



2020-2021

Elementary School Handbook

Robbie Hall Parker Elementary School

22055 Quinn Road • Phone: 586-791-6900

McGlennen Elementary School

21415 Sunnyview • Phone: 586-791-3400

Rainbow Elementary School

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. Shannon King, Principal
22055 Quinn Road
Clinton Township, Michigan 48035
Telephone - 791-6900

McGLINNEN ELEMENTARY

Ms. Jennifer Marella, Principal
21415 Sunnyview
Clinton Township, Michigan 48035
Telephone - 791-3400

RAINBOW ELEMENTARY

Mrs. Cara Cottrell-Booms, Principal
33749 Wurfel
Clinton Township, Michigan 48035
Telephone - 791-3500

TIME SCHEDULES*

K-5	8:15 a.m. – 3:00 p.m.
Half Days	8:15 - 11:45 a.m.

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.

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.

Students who are not picked up within 15 minutes of dismissal will be sent to Latchkey and parents will be charged for the amount of time that these students are in Latchkey.

We understand that emergencies happen to everyone and that there may be some reasonable explanations for occasionally being late in picking up your children. It is those who frequently leave their children at school for longer than 15 minutes who will have their children sent to Latchkey.

The decision to send children to Latchkey is the responsibility of the principal.

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. BREAKFAST/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.

- 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.

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 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. 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 Trinity 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 in 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 mailed 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 mailed home. |
| 3rd Violation: | oral reprimand, 5-20 day suspension from bus service, personal contact with parent, written report mailed 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. BICYCLE RIDING

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 are "Winners" and they 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 youngster 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.

FIRST AID CARD

An Emergency First Aid Card will be sent home with your child on the first day of school. It is of utmost importance, this card be filled out completely and returned to your child's school. Without this card on file, it will be impossible to give your youngster medical attention, in the event of an emergency.

NOTE: Please update this information as changes occur.

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. To deter these problems an initial routine "head check", of all the children in the school, will be conducted within the first few weeks of the school year.

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 - 9:00 a.m. 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 1:00 p.m. of afternoon session absence. If your child will be tardy, please be sure to notify the office as to whether your child will need to order a hot lunch before 9:45 a.m. **If your child arrives to school after 9:45 a.m., he/she will be marked absent for the morning session. If your child leaves before 1:30 p.m., 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, he/she should report 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.

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.)

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.



MACOMB INTERMEDIATE SCHOOL DISTRICT

MACOMB COUNTY CIRCUIT COURT,
JUVENILE DIVISION

In Class



COMPULSORY SCHOOL ATTENDANCE

380.1561

Code
985 No.
1005 Ed.

1. June

§380.1561. Compulsory attendance at public school; requirement, age, employment, exceptions.

Sec. 1561. (1) Use provided in this section, every parent, guardian, or other person having control and charge of a child, except in the case of a child who is a child in need of protection, shall send that child to a public school during the school year. The child's attendance shall be continuous and uninterrupted throughout the school year, except in the case of a child who is a child in need of protection, in which the child is enrolled. In a school year, the child shall be enrolled in the entire calendar year and in which the school year is divided into quarters, a child is not required to attend the public school more than 3 quarters in 1 calendar year, but a child shall not be absent for 2 or more consecutive quarters.

(2) If becoming 6 years of age before December 1 of the calendar year in which the child is enrolled on the first day of the school year, the child shall be enrolled on the first day of the school year. If the child is enrolled on the first day of the school year, the child shall be enrolled on the first day of the school year. If the child is enrolled on the first day of the school year, the child shall be enrolled on the first day of the school year.

COURT

What parents need
to know about
**School
attendance
and the law**

E

ducation 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

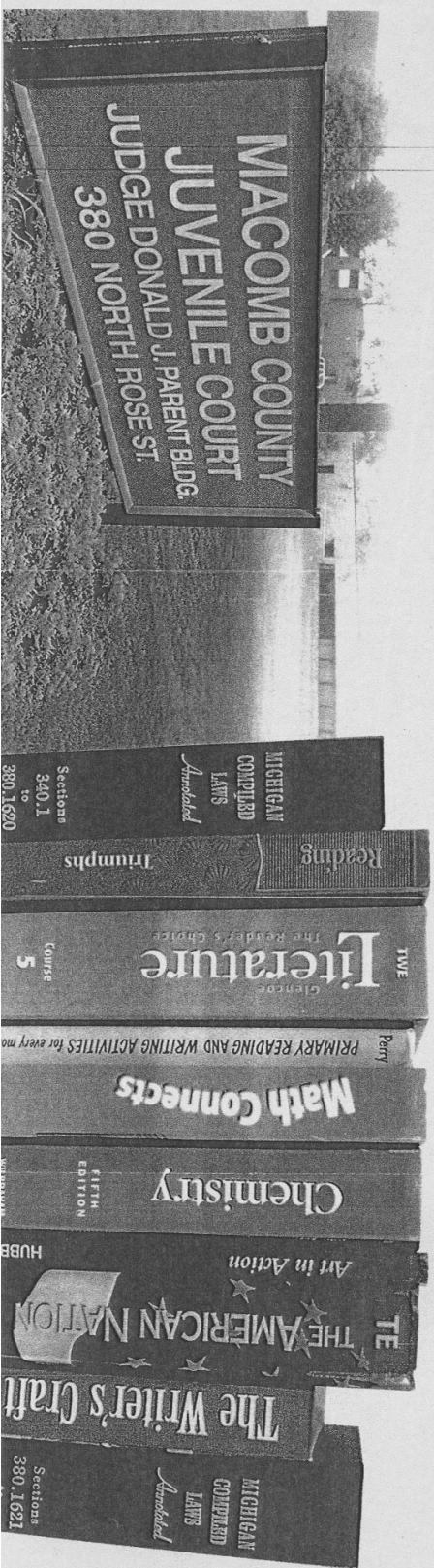
As a parent you are responsible for your child's regular attendance at school. School staff will work with you to keep you notified of any problems with your child's attendance. You can work with the school to resolve attendance issues. However, when a student has excessive attendance issues that remain 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



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 office and your child's teacher if you will be picking your child up early. 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.

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 each elementary school before and after school. These services are at nominal cost to parents. To avail yourself of this program you may call.

McGlennen Latchkey	790-6405
Parker Latchkey	790-7664
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 library and which are assigned to them in the classroom. Any books (library or classroom), 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.

USE OF PHONE

All classrooms have telephones for the student's safety. Teachers allow usage of the phone only under their supervision and discretion. For the parents convenience our school is equipped with parent link service. You may leave voice mail messages by following the operator's directions. Children do not need to bring cell phones since we have phones for them to use. If your child must bring a cell phone to school, he/she must keep the phone off and out of sight. The school will not be responsible for lost or stolen technology. If students do not adhere to this procedure, phones may be confiscated by the principal and only released to a parent or guardian.

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 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.

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
February	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.



**2020-21
RETURN TO SCHOOL PLAN
AUGUST 12, 2020
STAFF & PARENT UPDATE**



State of Michigan Requirements Phase 4 Health & Safety

<div data-bbox="243 672 503 798" data-label="Image"> </div> <p style="text-align: center;">Personal Protective Equipment (PPE)</p> <ul style="list-style-type: none"> -- Staff must wear face masks, except at meals. -- Students, staff must wear face masks on the bus. -- Students, staff must wear face masks in hallways and common areas, except when eating meals. -- Students in Grades K-12 must wear masks in classrooms. -- PK students must wear masks in common areas and hallways. 	<div data-bbox="552 630 812 798" data-label="Image"> </div> <p style="text-align: center;"><u>Busing</u></p> <ul style="list-style-type: none"> -- Required use of hand sanitizer upon boarding. -- Bus drivers, staff, students in Pre-K through 12 must wear masks. -- Buses to be cleaned/disinfected before and after every route. -- Clean high-touched surfaces frequently. -- Clean/disinfect equipment. -- Plan for getting students home if they are not cleared to ride. -- Symptomatic students cannot ride buses. -- Keep windows open for better ventilation unless inclement weather. -- Temperatures will be taken by a bus aide prior to boarding the bus. 	<div data-bbox="844 630 1136 882" data-label="Image"> </div> <p style="text-align: center;"><u>Cleaning</u></p> <ul style="list-style-type: none"> -- Clean high-touched surfaces frequently. -- Restrooms cleaned/disinfected every four (4) hours. -- Student desks and high-touch surfaces cleaned/disinfected in Grades 6-12 every class change. -- Playground structures must undergo normal cleaning. -- Staff must wear gloves, masks, and face shields while cleaning. 	<div data-bbox="1153 630 1445 840" data-label="Image"> </div> <p style="text-align: center;">Hygiene/ Screening/ Positive Cases</p> <ul style="list-style-type: none"> -- Provide supplies to support healthy hygiene. -- Teach and reinforce handwashing and hand sanitizing. -- Cooperate with the Macomb County Health Department for screening and tracking. -- Cooperate with the Macomb County Health Department for cleaning protocols for a positive case.
--	--	--	---



Athletics



- Comply with MHSAA and NFHS guidelines.
- Students, teachers, staff must wash hands before and after every practice/game.
- All shared equipment must be cleaned/disinfected before and after use.
- Wear masks on the bus.
- Spectators must wear masks, observe six-feet social distancing.
- Individual water bottles.
- No handshakes/fist bumps.
- No indoor weight rooms/training with shared equipment.
- No large-scale indoor spectator events.
- Large scale outdoor events limited to 100 spectators.





Instructional Learning Options & Registration



Option 1 100% Face-to-Face Instruction	Option 2 Clintondale Virtual Learning
<p>This fall, students will have the option to attend school and have in-person instruction if public health conditions permit. Students receive traditional in-person instruction, with appropriate scheduling modifications to address health requirements.</p> <p>According to the Michigan Return to School Roadmap Requirements, if the state moved back to Phase 1-3, all students receive remote instruction.</p> <p>Clintondale will focus on risk mitigation by following state and federal recommendations for personal protection equipment, hygiene, spacing and movement for in-person schooling.</p> <p>Face coverings must be worn by:</p> <ul style="list-style-type: none"> -- School staff. -- Students in Grades Pre-K through 12th in classrooms, on buses, in hallways, in all common areas such as cafeterias and playgrounds. 	<p>This will be a joint learning partnership that includes the student, adult educational coach, and Clintondale staff. The online learning option will have more rigorous requirements and robust instruction than the online measures put in place March of 2020.</p> <p>Students will:</p> <ul style="list-style-type: none"> -- Participate in all scheduled courses and lessons each day. -- Know and follow each class's daily agenda and due dates. -- Monitor and participate fully through Schoology, the district's learning management system. -- Complete and submit all homework, assignments, and tests. -- Understand that all grades will count towards academic progress, GPA, and class rank.

***** This is subject to change due to county recommendations and district-level considerations. *****

To register for Clintondale Virtual Learning, families must be enrolled in Clintondale Community Schools. Students who enroll in the Clintondale Virtual Learning (100% online option) will do so for a semester at a time. Families that choose to return to In-Person Instruction do not need to do a separate registration.



In-Person Learning Option Information

Arrival/Dismissal	Personal Items
<ul style="list-style-type: none"> -- Screening protocols will follow the Macomb County Health Department guidelines each day. -- Due to state Michigan requirements, every student and staff member must wear a face mask when entering the building, unless a medical exception is provided, the individual is under two years old or is unable to remove his/her own mask. Medical documentation for a mask exception is required. -- Security team will handle the arrival procedures for each building to ensure safety and maximize spacing. 	<ul style="list-style-type: none"> -- Lockers will not be utilized. -- Students are discouraged from sharing personal items. -- Students and staff will be asked to have individual water bottles. -- Elementary students will be provided a lanyard so their masks are easily accessible throughout the day.

Class/Transitions
Classrooms will be set up by the district to allow maximum distance possible between students with all desk/tables facing the same direction wherever possible.

Elementary School (ECSE, Grades PK-5)	Secondary (Grades 6-12)
<ul style="list-style-type: none"> -- Students will be required to wear face masks in classrooms and common areas. -- Students will remain in the classroom throughout the day except for lunch, PE (outdoors, weather permitting), and recess. -- Students will hand wash/sanitize multiple times per day. 	<ul style="list-style-type: none"> -- Students will be required to wear face masks in classrooms, hallways, and common areas. -- Schedules will be designed to minimize exposure to control traffic in hallways and reduce sharing of equipment and materials. -- Students will hand wash/sanitize multiple times per day. -- Students will have scheduled break time.



In-Person Learning Option Information-Continued

<p style="text-align: center;">Transportation</p> <ul style="list-style-type: none"> -- Vehicle capacity and disinfection will adhere to the governor's Return to School recommendations. 	<p style="text-align: center;">Visitors</p> <ul style="list-style-type: none"> -- Visitors are restricted at this time unless there is an extenuating circumstance. -- Visitors must wear a mask, have their temperature checked, and remain in a designated area. -- Each school/facility will have a drop-off space for student items arriving after the school day has begun.
<p style="text-align: center;">Other Activities</p> <ul style="list-style-type: none"> -- Athletic practices and competitions at the high school and middle school level will be determined and evaluated by the MHSAA recommendations. -- Field trips and assemblies will not be allowed. -- Parent events (conferences, curriculum nights) will be conducted virtually or in ways in which safety measures can be followed. -- Guest presenters will be restricted to a virtual connection with students. -- Details will be coming from each building outlining packet pick up and other back-to-school events. 	<p style="text-align: center;">Disinfecting</p> <ul style="list-style-type: none"> -- Staff at all facilities have been trained to adhere to a robust cleaning/disinfecting program. -- All buildings are deep cleaned/disinfected for the start of the school year. -- Shared equipment will be cleaned/disinfected prior to and after use. -- Student desks will be wiped down between class changes.

Clintondale Virtual Learning



Clintondale will offer a virtual learning option for all students interested in learning in a virtual setting. Clintondale Virtual Learning will begin Sept. 8, 2020. Families may choose the virtual program for the first semester (September- January) during the registration period beginning August 11, 2020. All courses will be facilitated by a Clintondale teacher and will follow course content and curriculum maps by grade/subject area. Grading will occur and students will be expected to be engaged the same amount of time as in-person schooling.

All Students enrolled in Clintondale Virtual Learning will:

- Attend all scheduled courses/teacher lessons each day.
- Know and follow each course/class daily agenda and due dates.
- Monitor and participate fully through Schoology, the district's learning management system.

- Complete and submit all homework, assignments, and tests.
- Complete Schoology training to ensure remote success.

Elementary (Grades K-5)

- Clintondale teachers will facilitate content, including specials, which are aligned with current district standards.
- Clintondale Virtual Learning will mirror in-school course content and includes strong accountability measures.

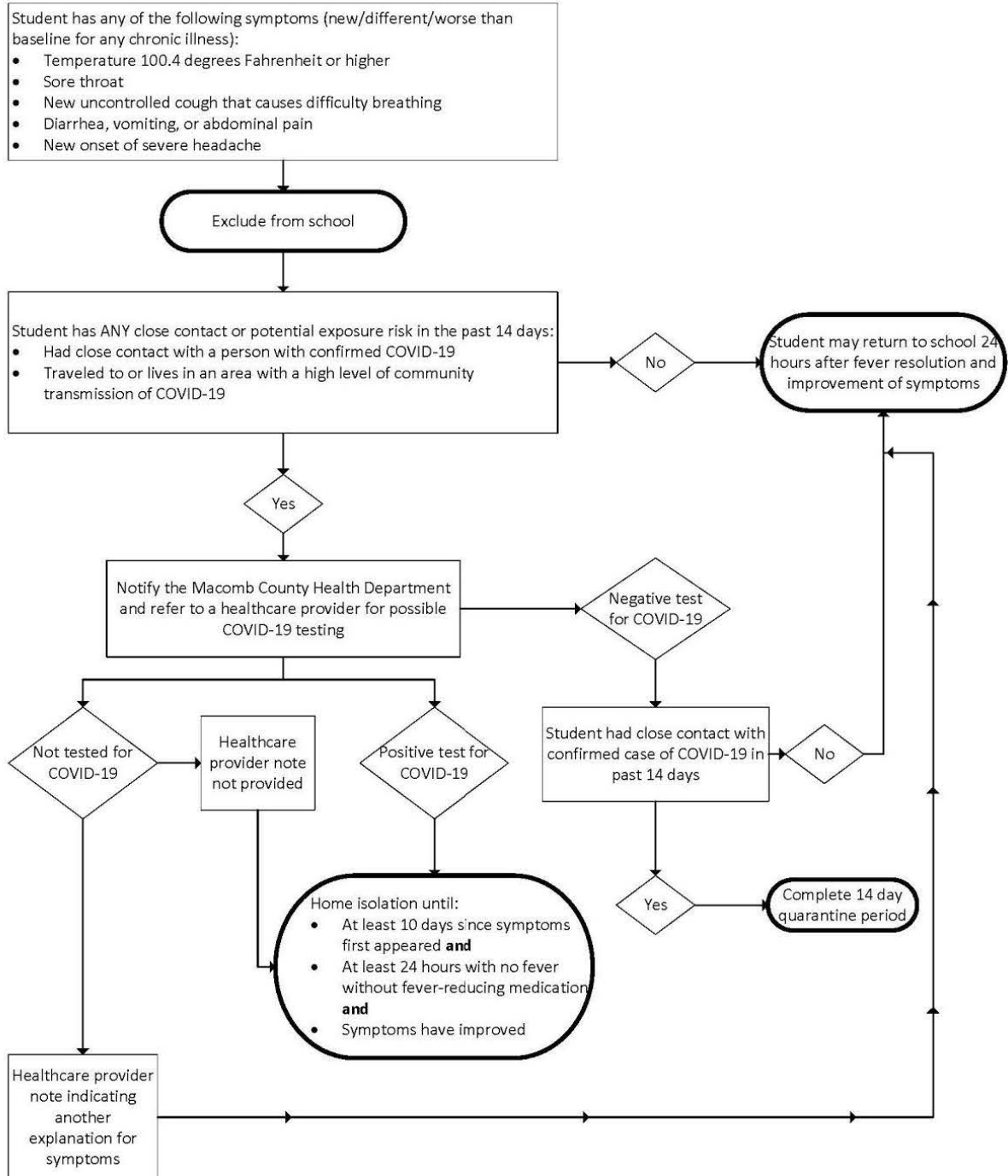
- Students will need the support of a family member as an adult educational coach to assist with signing in and to ensure a strong home-school partnership.

Secondary (Grades 6-12)

- There will be a recommended school schedule that includes some flexibility for students to access learning materials and recorded lessons at their convenience.
- Teachers will facilitate the learning of all core courses.
- Some electives and other specialized courses may not be taught via Clintondale Virtual Learning.

- Students will maintain their assigned home school and will be allowed to participate in sports or activities at that school.
- Students who enroll in Clintondale Virtual Learning will be required to remain in the program for at least one semester.
- Students in Clintondale Virtual Learning may be asked to complete formal assessments and/or some activities in-person at a school site.

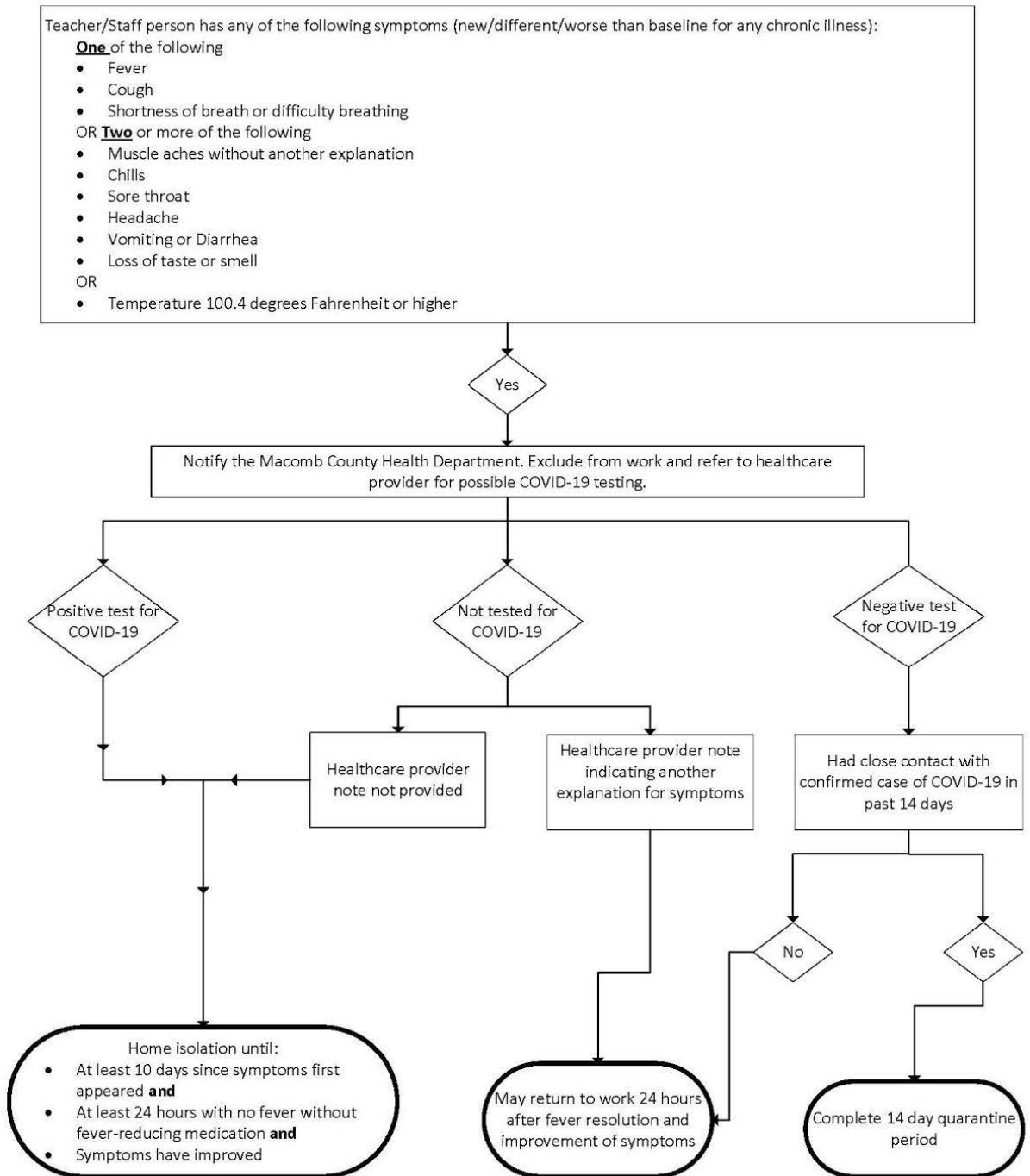
**Macomb County Health Department
Possible COVID-19 Cases in Students**



August 5, 2020



Macomb County Health Department
Possible COVID-19 Case in a Teacher or Staff Person



August 5, 2020





Responding to Cases of COVID-19 Among Students, Teachers and Staff

Possible COVID-19 Cases in Students

- Symptoms of possible COVID-19 in students include the following. These symptoms should be new or different/worse than baseline for any existing chronic illness. A student with any of these symptoms should also be questioned about a history of close contact/potential exposure to the COVID-19 virus.

Symptoms

- Temperature of 100.4 degrees Fahrenheit or higher when taken by mouth
- Sore throat
- New uncontrolled cough that causes difficulty breathing (for students with chronic allergic/asthmatic cough, a change in their cough from baseline).
- Diarrhea, vomiting or abdominal pain
- New onset of severe headache, especially with fever

Close Contact/Potential Exposure

In the past 14 days:

- Had close contact (within 6 feet for at least 15 minutes) with a person with confirmed COVID-19; OR
 - Traveled to or lives in an area with a high level of community transmission of COVID-19.
- Students who exhibit any of the above symptoms but who have no close contact/potential exposure history should not go to school or any school activity. If at school or any school activity, they should be sent home. These students may return to school 24 hours after resolution of fever (if there was a fever) and improvement of symptoms.
 - Students who exhibit any of the above symptoms and who have a close contact/potential exposure history should not go to school or any school activity. If at school or any school activity, they should be sent home. These students should be evaluated by a healthcare provider and tested for COVID-19 with a diagnostic test (nose/throat swab).

- If at school or any school activity, the student should be required to wear a face covering and wait in an isolation area away from teachers, staff and other students until they can be transported home or to a healthcare facility.
- School administration should notify the Macomb County Health Department when a probable case of COVID-19 in a student has been identified in the school. A probable case of COVID-19 in a student is defined as a student with any of the above symptoms and a close contact/potential exposure history. The Macomb County Health Department will work with the school to determine if further action is necessary.

Possible COVID-19 Cases in Teachers or Staff Persons

- Symptoms of possible COVID-19 in teachers and staff persons include the following. These symptoms should be new or different/worse than baseline for any existing chronic illness.

Any one of the following:

- Fever
- Cough
- Shortness of breath or difficulty breathing

OR

Two or more of the following:

- Muscle aches without another explanation
 - Chills
 - Sore throat
 - Headache
 - Vomiting or diarrhea
 - New loss of taste or smell
- Any teacher or staff person who exhibits COVID-19 symptoms as defined above or has a measured temperature of 100.4 degrees Fahrenheit or higher should not go to school or any school activity. If at school or any school activity, they should be sent home. These individuals should be evaluated by a healthcare provider and tested for COVID-19 with a diagnostic test (nose/throat swab).

- If at school or any school activity, the individual should wear a face covering and wait in an isolation area away from teachers, staff and students until they leave the school building or are transported to a healthcare facility.
- School administration should notify the Macomb County Health Department when a possible case of COVID-19 has been identified in a teacher or staff person. The Macomb County Health Department will work with the school to determine if further action is necessary.

Confirmed COVID-19 Cases

- School administration should notify the Macomb County Health Department of any confirmed case of COVID-19 in a student, teacher or staff person.
- School administration should notify all staff and student families of any confirmed case of COVID-19 in a school maintaining the confidentiality of the case as required by state and federal laws. The Macomb County Health Department will provide a letter that may be used for this notification.
- School administration should work with the Macomb County Health Department to identify close contacts of the confirmed case of COVID-19.
- For elementary schools and other settings where a stable classroom cohort has been maintained, the close contacts may be all students and staff in the classroom.
- For middle schools/high schools and any setting where a stable classroom cohort has not been maintained, a close contact is someone who has been within 6 feet of the case for at least 15 minutes regardless of the use of a face covering.
- Close contacts should be notified and instructed to remain quarantined at home for 14 days after the last contact with the confirmed case. The Macomb County Health Department will provide a letter that may be used for this notification.
- The need to close a school for a period of time because of COVID-19 illness will be determined by the district superintendent on a case-by-case basis in consultation with the Macomb County Health Department.

Close Contacts to a Confirmed COVID-19 Case

- Any student, teacher or staff person who is a close contact to a confirmed COVID-19 case (household or non-household) should be immediately sent home from school and remain quarantined at home for 14 days after the date of last exposure to the confirmed COVID-19 case (for non-household contact) or 14 days after the date the confirmed COVID-19 case completes their isolation period (for household contact).

- No actions are necessary for students, teachers or staff persons who do not have symptoms and who are contacts of a contact (persons who have not had direct contact with a confirmed case of COVID-19 but instead have had close contact with someone who has had direct contact with a confirmed case of COVID-19).
- Students, teachers or staff persons must remain in quarantine for the full 14-day quarantine period even if they test negative for COVID-19.
- Students, teachers or staff persons who test positive for COVID-19 should be reported to the Macomb County Health Department and managed as a confirmed case of COVID-19.

Returning to School/Work

- Students, teachers and staff persons with symptoms who test positive for COVID-19 may return to school/work if:
 - At least 10 days have passed since symptom onset and
 - At least 24 hours have passed since resolution of fever without the use of fever-reducing medications and
 - Other symptoms have improved
- Students, teachers and staff persons who never had symptoms but who test positive for COVID-19 may return to school/work if at least 10 days have passed since the date of their first positive COVID-19 test (provided no symptoms appeared during the 10-day period).
- Students, teachers and staff persons with symptoms (previously described) who test negative for COVID-19 may return to school/work 24 hours after resolution of fever (if there was a fever) and improvement of symptoms. The student, teacher or staff person should provide documentation of the negative COVID-19 test result.
- Students, teachers and staff persons with symptoms (previously described) who are not tested for COVID-19 may return to school/work 24 hours after resolution of fever (if there was a fever) and improvement of symptoms if they present a note from a healthcare provider that provides an alternative explanation for the symptoms. If a healthcare provider note is not available, the student, teacher or staff person may return to school/work if:
 - At least 10 days have passed since symptom onset and
 - At least 24 hours have passed since resolution of fever without the use of fever-reducing medications and
 - Other symptoms have improved

- Students, teachers and staff persons who are close contacts to a confirmed case of COVID-19 and who test positive may return to school/work as outlined above.
- Students, teachers and staff persons who are close contacts to a confirmed case of COVID-19 and who test negative (or who are not tested) may return to school/work 14 days after the last exposure (for non-household contact) or 14 days after the confirmed case has completed their isolation period (for household contacts).

Frequently Asked Questions

How often will students participate in Face-to-Face learning?

Students who select Face-to-Face instruction will meet every day of the week (Monday-Friday) at all levels. We will be practicing social distancing, encouraging proper hygiene, and minimizing how much students mix with others. All students will be required to wear masks throughout the day.

Can you switch back to Face-to-Face if virtual online learning is selected?

Students will not be allowed to transition between online and Face-to-Face on an hourly, daily, or weekly basis. They will be able to do so after a semester.

Can a combination of Face-to-Face and online learning be done?

No. Parents are asked to choose one option, either Face-to-Face or virtual online learning. However, parents can elect to change their choice at the end of each semester.

Who will be teaching virtual online learning?

Virtual learning will be provided on the same learning platform as Face-to-Face students will be using. Clintondale teachers will be providing the instruction and virtual students will be required to progress at the same pace as the in-person class. Virtual students will be assigned a mentor teacher that will provide guidance, answer questions, and serve as a liaison between the classroom teacher and the student.

Will the elementary students still have recess?

Elementary students will have recess. Individual classes will go out for recess and the playground may be divided up to avoid mixing of classes. It is important for the students to have time outside to play, get exercise, and be ready to learn when they re-enter their classroom.

Will elementary students still have 'specials'?

Elementary students will have specials this year. All specials, except for physical education, will be occurring in the classroom instead of moving to a different classroom. Weather permitting, physical education will be occurring outside in the fall.

How will transportation look?

All students will have a temperature check and provided hand-sanitizer before boarding. Students will be required to wear a face covering while on the bus. Buses will be cleaned/disinfected at the end of each run.

How will lunchtime look?

Elementary and secondary students will eat in the cafeterias where social distancing will occur.

How will the hallways look?

Students will also be asked to avoid congregating. Elementary teachers will lead their classrooms when in the hallway. At the secondary level, navigational arrows will be used for students to increase social distancing in the hallways.

Do we bring water bottles?

Students and staff will be asked to have individual water bottles and students will also be discouraged from sharing personal items.

How will buildings/classrooms be cleaned/disinfected?

Schools will be cleaned/disinfected thoroughly each day during and after school.

Can parents visit?

Visitors are restricted at this time unless there is an extenuating circumstance. Building specific communication will be provided for extenuating circumstances. For extenuating circumstances all visitors must complete a self-screening questionnaire and temperature check prior to entering the building and wear a face covering inside the building.

Will we be contacted if another student or staff member in my child's class are positive for COVID-19?

Per the Macomb County Health Department, parents will be contacted if they have a student in a room with a confirmed case. Those individuals in a close proximity of a confirmed case will self quarantine for a period of 14 days.

If a child or staff member has tested positive for COVID-19, when can they return?

Students and staff who test positive for COVID-19 may return to school/work if at least 14 days have passed since the date of their first positive COVID-19 test (provided no symptoms appeared during the 10-day period).

Please.....

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

**I have read the 2020-21 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

Board of Education

Mrs. Beverly Lewis-Moss, President
Mr. James Potter, Vice-President
Mr. Jason M. Davidson, Secretary
Mrs. Stacey Kubbe, Treasurer
Mr. Marc Alexander, Trustee
Mrs. Lois A. Murray, Trustee
Mr. Michael T. Scott, Trustee

Administration

Mrs. Barbara VanSweden, Superintendent
Mrs. Cara Cottrell-Booms, Rainbow Elementary School Principal
Ms. Jennifer Marella, McGlennen Elementary School Principal
Mrs. Shannon King, Robbie Hall Parker Elementary School Principal

*District policy requires non-discrimination on the basis of race, color, religion, national origin or ancestry, age, sex, marital status, English proficiency, disability, height or weight; in its programs, services, activities, employment or admissions policies. For complaints, questions, etc.: write to:
35100 Little Mack, Clinton Township, MI 48035, or call 586-791-6300.*