2026-2027

Elementary School Handbook

Robbie Hall Parker Elementary School

22055 Quinn Road • Phone: 586-791-6900

McGlinnen Elementary School

21415 Sunnyview • Phone: 586-791-3400

Rainbow Early Childhood Center

33749 Wurfel • Phone: 586-791-3500

www.clintondaleschools.net

CLINTONDALE COMMUNITY SCHOOLS
ELEMENTARY STUDENT CODE OF CONDUCT, POLICIES AND PROCEDURES

MISSION STATEMENT

"Together we will educate, challenge and guide our students."

PARKER ELEMENTARY
Mrs. Rashida Shack, Principal
22055 Quinn Road
Clinton Township, Michigan 48035
Telephone - 791-6900

McGLINNEN ELEMENTARY
Mrs. Jamie Lampasona, Principal
21415 Sunnyview
Clinton Township, Michigan 48035
Telephone - 791-3400

RAINBOW EARLY CHILDHOOD CENTER
Mrs. Dawn Sanchez, Principal
33749 Wurfel
Clinton Township, Michigan 48035
Telephone - 791-3500

TIME SCHEDULES*

K-5	8:15am – 3:00pm
Half Days	8:15am - 11:45am

LATE ARRIVAL

School will begin at 9:15am on the following dates: (WEDNESDAYS)

9/16, 9/30, 10/14, 10/28, 11/11, 12/9, 1/13, 2/24, 3/10, 5/12, and 5/26.

1. BUILDING SECURITY

The safety of our students is one of our primary concerns. We regularly have fire, lockdown and tornado drills to familiarize students and staff with building procedures required to keep everyone as safe as possible.

Please remember that this is a school, and we expect everyone to conduct themselves in a professional manner while in the office and when meeting with teachers, administrators, or other staff members. Thank you for your cooperation and for helping us maintain a respectful and positive school environment.

Another step we have taken is locking all doors and requiring visitors to be cleared at the Main Office. Parents who wish to visit or confer with teachers are required to make an appointment to see the teacher. This is done in the main office. We cannot allow adults to enter the building unannounced.

We have also arranged to have the Clinton Township Police Department make unscheduled visits to the school and to the school grounds. This past year we were visited by the C.T.P. D. at least ten times. All of the students and staff were encouraged to ask questions of the police officers during their visits. This procedure has left students and staff quite comfortable with their visits.

2. STUDENTS LEFT AT SCHOOL AFTER DISMISSAL

The majority of our students are picked up at dismissal in a timely manner or are allowed to walk home. Some students have not been picked up within a reasonable period of time and this unsupervised time is potentially dangerous for them and others.

We understand that emergencies happen to everyone and that there may be some reasonable explanations for occasionally being late in picking up your children.

Dismissal Time

- School Day Ends: 3:00pm
- By 3:05pm students are expected to be with a guardian or on a bus. There is no grace period.
- Half Day Ends: 11:45am
- By 11:50am students are expected to be with a guardian or on a bus. There is no grace period.
- Early dismissals within the last 15 minutes of the school day will not be allowed unless the office was given prior notice two hours before dismissal (1pm on regular days and 9:45am on half days.)

Consequences for Repeated Late Pick-Ups:

1. First Occurrence: Verbal reminder from staff.
2. Second Occurrence: Written reminder sent home.
3. Third Occurrence: Formal letter from the Principal.
4. Continued Lateness:

- Required enrollment in after-school care (fees apply).
- In extreme or ongoing situations, the school may contact Child Protective Services or local law enforcement to ensure the child's safety.

3. ARRIVAL AND DEPARTURE CONDUCT

Students are expected to:

a. Obey the safety patrol and crossing guards.

b. Arrive at school **no earlier than 10 minutes** before the school program begins.

c. Come directly to school and go directly home.

d. Line up outside the appropriate entrance until admitted by a staff member.

e. Enter and leave building through assigned doors.

f. Remain with teachers through dismissal.

4. GENERAL PLAYGROUND CONDUCT

Students are expected to:

a. Obey playground person(s).

b. Respect others by keeping hands, feet and objects to self.

c. Not fight or play rough games - (no grabbing or holding other students).

d. No cartwheels, handstands or gymnastics.

e. Line up immediately and properly when the bell rings.

f. Play only in designated areas.

g. Not throw objects such as rocks, woodchips, mud, snowballs, or any object that may cause injury.

h. Address all adults as Mr., Mrs., Miss, and Ms. - they are not to call adults by first or last names only.

5. BREAKFAST/HOT LUNCH PROGRAM

A free breakfast and lunch is available to all students.

6. LUNCHROOM CONDUCT

Students are expected to:

a. Walk at all times.

b. Eat quietly and show good table manners.

c. Remain seated until dismissed.

d. Dispose of garbage in the proper containers.

e. Keep food in the cafeteria.

f. Raise a hand and wait for adult attention when needing assistance.

g. Be dismissed by adult - (lunch aide/teacher) and line up quietly.

7. GENERAL SCHOOL CONDUCT

Students are expected to:

a. Respect all people and their property.

b. Use polite language - no teasing, profanity, swearing or name-calling- (verbal or written).

c. Talk in a quiet voice.

d. Walk inside the building - (no running).

e. Respect school property.

f. Have and consume gum, food, or candy only when permitted.

g. Show consideration by not disrupting or bothering others.

h. Keep electronic equipment, toys, animals, etc., at home.

i. Refrain from using wrestling moves.

8. PROHIBITED CONDUCT - PLEASE REFER TO CCS DISCIPLINE HANDBOOK.

Progressive Discipline is practiced in CCS elementaries. See Behavior Rubrics pages 6-12.

a. Weapons will not be permitted.

b. Possession, use or sale of alcohol, drugs or drug related equipment, and tobacco of any kind will not be permitted. Disciplinary sanctions, up to and including expulsion and referral for prosecution, will be imposed on students who violate these standards of conduct.

c. Sexual contact or gestures which are prohibitive pursuant to MSA 28.788 et seq. will not be tolerated.

9. WALKING RULES

Students are expected to:

a. Walk on sidewalks where provided.

b. Cross only at corners or designated spots.

c. Stay off of property that does not belong to you.

d. Cooperate and listen to the safeties and crossing guards.

e. Respect all people and their property.

f. Come directly to school and go straight home.

g. Never go to another house without written permission from parents.

h. Never accept a ride with strangers.

i. Stay away from all vehicles including cars, trucks and busses.

j. Operate bicycles safely. Bicycles should follow bicycle safety rules including walking your bike on school grounds. All students' bicycles should have locks.

Clintondale Elementary Schools
Behavior Expectations

	Responsible	Safe	Friendly	Respect
Lunchroom	• Clean up after yourself • Keep your area clean	• Always walk • Stay seated on your bottom with your hands and feet to yourself • Follow all adult/leader rules and directions	• Use good table manners • Do not share food to protect friends from allergies	• Use kind words • Level 2 voices
Hallway	• Walk quietly in the hall with peace and quiet signal • Line Order	• Yield at corners and main doors • Face forward in single file	• Silent wave to friends and teachers	• Don't touch walls & displays • Hands and feet to self • Level 0 voices
Arrival	• Line up at designated area • Keep your belongings to yourself • Backpack on your back	• Arrive on time • Stay in your line	• Be kind and helpful • If you want a friend, be a friend	• Come in quietly • Follow school rules • Level 2 voices
Dismissal	• Clean up & be ready on time • Follow bell rules	• Walk directly to your destination • Keep hands and feet to self	• Help each other clean up • If you want a friend, be a friend	• Leave quietly • Follow school rules • Level 2 voices
Outside Recess	• Use appropriate language • Report accidents and injuries to an adult on duty	• Proper line up • Appropriate use of equipment	• Take turns • Treat others fairly • Be a good sport	• Respect adults by following directions • Keep hands and feet to self • Level 3 voices
Indoor Recess	• Use appropriate language • Report accidents and injuries to an adult on duty	• Play activities in one location • Appropriate use of equipment	• Take turns • Treat others fairly • Be a good sport	• Respect adults by following directions • Keep hands and feet to self • Level 2 voices
Restrooms	• Keep water & soap in sink • Place paper towels in trash can • Be quick, clean and quiet	• Wash hands	• Wait your turn	• Use good manners • Be quiet • Level 1 voices
Assemblies	• Sit quietly in a line	• Hands and feet to self	• Sit on your bottom	• Respond appropriately with good manners • Show appreciation with applause • Level 0 - 2 voices

Green Behavior K-2

Behavior	Possible Consequences
• Ready to learn • Making appropriate choices based on classroom and school expectations • Student in Green Zone • Student being a friend • Student being helpful • Student being kind • Student demonstrating respectful behavior	• Student able to attend monthly PBIS event • Student feeling proud of self • Student feeling happy • Student enjoying school • Student setting a good example for others • Better chance of making positive friendships • Possible increase in academic achievement

*Consequences may be greater based on student behavior. The CCS Discipline Districtwide Policy is always referenced to ensure consistency.
*CCS staff recognizes that all children are different and each discipline issue is handled accordingly. This rubric is not all encompassing.
Revised 5/14/2024

Yellow Behavior K-2

Behavior	1st Time*	2nd Time*	3rd Time*	4th Time*
• Rough Housing • Insults (Roasting) • Lying • False reporting • Touching peers • Gossiping • Rumors • Yelling • Name calling • Tone of Voice • Taunting Others • Tripping others • Mocking others • Not following directions • Instigating • Cheese necking(smacking on back of the head)	• Warning, time to talk • Identify behavior, give expectation, provide replacement behavior • Identify zone • Restorative redirect	• Identify behavior • Provide expectation • Student completes reflection or think sheet • Student identifies what zone they are in • Restorative conference with teacher	• Identify behavior • Student identifies what zone they are in • Teacher and student call home • Teacher logs incident in PowerSchool	• Identify behavior • Discipline report • Student sent to office • Phone call home with administrator or representative • Administrator or representative will log incident in PowerSchool

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Resets Daily

Revised 5/14/2024

Red Behavior K-2

Behavior	1st Time*	2nd Time*
• Hate speech • Vulgar language or gestures • Peer aggression • Intimidation • Verbal threats • Physical threats • Sexual comments • Sexual gestures • Physical fights • Recording and/or posting fights • Property destruction • Weapons • Stealing • Racial, ethnic, sexual slurs and/or other forms of harassing behavior • Leaving the room with intent • Disrespect • Interrupting classroom learning • Instigating	• Identify behavior • Student identifies zone • Restorative conference with administrator or representative • Discipline report • Phone call home by administrator or representative • Teacher logs incident • Loss of recess and/or lunch detention • Administrator or representative will log incident • Student to spend time in office • Out of the classroom • Suspended for the rest of the day up to 2 days.	• Identify behavior • Student identifies zone • Restorative conference with administrator or representative • Phone call home with administrator or representative • Suspension for rest of day up to 2 days • Administrator or representative logs incident • Student does not return to class

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'Resets daily

'Revised 5/14/2024

Green Behavior 3-5

Behavior **(In random order)**	**Possible Consequences**
• Ready to learn • Making appropriate choices based on classroom and school expectations • Student in Green Zone • Student being a friend • Student being helpful • Student being kind • Student setting positive example • Student demonstrating respectful behavior	• Student able to attend monthly PBIS event • Student feeling proud of self • Student feeling happy • Student enjoying school • Student setting a good example for others • Better chance of making positive friendships • Possible increase in academic achievement

*Consequences may be greater based on student behavior. The CCS Discipline Districtwide Policy is always referenced to ensure consistency.
*CCS staff recognizes that all children are different and each discipline issue is handled accordingly. This rubric is not all encompassing.
Resets Weekly

Revised 5/14/2024

Yellow Behavior 3-5

Behavior (In random order)	**1st Time***	**2nd Time***	**3rd Time***	**4th Time***
• Lying • False reporting • Gossiping and/or Rumors • Social Media posts that disrupt the learning environment • Touching peers • Yelling at inappropriate times • Name calling • Volume of voice • Taunting others • Tripping others • Mocking others • Insults (roasting) • Disrespect • Not following directions • Line order • Talking back to adults • Rough Housing • Cheese-Necking(Smacking on back of head)	• Warning, time to talk • Identify behavior, give expectation, provide replacement behavior • Identify zone • Restorative redirect	• Identify behavior • Provide Expectation • Student completes reflection or think sheet • Student identifies what zone they are in • Restorative conference with teacher	• Identify behavior • Student identifies what zone they are in • Teacher and student call home • Teacher logs incident in PowerSchool	• Identify behavior • Discipline report • Student sent to office • Phone call home with administrator or behavior coach • Administrator or behavior coach will log incident in PowerSchool **ACTION COULD BECOME A RED BEHAVIOR AT THIS POINT.**

*Consequences may be greater based on student behavior. The CCS Discipline Districtwide Policy is always referenced to ensure consistency.
*CCS staff recognizes that all children are different and each discipline issue is handled accordingly. This rubric is not all encompassing.
Resets Weekly
Revised 5/14/2024

Red Behavior 3-5

Behavior	1st Time*	2nd Time*	3rd Time*
• Hate speech • Vulgar language or gestures • Verbal threats • Physical threats • Sexual comments • Sexual gestures • Physical aggression/fights • Recording and/or posting fights • Property destruction • Weapons • Stealing • Racial, ethnic, sexual slurs and/or other forms of harassing or bullying behavior • Leaving the room without permission • Blatant Disrespect • Defiance • Interrupting classroom learning • Instigating	• Identify behavior • Student identifies zone • Restorative conference with administrator or behavior coach • Discipline report • Suspended for the rest of the day up to two days • Phone call home with administrator or behavior coach • Administrator or behavior coach logs incident	• Identify behavior • Student identifies zone • Restorative conference with administrator or behavior coach • Suspended for the rest of the day up to three days • Administrator or behavior coach logs incident	• Identify behavior • Student identifies zone • Discipline is based on progressive discipline in CCS Discipline Policy • Parent Meeting • Implement Behavior Plan

*Consequences may be greater based on student behavior. The CCS Discipline Districtwide Policy is always referenced to ensure consistency.

*CCS staff recognizes that all children are different and each discipline issue is handled accordingly. This rubric is not all encompassing.

Resets Weekly

Revised 5/14/2024

10. DRESS CODE

The basic standards, regarding our students' manner of dress in school is based on cleanliness, neatness, good taste, modesty, and shall not be disruptive to the educational process.

There will be no bare midriffs, tank tops, no bare feet or flip flops, no short shorts or skirts, halters tops, or beach wear. Jerseys with enlarged armholes, tank tops, and tops with spaghetti straps must have something worn under them. **Long shorts are permitted.** Shorts should be just above the knee or longer. Hats and hoods may not be worn in the building, except for religious or medical reasons. Students are encouraged to wear sweaters and sweatshirts if they feel classrooms are cooler than they like. Please note: all elementary buildings are air-conditioned. Clothing that is too light may be uncomfortable. **Long shorts may be worn beginning in May through the end of October.**

11. BUS RULES & REGULATIONS

STOP TIME: Students must be visible at the stop five (5) minutes before the scheduled stop time. If the bus does not arrive within twenty (20) minutes after the scheduled stop time, students should return home and attempt to provide their own transportation to school. Once at school, take home will be by bus. Students unable to provide their own transportation will be granted an excused absence for that day.

INCLEMENT WEATHER: During inclement weather, please listen to radio station WWJ or WJR, watch your television or check the Clintondale Community Schools website for school closing information. There will be a phone blast that goes out when school is closed. When school is in session, our buses may be running late due to poor road conditions and traffic.

ARTICLES LEFT ON BUS: Most items left on the bus will be held by the drivers for several days so that students may claim them. Items such as purses, musical instruments, and expensive articles will be removed from the bus and held in the Drivergent Transportation Office or taken to the school office by the bus driver.

CARRY ON ITEMS: The primary purpose of the school bus is to provide safe transportation of students to and from school and school related activities. Homework projects, musical instruments or other items that would block the aisle or vision of the driver, or create a hazard, is prohibited.

Students are encouraged to participate in the music program and may bring flutes, clarinets, saxophones, trombones, etc., with them on the school bus. Any musical instrument larger than a trombone or too large to fit on the laps of students, is prohibited. Book bags, back packs, school projects, etc., are limited to those items which can be carried on the laps of individual passengers.

When transporting students to and from field trips activities, items may be placed in empty seats, but may not exceed the height of the seat back, or width of the seat. No object may be placed in the bus aisles at any time.

TRANSPORTATION FOR NON-BUS RIDERS: We do not transport students who are not assigned to the bus as regular riders. Pupils are not allowed to have friends who do not normally ride their bus ride home with them. Only under unusual circumstances is this allowed. Any requests of this nature must be submitted in writing to the school principal and approved before the student will be allowed on the bus.

BEHAVIOR: Classroom behavior is expected in the school bus. Infractions of bus rules will be subject to disciplinary action and could result is suspension of bus privileges. Discipline concerns/ write ups will be submitted to the building principal for administration of corrective action/ discipline.

PENALTIES FOR VIOLATIONS OF THE RULES

Because behavior on the bus is so vital to safety, the following schedule will be used for those who violate bus rules and cause the bus to be unsafe.

1st Violation: oral reprimand, written report sent home. Further problems could lead to a suspension of one's bus riding privilege.

2nd Violation: oral reprimand, 1-3 day's suspension from bus service, personal contact with parent, written report sent home.

3rd Violation: oral reprimand, 5-20 day suspension from bus service, personal contact with parent, written report sent home.

4th Violation: oral reprimand, recommendation to superintendent that pupil be suspended from bus service for remainder of school year.

Each time a BUS VIOLATION is issued by the driver, the parents/guardians will be contacted by the principal.

The bus driver's job is a difficult one inasmuch as he/she is required to watch the road ahead, be aware of traffic conditions on the side and from behind, and anticipate the actions of other drivers, bicyclists and pedestrians. The driver's attention should not be distracted by unnecessary student activity. Appropriate student behavior and cooperation are essential for the safety of everyone.

If, in the judgement of the principal or central office administrator, the violation is a major infraction of the bus rules, a student may be suspended from bus services on the very first violation.

12. <u>BICYCLE RIDING</u>

Children 2nd grade or higher may ride bicycles to school if they have parent permission. The school encourages children living nearby to walk rather than ride a bicycle. Students who have parent permission to ride bicycles to school are expected to park them in the place provided in an orderly manner. The rider of a bicycle, like the driver of a car, must obey traffic rules. The following are some of the most important rules for bicycle riders:

1. Ride with traffic, not against it.
2. Ride straight ahead, never use a zigzag course.
3. Ride in a single file, near or close to the curb.
4. A bicycle is built to carry one person at a time.
5. Never interfere with anyone who is riding.
6. Always use hand signals before you turn or stop.
7. Keep both hands on the handlebars, unless signaling.
8. On school grounds, bicycles are to be walked.

9. To prevent your bicycle from being stolen, be sure it is securely locked to the bicycle rack.

NOTE: Parked bicycles are not to be touched by anyone except the owner.

13. PARENTAL RESPONSIBILITIES

Successful Schools are created by a team effort. The team consists of the student, teacher, and the parent. The attitude, expectations and behavior of the parent about school play a crucial role in the child's success in school. Parents want what is best for their children, by doing the things listed below; parents are increasing the potential that their children will get the best education. The parents in the Clintondale Community School District should:

1. Communicate to your child that he/she
   a. has a parent that loves him/her.
   b. is a special and important person
   c. will be successful in school.

2. Make sure your children get
   a. at least eight hours of sleep each school night.
   b. to school on time.

3. Help the child learn to take responsibility for his/her behavior.

4. Set realistically high goals for performance in school, both behavior and academics.

5. Continually encourage the child to stretch, to be the best he/she can be.

6. Support the child when there are problems or progress is not being made as rapidly as desired.

7. Read to, or encourage the child to read an interesting or fun book, at least fifteen minutes a day.

8. Provide a regular time and place, which is quiet, where the child can do homework or read.

9. Communicate and consult with the teacher, on a regular basis, about the child's performance. This is done on the phone, in writing or in person.

10. Show interest in the child's efforts in school by asking questions each day about what he/she:
    a. learned in school.
    b. enjoyed doing during the day.
    c. was proud of, that happened during the day at school.

11. Notify the school of absences, health or other problems, which might interfere with the child's performance.

12. If a student must leave early, please come into the front office and sign your child out. Your child will be called to the office for dismissal.

13. Provide the school with current phone number, address and emergency phone number. If these numbers change throughout the year, please contact us.

14. STAFF RESPONSIBILITIES

(Teachers, Support Personnel, Administrators)

An effective school is created by the attitudes and behaviors of the staff (teachers, support personnel). If we expect our students to be positive, supportive, accepting and respectful of others, it is essential that we model this behavior for them. In Clintondale Elementary Schools we have staff members who:

1. Take pride in themselves as educators, knowing they have the single most important job in the world.

2. Believe that all children can succeed and will look for and take whatever steps are necessary to insure that every student is recognized as a success.

3. Commit their efforts to make Clintondale Elementary Schools the most effective schools in the country.

4. Have set professional goals and are working persistently to accomplish them.

5. Treat all with which they come in contact, with dignity and respect.

6. Are a positive influence on students, parents and colleagues by:

   a. Being "solution oriented" when facing a problem.

   b. Communicating concerns or disagreements directly to the proper recipient.

   c. Treating information about school (students, parents, staff) in a confidential and professional manner.

7. Establish high standards and expectations for themselves and students in relation to behavior, work habits and academic performance.

8. Take the initiative to communicate and consult with students and parents, frequently and in a variety of ways, about the student's behavior and academic performance.

9. Make decisions based on what is best for the student.

10. Volunteer to assist in student/staff/school PTO activities.

11. Are continually improving their instructional knowledge and skill.

15. ELEMENTARY SCHOOL POLICIES AND PROCEDURES

HEALTH

If your child develops a communicable disease, please inform the school immediately.

Inform your child's teacher of any medical condition, which could affect your child's progress in school. An informed teacher can assist your child, therefore, a note describing the condition should be sent to your child's teacher. Of course, any such information is held in full professional confidence.

MEDICATION

If your child is required to take prescribed medication during the school day, State Law dictates that the medication, in its Pharmacy container, must be brought to the secretary or principal by the parent with written instructions from the physician as to the nature of the condition, the nature of the medication being prescribed, and the physician's instructions for administration. Under no circumstances will a student be permitted to take medication without such supervision. (Copy of policy and permission form enclosed.)

If you have further questions regarding the health care of your child, please contact the principal.

IMMUNIZATIONS/COMMUNICABLE DISEASES

The State and County Health Departments require that each student have, as a part of their school record, a signed form verifying the completion of required immunization or a signed immunization form indicating a waiver for religious purposes. Without the proper immunizations or waiver, a student will be excluded from the first day of school.

REQUIRED IMMUNIZATIONS

Children 4-6 Years of Age

1. 4 doses of DTP/DTaP vaccine, plus a booster dose on or after the 4th birthday. A booster dose is not necessary if the 4th dose was given on or after the 4th birthday.
2. 3 doses of Polio vaccine, plus a booster dose on or after the 4th birthday. A booster dose is not necessary if the 3rd dose was given on or after the 4th birthday.
3. 2 doses of Measles, Mumps, Rubella (MMR) vaccine received on or after the 1st birthday, at least 28 days apart.
4. 3 doses of Hepatitis B vaccine.
5. 2 doses of Varicella vaccine received on or after the 1st birthday.

Children 7 Years of Age and Older

1. 4 doses of DTP/DTaP/Td vaccine - 3 doses if the 1st dose was received on or after the 7th birthday. Td booster if not received within the last 10 years.
2. 3 doses of Polio vaccine. Polio vaccine is not required if the child is 18 years of age or older.
3. 2 doses of Measles, Mumps, Rubella (MMR) vaccine received on or after the 1st birthday, at least 28 days apart.
4. 3 doses of Hepatitis B C\Vaccine.
5. 2 doses of Varicella vaccine received on or after the 1st birthday OR 2 doses at least 28 days apart if first dose was received on or after the 13th birthday.

Failure to complete the required level of immunization may result in exclusion from school. Parents will be notified if students are exposed to communicable diseases. Students with a communicable disease (e.g. lice, measles, mumps, chicken pox, etc.) should be removed from school and under a physician's care. Students may be excluded from school if they are known to have contracted such a disease. Students will be readmitted to school when satisfactorily treated.

HEAD LICE

At various times throughout the school year your school may experience problems with Head Lice.

When a child has been discovered to have this problem, he/she will be sent home immediately. Instructions for elimination and control of Head Lice will also be sent home to all parents notifying them of the situation. It will then be the responsibility of the parents to eliminate any problems they may incur as quickly as possible.

RINGWORM

These lesions often are flat, reddened ring-shaped. Ringworm is transmitted through direct contact with contaminated items. A child may not return to school until he/she is under medical care.

MAN-MADE AND NATURAL DISASTERS

Instructions on whether or not to dismiss school come from the Central Administration Office. In the event that schools have to be closed the following procedures must be taken:

1. Parents must arrange to have a place where their children will be housed (namely, a neighbor or relative).
2. Parents should instruct their children to go to the home of the neighbor or relative that they have designated.
3. Parents should not drive to school to pick up their children.

SNOW DISMISSAL

On occasion, severe ice or snowstorms cause school to be closed or dismissed early. The decision to dismiss rests with the Superintendent or his delegated representatives. Families will receive a phone blast as soon as possible to notify them of a school closing.

ABSENCE/TARDINESS/VACATION

If your child will be absent or tardy you should notify the school between 8:00 - 9:00am or send a written note prior to the day of the absence. Attendance may be reported to the attendance line in each elementary at other times. Please telephone by 1:00pm of afternoon session absence. **If your child arrives to school after 9:45am, he/she will be marked absent for the morning session. If your child leaves before 1:30pm, he/she will be marked absent for the afternoon.**

We realize that there will be instances when your child may be tardy. Tardiness interrupts your child's instructional time and should be avoided if possible. If your child is late for school, please walk him/her to the office, so we know he/she has arrived at school. Parents will be notified if absences or tardies become excessive.

When a child misses one day, it is not necessary to pick up class work. The teacher will give the assignments to the students upon his/her return. After two consecutive days of an illness, please call the office to arrange for your child's work to be picked up. Rather than interrupting class, please pick up assignments in the office after dismissal. If you do not call in or send a note the absence will be considered unexcused.

LATE ARRIVAL

Late arrival dates are as follows: 9/16, 9/30, 10/14, 10/28, 11/11, 12/9, 1/13, 2/24, 3/10, 5/12, and 5/26.

ELEMENTARY ATTENDANCE POLICY (Please see the attachment.)

1. After a student has received five unrelated absences, the teacher will call his/her parent to draw attention to the number of days that their child has missed school.

2. After ten unrelated absences, the principal will make an appointment with the parents to discuss this matter. This meeting will be documented in writing.

3. After fifteen unrelated absences, a referral letter will be sent to the MISD attendance officer. He/she will follow ISD procedures and set up a meeting with the parents regarding your child's truancy.

(PLEASE NOTE: IF THERE IS A PATTERN OF EXCESSIVE ABSENCES FROM THE PREVIOUS YEAR, THIS PROCESS MAY BE EXPEDITED.)

VACATIONS

We understand that at times families find it necessary to go on vacation during the school year. In order to help students keep up with schoolwork missed during these times, please contact your child's teacher and the office **at least one week in advance of the planned vacation.** Please keep in mind that it is not always possible to send all of the work a student may miss. It is the student's responsibility to make up all the assignments within a few days of his/her return.

EARLY PICK-UP FROM SCHOOL/AFTER SCHOOL ARRANGEMENTS

Please notify the school office by **2:40pm** if you plan to pick up your child from school early. Requests received after 2:40pm cannot be accommodated, and your child will be dismissed at the regular dismissal time of **3:00pm**. In addition, we ask that you report to the office to have your child paged and to sign your child out of school. If a person other than those listed on your child's emergency card will be picking your child from school, we must be notified in advance ***and identification will need to be provided***.

EARLY DISMISSAL

To prevent classroom disruptions, early disnissals need to be arranged with the office as soon as possible. ***Early dismissals requested within the last 15 minutes of the day will not be possible.***

After school plans that involve going someplace other than home require a note signed by the parent for the teacher, office, and bus driver as appropriate. If your child is signed up for Latchkey that day, they should also be notified. **Please help us keep your child safe.**

LATCHKEY SERVICES

Daycare services are available at Rainbow Elementary school before and after school. These services are at nominal cost to parents. To avail yourself of this program you may call.

Rainbow Latchkey 790-7669

SUPPLIES

At the beginning of each school year the teachers will send a letter home with each child regarding school supplies. The letters will list all the supplies and materials that you may chose to purchase for your child. Children will also be requested to supply rubber-sole shoes for physical education classes.

LOST BOOKS

Students are responsible for materials which they check out of the classroom library and which are assigned to them in the classroom. Any books which are damaged, lost or misplaced, are the responsibility of the student. The students will be asked to cover the cost of the materials. We hope students will respect the property of the school and others, as well as their own.

LOST AND FOUND

Our lost and found articles are kept in a designated place in each building and can be reclaimed there. Unclaimed articles are turned over for distribution to the needy. Parents please label or mark your child's name on all coats, jackets, boots, lunch boxes, etc. This will greatly reduce your losses and our accumulation.

NEW POLICY - PERSONAL ELECTRONIC DEVICES

Students may bring a cell phone or other personal electronic device to school if necessary; however, the device must remain powered off (or in airplane mode), stored in the student's backpack, and may not be used during the school day.

Students may only use a personal electronic device if authorized by school administration for a documented medical, educational, or emergency reason.

Parents needing to contact their child during the school day should call the school office. Students needing to contact a parent or guardian will be assisted by school staff.

Students who violate this policy will be subject to progressive disciplinary consequences.

SAFETY PATROL

The purpose of the Safety Patrol is to supervise and encourage safe practice enroute to and from school and on the school grounds. Students should respect and obey Safety Patrol persons at all times. The Safety Patrol captain will be appointed by the advisor after consulting with the fifth grade teachers and the prospective appointee's parents.

SERVICE SQUAD

The purpose of the Service Squad will be to supervise and encourage safe practices in the school. They will also service as escorts and hostesses to visitors of the school. The selection of officers and members and general operation will be as outlined for Safety Patrols.

RECESS PROCEDURES

We believe that a very important aspect of school is the so-called free play activities at recess time. Any elementary teacher will verify the fact that this is a very necessary break in the classroom routine and is of the utmost importance. **The district firmly believes that if a child is well enough to come to school, he/she is well enough to go out for recess.** A survey of pediatricians and physicians has been conducted in a surrounding community and their findings are the same as stated above. If a child must stay in for extenuating circumstances, we would like a letter from his/her physician stating that he/she should not participate in recess activities. The boys and girls will go out for recess if the "feels like" temperature **is above fifteen (15) degrees** and the wind conditions are normal, etc.

We strongly urge all parents to dress children appropriately for various weather conditions. If the children are properly dressed, they should enjoy the recess break afforded them daily.

CLASSROOM VISITATIONS

To ensure that our students are safe and that the learning process is not interrupted, visitors are required to check in at the office. Visitors or volunteers are asked to wear a badge during their visit. If you would like to visit your child's classroom or consult the teacher about something, please schedule a visit or conference. Classroom visitors/volunteers must have an approved I-Chat form on file in thr office.

16. REPORT CARDS
PHILOSOPHY AND GOALS

Recognizing that certain human needs such as approval by others, desire for recognition, self-acceptance, self-respect, and the ability to master one's environment are basic to the happiness and security of the student, we believe that the evaluation of his/her should concern itself with his/her progress rather than reporting failure. The report cards or conference seeks to detail simply, clearly, and positively areas of academic progress and social development which are observable to the teacher. This report is presented to you as an indication of your child's progress. Learning is a thinking process and the rate of learning varies among individuals.

BASIC GOALS

To provide parents with information about their child.

To emphasize what the student is doing and where he/she needs to improve.

To report those areas which need improvement in a positive manner.

To base the report of each student upon the criteria of his/her growth rather than rigid standards or peer group performance.

To provide the parents with guidelines for helping the student.

GENERAL GOALS

Since the child's education is a joint endeavor of the HOME and SCHOOL, the report or evaluation should be of major concern to both and should be directed to the benefit of the student.

The student should be involved in his/her own evaluation since he/she is partially responsible for his/her education.

REPORT CARDS

Four (4) marking periods with the first and third in conjunction with Parent-Teacher Conferences.

a. Parents are in-serviced on the marking system at the first conference.

b. Parents will receive the student's report card at the conference.

November	First Parent-Teacher Conference
January	Report card sent home
March/April	Second Parent-Teacher Conference
June	Report card sent home

Progress reports are sent the fifth week of every marking period.

PUBLIC ACT 521

Public Act 521, school persons shall not inflict, threaten to inflict, nor cause to be inflicted any form of physical punishment, as a penalty for student misconduct. Public Act 521 permits the use of reasonable force, in order to protect people from harm, to take possession of dangerous objects or to protect school property. Board members are permitted to discipline school persons who violate this law.

Tips for parents

SCHOOL OFFERS THE OPPORTUNITIES your child will need to succeed in life. *Make sure your child is in school all day, every day!*

- Make it clear that education is important to you by showing interest in your child's schoolwork and activities.
- Know school policies on absences and making up work.
- Know and support the school's rules and tell your children you expect them to follow the rules.
- Keep an accurate calendar that shows school breaks. Plan family vacations when school is in recess.
- Make sure your child arrives on time. Being late 10 minutes a day totals 30 hours of lost instruction for the school year.
- Schedule appointments after school hours, whenever possible.
- Call the school when your child is absent. When possible, let the school know in advance that your child will be out.

Sometimes serious family or medical issues can impact attendance. It is important to communicate with school personnel and work together to overcome obstacles to attendance.

Prepared by
the Macomb Intermediate School District
in cooperation with
the Macomb County Circuit Court, Juvenile Division

Schools and Courts

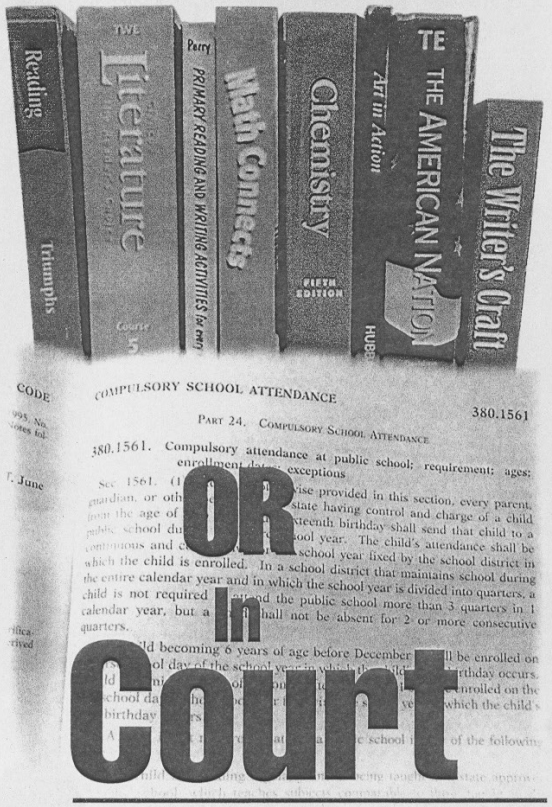
working together for your child's success.

MISD

MACOMB INTERMEDIATE SCHOOL DISTRICT

MACOMB COUNTY CIRCUIT COURT, JUVENILE DIVISION

In Class OR In Court



What parents need to know about

school attendance

and the law

Education is important for your child's success in life. Regular attendance ensures that your child gets all the benefits school can offer. When children are missing school, they're missing out on those benefits.

School attendance is so important, that Michigan law makes it **compulsory** for all children ages 6 to 16 attending public schools. When children are excessively absent, the law holds parents/guardians accountable.

If your child is truant (missing scheduled school time without an accepted excused absence), you and/or your child could end up in court with serious consequences.

Attendance may be the single most important factor in school success because:

- Children do best in school when they are in class every day. The U.S. Department of Education reports that for every missed day of school, it takes a student two days to catch up.
- In addition to academics, children learn valuable lessons about personal responsibility and commitment.
- Children keep up with their peers and have stronger bonds with the school and community.
- Annually, students who graduate from high school will earn 30% more than those who don't complete high school.

Notify school of any absence

Make sure you know your school's policies about notification regarding absences and what documentation your school accepts for:

- Illness
- Medical appointments
- Observance of religious holidays
- Family emergencies

Also know what absences your school will excuse. Some activities **generally not accepted** for an excused absence include:

Babysitting	Missing the bus
Cold weather	Need for sleep or rest
Employment	Car broke down

If you get notification from school about attendance issues, it is important that you get in touch with school officials immediately. Delaying response to any correspondence will limit your ability to settle these issues without further legal implications.

You should also know that if you end up in court, all attendance issues—including tardies—may be considered in the decision of the court.

Consequences of truancy

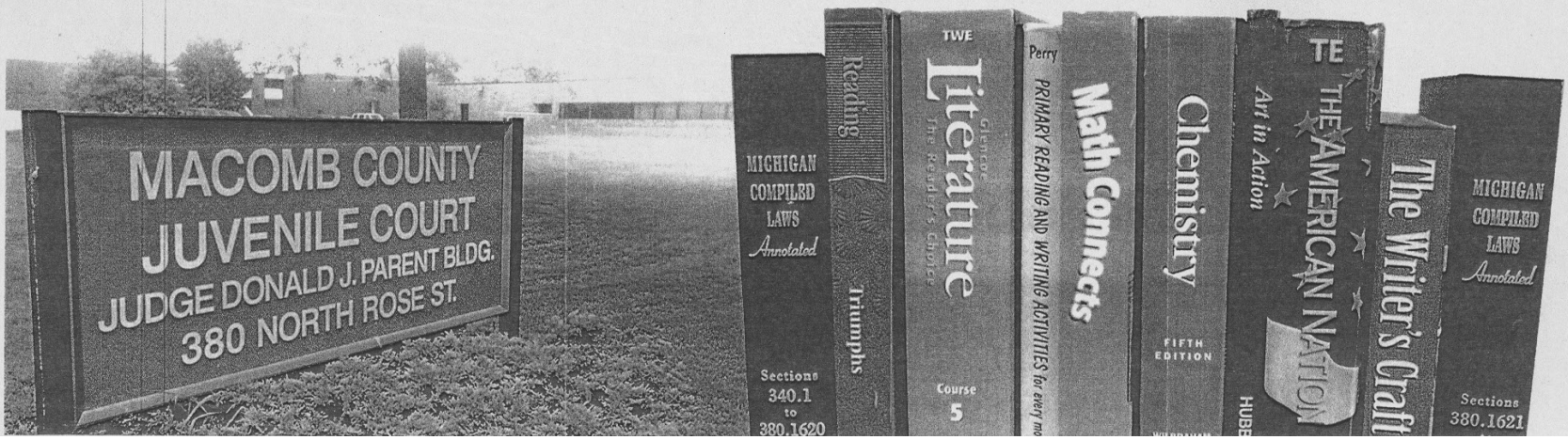
As a parent you are responsible for your child's regular attendance at school. School staff will work with you to keep you notified of any problems with your child's attendance. You can work with the school to resolve attendance issues. However, when a student has excessive attendance issues that remain unresolved, schools will contact an attendance officer (an officer of the court) for legal resolution. In that case, you may receive a petition/warrant and be brought before the court. Based on the outcome of the hearing, a parent found neglectful could be arrested/jailed or the child could be removed from the home.

If you have done everything you possibly can to encourage attendance but the child is not responding and is intentionally truant from school (skipping), charges can be brought against the student to be handled by the juvenile court. The student could be placed on probation or end up in the Juvenile Justice Center.

For cases that end up in court, the consequences come at a high price for the family in terms of time, cost and emotional impact.

Authority for legal actions to be taken is provided by:
Michigan Compulsory School Attendance Act
beginning with Section 1561 of the Revised School Code (MCL 380.1561)

Additional information is available at the Michigan Department of Education's web site; **www.mich.gov/mde**



Please……

Detach this sheet and return to your child's teacher.

I have read the 2026-2027 Elementary Handbook and the Student Code of Conduct contained therein and have discussed same with my child.

_____

Parent's Signature **Date**

_____

Student's Signature **Date**

Clintondale Community Schools
35100 Little Mack
Clinton Township, Michigan 48035
Phone: 586-791-6300 • Fax 586-791-6786

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