

# South Elementary

## Parent and Student Handbook 2023-2024



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South Elementary  
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Coopersville, MI 49404  
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Dear South Families,

Welcome to the 2023-2024 school year! This handbook was designed to inform you about important policies and procedures at South Elementary. Please review and discuss this with your child. If you have questions not addressed in this handbook, please call 616-997-3100, and we will be happy to help you.

The entire staff at South Elementary is committed to helping your child grow and learn. Our staff will work together to meet your child's individual social and academic needs. However, we know that parents and other family members are a key influence on a child's success. Children need to know that all of the adults in their lives are vested in their education. We hope to see you throughout the school year and many of our activities and certainly at parent/teacher conferences! Consistent communication between school and home is an important part of a successful school year.

I look forward to a positive and successful year at South Elementary. Please do not hesitate to contact me if you have questions, comments, or concerns.

Sincerely,

Tammi Jenkins,  
Principal, South Elementary

### District Mission

The mission of Coopersville Area Public Schools is "to inspire all students to have a life-long love of learning, to achieve their goals, and to be compassionate citizens who contribute to the global community".

#### We believe:

- Every person has intrinsic worth.
- Every person has something to contribute.
- Every person is responsible for his/her own actions.
- A community that embraces shared ethics and diversity thrives.
- Love, acceptance, and a sense of belonging are essential for every person to flourish.
- A community working together toward a common goal is fundamental to excellence.



## OFFICE HOURS

7:45 a.m. - 4:15 p.m.

## DAILY SCHEDULE

8:45 a.m. Students enter the building

3:40 p.m. Dismissal

\* Students may not be dropped off before 8:30 a.m.

## DAILY LUNCH PROGRAM / SCHEDULE

Breakfast and hot lunches are available free to all students. If your student is purchasing an a la carte item there will be a cost to you. **Please take a moment and visit our school meal website to complete this form and help our district qualify for important funding:** [coopersville.family.portal.cloud](http://coopersville.family.portal.cloud) (additional note, [sendmoneytoschool.com](http://sendmoneytoschool.com) and [lunchapp.com](http://lunchapp.com) are no longer valid websites). You can also complete the form using the following [link](#) and return it by mail. If you have any questions, please contact Dawn Mosey, Director of Dining Services, at 616-997-3663 or [dmosey@capsk12.org](mailto:dmosey@capsk12.org).

Prices for the breakfast/lunch program are:

Breakfast - Free for ALL students

Lunch - Free for ALL students

Milk Only - \$ 0.50

Lunch/Recess schedule:

11:15 - 11:55 4th grade

11:55 - 12:35 5th grade

12:35 - 1:15 3rd grade



Breakfast is served daily before the start of school in the lunchroom. Breakfast begins at 8:30 a.m.

## ABSENCE PROCEDURES

If your child is going to be absent, please call the school and notify us. (997-3100)

- Please call by 8:30 a.m. We have voicemail and you may leave a message and we will mark your child's attendance accordingly. The office will try to contact you if you fail to call in your child's absence.

## TARDINESS

- An elementary student is considered tardy if the student arrives between 8:45-9:15 or leaves early between 3:10-3:40.
- If buses are late, students are not considered tardy.

## ANTI-BULLYING POLICY

The Coopersville Area Public Schools Board of Education prohibits acts of harassment or bullying. The Board of Education has determined that a safe and civil environment in school is necessary for students to learn and achieve high academic standards. Harassment or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment. This also includes cyber bullying which may or may not occur at school. Any use of technology (computers, social media, etc.) to bully or harass another student is prohibited.

Demonstration of appropriate behavior, treating others with civility and respect, and refusal to tolerate harassment or bullying are expected of administrators, faculty, staff, and volunteers to provide positive examples of student behavior. Coopersville Area Public School's Anti-Bullying Policy can be found on the district's website

([www.coopersvillebroncos.org](http://www.coopersvillebroncos.org)).

## ANTI-BULLYING INITIATIVES

Bullying prevention is addressed through the following social responsibility strategies.

- Teach the desired behavior.
- Teach a verbal skill for unacceptable behavior "Stop."
- Teach 4 key skills for social responsibility:
  - Learn the difference between expected behavior and problem behavior
  - If you "receive" problem behavior, label the behavior and say, "stop," "walk," and "squawk" (tell an adult)
  - If you see others receive problem behavior, label the behavior and say, "Stop!"
  - If someone tells you to "stop" - then stop.

## BICYCLES / SCOOTERS / SKATEBOARDS / ROLLERBLADES

Students may ride their bikes, skateboards, scooters, and rollerblades to and from school. Bicycle racks will be at the northeast corner of South Elementary. Bikes, skateboards, scooters, and rollerblades may not be used during the school day and must be walked when on school grounds (for the safety of others). For the owner's

protection, identification marks and locks are encouraged. The school cannot be responsible for stolen or damaged property. Bikes and scooters are to be parked in appropriate racks during school hours. Skateboards and rollerblades must be left in the classroom during the school day. When students are riding bikes, skateboards, scooters, or rollerblades, helmets and pads should be worn. More and more statistics warn of the head traumas which result from a simple fall.

## **ATTENDANCE**

School attendance is compulsory by law and includes all students from ages 6-16. Truancy is defined as non-attendance at school and may result in disciplinary action at the building level and/or referral to appropriate civil authorities. When a student accumulates 15 absences or 10% of the school year (excused and/or unexcused), the student will be referred to the attendance team. Coopersville will work cooperatively with parents and students to assure positive student attendance. In certain cases, however, the district may seek court action against the student and or his or her parent(s)/guardian to assure compliance with state law.

**Responsibility of Parents:** It is the statutory responsibility of parents of students under age 18 to ensure regular attendance, however, the responsibility for acceptable attendance lies with parents and students of all ages. The district, where applicable, will follow the procedures listed herein to assist parents in ensuring regular attendance.

## **BIRTHDAYS**

We encourage students to celebrate their birthdays with a nonfood treat due to food allergies. Good examples are a donation of a classroom book, games, bubbles, pencils, or stickers as birthday treats.

## **BUS CONDUCT**

Riding the school bus is a privilege, and to help us provide safe transportation for all students proper bus conduct must be observed and implemented. Bus discipline is progressive and cumulative and will normally start at "Step 1" listed below. However, any infraction can be processed immediately at "Step 5" when approved by an administrator. Immediate suspension will occur for any infraction involving fighting, inappropriate behavior, or possession of illegal drugs, alcohol, weapons, or contraband.

**Step 1** Verbal warning to student and parent contact

**Step 2** Written notice sent home by the office and a 1-day suspension issued.

**Step 3** Three-day suspension

**Step 4** Five-day suspension

**Step 5** Ten-day suspension

**Step 6** Up to the remainder of the school year

## **CELL PHONES AND OTHER ELECTRONIC DEVICES**

**Cell phones and communication devices are not permitted in elementary classrooms, on the playground, or in hallways.** If a student has a cell phone, it needs to be off and stay in their backpack and locker. Phones are available in the office should students need to contact their families. Any use of a device to

send text messages, make calls, take photographs, or record while at school is not permitted. We ask that if parents are in need of relaying information to their child that all information is relayed through the main office.

If a child violates this policy we will remove the communication device and require it to be picked up by a guardian or we will keep it in the office until the end of the school day.

In the event that a communication device is lost or damaged (regardless of the results of an investigation) the school, nor any student, is responsible for the cost associated with that item.

### **(CELL PHONES AND OTHER ELECTRONIC DEVICES Continued) Consequences**

- 1st Offense: The device is confiscated for the remainder of the day and the student may pick it up after school
- 2nd+ Offense: Confiscation of the device, parent pickup during office hours

**The following items are not allowed on the school grounds.**

Cameras

Walkie-talkies

Radio-controlled cars

Electronic games or electronic items

Trading cards- Yugioh, Pokemon cards, etc

Heelys

Hoverboards

Carbonated or high energy drinks

**This list is not meant to be inclusive. It is merely given to you as a guideline for items that the school is not responsible for Selling, lending, trading, or giving of toys and other related items is not allowed on school grounds or during school times.**

### **CLASSROOM PARTIES**

Classroom teachers may choose to have a Halloween, Christmas, and Valentine's Day party. Halloween costumes need to be age appropriate. Toy "weapons", play blood, and inappropriate face paintings (as determined by the administration) are not permitted. As part of our district wellness program, we encourage parents to provide a healthy snack for their child's celebrations. Good examples are fruit cups, veggie trays, jello treats, etc.

## CUSTODIAL/NON-CUSTODIAL PARENTS

If one parent has been awarded physical custody of a child and the non-custodial parent has custodial limitations, a copy of the custodial order must be provided to the school. If a child is not to be dismissed to the care of any adults, specific written information must be provided for the school. Upon request, the school will provide copies of report cards, newsletters, etc. to the non-custodial parent.

## DISCIPLINE PPROCEDURES

Discipline policy reflects the Coopersville Area Public Schools' beliefs that:

- \* Every person has intrinsic worth.
- \* Every person has something to offer.
- \* Every person is responsible for her/his choices.

Our policy adheres to the following approaches:

- Adults should avoid anger, threats, warnings, and lectures.
- Adults use enforceable statements.
- Adults offer limited choices to children.
- Limits are maintained and accountability is administered with compassion.
- Children solve problems in a way that does not make a problem for others.
- Consequences follow empathy.

The format of our policy is to indicate various offenses and then to indicate how they would normally be handled, keeping in mind that the district is operated for the purpose of educating individuals and not of denying them an education, or regarding education as being an increase of knowledge and an improvement of the general behavior of pupils. The following expectations, policies, and guidelines are the means by which this philosophy is applied.

## Offenses

Unacceptable and inappropriate behavior including but not limited to the following:

1. Violation of attendance rules, i.e. truancy or skipping, and tardiness.
2. Loitering or being in an unauthorized area.
3. Heckling or poor sportsmanship. Taunting, teasing, and bullying will not be tolerated.
4. Style, manner of dress, or habits that are disruptive to the learning process.
5. Failure to abide by reasonable classroom expectations established and posted by the teacher.
6. Disruption of the educational process for other students.
7. Disruptive behavior in the halls.
8. Throwing objects or food.
9. Aggressive behavior and/or fighting, or gang-related activities.
10. Lack of respect and/or willful destruction of school property.
11. Profanity, vulgarity, racial or ethnic slurs.
12. Failure to fulfill disciplinary measures.
13. Harassing, threatening, causing bodily harm to any student, teacher, or other school employee or causing damage to the personal property of such persons.
14. Theft and/or possession of property which does not belong to the student.
15. Insubordination or lack of cooperation with administration or school personnel.

16. Gambling.
17. Forgery, plagiarism, and/or cheating.
18. Extortion.
19. Unauthorized demonstrations and/or participation in any unauthorized organization including, but not limited to, gang identification, association, and/or activity while on school property.
20. Immoral acts of behavior.
21. Possession, use, or sale of weapons (or "look-a-likes"), ammunition, volatile sprays or chemicals, pornographic material, explosive material, or stolen property while under control of school authorities.
22. Possession, use, or sale of tobacco products, smoking materials, alcohol, illegal drugs, or other mind-altering substances or their paraphernalia including "look-a-likes," which is any substance either with or without its original packaging that is alleged to be a controlled drug. The discipline for "look-a-likes" will be the same as if the substance were a controlled drug.
23. Arson and/or false or misleading report of a fire, bomb threat, cancellation of school, etc.
24. Sexual harassment of another student or school staff member/volunteer which may include unwelcome sexual advances, request for sexual favors, and other inappropriate verbal or physical conduct of sexual nature.
25. Inappropriate drawings that disrupt the learning environment or potential student safety are prohibited.
26. Failure to be in an assigned area.
27. Elopement from the building.
28. Intentional physical harm to another student
29. Defacing or ruining school property (student will be responsible for replacement or cleanup cost). The cost of the material or equipment will be a determining factor.
30. Repeated violations of school policies, rules, and regulations.
31. Any violation of the discipline code (PL 8350) of the Coopersville Area Public Schools.

### Discipline Procedure

Commonly, the discipline measures follow a gradual order of escalation from reasoning and reprimand to the most severe action, a recommendation for expulsion. The actual progression used may not employ all steps but may skip some/all steps outlined in the following list. The actions implemented in any single or series of disciplinary proceedings are dependent on several factors including the student's age, disciplinary history, disability, the seriousness of the violation, and the safety of others. The process is as follows:

The full discipline progression is as follows:

1. Verbal reprimand or warning
2. ODR (Office Discipline Referral)
3. Parent conference
4. Restriction of school activities
5. In-house suspension of one (1) to five (5) days



6. Home suspension for up to ten (10) days
7. Involuntary transfer to Individualized Learning Center
8. Referral to the Board of Education for expulsion action

A suspension from school is a serious disciplinary course of action. At the elementary level, a child may typically be suspended for one to ten school days depending on the nature of the incident resulting in the suspension. Upon the completion of the suspension, the child must be accompanied to school by a parent/guardian, and a meeting held with the child's teacher and an administrator to establish a plan of action to help eliminate the troubling behavior.

### DISMISSAL/CHANGE IN ROUTINE

Please send a note to your child's teacher informing him/her of any change in routine for your child. **It is very important that we be informed of these changes no later than 2:00 p.m. so we can inform the bus garage and classroom teacher.** Without a written note or phone call from you, the teacher is instructed to put the child on the bus as usual/send them home as usual. It is very important and helpful to the office and the transportation department to have communication from the parent as early as possible. Thank you for your help in this matter.

### DRESS AND GROOMING

Clothing should not interfere with teaching and learning. Appropriate dress is expected at all school functions and activities. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. Students may be asked to modify their attire (Ex: put on a sweatshirt) if student dress is determined to be inappropriate. Parents/guardians may be contacted if dress modifications can not be made at school. The building administration shall make the final decision on the appropriateness of dress.

The following expectations will help parents/guardians and students in making clothing decisions:

- Shoes are to be worn at all times.
- Inappropriate language/signs/symbols worn on clothing are prohibited. This shall include, but not be limited to, any message that expresses profane or obscene language, attitude, makes derogatory comments about any race, creed, religion or national origin, and/or and encourages illegal substance use/abuse.
- All shirts and blouses must cover the midriff. No undergarments should be visible.
- Shirts should have at least 2-inch wide shoulder straps.
- Dresses, skirts, and shorts should be at or longer than fingertip length.
- Hats are not allowed in the building or classrooms. Hoods of sweatshirts should be down.
- Coats should be left in lockers

- Students should dress adequately for the weather conditions and outdoor recess play.
- Make-up is not age appropriate.
- Dress or grooming which is of such a nature that by its appearance causes a disruption or distraction from the learning atmosphere of the classroom.
- At the discretion of the principal, these guidelines may be altered due to unusual circumstances.

### EARLY DISMISSAL

Occasionally severe weather makes it necessary to suspend school or dismiss school early for a day. Coopersville Area Public School will notify parents through ALERT NOWV and contact radio and TV stations to inform parents of early dismissal times. Please listen to the radio and/or TV stations listed above.

Make sure that students understand that they (walkers and students riding the bus) are to take the same route home. Arrange in advance for your child/ren to be met by yourself or another adult at the drop-off point. Emphasize that students should stay off the streets once they reach home. Please review your family's plan with your child/ren on a regular basis.

### EMERGENCY PROCEDURE

Please rest assured that the district takes every precaution to protect your child's safety at all times. If an emergency situation occurs we will make every attempt to keep the school lines open so that we can communicate with police and fire officials. We ask that parents **do not** call the school unless absolutely necessary. Student release during a bomb threat will be handled by administration and emergency personnel. We do not recommend that parents/guardians remove their students from school.

### GANG ASSOCIATION

The Coopersville Area Public Schools does not permit gang identification, gang association, and/or gang activity. Students may not engage in behaviors at school, while on school property, or at school-related activity that promotes gangs. Disciplinary action may result in any activity considered by the administration to be gang-related.

### HEAD LICE

If you discover head lice in your child's hair, please report it to the office. Though it may be embarrassing to you, there really is no stigma attached to it. It happens! Any student with live lice or nits within one quarter inch of the scalp may remain in school until the end of the school day. Immediate treatment at home is advised. The student will be readmitted to school after treatment and examination. Examination shall be completed by the school nurse or trained designated personnel. Upon examination, if no live lice are found on the student, the student may return to school. Any student with nits (farther than one quarter inch from the scalp) should be allowed in school. Parents should remove nits daily and treat live lice per the instructions provided.

## ILLNESS

If a student becomes ill at school, the parent will be asked to pick up the student.

## INJURIES

The office will notify the parent if there is a serious injury. We are only allowed to use ice bags or band-aids. The office is concerned about your child and we try to treat each child with TLC (tender, loving care), whether the injury warrants a call to parents or not.

## LATE DISMISSAL PROCEDURES

For isolated emergencies (e.g. restricting access to a neighborhood because of a fire, hostage situation, sniper, etc.) when students cannot be allowed to go home, the following procedures will occur:

- The specific group of students affected will be identified and informed that they will have to remain at school.
- Parents/guardians/caregivers of each child involved will be immediately informed that they should pick their children up at school.
- Supervisors will be designated for this group of students and a gathering site will be determined.
- The Superintendent's office, bus garage, and police department will be notified in case parents, guardians, or press may call for information.
- Details of the emergency will be told to parents as they become available. The superintendent's office will be the official spokesperson for the press.
- Normal sign-out procedures for students will occur.

## LOCKED DOORS

All building doors are locked. All Visitors must enter the building by way of the office only. The administrative aides will buzz you in. We will ask you to sign in and receive a badge before proceeding to your destination. This is a safety precaution being utilized by the entire district.

## LOST AND FOUND

Lost and found boxes are maintained in the front entrance area and in the cafeteria. Students are to check there before reporting items as missing. All coats, hats, boots, book bags, and lunch boxes should be labeled with the child's name in a permanent marker.

## MEDIA CENTER

Students who check out materials from the media center are responsible for their return and/or the cost of replacement if they are lost or damaged. When materials become "overdue", the student is not permitted to check out other materials until the "overdue" materials are returned. If a student owes money for a fine or damaged, or lost books, the final report card will be held until payment is made.

## MEDICAL CONCERNS

If your child has a special medical problem, please let us know so we may deal with emergencies effectively. For example, some children are allergic to bee stings and need to have immediate attention. **Please keep the office, teacher, and bus driver informed.** Also, please be sure to provide us with the telephone number of someone we may contact in case you are not home.

**Allergies:** if your child is allergic to any foods, please notify the Director of Food Services as well as the school office and classroom teacher.

## MEDICATION DISTRIBUTION TO PUPILS

The law does not allow school personnel to administer aspirin or other medication unless specifically directed to do so by a licensed physician. **All medication must be in its original container with specific directions for dosage and time.**

- The distribution of medication to pupils by school employees should be handled under the following guidelines consistent with section 380.1178, School Code of 1976:
- A Medication Permission Form needs to be on file, **signed by the child's physician and parent or guardian, indicating medication to be distributed and the common time for dispensing.** The form is valid only for medication listed and expires no later than the end of the school year.

## MESSAGES TO TEACHERS OR STUDENTS

The secretary is on duty from 7:45 a.m.-4:15 p.m. each day. Calls for teachers should be made before and after school, because they are busy teaching during the day. During school hours you may call the teachers voicemail directly and leave a message. If you need to get a message to the teacher before the end of the day, please call the office at 997-3100. Messages and deliveries from home are to be left in the office. Students will only be called out of class for an emergency.

## NOTICE OF NONDISCRIMINATION REQUIREMENTS

The Coopersville Area Public Schools Board of Education hereby agrees that it will comply with Federal laws prohibiting discrimination and with all requirements imposed by or pursuant to regulations of the U.S. Department of Education.

Therefore, it is the policy of the Board that no person on the basis of race, color, religion, national origin or ancestry, age, sex, marital status or handicap shall be discriminated against, excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any federally funded program or activity for which the Board is responsible or for which it receives federal financial assistance from the Department of Education.

## NOTICE OF NONDISCRIMINATION REQUIREMENTS(cont'd)

Any questions concerning the nondiscrimination policy or its possible violation should be directed to either:

Matthew Spencer  
Superintendent  
Coopersville Area Public Schools  
198 East Street  
Coopersville, MI 49404

Director, Office of Civil Rights  
Department of Health and Human Services  
Washington, DC 20201

## PARENT INVOLVEMENT POLICY

In accordance with the requirement of the No Child Left Behind Act, the Coopersville Area Public Schools Board of Education encourages parent(s)/guardian(s) participation in all school programs. Parent(s)/guardian(s) must be offered substantial and meaningful opportunities to participate in the education of their children. If parent(s)/guardian(s) are looking for ways to become involved throughout the year, we encourage conversation with the child's classroom teacher and/or building office.

The board directs that the following actions be implemented to insure compliance with state and federal law to become involved highly in the education of their children:

- The involvement of parent(s)/guardian(s) in the planning, implementation, evaluation, and improvement of Title I programs/services through participation in building school improvement teams,
- Invitations to the parent(s)/guardian(s) to attend at least one annual meeting, with additional meeting opportunities being available as needed, designed to provide Title I information and program services, and to solicit parent(s)/guardian(s) suggestions on program development, planning, evaluation and operation,
- Assistance to parent(s)/guardians(s) in understanding Title I, including the providing of information in a language understandable to the parent(s)/guardian(s) if practicable,
- Parent(s)/guardian(s) notification of Title I student selection and criteria for selection,
- Information regarding the child's achievement and progress,
- A provision for input by Title I staff at the regularly scheduled parent(s)/guardian(s) teacher conferences and any additional communication as requested by the Title I staff or parent(s)/guardian(s),
- Opportunities to enhance parent(s)/guardian(s) capacity to work with children in the home on school learning,
- Professional development opportunities for teachers and staff to enhance their understanding of effective parent(s)/guardian(s) involvement strategies,
- Ongoing communication between school and parent(s)/guardian(s), and
- Other appropriate activities (i.e. Family Math Nights, parent(s)/guardian(s) sessions, science, theater/music, etc.

## PARENTS' RIGHT TO KNOW NOTIFICATION

Parents have the right to request the professional qualifications of their student's classroom teachers. If a child is receiving instructional services from paraprofessionals, parents may also request the qualifications of the paraprofessional.

## PARENT VOLUNTEERING OPPORTUNITIES AT COOPERSVILLE SOUTH ELEMENTARY SCHOOL (This is a partial list. There are also more opportunities to serve.)

TITLE	DESCRIPTION	CONTACT
Classroom Helper	Assist the teacher by working with small groups of students (e.g. math facts, spelling, reading) and provide other classroom assistance; such as bookbinding, photocopying, laminating, chaperoning field trips, etc.	Please contact your child's teacher
Field Day	This is a fun event that takes place in May for students to enjoy a few hours of physical activity through athletic means.	JimiLynn Kelly, South Elementary Physical Education Teacher
Girls on the Run	This is an after-school program for girls emphasizing self-respect and healthy living through running. The program is sponsored by New Balance.	Colleen Hazelton
Media Center	Reading is one of the main goals at Coopersville South Elementary School and the library plays an important part in providing the necessary resources to students to meet their reading needs	Shannon Simkins South Elementary Librarian
PTO	The Parent/Teacher Association provides support in regard to materials, field trips, and outside speakers through their annual Carnival, Book Fair, and fundraising events.	Jennifer Drolema PTA President
Parent Mentoring Program	This program is available to provide support to students when their parents cannot be there. It involves reading to kids, assisting with homework, chaperoning field trips, and mentoring students.	South Elementary Office
Popcorn Fridays	Every Friday popcorn is provided for students to purchase. Volunteers are needed around 7:30 a.m.	South Elementary Office
DOGS (Dads of Great Students)	WATCH D.O.G.S. is an innovative father involvement, educational initiative. D.O.G.S are to provide positive male role models for all children, by demonstrating their presence and showing that education is important. This program invites father figures to volunteer for various tasks throughout the building, including their student's classrooms.	Sara Lothschutz

## PLAYGROUND AND RECESS EXPECTATIONS

Common courtesy dictates that everyone takes turns on equipment and forms lines. Have good sportsmanship. Please remain within the boundaries of the playground. Boundaries are the single sidewalk over to the field. Exceptions for summer are up to staff to utilize shaded areas. In case of snow, students must stay off of ice and snow mounds and cannot throw snow or snowballs. First outside recess bring the equipment cart outside by the trash can on the basketball court. Last recess collect the equipment and return the cart to the breezeway. For the teacher recesses make sure to collect all equipment that your students use and return to the cart.

### General Rules:

- Do not touch trees
- Do not play by or around manhole covers
- Keep shoes on at all times

### Upside Down Umbrella:

- Arms and legs should be above the bottom rope at all times.
- There is a six student maximum.

### Yellow Umbrella:

- Students are not permitted to climb on top of the umbrella.
- Feet must hang down at all times. Grabbing feet is not permitted.
- Students should not hold the pole and push.
- Only 1 person per section/there is a six student maximum.
- Students should stand on the grass to wait for their turn so they don't get kicked.

### Slide:

- One student going down at a time.
- Students should not crowd at the top or bottom of the slide.
- Students must be facing forward and on their pockets when they go down.
- Pushing and crashing into each other are not permitted.
- No jumping off or climbing up the slide.

### Jungle Gym:

- Common courtesy when climbing on the same space.
- Jumping off or playing tag are not permitted on the structure.
- No standing on the second level of structure.

### Gray Climber:

- On the gray spinning part students need to keep their feet in.

- There are two students maximum at a time.
- One minute per student/pair of students, if there is a line. (Count to 30 Coopervilles)
- No pushing or shaking the structure.

### The Donut/ Spinning Wheel:

- There is a six student maximum.
- All students need to be seated at all times.
- NO STANDING

### Swings:

- Sit on the swing seats- no standing, twisting, jumping or swinging sideways.
- Jumping off is not permitted.
- Students not using the swings must stay clear of active swings. Running between or under swings is not permitted.
- No saving swings- Move your feet, lose your seat!!
- No frogger.
- No hanging from the top bar.

### Triangle Teeter Totter:

- 3 student maximum
- No flinging students off.

### Climbing Wall:

- No sitting on the top bar.

### The Rocket:

- On the top level maximum of 5 students.

### Basketball Hoops:

- Basketball hoops are for playing basketball only.
- Climbing or hanging on the bars and baskets is not allowed.

### Tetherball:

#### Expectations:

- No hanging on the ball.
- No climbing the pole.

#### Rules:

- The first two people in line call fouls.
- The next person coming into the game to play the winner serves.
- No holding or catching and throwing the ball while playing.
- If the winner beats everyone in line, the winner goes to the back of the line and there are two new players.



## Gaga Pit:

### Expectations:

- No sitting or standing on the wall.
- No targeting.

### Rules:

- All players start with one hand touching a wall of the pit.
- The game begins with a referee throwing the ball into the center of the pit.
- When the ball enters the pit, the players scream 'GA' for the first two bounces, and 'GO' on the third bounce, after which the ball is in action.
- Once the ball is in play, any player can hit the ball with an open or closed hand.
- If a ball touches a player below the knee (even if the player hits himself or herself) he or she is out and leaves the pit. If a player is hit above the knees, the play continues.
- If a ball is caught on a fly, the player who hit the ball is out.
- Players cannot hold the ball.
- If needed, a second ball can be thrown in the pit to expedite the end of the game. The last player standing is the winner of that round.

### Field:

- **Soccer:** Students should not climb or hang on the goals or netting.
- **Football:** Only two hand touches are allowed. In order to play safely, tackling, and piling up are not allowed. Teams should be divided evenly.
- Do not go past the posted boundaries.
- No climbing on the baseball field's fence.
- Leave the green storage box alone.
- This is not a championship game, it's just for fun!!!

## PLAYGROUND DISCIPLINE PROCEDURES

**Step 1.** The student misbehaving will receive a warning from the playground supervisor.

**Step 2.** The student may have to stay in a time-out area.

**Step 3.** The playground supervisor consults with the classroom teacher who then determines disciplinary action necessary. An ODR may be written by either the paraprofessional or the teacher at the time.

**Step 4.** The classroom teacher will notify the parent of the inappropriate behavior and a plan to rectify the problem is discussed.

If the behavior is a major it should be office-managed. In case of repeated offenses, the administration reserves the right to handle each case on an individual basis and may find it effective to delete some of the above steps.

### POSITIVE BEHAVIOR INTERVENTION & SUPPORT SYSTEM:

PBIS is a process for creating safer and more effective schools. It is a systems approach to enhancing the capacity of schools to educate all children by developing research-based, school-wide, and classroom behavior support systems. The process focuses on improving a school's ability to teach and support positive behavior for all students. Rather than a prescribed program, PBIS provides systems for schools to design, implement, and evaluate effective school-wide, classroom, non-classroom, and student-specific plans. PBIS includes school-wide procedures and processes intended for all students and all staff in all settings. PBIS is not a program or a curriculum. It is a team-based process for systemic problem-solving, planning, and evaluation. It is an approach to creating a safe and productive learning environment where teachers can teach and all students can learn.

We have adopted a unified set of school-wide expectations. You will see these expectations posted throughout the school and your child will be learning them during his or her first few days of school. Our unified school-wide expectations, found in every classroom and non-classroom setting in the school, are as follows.

Respect

On Target for Learning

Cooperative

Kind

Safe

### PTO- PARENT-TEACHER ORGANIZATION

The PTO is looking forward to a great year with many plans to help keep our children's motivation and enthusiasm going strong! Check the calendar for dates that are already scheduled. PTO meetings are the **first Thursday of the month at 6:30 p.m. except for the first meeting which will be September 8.** If you are not able to attend the meetings, still consider becoming a member. Membership dues are \$5.00.

### REPORT CARDS AND CONFERENCES

Grades 3-5 will receive report cards 2 times a year. Parent-Teacher conferences are scheduled in the Fall and Spring. These conferences are by appointment and you will be notified well in advance of your appointment time. We hope you will make a special effort to attend, as a conference with your child's teacher is of great

importance to the child, and hopefully to you as well. However, parents and teachers are urged to call one another whenever a concern about a student arises

### **RIGHT TO ACCESS AND PRIVACY OF STUDENT RECORDS**

All parents and guardians of students under 18 years of age and all students 18 years of age or over have the right pursuant to the **Family Educational Rights and Privacy Act of 1974**, to examine the official records, files, and data of the school district directly relating to the student. They also have the right to challenge any of the contents of said records to ensure their accuracy and fairness. Procedures for such examination and challenge, including hearings on a challenge, have been established by the Board of Education and will be made available upon request.

No records, files, or data directly relating to an individual student shall be made available to anyone without the consent and notification of the student or of the parents or guardians of a student under 18 years of age, except (1) the teachers and officials of this school district who have a legitimate educational interest in such information; (2) there has been a federal request for submission of student records in connection with a student's application for financial aid; or (3) when a request for transfer of records is made by a school in which the student seeks or intends to enroll.

All requests for examination of records made by parents or guardians and eligible students shall be directed to the Office of the Principal having custody of such records.

### **SAFETY DRILLS AND PROCEDURES**

**DRILLS-Tornado/Fire/Lockdown** Tornado drills shall be held twice in each school building during a school year to allow students and employees to familiarize themselves with proper drill procedures. At least five fire drills are held during a school year. The teacher in each classroom will instruct the students as to where the appropriate exits are and where they are to stand outside the building. Students are expected to walk and be quiet and orderly in all drill situations. At least three lockdown drills will be held during a school year.

#### **Lockdown Procedure**

A "lockdown" procedure will be used in the event someone is on campus who might do harm to anyone in the building or in school on campus. A "lockdown" simply means teachers will keep their students in the classroom until an "all clear" is given.

#### **Tornado Watch/Warning or Severe Weather Procedure**

Should a tornado watch be issued, children will remain at school. School officials will monitor the emergency and determine whether early dismissal is necessary. In all cases, however, during a tornado warning, students will remain in school.

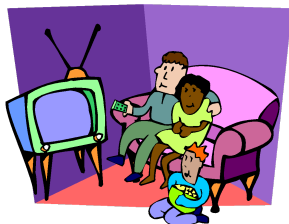
- Staff/students will be alerted that a watch is in effect. A tornado warning will be given in all school buildings.
- Students and employees will follow the building procedures of the emergency personnel if they are on site.

- Parents, legal guardians, or designees may pick up children at school during a tornado watch. Children may not, however, be picked up during a tornado warning/tornado sighted in the area. Scheduled dismissal will not occur until the warning is discontinued.
- The district shall transport students home if weather conditions indicate early dismissal is necessary.

### SCHOOL DELAYS OR CANCELLATION: Listen to / Watch Alert Notification Service

Keeping you informed is a top priority at Coopersville Area Public Schools. The District will notify you through our Alert Notification Service which will allow us to send a telephone or e-mail message to you providing important information about school events or emergencies. We anticipate using Alert Notification to notify you of school delays or cancellations due to inclement weather, as well as remind you about various events, including report card distribution, open house, field trips, and more. In the event of an emergency at school, you can have peace of mind knowing that you will be informed immediately by phone.

In addition, these television stations will air school closings or delays.



WZZMTV-13  
WOTV TV-8  
WWWMTV-3  
VXMI TV-17

### SECLUSION AND RESTRAINT

The district strives to provide a disciplined learning environment that promotes the care, safety, welfare, and security of the school community and the dignity of each pupil, and works to enforce the procedures consistently. All administrators are trained in the legal processes for the use of emergency seclusion and restraint. All personnel participate in awareness training as required by the Michigan Department of Education. See the board policy for more information on seclusion and restraint.

### SIGN-IN/SIGN-OUT

The security of the building is set up so that everyone is able to enter the building at the MAIN ENTRANCE only. This entrance is located in the front of the building. If your child is late for any reason, please sign him/her in at the office. If you will be taking your child out of school any time during the day, please come to the office to sign them out. Children will be released only to those who are designated by the parent/guardian. At the end of the school day, we ask that students may be picked up in the front of the building (not at the classroom doors.) Please remember that this is a safety precaution for your child and others.

## TECHNOLOGY

Students will be assigned a Chromebook and responsible for taking care of it.

### 2023-2024 Replacement Values

#### Chromebook Replacement

Acer Touch 511R \$220

Lenovo 100e \$200

#### Shattered Screen replacement

\$40

#### Keyboard replacement for Dells & Lenovo's

\$10

#### Power Cord Replacement

Lenovo/Acer- \$25

Chromebook Bag

Brenthaven - \$25

## TECHNOLOGY EXPECTATIONS

Students will be expected to use technology responsibly in the following ways:

- Follow the teacher's directions
- Words matter; think before you post/share
- Log in/out of technology quickly
- Be on task/use your best effort
- Follow technology rules
- Take care of technology
- Put technology away appropriately and plug it in
- Keep settings the way you found them
- Only access educational websites that are allowed by your teacher
- Carry technology with two hands
- Our school is committed to promoting responsible and ethical use of Artificial Intelligence (AI) technologies among students, staff, and all members of the school community.
- This policy is to ensure that AI technologies are used in ways that align with our school's values, foster learning, and maintain a safe and inclusive environment.

### VISITORS/CLASSROOM OBSERVATIONS

All visitors are to check into the office upon arrival at school and receive a visitor's badge. Visitors are permitted to accompany students to class only with special permission from the principal. We welcome classroom observations; however, we do ask that parents make an appointment by either contacting the office or the teacher directly.

### VOLUNTEERS

Parents and other interested adults are encouraged to participate in activities at South Elementary. Please contact the school office or the classroom teacher if you are interested in volunteering. **All volunteers (including field trip chaperones) are required to complete a criminal background check in order to volunteer.** Volunteers are to check into the office upon arrival at school and receive a volunteer badge. A variety of opportunities exist for volunteers including:

### WEAPONS POLICY

The possession, use, or threatened use of any real or look-alike weapon or instrument capable of inflicting bodily injury is prohibited. Violations may be treated as a police matter and/or may result in suspension or recommendation of expulsion to the Board of Education according to the state law (see Board of Education Policy 5205.)

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