

- Only go **DOWN** the slide
- Sit to go down the slide, feet first.
- Get off the slide quickly after your turn.
- One person on the slide at a time

### **SANDBOX**

- Sand stays in the sandbox/no throwing sand.

## **BUS RULES/PROCEDURES**

Ensuring the safety of your children both to and from school is of utmost importance to the Climax-Scotts Community School District. The following rules and procedures have been put in place to make transportation as smooth and as comfortable as possible.

### **BUS STOP PROCEDURES**

As hard as we try to maintain consistent pick-up and drop-off times, there may be fluctuations of 5-10 minutes depending on road conditions and other circumstances beyond our control. Please have your child at the bus stop no less than 5 minutes before your scheduled pick-up time. Children must wait at least 10 feet back from the road.



## **BUS RULES AND EXPECTATIONS**

The following infractions are deemed “major” as far as the safety of everyone on the bus:

- standing/moving around the bus while it is in motion
- throwing objects in the bus or out the window
- fighting
- any part of the body out of the window
- profane/abusive language, racial slurs, or threats of violence
- repeated disrespectful conduct or language
- unauthorized use of emergency door
- damaging seats or other bus equipment

Any of the above infractions could lead to suspension from bus privileges. Should that occur, the student is also suspended from riding the bus to any sports activities or scheduled field trips. The bus driver has the authority to suspend a student from the bus. Principals will be informed of any and all of the above scenarios so they can attempt to diffuse a situation before the students start the school day.

Please do not allow your child to bring glass containers, or critters (insects, etc.) on the bus.

Electronics or phones are not permitted on buses except in special circumstances. These will be determined on a case-by-case basis.

There are no electronics, phones, or toys **allowed at the elementary building**. If a child brings a toy, phone, or electronic, Climax-Scotts Community School District assumes no liability should these items be lost, stolen, or damaged. If a cell phone needs to be carried by a student, it must be turned into the school office in the AM upon arrival and picked up in the PM at dismissal.

Any items brought on the bus by students must be in a backpack. Items too large to be held in a student’s backpack will not be permitted.

**MEDICATIONS**: All medications, whether OTC (over the counter) or prescription, that your child needs must be brought to school and not transported on the bus.

## **SCHOOL CONDUCT AND DISCIPLINE**

Our code of conduct is based on the concepts of mutual Respect, Responsibility, and Safety. All behaviors (positive or negative) can be placed in one of these categories.

Students and adults alike are accountable for their actions. Students are responsible for their conduct in both academic and social endeavors. Positive behavior will foster positive learning.

Our philosophy on discipline is to create self-discipline in our students. Discipline is not meant to punish but rather to use corrective behavior to encourage positive choices in the future. Therefore, we work very hard with our students to help them develop the necessary tools, such as self-control, a good self-concept and decision-making skills that will eventually lead to self-discipline.

The entire school staff works together as a team to create a consistent, orderly, and safe environment that provides each student the opportunity to learn. Teachers handle discipline matters in their own classroom following the procedure as outlined in the following section. When necessary, further discipline actions may also be taken by administrative or other staff.

## **INFORMAL DISCIPLINE PROCEDURES**

Informal discipline procedures encourage students to accept personal responsibility and change their behavior, usually prior to direct parent involvement. Informal discipline methods are used by staff, as needed, and include, but are not limited to:

- Nonverbal cues and/or verbal warnings
- One-to-one problem solving with a staff member
- Change of seating or location
- Classroom “time outs” of a short duration
- Writing about making positive choices as assigned by the staff
- In-school supervised work detail
- Loss of privileges in the classroom or the school
- Loss of recess. Typically, students will report to our daily reflection writing classroom for the upper or lower elementary PM recess. At times they will report to the office for re-teach or reflection writing.
- Student initiated phone call to parent
- Staff initiated phone call or conference with parents
- School-wide behavioral modification plan.

## **FORMAL DISCIPLINE PROCEDURES**

When the student’s behavior is such that it creates an unsafe learning environment or disrupts the learning of other students, actions such as suspension or expulsion may become necessary. Formal discipline removes the student from school and includes:

- Emergency removal from school for up to 72 hours
- Suspension from school for up to 10 school days
- Expulsion from school

Suspensions or expulsions may carry over into the next school year unless other arrangements are made with the principal. Removal for less than one full school day without the possibility of suspension or expulsion may not be appealed. Suspension and expulsion can be appealed. Although schools are public facilities, the law does allow the school to restrict access on school property. Students may not come onto school grounds or participate in any school-related activities during the time of suspension without express permission given by school authorities.

## **DISCIPLINE POLICY**

When a student has chronic behavior problems and we are not effective at bringing about a positive change in the student's behavior, the following policy that requires parental help and support will be initiated.

- Step 1** The teacher will work with the student to solve the behavior problem with current methods used at school.
- Step 2** If step 1 is not successful and the negative behavior continues, the teacher will contact the parents, share the problem with them, and seek their input and support

to solve the problem. This parent contact will be documented and shared with the principal.

**Step 3** If the problem continues the building principal will contact the parents and request input on improving the student's behavior. In addition to problem-solving strategies to correct behavior with our school behavior team, we may request the following procedure if necessary:

- A. A parent comes to school and sits with their child or is asked to take the child home.
- B. If the parent absolutely cannot come in to stay, the parent will be asked to come to school immediately and take their child home for the remainder of the school day.
- C. If a parent cannot do either of the above, the student will be taken to the office for work and restitution writing, and will not be allowed to return to school until a principal-teacher-parent-student conference is held.

Hopefully, by more fully involving parents, this procedure will help students grow in their behavior choices and have a more positive and quality school experience.

### **IN-SCHOOL SUSPENSION**

Students assigned an in-school suspension will report to the office upon their arrival at school. They will bring all needed material with them (i.e., textbooks, paper, pencils, appropriate reading material and will be provided with class assignments).

During the suspension period, students are expected to sit in the assigned area and complete their class assignments. The student will receive credit for all assignments completed during the suspension period.

Students absent from school on the day of an assigned in-school suspension will serve the suspension upon their return to school. Students who are signed out of school by a parent or guardian for doctor or previously arranged appointments will be required to make up the time lost from suspension while attending the appointment.

### **OUT OF SCHOOL SUSPENSION**

The assignment of an out-of-school suspension to a student is a very serious disciplinary consequence by the school administration. Out-of-school suspension will be assigned in cases of gross misconduct, misconduct that could result in physical danger to students or staff, or in cases of continuous misbehavior.

Parents will be notified by the building administrator or other personnel, by email, letter, or telephone, of any out-of-school suspension assigned to their child. Parents have the right to appeal the suspension decision according to the due process procedure outlined within this handbook.

During the time of out-of-school suspension, a student may not attend school or any school related activities. Students will be required to turn in all missed assignments for credit and will have the same number of days to complete and turn them in as they were absent.

Whenever the building administrator suspends a student, the superintendent must be informed regarding the nature of the offense and the period of suspension.

### **DUE PROCESS**

Students shall have the right to due process in the case of out-of-school suspension. The student or parents of the student involved may appeal the disciplinary action taken by the building principal to the Superintendent of Schools. If the problem is not satisfactorily resolved at this level, the appeal may be taken to the Board of Education.

### **EXPULSION**

The building principal may recommend expulsion where, in his/her judgment it is warranted by the circumstances. Examples of such circumstances may include, but are not limited to sexual harassment, fighting, the performance of or attempt to perform acts of destruction to property (including vandalism) or acts which may cause students and/or school personnel to be placed in a dangerous or potentially dangerous situation.

### **WEAPONS AND OTHER PROHIBITED DEVICES**

The Board of Education of the Climax-Scotts Community Schools (or the Superintendent, a principal or other district official as may be designated by the Board) shall expel a pupil from attending school in the school district if the pupil possesses a weapon in a weapon free school zone. Expulsions mandated under this policy shall be imposed in accordance with the procedures for student discipline as established by the School District and set forth in the Student Handbook or other appropriate documents. The district shall immediately report any incident involving the possession (of a weapon or dangerous weapon on school property) in writing, to the pupil's parent or legal guardian and to the local law enforcement agency.

There have been occasions when a student has inadvertently brought a jack knife, matches, or other prohibited objects to school. If a student immediately gives the object to their bus driver, teacher or office personnel, there are generally no consequences. A parent will be contacted to pick up the article.

Definitions:

- "Weapon or Dangerous Weapons" includes: a firearm, gun, revolver, pistol, dagger, dirk, stiletto, knife with a blade over 3 inches in length, pocket-knife opened by a mechanical device, iron bar, or brass knuckles.
- "Weapon Free School Zone": means school property and/or a vehicle used by the school to transport students to or from property.
- "School Property": means a building, playing field, or property used for school purpose to impart instruction to children or used for functions and events sponsored by a school except a building used primarily for adult education or college extension courses.
- "Firearm": means (a) a weapon, (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by an explosive, or by gas or air; (b) the frame or receiver of any such weapon; (c) any firearm muffler or firearm silencer; or (d) any destructive device, including explosives, incendiaries, poison gas, or any weapon which will (or may readily be converted to) expel a projectile by the action of an explosive or other propellant. For purposes of application and enforcement of this policy, a B-B gun, paint gun, or look alike is considered to be a firearm.

## **SEARCH AND SEIZURE**

Search of a student and his possessions may be conducted at any time the student is under the jurisdiction of the Board of Education if there is a reasonable suspicion that the student is in violation of law or school rules. A search, including canine searches, may also be conducted to protect the safety of others. All searches may be conducted with or without a student's consent. Students are provided lockers, desks, and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules.

## **STUDENT ASSISTANCE PROCESS**

The purpose of this process is to provide educators with a systematic approach in assisting students who are experiencing difficulty in school for a variety of reasons.

Teachers will be expected to follow the Student Assistance Process to address concerns and develop individual plans that will help each child succeed. As professional educators we must recognize our role in the success or failure of our students. We proactively seek ways to resolve the difficulties our students are experiencing.

The field of education has become a competitive market with charter schools, schools of choice, home school, and private education. As parents seek to provide their children with the best possible education, it is teachers who are positioned to make a difference. Our belief that all students can and will succeed requires teachers to take the lead to facilitate the success of all students.

If a student is experiencing learning difficulties, the teacher will call for a Student Support Team meeting. The team typically consists of the student's teacher(s), the principal, and as appropriate, anyone else who works with the child (social worker, Title 1 director, parapro, etc.). A discussion will take place regarding the child's strengths and needs. A problem-solving approach will be used to develop new strategies that will be implemented for a minimum of 15 school days. During this time, data will be collected and used to determine whether the strategies implemented were effective in supporting the student to make progress within the classroom and school environment.

At the conclusion of the first Student Support Team meeting, a follow-up meeting will be set to review the effectiveness of the strategies outlined in the first team meeting. If further intervention is necessary, parents will be asked to attend further follow-up meetings to discuss progress.

Parents will be notified when a student support team meeting has taken place for their child.

## **PARENT QUESTIONS AND CONCERNS:**

Generally, concerns can be quickly addressed and resolved when the district's "chain of command" procedure is followed:

- If a parent needs clarification on a school policy or procedure, please call the elementary office at 269-497-2102.
- If a parent has a question or concern about an individual teacher's procedures:

1. Speak directly with the teacher first. Please arrange this by leaving a message for the teacher to call or email you and then make an appointment with the teacher. Typically, the problem or misunderstanding can be cleared up at this level.
2. If you do not feel satisfied that your concern has been addressed, please call the principal. The principal will speak with the teacher to get an understanding of the situation. At this point, the principal may ask the teacher to contact the parent again or set up a meeting between the parent, teacher, principal, and possibly the student concerned.
3. If a parent is still not satisfied that the concern has been addressed, the parent may be asked to put the concern in writing. The principal may contact the Superintendent for advice and a possible meeting. Due process information is available upon request.

### **PROMOTING POSITIVE BEHAVIOR**

To assist us in promoting more positive behavior and increase time on task for academic learning, we utilize a Positive Behavior Intervention Support (PBIS) system. This means there will be more opportunities for students to earn rewards for making good behavior choices. They may be awarded Panther PURRS tickets at various times throughout the day for correct hallway walking, smooth transitions between classes and activities, respectful behavior toward staff and peers, proper lunchroom behavior, correct playground conduct, etc. These tickets can be turned in for a chance to win weekly prizes. Students also have various other ways to be rewarded for their positive behavior choices: Monthly all-student rewards, monthly drawing for “Reward with the Principal” where the child is also awarded a certificate for fantastic behavior, and a gift card.

To help us remain consistent with our consequences, we have also developed a discipline behavior rubric. Each staff member will have the rubric and will review it with the students. We encourage you to also review it with your child so there is a clear understanding of the rules and procedures at school so everyone can have a safe and productive educational experience.

***The following two pages list the behavior rubric we will be using.***

## Climax-Scotts Elementary Consequence Matrix

\*Although this is a guide to ensure consistency when determining consequences for behavior violations, the principal ultimately reserves the right to make the final decision regarding disciplinary actions.

ISS = In School Suspension

OSS = Out of School Suspension

	<b>Behavior</b>	<b>Step for Each Occurrence</b>
<b>MINOR BEHAVIORS</b>	<b>Inappropriate Language</b>	1.Warning 2.Loss of privilege 3.Parent contact
	<b>Physical Contact/ Aggression</b>	1.Warning 2.Loss of privilege 3.Parent contact
	<b>Defiance/Disrespect</b>	1.Warning 2.Loss of privilege 3.Parent contact
	<b>Disruption</b>	1.Warning 2.Loss of privilege 3.Parent contact
	<b>Property Misuse</b>	1.Warning 2.Loss of privilege 3.Parent contact
	<b>Abusive Language</b>	1. Principal conference with student and parent contact, Loss of privilege, and reflection sheet 2.1+additional loss of privilege 3.ISS- In School Suspension 4.OSS-Out of School Suspension
	<b>Physical Aggression</b>	1.Principal conference with student and parent contact, Loss of privilege, and reflection sheet 2.1+additional loss of privilege 3.ISS- In School Suspension 4.OSS-Out of School Suspension

<b>MAJOR BEHAVIORS</b>	<b>Defiance/Disrespect</b>	1.Principal conference with student and parent contact, Loss of privilege, and reflection sheet 2.1+additional loss of privilege 3.ISS- In School Suspension 4.OSS-Out of School Suspension
	<b>Harassment/Bullying</b>	1.Principal conference with student and parent contact, Loss of privilege, and reflection sheet 2.1+additional loss of privilege 3.ISS- In School Suspension 4.OSS-Out of School Suspension
	<b>Fighting</b>	1.Principal conference with student and parent contact, Loss of privilege, and reflection sheet 2.1+additional loss of privilege 3.ISS- In School Suspension 4.OSS-Out of School Suspension
	<b>Major Disruption</b>	1.Principal conference with student and parent contact, Loss of privilege, and reflection sheet 2.1+additional loss of privilege 3.ISS- In School Suspension 4.OSS-Out of School Suspension
	<b>Property Damage</b>	1. Principal conference with student, parent contact, restitution + ISS or OSS 2. 1+Restitution plus school service + ISS/OSS 3. 1+Restitution plus school service + ISS/OSS
<b>MAJOR BEHAVIORS</b>	<b>Theft</b>	1. Principal conference with student, parent contact, restitution + ISS/OSS 2. 1+ Restitution plus school service + ISS/OSS 3. 1+ Restitution plus school service + ISS/OSS
	<b>Weapons</b>	Suspension/Expulsion as set forth in school board policy
	<b>Physical Aggression Resulting in Injury</b>	1.ISS for rest of day and next day 2.OSS 3.OSS and referral to outside agencies (CMH, mobile crisis, law enforcement)



## HEALTH/SAFETY

### CONTAGIOUS ILLNESS/DISEASE

In the case of a contagious illness or disease, please report the illness to the school office promptly. A form will be sent home with each child in the exposed classroom so that parents can watch for symptoms of the disease. The school is required to forward a report to the Health Department. We encourage good attendance; however, children who are ill belong at home.

Head lice are a problem we occasionally encounter. When we are informed that a student has head lice, all the children in that child's classroom are checked. Additionally, we check brothers and sisters of the infected student and their classrooms if they are found to be infected. If indicated, due to finding additional cases of head lice, we do further checking to ensure the health of our students. **If a child is found to have live lice or nits the parent will be called to pick the child up. The child may return to school accompanied by a parent after being treated provided there are no more lice or nits. He/she will be checked in the office to make sure they are no longer infected before being readmitted to the classroom. Please do not send your child on the bus until after a staff member has had an opportunity to check your child(ren).**

### MEDICATION

By state law, medicine (both prescription and nonprescription) taken during school must be taken in the office and under the supervision of a member of the school staff. Therefore, all medications must be checked in and held in the office. Except for inhalers and diabetic needs (*with a doctor's permission for student to carry it*), medication cannot be kept in a locker, bag, or purse. To assist you with medical needs, the school must have the following information:

- The medication label attached to prescription medication that includes the student's name, doctor's name, name of medication and dosage.

*Non-prescription drugs must be sent in their original containers and should include a note with the student's name and proper dosage. A parent/guardian must provide written authorization for school personnel to give the medication to their child during school hours. A medication form will be sent home the first week of school. If you should require another, there are additional copies in the office.*

- Instructions regarding the medication need to be written by the physician or licensed prescriber.
- Fifth grade students attending camp who take any kind of medication at all, **whether over the counter or prescription**, will need to provide the school with a medication slip that has been ***signed by your physician***. In addition to all prescription medications, this includes OTC medications such as Tylenol, cough syrup, Ibuprofen, etc.

**\*\*\*Reminder: All medication must be kept in the office, and those left at school over the summer will be discarded.\*\*\***

## **HEALTH SERVICES**

The school provides the following health services:

A. Vision Screening - for grades 1 and 3 (parents of those students who are found to have vision problems will be notified by mail by the Kalamazoo County Health Department).

B. Hearing Screening - for Kindergarten and 2nd grade (parents of those students who are found to have a hearing loss will be notified by the Kalamazoo County Health Dept.).

## **IMMUNIZATION RECORDS AND BIRTH CERTIFICATES**

Before a student can enter Climax-Scotts Schools a record of up-to-date and complete immunizations must be on file along with a copy of the child's birth certificate. For information on required immunizations please call the school office (497-2100).

## **SEVERE WEATHER WARNINGS AND ALERTS**

Should a severe thunderstorm or tornado warning be issued close to the regular dismissal time, students will be kept at their respective buildings until the warning has been lifted. Should a warning be issued while students are en route to or from school, they will be taken to the nearest district building (elementary or high school) until the danger has passed. Parents may sign their children out from either of these situations if they choose to do so. Please listen for a robo-call, to a local radio, T.V. station, or visit our Facebook pages for details if you suspect school may be closed due to inclement weather.

## **SEVERE WEATHER PROCEDURES**

Climax-Scotts Community School may dismiss students early because of severe weather or other reasons beyond the school's control. Please visit our Facebook page, listen for a robo-call, or listen to local radio stations for early dismissal times. The following stations will carry relevant information: Radio: WKZO, WNWN, WKMI, WBCK, WQLR. TV: WWMT (Channel 3), WUHQ (Channel 41). The following should be read carefully, and parents should make sure their children know what to do.

### ***Severe Thunderstorm Warning/Tornado Warning***

If a warning should be issued close to the regular dismissal time, all students (including walkers) will be held in their respective buildings until the warning has been cancelled. If the warning is issued while students are on the bus, all students will be taken to the nearest district school building (Elementary, Jr./Sr. High) until the all clear is issued.

### ***Winter Storm Warning***

Parents should monitor Facebook, TV, radio, or the internet for cancellations and early dismissals.

## **PARENTS' RESPONSIBILITIES**

1. Every parent should make arrangements with someone to take care of their children in case of an emergency dismissal when no one is at home. If your children ride the bus, arrangements should be made with a family on the same bus route if possible.

2. Explain to your children what they are to do and where they are to go. Be sure the school has accurate emergency information. Please update your contact information at school.
3. In case of threatening weather, visit Facebook, or listen to the local radio stations. ***PLEASE DO NOT CALL THE SCHOOL!***
4. Parents who pick up their children on a regular basis must make arrangements with the school as to what the child is to do if school dismisses early and parents are not there to pick them up.
5. Unless instructed otherwise, we will use the information provided on the “Emergency Dismissal Information” form in case of an unexpected early dismissal. Bus drivers will be provided with a copy of the form so that they will have the same information that the office has. It is very important that you update this information when changes occur, as it is not possible to reach every parent when an emergency dismissal is necessary.

### **EMERGENCY INFORMATION FORMS**

The information on these forms will be used should your child become sick or injured during the school day. These will be kept on file for each student in attendance. Please notify the school office immediately of any changes to this information. It is imperative that we know all changes (i.e., telephone numbers, sitters, etc.), so we are able to contact parents in emergencies.

## **MISCELLANEOUS**

### **DISTRICT TECHNOLOGY CODE OF ETHICS**

All students and parents will be required to read the Technology Code of Ethics and sign the User’s Responsibility Declaration Form prior to accessing and using technology within the district. Use of technology within the district is a privilege that may be revoked at any time.

### **LOST AND FOUND**

A “lost and found” area is located in the school entranceway or pick up space. Students are encouraged by their teachers to be responsible for their personal items. Parents are asked to reinforce this by checking with your children periodically. Many unclaimed items are left at school every year. **Please label all clothing & shoes;** these are periodically donated to local areas in need when they are not claimed.

### **CLIMAX-SCOTTS P.T.O. ORGANIZATION**

Parents are urged to actively participate in school events so that they can obtain first-hand information and become informed members of the school community. The P.T.O. serves the Elementary School. A schedule of their meetings can be found on their CS PTO page.

### **SCHOOL NEWS**

Newsletters are prepared by the principal and given to the students to take home. Please watch for these as they will give you important information on planned events. Also check our Climax-Scotts Panthers Facebook page for updates and information. Teachers utilize an app that parents can sign in to and receive updates as well.

## **PARENT/TEACHER CONFERENCES AND PROGRESS REPORTS**

Our best means of communicating with parents is through the fall and spring Parent/Teacher Conferences. Education needs to be a cooperative venture which includes a close tie between the school and the home. Therefore, we view these parent/teacher conferences as being extremely important and we strongly encourage your attendance and input. If you need to miss your conference, please call the teacher to schedule another.

Progress reports are another means we use to communicate with parents about the progress their child is making in school. These reports are designed for parents and are not intended for students to use as a comparison of themselves to others. Children are not evaluated in relationship to others, but by their own abilities and effort.

## **FIELD TRIP POLICY**

Field trips are recognized as a privilege as well as an extension of the classroom, and appropriate behavior is expected on all trips. Students who routinely have difficulty making positive choices in the school setting may be prohibited from attending a daytime or overnight field trip. Although space does not permit for all parents to attend all trips, parents may be asked occasionally to supervise and help on some trips. Parents acting as chaperones will be asked not to smoke and not to bring preschoolers. They will also need to complete a “volunteer” form each year.

Staff will notify parents of all trips made off school grounds and what the complete trip will involve.

All students must ride the bus to and from field trips. Parents may take their child home from the school after the trip.

The Fifth Grade Camp Field trip is an earned privilege as an end to elementary school. While we want all of our students to attend camp, for the safety of all students and staff, students must exhibit responsible, safe behavior throughout their fifth-grade year in order to attend the field trip. An excessive number of major office referrals and/or suspensions may prohibit your child from attending the camp experience. Discussions will occur among the student, parent(s), teacher, and principal during the decision-making process for camp attendance.

## **CELL PHONES/SMART WATCHES/ELECTRONIC DEVICES**

While we certainly understand the need for some students to carry a cell phone or other communication device, it can become a disruption to the teaching/learning process if they come into the classroom. For that reason, these devices are to be turned off and kept in the student’s backpack (in their locker) during normal school operating hours. Students may also bring them to the office for safeguarding if desired. Failure to follow these procedures may result in confiscation of the device (until the end of the day).  
may result in confiscation of the cell phone (until the end of the day) and a call home to parents.

## **BUILDING SECURITY**

To help ensure the safety of students, the only unlocked access doors to the building will be the front doors in the AM from the time of PreK Fours drop off through bus unloading, and then again at 3:41 through bus loading. Grades K-5 students may not enter until 8:45. If you arrive at school once the doors are locked you will need to buzz the office using the button to the left of the inside

door, and wait for school personnel to let you in. Be prepared to state your name and show ID upon request, and once inside, you must report to the office to sign in.

The back gymnasium door will be used for AM KC drop-off and the child must be registered for AM Kids Corner. PM Kids Corner will follow Kids Corner procedures through the gymnasium as well.

The back gymnasium door will open at 3:41 and staff will be outside with radios to radio in for your child as you pull through the parking lot.

We have scheduled fire drills, tornado drills, and lockdown drills, and also have district crisis policies and school emergency procedures in place. Our Code of Conduct policies also strongly focus on student safety.

### **NON-CUSTODIAL PARENTS**

If there is a determination by court order that a non-custodial parent is not allowed to contact or pick up his/her child while at school, **office staff need to be made aware and a copy of the most current court order must be on file in the school office for us to be able to comply with this request.**

### **SIGNING YOUR CHILD IN AND OUT OF SCHOOL**

All parents must sign out their child(ren) if they arrive to pick up early. Additionally, if you bring your child(ren) to school late you must come in to sign in your child. These policies are in effect to help keep all students safe and accounted for. Thank you for your cooperation.

### **CHILD ABUSE**

School personnel are required to contact the school social worker and Child Protective Services (CPS) if a staff member suspects that there is just cause that a student has been neglected or physically or mentally abused.

### **PARENT INVOLVEMENT POLICY AND PLAN**

**The staff will provide parents with the following:**

- Timely information about Title I and all other programs in place at the elementary
- School performance profiles, their child's individual student assessment results, including any interpretation of such results
- A description and explanation of the curriculum in use at the school, the forms of assessment used to measure student progress, and the proficiency level students are expected to meet
- Opportunities for regular meetings to formulate suggestions and participate as appropriate in decisions relating to the education of their child
- Timely responses to their questions, comments, and suggestions
- Involvement in the planning, review, and improvement of the school parental involvement policy and Title I schoolwide planning

### **Objectives of the Climax-Scotts Elementary Parental Involvement**

1. To provide assistance to parents in areas such as:
  - a. Understanding Common Core State Standards (CCSS)
  - b. Understanding the teaching strategies and materials at Climax-Scotts elementary
  - c. Understanding state and local assessments and knowing how to interpret and use results
2. To provide materials and information to help parents work with their children to improve achievement
3. To collaborate with parents to build relationships between home and school

4. To build capacity for optimum collaboration between home and school
5. To provide Climax-Scotts staff members with knowledge and skills related to family involvement
6. To develop appropriate partnerships with community-based organizations and businesses in parental involvement activities and to encourage the formation of partnerships between elementary and secondary schools as well as local businesses that include a role for parents
7. To provide, to the extent as practicable, full opportunities for the participation of parents with limited English proficiency or with disabilities, including providing information and school profiles in a language and form such as parents understand.

### **Strategies**

Parents of all students will receive information at the beginning of each year or upon enrollment of their child at Climax-Scotts Elementary. They will also receive regular updates through school newsletters and our website ([www.cssschools.net](http://www.cssschools.net)), our Facebook pages, lunch menus, local media, and discussions at various meetings including Board of Education public meetings and PTA.

Parents will be provided with:

- Building and district policies
- Grade-level curriculum
- Opportunities for parental involvement
- Transportation
- Ways to access information related to their child's achievement, behavior, and attendance, as well as that related to food service, changes in school policies, and information related to special events
- Parents of new Kindergarten students will receive information to support them in helping their child make a smooth transition to Kindergarten.

### **Parent Involvement Plan**

- Parents and community stakeholders will be given opportunities to become active in the school through a parent volunteer program.
- Tutors, classroom assistance, chaperones for field trips, creating bulletin boards, making copies, and helping teachers with projects are some suggestions of how parents can help at school.
- A parent orientation meeting will be held for parents of incoming Kindergarten students.
- We will monitor meetings to recognize sub-groups of parents who are not participating in available activities and attempt to identify barriers that are keeping parents from participating in their child's education. Strategies will be developed to encourage all parents to get involved in some school activities.
- All teachers will have a working email address, and those addresses will be posted on the school's webpage for your use.

Climax-Scotts Elementary School will make a concerted effort to keep parents informed and in the academic lives of their students. The staff will use calls, notes, and emails to demonstrate to our parents that we are serious about the home-school connection. We recognize parents as their child's first teacher and the one that will be their support system throughout their lives.

Thank you for partnering with us to help your child be successful in school.

## *Elementary School Directory*

***Building Maintenance:*** Dan Matrau..... 497-2110  
***Kitchen:*** Barb Jones..... 497-2108

### ***Office Staff:***

Elementary Office..... 497-2102  
Principal: Teri Peters..... 497-2101  
Administrative Assistant: Jennifer Selby..... 497-2102

### ***Pre-K Staff***

Pre-K Director: Tara Wilson ..... 497-2125  
Pre-K Fours: Tara Wilson/Jacquelyn McIntyre..... 497-2125  
Pre-K Fours: Janna Langs/ ..... 497-2109  
Pre-K Threes: Cindy Amos/Disa Askelson..... 497-2120  
Kids Corner Director: Tracey Piper..... 497-2114

### ***Social Worker:***

Rachael Hart ..... 497-2126

### ***Special Education:***

Samantha Pilbeam..... 497-2120

### ***Specials Teachers:***

Physical Education: Tricia Lutz..... 497-2106  
STEAM: Allison Charles..... 497-2115

### ***Internal Literacy Coach/Title 1 Director***

Lauren MacVicar..... 497-2126

### ***Kindergarten:***

Britney Moreland..... 497-2124  
Emily Davis ..... 497-2123

### ***First Grade:***

Alyssa Gray..... 497-2109  
Hannah Hentz..... 497-2121

### ***Second Grade:***

Ashley Hilton..... 497-2120  
Diane Wieferich..... 497-2103

### ***Third-Fifth Teachers:***

Kaitlynn Buirley, 3<sup>rd</sup> ..... 497-2112  
Alyssa York, 3<sup>rd</sup> ..... 497-2113  
Heather Schultz, 4<sup>th</sup>..... 497-2116  
Jeanelle Pontoni, 4<sup>th</sup>..... 497-2119  
Brooklynn Genschoreck, 5<sup>th</sup> ..... 497-2118  
Rachel Slager, 5<sup>th</sup> ..... 497-2117