

Summit Elementary

Student and Parent Handbook

2009-2010



Summit Elementary
1450 West Countryside Lane
Bloomington, IN 47403

(812) 330-2011

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❖ Student Behavior Expectations are listed at the back of this handbook.

Message from Mr. Doug Waltz, Principal of Summit Elementary School

Our entire faculty joins me in welcoming our families to Summit Elementary for the 2009 – 2010 school year. Summit is entering its fifth year and we are extremely pleased that we have created and sustained a distinct identity within the Monroe County School Corporation. Together, we must continue that quest. National accreditation has identified Summit as making Adequate Yearly Progress under the No Child Left Behind federal legislation. The State of Indiana has also recognized this unique identity as well as our accomplishments in naming Summit Elementary an ‘Exemplary School’. We invite our students, parents and school community members to continue our daily journey of excellence. Summit’s staff continues to be dedicated to making a positive difference in the life and spirit of every child that crosses our threshold. We both need and encourage you to join this special partnership and become actively involved in your child’s education.

Summit teachers continue to emphasize the importance of every student’s reading, writing, math and problem solving skills. We need for every child to read on a daily basis at home and school. Experts recommend twenty minutes of reading per night. That activity can become a very special family time together. I hope you will take advantage of that opportunity. Our parents remain our student’s first teachers. Please continue to accept that role and be supportive of the academic demands that teachers are making at school. Daily homework being completed is essential to your child’s success this year. We also feel very strongly about our Lifeskills and the character of each and every child attending Summit. We expect our students and staff to **be kind and respectful, be responsible, be positive, be safe and be peaceful.** Everyone at Summit and certainly our parents must accept the responsibility for helping our students to become good citizens emphasizing honesty, integrity respect for diversity and compassion for others.

All of our families have a standing open invitation to ‘step up’ and be part of our new school year. Summit has a vision to be known as one of the finest schools in our nation but we simply can’t do that without a strong parent participation. There is much to do for your child and other children alike. We know our families have some incredible talents that can help us meet our incredible expectations. Please join us today. WE NEED YOU!

“EXCELLENCE is a journey, not a destination.” - Unknown

The Summit Elementary Mission Statement

The Summit Elementary staff is committed to creating a loving and safe learning environment that promotes an atmosphere of mutual respect in which the predictive value of race, ethnicity, socioeconomic status, exceptionalities, and other factors which relate to each student’s school success is eradicated. Our purpose is to prepare students to make positive contributions to their community and world. Students will develop a personal passion and investment in their life and daily work as they use their minds creatively to

become good problem solvers, good communicators, effective decision makers, and critical thinkers. Students will develop a desire for knowledge as they acquire essential academic skills in a meaningful context. Many opportunities are provided for students to learn the importance of cooperation, teamwork, mentoring, responsibility and respect for everyone, so that they will be able to assume productive roles in our democratic society.

Summit Elementary Information And Policies

Summit Elementary follows all policies and procedures as outlined by the MCCSC. Each child will receive a packet of information including the district's Back to School Guide for the 2006-2007 school year. This handbook, as well as the district guide, should be retained for future reference. District policies are outlined in detail and are not necessarily replicated in this school handbook.

Access to the Building

To keep our building secure, students and families may only enter through the main entrance. Students enrolled in the Extended Day Program may enter the building at 6:45 a.m. All other students and parents may enter the building at 8:45 a.m.

- **Students who are tardy, parents, and other visitors must check in at the office.**
- **Parents and other visitors must wear a visitor's pass which may be obtained in the school office.**

Accident Insurance

Insurance that covers accidents that may occur during the school day may be purchased for your child. This is an optional insurance policy. Additional information will be sent home with your child at the beginning of the school year.

Affirmative Action

MCCSC is committed to equal opportunity. Education services, programs, instruction and facilities will not be denied to anyone in the school corporation as a result of age, race, color, religion, sex, national origin or handicapping condition. For further information, clarification or complaint contact the MCCSC Director of Human Resources, 315 North Drive, Bloomington, IN 47401, or by phone at (812) 330-7700.

Arrival and Dismissal

Please observe all arrival and dismissal procedures carefully as they are designed to ensure the safety of our students.

Arrival

- Students enter the building through the main entrance no earlier than 8:45 a.m., unless they are enrolled in Extended Day Program.

- Breakfast students may go the cafeteria when the 1st bell rings at 8:45am. All other students go directly to their classrooms.
- Breakfast is served from 8:45 – 9:00am.

Students being dropped off/picked up by car:

- As you enter the school grounds, follow signs for parent drop-off/pick-up.
- Cars loading and unloading children pull up along the curb closest to the school in the first circular drive. **Cars in the drop-off lane must be attended by a driver at all times. Drivers who wish to leave their cars must park in one of the designated lots on the south side of the school.**

Dismissal:

- Students picked up by car will be escorted to parent pick-up area at 3:10 p.m. Students will wait with the supervisor until an authorized parent/guardian pulls up to the curb.
- All students should be picked up by 3:20 p.m.
- Students riding a bus will be dismissed as their bus is called over the public address system, at approximately 3:15 p.m.
- Students meeting siblings, parents, or guardians to walk home may meet in the main entryway of the school.

***Please note:**

For the SAFETY OF OUR STUDENTS, we will NOT allow dismissal changes over the phone. Please notify your child's teacher ahead of time. If you have an unanticipated change that would affect how your child gets home that same day, please fax a copy of the written permission to our office and call to verify that we received the fax. Also, we will NOT release a child to a guardian other than the custodial parent without written authorization for that person to do so on file in the office. Please make these arrangements ahead of time. There will be no exceptions to these policies. Thank you for your understanding.

Bus Changes/Late Busses

Log onto www.mccsc.edu. Click on 'bus status'. If you do not have internet access of availability, call MCCSC Transportation at 330-7719.

Bus Rules and Safety

Students are expected to:

- Follow all school rules as they wait for the bus and while riding the bus to and from school.
- Obey the driver immediately without argument.
- Stay in their seat.
- Keep their head and arms inside the bus.
- Never throw objects of any kind inside the bus or out the window.
- Never cause any disruption that distracts the bus driver.
- Note: Violation of the rules and regulations may result in suspension of transportation privileges.

➤ Attendance Policy

1. A student's absence will be excused with a parent phone call or note.
2. The parent call or note must be received within 24 hours of the absence (or by the next school day if the absence is followed by a non-school day) if the absence is to be excused.
3. If a student is absent five times in one semester the principal may refer the matter to Summit's Social Worker. Legal action may be taken in extreme cases.

Cafeteria

Lunch money should be sent to school on Mondays if at all possible. MCCSC does not allow a student to charge a lunch. However a student will be offered a peanut butter sandwich and milk if lunch money has been forgotten or lost. Students may purchase extra items through their lunch account. An application for free or reduced price lunch is included in the first day of school materials. The cafeteria staff cannot accept lunch money after 9:30am. No money is accepted in the lunch line.

	Student Price	Adult Price
Breakfast	\$1.20	\$1.40
Lunch	\$1.95	\$2.70
Milk	\$.45	\$.45

Dress Code

Student attire must encourage a positive learning atmosphere. **Any attire which is disruptive to the learning process is prohibited.** Attire which is inappropriately revealing is not allowed. Any item that promotes drugs, alcohol, tobacco, sexual innuendo, hate, racism, violence, profanity, gangs, or obscenity is forbidden. Hats or their equivalents are not to be worn in the building without the express permission of a staff member. Shoes must be worn at all times (gym shoes must be worn for physical education class.) If there is any doubt about the appropriateness of a garment, it should probably not be worn.

Any Summit staff member may determine when a student's attire is disruptive to instruction. Any questions concerning student dress will be resolved by a Summit administrator.

Emergencies

➤ **Emergency Contact Numbers**

Please make necessary updates to contact numbers so that in the event of an emergency we will be able to reach you without delay. These changes should be made in writing or in person.

➤ **Medical Emergency**

In case of illness or injury, a student will be given first aid care by the school health aide, the school nurse, or a member of the school staff. Parents will be notified. If emergency medical treatment is necessary, a parent or guardian will be contacted. If parents or guardians are unavailable, the child's family doctor is called. If that doctor is unavailable, the child will be taken to the Bloomington Hospital Emergency Room. It is essential that an Emergency Medical Form be on file in the school office for every student.

➤ **Snow Day or Delay**

Parents should check radio/television stations or the MCCSC web site for announcements regarding snow emergencies. **Please do not call the school so that we can keep phone lines open for emergencies.**

➤ **Emergency School Closing or Dismissal**

Parents should complete an emergency school closing form. Information is on the enrollment card your child receives on the first day of school.

Family Resource Center (FRC)

The Family Resource Center provides many opportunities for families to learn about child development and available community resources. The FRC hosts weekly age appropriate playgroups for infants, toddlers, preschoolers and their parents or guardians. A family room is available where parents can enjoy a cup of coffee and visit with each other. Monthly family learning events will be scheduled. The FRC staff works with families and school staff to implement strategies to improve school age children's learning. Materials about parenting, child development and learning will be available for check out. The Summit Family Resource Center will be open year round. We look forward to your participation!

Field Trips

Teachers schedule instructional field trips throughout the year. A student must have a current medical emergency form on file to participate. Parents will receive advance notice of local field trips. A signed permission slip is required for all field trips outside the county. MCCSC provides school bus transportation for all school sponsored field trips. Transportation for any child other than your own in your private vehicle is prohibited.

Homework Policy

Homework is an important and integral part of daily instruction. It provides reinforcement of skills learned in class, an opportunity to extend the concepts of the curriculum in creative ways, and builds a student's sense of responsibility while teaching time management skills. All students and their families should be prepared to budget time each evening (10 minutes to an hour, approximately, depending on the child's grade

level) for the thoughtful completion of homework. **Please be aware of homework guidelines and expectations which may be specific to your child's classroom.**

The school recognizes that a student's success is dependent upon the student, teacher, and family. Each of these parties has distinct roles and responsibilities to fulfill in order to ensure that homework meets the goals and purpose for which it is designed.

Homework-Teacher Responsibilities

- Teachers will make assignments which are purposeful. They will enhance and extend the instructional curriculum.
- Teachers will clearly explain expectations for all assignments.
- Teachers will communicate to parents and families about homework expectations or guidelines specific to their classroom.
- Teachers will inform parents when problems arise concerning the student's homework.
- Teachers will provide timely feedback to students and their families regarding homework.
- Teachers will give consideration and balance to long-term assignments.

Homework-Student Responsibilities

- Homework should be a cooperative effort between student and parent, but it is ultimately the student's responsibility.
- Students will be organized. They are encouraged to record their daily assignments in an assignment notebook.
- Students will clarify the assignment's requirements prior to leaving school.
- Students will strive to complete homework independently unless otherwise noted or as age-level permits. If difficulties arise, a parent or teacher should be contacted for support.
- Students will turn in assignments that are complete and on time.
- Students are responsible for obtaining and completing missing assignments in a timely fashion.
- Students are responsible for having all necessary textbooks, materials, and supplies at school each day.

Homework-Parent/Family Responsibilities

- Homework is the direct responsibility of the student. While younger students may need more parental support, families should strive for independent work, unless the assignment states otherwise.
- Parents will provide a place to study that is free from distractions and provide necessary materials such as pencils, pens, paper, etc.
- Parents will monitor the time spent on homework, and consult with the teacher if the time seems excessive or too little.
- Parents will notify the teacher of occurrences that prevent the completion of homework.
- Parents will make every attempt to schedule appointments and vacations outside of the school calendar and day. Homework cannot replace instruction as it is meant to enhance the instructional day.

Immunizations

Indiana State Law requires that every child admitted to public school have evidence of vaccinations of diphtheria, tetanus, whooping cough, polio, measles, mumps, and rubella. A tuberculin test is required as well. Students newly enrolled in kindergarten or first grade are required to have three doses of hepatitis B vaccine.

Instructional Materials Fee

This fee includes book rental and other instructional materials. Parents will receive a bill with a return envelope from the MCCSC Business Office. Please do not send payments to Summit. Installment plans are available; credit cards are accepted. An application for assistance with these fees is available in the school office.

Items Not Permitted At School:

- Weapons, drugs, alcohol or items that resemble weapons, drugs, or alcohol are prohibited. This is a serious offense and immediate action will be taken.
- Chewing gum is not allowed.
- Electronic equipment such as CD players or MP3 players (unless allowed by a teacher for instructional purposes) are prohibited.
- Cellular phones are not allowed.
- Skateboards, roller blades, skates are not permitted at school.
- Toys of any kind are not permitted in order to protect the learning environment.
- Students riding bicycles or scooters to school must walk when on school property and the bike or scooter must remain parked in the bike rack during school hours.

Lost And Found

An area will be designated for lost clothing or other items. Students should check there if they have lost something. Valuable items will be turned into the school office. Lost and found items will periodically be purged and donated to a local thrift store.

Medication

In order for medication to be given to a student during the day the following requirements must be met:

- Specific written authorization from a parent and/or doctor to administer medications must be on file in the school Health Office. Written authorization must include the name of the child, name of the medication, specific time when the student should receive the medication, exact dosage, and the prescribing doctor's name.
- Parents, **not a student**, must deliver the medication to school.
- Medication must be in the original container. The container must have the original labels attached.
- Over the counter medications such as acetaminophen or ibuprofen are subject to the requirements listed above. The Health Office does not supply these medications.

Parent Teacher Organization (PTO)

This organization is instrumental in supporting the students and teachers at Summit. We appreciate and encourage your involvement! Your child will be bringing home additional information regarding the PTO.

Parking

Please refrain from parking in both the parent drop off and pick up drive and the bus circle. This is so emergency vehicles have access to the front entrance of the school. Fines for parking at the red curbs are \$25 due to the City of Bloomington.

Party Invitations

Party invitations may not be delivered at school unless the whole class is invited. If you bring in food to share, it must be store bought to comply with Indiana State Department Health Code. We encourage **healthy** snacks and treats! Thanks for your cooperation!

Picking Up A Student During School Hours

Any student leaving the building while school is in session must be signed out from the office. **Parents/guardians must come to the school office to pick up their child. After verifying a person's identity and their right to pick up the child, a staff member will call the child to the office.** Students will not be dismissed directly from the classrooms to anyone other than a staff member.

School Hours

9:00 a.m. – 3:15 p.m.

- **Extended Day Program 6:45 a.m.-9:00 a.m.
and
3:15 p.m.-6:00 p.m.**

Student Behavior

Student behavior has a significant impact on the educational process and school climate. Any behavior which disrupts instruction undermines the education of others, or causes emotional distress will be dealt with appropriately by the Summit staff.

- **Classroom Behavior Management Plans**

Classroom teachers will communicate their individual behavior management plan to parents at the beginning of the school year. Every effort will be made to assist a student in making positive behavior choices. When behavior modification is required, school-wide supports are in place to help the student and teacher.

Expectations and Summit Star Points

- Be responsible.
- Be kind and respectful.
- Be positive.
- Be safe.
- Be peaceful.

***Please see the ‘Schoolwide Behavior Expectations’ specific to our common areas on the last page of this handbook.**

➤ **Positive Behavior Support Team (PBS) and Lifeskills**

For the past four years, our PBS Committee has worked with professionals from the Indiana University Center on Education for Lifelong Learning to develop school-wide expectations. Our goal is to create a common language and positive behavior expectations for student and adults, in all areas of our school. We ask that you familiarize yourself with these expectations which are included at the end of this handbook so you are aware of what is expected of your child and can contribute to the positive learning environment when visiting Summit. In addition to teaching the Summit Star Points, each class will be participating in Lifeskills lessons and activities. We have scheduled our Lifeskills Curriculum as follows:

- August: Star Points and Schoolwide Expectations
- September: Friendship and Cooperation
- October: Problem Solving and Organization
- November: Caring and Courage
- December: Patience and Initiative
- January: Responsibility and Effort
- February: Integrity and Common Sense
- March: Sense of Humor and Curiosity
- April: Perseverance and Flexibility
- May: Pride

➤ **Summit’s Shining Stars** – Shining Stars is designed to promote good attendance, work habits and positive attitudes. A Summit Shining Star will be selected in each classroom every Friday and that student will be invited to attend a Monday morning breakfast in addition to receiving award recognition. Selection is based on the following criteria:

- present each day that week,
- on time each day that week,
- all homework assignments complete that week,
- model good behavior throughout the week, and
- demonstrate a positive attitude all week.

➤ **Serious Behavior Problems**

- Staff will communicate with parents immediately when a serious behavior problem occurs. Together, a plan will be developed to assist the child in making appropriate choices.

- Consideration will be given to the age of the child, the number of past problems, the seriousness of the behavior problem, and the cooperation shown by the student.
- Consequences may include a serious discussion, parent contact, loss of privileges, lunch in detention, in-school suspension, out-of-school suspension, or expulsion.
- Referral to the principal will be made for students in serious need of support to change a behavior that is interfering with learning.
- A student requiring close supervision may be required to stay at school during class field trips if safety is a concern.

Telephone Calls – Leaving Messages For Students

- Student calls are limited to emergencies only.
- Do not leave messages for students on classroom phones.
 - Situations regarding transportation, visiting friends, athletic activities, medical and dental appointments should be arranged prior to students coming to school.
- **For the safety of our students, transportation changes cannot be made over the phone since it is impossible to verify the identity of a caller. If a change must be made, a person who is authorized to pick up your child must sign them out at the school office.**

Threats of Violence

Any threat of violence toward another individual (especially a threat of homicide or a threat implying potential homicide) whether that individual is a school employee, student, parent or other visitor on school property, is a serious safety issue for the school. Threats will be dealt with immediately. Please report any threats or unsafe conditions to the principal or call the Safe Schools Hotline at 330-2494. The hotline is confidential.

Tobacco Free Environment

A tobacco free environment is required in all MCCSC buildings, school grounds, facilities and vehicles.

Visitors

Visitors, **including parents**, should enter school through the main entrance. Upon arrival, visitors are required to **sign in at the office and obtain a visitor's pass**. Please **sign out when you leave**.

- Classroom visits should be scheduled with the teacher in advance so as not to disrupt instructional time.
- At the end of the day, do not go to your child's classroom prior to the 3:10 bell as this is often a distraction during those last crucial moments of the day.

On behalf of our entire school family, we welcome you to this exciting new school year at Summit, where our "Stars" always shine!

