

## **School Closing Information**

In the event of an emergency, or where inclement weather may possibly force the closing of schools, we will use the following forms of communication to keep you informed:

### **T.V. Stations**

WWMT TV 3

WOOD TV 8

### **Web Sites**

[www.cssschools.nt](http://www.cssschools.nt)

[www.wwmt.com](http://www.wwmt.com)

[www.woodtv.com](http://www.woodtv.com)

If you have a current phone number and/or email address on file at the school, we will do a robo call, text, and email with details. We also have a mobile app "Climax-Scotts Schools", which you can get from [www.cssschools.appazur.com](http://www.cssschools.appazur.com), from the google or apple store, or from this QR Code.



Elementary Parents: emergency dismissal forms have been included in back to school mailings or will be sent home within the first few days of school. Please take the time to complete the information and return the form to your child's school as quickly as possible. This information is VERY important for our offices to have and helps to ensure the safety of our students when dismissing due to inclement weather.

## **Transportation Information**



Students are requested to be at their designated bus stop five minutes before the scheduled bus arrival time. As a cost savings measure, the driver has been instructed not to wait more than 30 seconds for the student(s) to be seen before proceeding on with his/her route.

If a parent/guardian is not home when a student is being dropped off, the student will be taken to the Superintendent's office and the parent/guardian will be responsible for picking the student up. Multiple offenses will result in the loss of transportation privileges and a parent/guardian will be responsible for transporting the student(s) to/from school.

Please remember to call the Transportation Department if your child(ren) will not be riding the bus. If a phone call is not received and the student(s) do not ride the bus for three (3) consecutive days, the driver will no longer stop to pickup the student(s). A phone call to the Transportation Department requesting bus service will need to be made in order for the driver to begin stopping again. Additionally, please send a note or make a phone call to the Transportation Department with any changes to pickups or drop-offs.

Questions or concerns should be directed to the Transportation Department Supervisor, Mr. Tim Bridges at (269) 746-5130.



### **Technology Code of Ethics**

Climax-Scotts Community Schools has a technology code of ethics which requires both the student's and parent's signatures in order for a student to benefit from school district technology. Use of technology at Climax-Scotts Community Schools is a privilege extended to students, faculty, and staff to enhance learning and exchange information. Each authorized user of technology will have an opportunity to use all authorized hardware and software for which he or she has been trained and for which authorization has been received. The Technology Code of Ethics and Acceptable Use Agreement form, signed by both the parent and the student, must be returned prior to the student accessing and using school district technology. A copy of this code will be sent home to all students at the beginning of the school year.



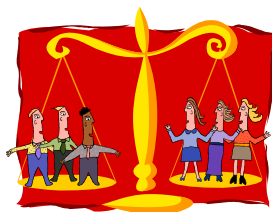
### **Advisory to Parents**

Climax-Scotts Community Schools utilizes an Integrated Pest Management (IPM) approach to control pests. Pest management techniques emphasize pest exclusion and biological controls. However, as with most pest control programs, chemical controls may also be utilized. You have the right to be informed prior to any application of an insecticide, fungicide, or herbicide made to the school grounds or buildings during this school year. In certain emergencies, such as an infestation of stinging insects, pesticides may be applied without prior notice to prevent injury to students, but you will be notified following any such application. If you need prior notification, please contact the Central Administration Office at (269) 746-2400 or the Maintenance Department at (269) 746-2310.



### **Weapons - Free School Zone**

Climax-Scotts Community Schools is a weapons free school zone. Firearms of any type are prohibited, as are knives, bows and arrows, and any type of explosive device. Please review this information with your student(s) and if you have any questions about these rules, contact your child's building principal.



### **Equal Employment Opportunity**

The Board of Education shall comply with all Federal laws and regulations prohibiting discrimination and with all requirements and regulations of the U.S. Department of Education. It is the policy of the Board that no professional staff member, classified employee, or candidate for such a position in this District shall, on the basis of race, color, religion, national origin, creed or ancestry, age, sex, marital status, or disability, be discriminated against, excluded from participation in, denied the benefits of or otherwise be subjected to, discrimination in any program or activity for which the Board is responsible or for which it receives financial assistance from the U.S. Department of Education.

### **Confidentiality of Educational Records**

The school district has compiled records on all students for use in the provision of appropriate education programs and services. Federal and State legislation provides parents and eligible students (18 years and older) with certain rights regarding the confidentiality of school records.

### **Parent and Student Rights**

Parents of a student or an eligible student have the right to review records. This includes the right to inspect and review the educational records of the student, request that information contained in such records be amended if it is inaccurate, misleading, or violates the privacy or other rights of the student and request a hearing to challenge the content of the student's record.

### **Student Records**

- Personal, family data, health and immunization, achievement, attendance and anecdotal records.
- Test date including aptitude, intelligence and achievement testing. Individualized educational plans for students with disabilities.
- Past school records from other districts.

### **Access Procedures**

Parents or eligible students who wish to review educational records shall submit their request at the attending building. A review shall be scheduled within a reasonable time not to exceed forty-five (45) days.

### **Procedures relating to retention, destruction and disclosure of records**

Records are maintained at the building in which the student is enrolled or last attended. Each record is kept in an individual file open to those personnel who have a need to know. Information on grades, attendance and courses completed are kept indefinitely unless transferred to another school district. Portions of a record may be destroyed when it is no longer appropriate to retain them.

### **Complaint Procedure**

You may file a complaint regarding a District policy or procedure. Please contact the Superintendent to receive the specific process for the legislation for which you believe the District is in noncompliance. The Superintendent may be contacted by phoning the Central Administration Office at (269) 746-2400.

### **Special Education and Section 504 Notifications**

It is the policy of the District to actively find and provide services to students with disabilities (IDEA and Section 504). The District will provide appropriate evaluations, identification and determine if the student is eligible under Section 504 of the Vocational Rehabilitation Act of 1973 or current Special Education laws. If you have any questions or would like further information, please contact the Superintendent's office at 746-2400.

The Individual with Disabilities Education Act (IDEA) requires all states to have a "comprehensive Child Find system" to assure all children who are in need of early intervention to special education services are located, identified, and referred. Part C of IDEA, early intervention, focuses on children aged birth to three. If you have a registered Homeschool and suspect your child might have a disability please contact:

**Pre-primary Evaluation Team (children three to five years)**  
**Early On** (children birth to three years)  
**Climax-Scotts Community Schools** (children five & up)

Felicia Burnett (269) 250-9670  
Kathy Hollis (269) 250-9649  
Jennifer Chiechi (269) 746-2333

### **Title I—Parents' Right to Know**

In accordance with the requirement of Section 1111 of Title I, for each school receiving Title I funds, the Superintendent shall make sure that all parents of students in that school are notified that they may request, and the District will provide the following information on the student's classroom teachers:

**A:** Whether the teacher(s) have met the State qualification and licensing criteria for the grade level and subject areas they are teaching.

**B:** Whether the teacher(s) is teaching under any emergency or provisional status in which the State requirements have been waived.

**C:** The undergraduate major of the teacher(s) and the area of study and any certificates for any graduate degrees earned.

**D:** The qualifications of any paraprofessionals providing instructional services in a Title I program to their child(ren).

**In addition,** the parents shall be provided:

**E:** Information on the level of achievement of their child(ren) on the required State academic assessments.

**F:** Timely notice if the student is assigned to a teacher who is not "highly qualified" as required, or if the student is taught for more than four (4) weeks by a teacher who is not highly qualified.

The notices and information shall be provided in an understandable format, and to the extent possible, in a language the parent(s) understand.

## **Notification of Rights Under FERPA Regarding Elementary and Secondary Institutions**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students 18 years of age or older ("eligible student") certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the District receives a request for access. Parent's of eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parents or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the Climax-Scotts Community Schools to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. (e.g., such as Directory Information). One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist) or to perform an administrative or instructional task as prescribed by the District; or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her task(s). For example, a school official has a legitimate education interest if the official needs to review an education record in order to: fulfill his or her professional responsibility to the student, the student's family, or to the District; perform an administrative task required in the employee's job description or in a contract with the District; perform a supervisory or instructional task related to a student's educational program; perform a service or benefit for the student or the student's family, such as, but not limited to emergency care, counseling or job placement, perform a task prescribed by the District. Upon request, the District discloses educational records without consent to officials or another school district in which a student seeks or intends to enroll. (NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or eligible student of the record(s) request using the last address provided in writing to the Superintendent's Office.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 600 Independence Avenue, S.W., Washington D.C. 20202-4605.



### **Request to Keep Contact Information Private**

The law requires that schools give parents and students the opportunity to request that information, including name, phone number, address, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received and the most recent previous educational agency or institution attended by the student, not be disclosed to anyone outside of the school. If you do not want your information released to military recruiters and/or request that your information be kept private in other places (such as yearbook or other school publications), please contact the school office or complete the privacy form on our website at [www.csschools.net](http://www.csschools.net) and return the form to the main office.

Once a parent or student makes this request, directory information cannot be disclosed without the affirmative consent of the parent (or the student, if the student is over 18 years of age). If you do not opt out, a school may provide only the student's name, address and listed phone number to military recruiters, upon request. Unlisted phone numbers may not be disclosed.