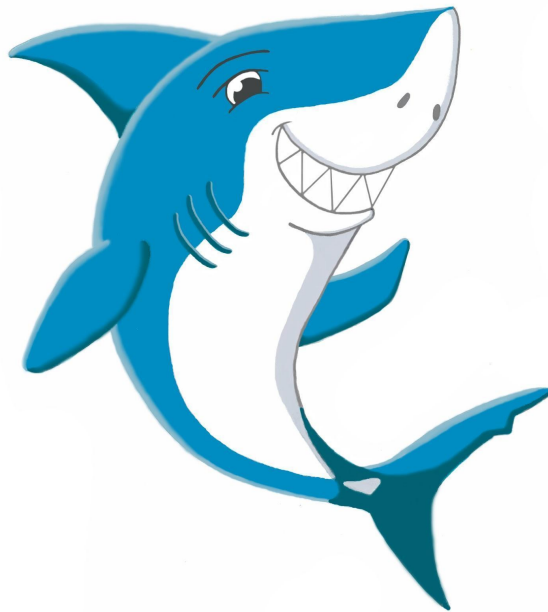


SAYRE SHARKS



**SAYRE ELEMENTARY SCHOOL
STUDENT AND FAMILY
HANDBOOK**

SAYRE ELEMENTARY FAMILY HANDBOOK

INTRODUCTION

Welcome to Sayre Elementary School! All of the staff members have one primary goal which is to provide the best education possible for your child. We want to form a close partnership with families and involve them in all aspects of education at Sayre. We want to build on the strengths of each child and help each child as a unique individual.

Sayre students follow a curriculum based on the State of Michigan Standards and Benchmarks. Sayre students experience powerful learning activities and our assessments are based on research and best practices.

Sayre Elementary is accredited by the North Central Association of Colleges and Schools/AdvancED. We comply with all State of Michigan mandates for school improvement. District-wide MStep scores have shown steady improvement in all academic areas that are assessed.

Our school benefits from a Board of Education mandated Shared Involvement Process (SIP). The SIP is composed of the principal, three parent representatives and three teacher representatives who meet once every month to plan the best programs for children. Important policy and budget decisions are made using a consensus decision making model.

Please visit our school and see education in action. We are proud of our curriculum and are always improving it and educating ourselves to be better educators. Please involve yourself with our fine CHEERS volunteer program and our parent teacher organization (PTO). We feel that the more you know about us, the better you can help your child succeed in school.

We are here for you. Let us know if you have any questions, concerns or comments. We need to know what you are thinking so we can work for solutions together. By working together, we will be a positive force in your child's life.

Mission Statement

The Sayre community will provide a safe learning environment where staff, students, and parents work together to motivate the highest achievement for every child. We are committed to fostering respect and acceptance, encouraging creativity, promoting critical thinking, and developing lifelong learners.

NEW ENROLLMENT INFORMATION

New students to the South Lyon Community Schools should contact the Transportation Department to see which school they attend. New registrations for Sayre which occur during the school year will take place in the school office. During the summer, new registrations will take place at the Administrative office.

All new students need to have:

- Three proofs of residency and photo I.D., such as a driver's license, state I.D., or passport of the parent/guardian.
- Updated Immunization Record
- Certified Birth Certificate
- Kindergarten – Proof of vision screening

ELEMENTARY INSTRUCTIONAL PROGRAM

Kindergarten

Families are invited to register kindergarteners for school starting early each calendar year. Families are invited to attend a Meet and Greet at Sayre in mid to early August of each year. Meet and Greet is an opportunity to meet the principal, kindergarten teachers, secretaries, and other staff members. Birth certificates, immunization records, a current vision screening, Identification (Photo I.D.) and three proofs of residency are necessary.

Curriculum

A curriculum based on state standards and benchmarks is in place to guide student learning in all areas in which instruction takes place. Parents can review these curriculum documents in the principal's office or in the curriculum department in the Administration Building on 345 South Warren, in South Lyon. Parents can access South Lyon curriculum materials at South Lyon Community School's website at www.slcs.us. Access to all State of Michigan curriculum materials is available at www.mde.state.mi.us

We expect students to be responsible for the care and handling of books and materials as well as other school equipment and supplies. A charge will be assessed if any library, classroom, or planning books are lost or damaged beyond the usual wear and tear.

Students are instructed in the following academic areas:

Language Arts (Reading, Writing, Listening, Speaking, Spelling)

Mathematics

Science

Social Studies

Physical Education

Music

Art

Habits of Mind

District Assessments

Students will participate in district provided assessments throughout the school year. These assessments are designed to give students, teachers and parents valuable feedback on student learning and growth. The data collected from these assessments is used on a regular basis by classroom teachers and administration to develop instructional strategies to meet the individual learning needs of each child.

Michigan Student Test of Educational Progress (MStep)

This summative assessment is designed to 1) focus on student achievement and growth, 2) provide valuable information on the status of essential skills in education, 3) match skill needs with curriculum and instructional programs, and 4) help teachers plan group and individual instruction. Students in grades 3-5 take the M-Step each year.

HOME/SCHOOL COMMUNICATIONS

Emergency Contacts

Please review your student's Emergency Contacts on-line through Skyward Family Access. During the annual Back to School Online process you are given the opportunity to review for accuracy, and if needed to update, the emergency contacts you have designated for your student. Your child's safety depends on providing us with at least two emergency contact numbers other than a parent/guardian. Only your designated Emergency Contacts are

permitted to sign your student out of school with your prior approval and notification to the student's teacher and/or Sayre Office staff. Please notify the school office should any information regarding your Emergency Contacts change during the course of the year. In the event of an emergency situation only after a parent/guardian cannot be reached would a student be released to an emergency contact without prior notice from a parent/guardian.

Homework

Purpose

The purpose of homework is to promote home/school communication, reinforce skills learned in school and help to develop healthy study habits.

Activities may include: projects that require adult participation, reports, studying for tests, practicing math facts or spelling words, reading and responding in journals or logs.

Time

The amount of time students spend on homework varies by grade-level. Sayre teachers agree upon a maximum daily average as a general guideline (Monday through Thursday night):

Kindergarten – 10 minutes per/night

First Grade - 15 minutes per night

Second Grade - 20 minutes per night

Third Grade - 30 minutes per night

Fourth Grade - 40 minutes per night

Fifth Grade - 50 minutes per night

Homework assignments do not include work not completed in class. If your child does not finish assignments in class, he/she will be responsible for these in addition to regular assignments.

Students in the upper grades (Gr. 3 – 5) have assignment books that come home daily. This is an easy way for parents to monitor student work.

Vacation Homework Policy

Students are encouraged to keep a travel journal of his/her trip and experiences to be shared with the class upon return. Students are also encouraged to take a book or other reading materials on his/her trip. Teachers do not prepare work for students ahead of time, however,

missed assignments will be given to the student upon return, to be completed within one week.

Vacations are a great time to take advantage of “teachable” moments. Answer and encourage questions about history/geography. It will also benefit your child’s learning by following your trip on a map.

Meet Your Teacher Night

Prior to the start of the school year, Sayre will host a “Meet Your Teacher” event to give students and families an opportunity to see their classroom and meet their teacher. This evening is a time to get acquainted with teachers and the school. As this is a quick visit, separate time should be scheduled to discuss your student if you feel the need to do so.

Parent-Teacher Conferences

Parent-Teacher Conferences are scheduled in the fall and are arranged ahead of time. Where more than one child in a family is in school, every effort is made to arrange consecutive appointments. Student progress is also reported to parents through report cards three times throughout the year. We are proud of our high participation rates in parent/teacher conferences! In addition to this conference, parents are encouraged to contact their child’s teacher whenever it is felt an additional conference is needed.

Each student is allotted one conference time slot for their family. If your child has multiple households, please sign up **together** for one conference slot for your child. It is beneficial for everyone to be on the same page and to discuss your child's progress together. Additionally, there would not be enough conference **time slots** for all students if families signed up for more than one conference time slot **per student**.

School Newsletter

Sayre Says, our school newsletter written jointly by the office and PTO, is sent home each month. The Sayre Weekly Update, classroom newsletters, and other notices are sent home periodically throughout the school year. The South Lyon Community School District also publishes a newsletter, which contains information relating to the entire school district and is available for review at slcs.us.

School Visits

If you plan to visit your child’s classroom, confer with the teacher, or need to make an appointment, contact your child’s teacher in advance to arrange a time. All volunteers must complete the district background screening process and be approved as a volunteer by the

administration prior to any volunteer service appointments. The Volunteer Online Form for background screening is available on the slcs.us website under the Parents and Community heading. All visitors are required to report to the office and sign in and receive a visitor or volunteer badge upon arrival in the building.

SCHOOL ATTENDANCE PROCEDURES

School Hours are as follows:

Full day 8:15 a.m. to 3:18 p.m.

Half days 8:15 a.m. to 11:09 a.m.

Arrival at School

Children should arrive at school **no earlier** than 8:05 A.M., as staff does not supervise students prior to that time.

If your child is being dropped off by vehicle, please enter the drop off line on Valerie St. Please make sure that your child is on the passenger side of the vehicle and remain in the vehicle. An adult will help your child out of the vehicle when your car enters the drop off zone at the front of the building.

Students must be signed in by a parent/guardian if they arrive after the bell at 8:15 a.m. Please be aware that the doors will lock automatically at that time.

Students Leaving While School is in Session

Students are not permitted to go home by themselves while school is in session. When it becomes necessary for a student to go home due to illness or pre-arranged appointment, a parent or other responsible person designated by the parent must pick up the child and sign them out.

A student will only be released to the people listed on his/her emergency card, unless we have been contacted by a parent via telephone or written communication. Picture identification may be requested upon the release of the student.

Reporting Absences

To guarantee that all students have been accounted for and have arrived safely at the school, parents are asked to call in to report the absence of their child each morning before 9:00 A.M. The school will call to check on any unconfirmed absences.

If the parent/guardian cannot be reached, a message will be left.

If the parent/guardian does not contact the School Office within 72 hours, the absence will be marked as Unexcused.

ABSENCE LINE 248-573-8475

Attendance Policy

Regular attendance is necessary for school success. It is important that your child be at school and on time as many days as possible. There is a research-based connection between school absences and learning challenges. Although the teachers attempt to provide assignments and materials for students to make up work when they are absent, completing an assignment at home does not compare with being present in the classroom. An absent student misses the teacher's instruction and class discussion.

Tardy Policy

A child is considered tardy if they arrive at school after 8:15 a.m. A child will be considered absent for the morning if they arrive after 9:35 a.m. A child is considered absent for the afternoon if they leave school before 1:35 p.m.

The following are the South Lyon Community School District's attendance guidelines:

Step 1: When a student is absent 10 days or has 15 days of combined absences and tardies, the classroom teacher notifies the office and sends a letter home to parents.

Step 2: When a student has accrued 15 days of absences or 20 days of combined absences and tardies before March, the teacher notifies the office. A mandatory meeting is scheduled with the principal.

Step 3: When a student misses 20 days absent or 25 days combined absences and tardies, the classroom teacher will notify the office and a referral to the Youth Assistance Office will be made.

Step 4: If non-improvement or patterning is found, the office will initiate a referral to the Oakland County Truancy Program.

If you have a medical note for your child's absence, please send it to the front office, so that the absence can be coded as medically excused.

Families play an important role in ensuring that their child maintains a good record for punctuality and attendance.

Dismissal Procedures

Sayre uses the PikMyKid App for managing student dismissal.

Arrival and dismissal times are the busiest times of day for our office staff. Anyone arriving at/after 2:50 p. m. or later will join the Car Pick-Up Line for their child to be dismissed. Changes to dismissal plans will be handled through the PikMyKid App and all dismissal plan changes need to be made by 2:30 p. m. If you need to make a change after 2:30 p. m. please call the Sayre Office - 248-573-8500 and speak to a secretary to make the necessary changes.

The types of dismissal available are explained below:

SLCS Bus - For students who reside within the Sayre Bus Boundary they can be assigned a Bus to/from school. More information about the bus number and pick up/drop off times are found by logging into Skyward.

Car Line - Available for our School of Choice and Resident Open Enrollment families who must provide the transportation for their student(s) to and from school. Also, permitted for families who need to pick their student up in a private vehicle to transport to and from school.

Day Care Bus - Check with your day care provider to see if this is a service they provide. Often this is dependent on the number of Sayre students enrolled in their program who need after school transportation to their day care facility.

Kids Club - Students are dismissed from their classroom to the Sayre Cafeteria. See the slcs.us website for more information on the Kids Club before and/or after school care program.

Walkers - Only students who reside within the Sayre Walk Boundary are permitted to walk home from school. Parents are required to meet walk boundary students in JK - 2nd grade to escort them off school property safely home. Students in grades 3rd, 4th, and 5th are permitted

to walk home unaccompanied. If you wish for your student in JK through 2nd to walk home unaccompanied then please provide signed permission note to the office.

SCHOOL HEALTH

Emergency Contacts

Please remember to update your emergency contacts in Skyward periodically. It is imperative that we have someone available to pick up your child in an emergency. If your child becomes ill, or for other reasons, someone with a working phone number that can pick up your child must be on your child's emergency contact list.

Most families have several contacts, and multiple ways to get in touch with parents or guardians. If you are new to your neighborhood, please take the time for the well-being of your child to locate a neighbor, friend or relative that can be available on your emergency card.

Accident or School Illness

By law, only minimal first aid can be given by school personnel. Parents/Guardians will be called when a student appears ill enough to go home. If a parent/guardian cannot be reached, the designated emergency person will be contacted. If a student has any health problem, or is taking medication, it is mandatory that school personnel are made aware of the health issue. Students will go outside each day. If there is a medical reason that a child must stay inside, we need a note from a physician. They are allowed to stay in one day at the request of a parent.

Immunizations

Michigan law requires that every student enrolled in a Michigan school be properly immunized or have an official County Health Department Immunization Waiver on file at the school. If not, the student, in accordance with the law, shall not be permitted to attend school.

Medication at School

School district policy prohibits school personnel from administering any medication to students without a South Lyon Medication Form obtained from the office. This form must be signed by the parent/guardian with the signed physician's order indicating drug name, dose, time, and method of administration, and the duration of treatment must be provided to the school. It is also recommended that possible side effects of a medication be indicated on the form. No over-the-counter drugs will be dispensed without the written order of a physician. **This includes cough drops, sunscreen, or Tylenol.** Please obtain a South Lyon Medication Form

for over-the-counter drugs. Medication must remain in the school office for the duration it is used. Medication should be dropped off and picked up by the parents and not transferred by the student. Medication will be disposed of at the end of the year if it has not been picked up by a parent.

NO CHILD IS ALLOWED TO KEEP MEDICATION WITH THEM (SUCH AS AN INHALER) DURING THE SCHOOL DAY UNLESS THE DOCTOR HAS INSTRUCTED THAT THE STUDENT CAN KEEP IT WITH THEM AT ALL TIMES.

Hearing and Vision Screening

Oakland County Health Department provides hearing and vision screening at specified grade levels. If a hearing or vision problem is detected, the parent will be notified.

Head Lice

Because of the close proximity of children in school we occasionally have students with head lice. It is the district practice that a child with head lice must be excluded from school until one treatment at home has occurred. A student may come back to school provided the parent/guardian documents the treatment and upon examination by the school's designee that any remaining nits are farther away than ¼" from the scalp. It is recommended that all nits be removed. There is information in the office on procedures for ridding a child of lice. The Michigan Department of Education, Michigan Department of Health, Oakland County Health Division, and the American Academy of Pediatrics support these practices.

Communicable Diseases

Children catch a variety of illnesses and it is important to know when and when not to keep your child out of school. A child who has had a fever or vomiting should not be in school until they are healthy for 24 hours. A child who just has cold symptoms is welcome at school but please note the medication policy, which does not allow over-the-counter medication to be used by students at any point during the day. If your child vomits during the school day, a parent/guardian will be called to pick up the child.

SCHOOL EMERGENCY INFORMATION

Emergency and Disaster Procedures

In the event of an emergency during the school day, a plan will be put into operation. Emergency plans meeting district and national standards have been adopted to cover all foreseeable emergencies. Tornado and fire, and ALICE emergency procedures are rehearsed.

Fire and tornado procedures are posted in each classroom.

Severe Weather and School Closings

When the district deems necessary, school will be closed. Information will be communicated by phone and email and will be available on major TV and radio stations, social media and on www.slcs.us. Parents **MUST** have emergency plans in the event that school must be closed and students are sent home during the school day.

STUDENT PROGRAMS AND SERVICES

A variety of services are available to support students with special needs.

Support Services

Students are serviced by means of direct instruction and support through a variety of district programs. Additional support services are available and include:

School Psychologist

Speech Pathologist

Resource Room Teachers

Reading Recovery Teachers

Social Worker

Vision and Hearing Tests

Media Center

Students may check out materials, read, or use the library for reference and study. A Media monitor meets regularly with all classes to teach the students about the media center. A variety of planned lessons include literature appreciation, story time, research, and library skills. Students in grades K-5 are able to check out materials from the library and additional items can be borrowed if needed for assignments. Materials are loaned for one week and are renewable. Overdue fines are not charged for late materials. If materials are lost or damaged, students are expected to pay replacement costs.

STUDENT ACTIVITIES

Field Trips

Any student going on a field trip must have a signed parent/guardian authorization. If a teacher does not have such authorization by the day of the trip, the student will not be permitted to go.

Student Pictures

Student pictures are generally taken in the fall and spring. At the end of the school year a student yearbook will be available for purchase.

School Store

Students have the opportunity to purchase a wide variety of school supplies and school spirit items from the student store. Days open are announced in the Sayre Says.

After-School Activities

A wide variety of athletic, recreational and educational activities are offered through the South Lyon Recreation Center. Regular seasonal brochures are offered.

Other programs offered to our Students:

Sayre Shark Activities and Rewards

Student Council

Spirit Days

Musical Concerts (Informances)

Fifth Grade Track Meet

Family Fun Nights sponsored by PTO

Adopt-A-Reader

5th Grade Safeties

STUDENT BEHAVIORAL EXPECTATIONS

THROUGHOUT THE SCHOOL

No student bullying will be tolerated.

According to www.stopbullying.gov, "Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated over time."

Sayre students will:

1. Keep their hands and feet to themselves (no fighting, play fighting or wrestling).
2. Show respect for others and care for property.
3. Use proper language (no swearing or vulgar gestures).
4. Follow the directions of all staff members (principal, teachers, playground supervisors, and volunteers).
5. Walk in the halls, on the bus ramp and on the sidewalks.
6. Stay behind the yellow bus line unless getting on or off the bus.
7. Not wear hats or outerwear in the classrooms.
8. Not have or chew gum.
9. Not use electronic devices such as cell phones, Gizmo watches or other non-instructional technology during the school day.

IN THE CAFETERIA

Sayre students will:

1. Use appropriate table manners.
2. Not throw food, papers or milk cartons.
3. Clean up their eating areas.
4. Use inside voices in line and at the table.

ON THE PLAYGROUND

Sayre students will:

1. Use the equipment for its intended purpose (no standing on swings, jumping off slide, etc.)
2. Not throw sticks, stones, hard balls, or snowballs.
3. Line up immediately at the signal.
4. Stay away from muddy or icy areas.
5. Include others and share.

AT DISMISSAL TIME

Sayre students will:

1. Use inside voices.
2. Walk all the way to the buses.

IN THE HALLWAYS

Sayre students will:

1. Always walk.
2. Respect “no talking zones,” for example, by classrooms.
3. Keep hands to self and by their sides.

OTHER

1. Students will not bring any toys to school, as they can be easily misplaced or distract students from the purpose of learning.
2. No weapons, including “play” weapons are permitted at our school.

Student Code of Conduct -Taken from SLCS Board Policy 2600

“The Board of Education is committed to providing a school environment in which staff may deliver and students may receive educational services without disruption or interference. Expectations for students are based on principles of civility, mutual respect, and otherwise doing what is necessary to be a functioning member of a school community. These expectations apply to conduct on School District premises, while en route to and from school, while in attendance at school functions, as well as when off-campus, to the extent the off-campus behavior is likely to or does substantially disrupt District academic or extracurricular activities or programs.”

SLCS Board Policy 2600 outlines expectations for students in detail.

At the elementary level, violations of the student code of conduct require disciplinary action, up to and including suspension. Common examples of violations at the elementary level include, but are not limited to:

- Fighting/Assault
- Bullying defined as repeated, targeted
- Destruction of school property
- Substantial disruptions to the learning environment
- Possession of nicotine products and/or delivery devices (vapes, e-cig, cigarettes, etc.)
- Possession of weapons (including pocket knives), look-alikes and paraphernalia (ammunition and casings)

For disciplinary investigations that involve unsafe behaviors, including actual or planned emotional or physical harm to others, elementary students may be suspended during the length of the investigation, which is typically one or two school days. Additional days of suspension may be assigned for severe infractions.

SLCS Board Policy 2600 defines student due process rights when violations of the SLCS student code of conduct are exhibited and possible disciplinary hearings are necessary.

For a complete list of South Lyon Community Schools' Board Policies, please visit www.slcs.us

SAFETY PROCEDURES AND REGULATIONS

PLEASE:

Exclusively use the sidewalk in front of the school for dropping off students. Do not drop off students so that they mingle with or cross traffic. Wait until an adult indicates that your child may exit the vehicle. Do not drop students off in the parking lot or on the approaches to the school. Students must be supervised for their safety.

We prefer that for late arrivals/early departures, or signing students in and out of school, between 8:16 a. m. and 2:50 p. m. parents should:

1. Pull up to the curb but not block the ramp to main entrance unless in need of ramp.
2. Complete the Google Form - Sayre Sign In/Sign Out
3. Call the office, 248-573-8500, to let us know you are dropping off or signing out a student so office staff can assist in this process.

NOTE: For those individuals without a smart device with access to the online sign/out form please park, come to the main entrance, be prepared to show valid, state/federal photo ID, office staff can assist in signing in/out your student.

Inside Rules during Recess and Noon Hours

During inclement weather students will remain inside the building during recess and the noon hour. Noon aides will be on duty during the lunch period. Students should adhere to the following expectations:

1. Students should remain in their designated room and area and should not be in any other part of the building unless they have permission from their teacher or lunch supervisor.
2. Appropriate indoor voices should be used at **ALL** times.
3. Appropriate games and activities for students during indoor recesses and noon hours are provided in each classroom. Students are informed of these games and activities, and the rules for conduct on inside days are clearly explained.
4. Students will walk in the room.
5. Computers are not to be used unless the classroom teacher is present.

Accident Insurance

The South Lyon Community School district will have student accident insurance applications sent home on the first day of school.

TRANSPORTATION CODE OF CONDUCT

Bus Rules must be followed for the safety of students. In order to guarantee all children riding the bus the safe transportation they deserve, certain rules have to be followed. Parental support is essential to a safe transportation program. The prime responsibility for the application of these rules is with the parent. The schools will assist parents in any way possible. We are publishing the rules so that the district's expectations are clear.

Responsibilities of Students

1. Students must be on time at designated bus stops. Buses cannot wait, so students should leave home in time to arrive at the bus stop about 5 minutes before the bus is due. Unless there are unusual weather conditions or the bus has an emergency situation, the established schedule should be accurate.
2. Students must stay off the roadway at all times while waiting for the bus, and conduct themselves with courtesy and consideration for others. The safety and conduct of the students at a bus stop is the responsibility of the parents.

3. Students are required to cross in front of the bus when crossing a roadway, NOT in back of the bus.
4. Students must wait until the bus has come to a stop before attempting to enter or leave the bus.
5. Students should be seated immediately upon entering the bus. Students may be expected to sit three (3) in a seat. Personal belongings are to be held on the rider's lap. Only items fitting on students' laps will be accepted on the bus. The aisle must be kept clear.
6. No pets or other animals may be transported on the bus.
7. Students are expected to conform promptly with directions of the bus driver.
8. Students must inform the driver when absence from school is expected.
9. Students must help keep the bus clean and orderly at all times.
10. Students must report to the driver at once any damage to the bus. Any student disfiguring or mutilating a bus will be suspended from riding until a satisfactory adjustment is made.
11. Loud, boisterous, or profane languages, indecent conduct, scuffling, or throwing of objects will not be tolerated. Students causing trouble after they have been warned will lose their privilege of riding the bus.
12. No windows or doors are to be opened except by permission of the driver. Students are required to enter and leave by the front door ONLY, except in case of an emergency, where the back emergency door may be used.
13. Students must keep hands and head inside the bus at all times.
14. Smoking, eating, or drinking will not be permitted on the bus.
15. Only students registered to ride the bus are permitted to ride. We do not carry a commercial license. This prohibits us from carrying students not listed on the original registration sheet. Students may not ride any other bus to homes of friends or places of employment.
16. Students must not leave the bus without the driver's consent, except at home or at the school.
17. Students are expected to be picked up and dropped off at one (same) bus stop only.
18. Students may be assigned a seat by the bus driver.
19. Complete silence at railroad crossings is required.
20. Students may not use cell phones on the bus.

Failure to observe bus rules may result in the issuance of a bus conduct report.

Students are reminded that bus riding is a privilege. They are expected to observe bus safety rules and failure to do so may result in the bus driver issuing a bus conduct report, which will be reviewed by a school administrator. The administrator reviewing the report has the right and responsibility to reprimand according to the student's disciplinary history. In instances of severe bus misconduct, administrators may invoke any or all of the corrective measures listed for each

offense. If a bus misconduct results in a suspension from school, the student's suspension from the bus is effective upon return to school. The following is the district procedure with regard to bus conduct reports:

1. Warning Notice: At the bus driver's discretion, and based upon the severity of the offense, issues may be addressed through verbal warnings. In these cases, a copy of the Transportation Code of Conduct may be provided to the student as a reminder of the transportation expectations.
2. 1st Conduct Report - the student receives a warning that further conduct reports could result in suspension of bus riding privileges; however, a student may be removed for 1st conduct report in case of serious offenses, such as fighting.
3. 2nd Conduct Report - the student is suspended from riding the bus for five (5) school days.
4. 3rd Conduct Report - the student will be suspended from riding the bus for up to thirty (30) school days.
5. 4th Conduct Report - the student will be suspended from riding the bus for the remainder of the school year.

Note: If a student's misbehavior is serious, the bus may return to the school so that the student can be removed. If this happens, he/she will be removed from the bus a minimum of five (5) days.

Bus Suspension Appeal Process- Elementary:

1. Parent/Guardian may appeal bus suspensions of less than ten (10) days to the principal.
2. Bus suspensions of ten (10) or more days shall follow the appeal process outlined below:
 - a. If a parent/guardian disagrees with a suspension, an immediate appeal must be made to the building principal. Immediate is defined as by the end of the next school day. If the principal is not in the district, the parent will be directed to the assistant superintendent of CITA who will be the first and final administrator in the appeal process.
 - b. If a parent/guardian disagrees with the principal's decision, an appeal must be made to the assistant superintendent of CITA within twenty-four (24) hours of the principal's decision. Within twenty-four (24) hours is defined as the next school day. The decision made by the assistant superintendent of CITA is final. If the assistant superintendent of CITA is not in the district, the Superintendent or his/her designee will handle the appeal.
 - c. Depending on the circumstances, as determined by the building administrator, the student will be suspended during the appeal process.

GENERAL INFORMATION

Dress Code

No hats or other head coverings may be worn in the school. Inappropriate slogans or pictures are not to be worn to school on clothing. Parents should ask: "Will this kind of slogan help my child create a learning attitude at school?" Please make sure your child is dressed for the Michigan weather. Make sure they have a hat, boots, mittens and snow pants during the winter months.

PLEASE LABEL EVERY PIECE OF YOUR CHILD'S CLOTHING!

STUDENTS HAVE OUTDOOR RECESS WHEN THE WIND CHILL IS ZERO OR ABOVE. MAKE SURE TO PLAN WINTER CLOTHING ACCORDINGLY!

Breakfast and Lunch Programs

Breakfast and lunch will be available as an important addition to our students' school day. Milk can be purchased by those bringing their own lunch. Applications for free and reduced lunch are available as part of the online registration process, at slcs.us, or through the office. Lunch menus are sent home monthly.

Snack

We encourage healthy foods such as fruits or vegetables as a snack. This policy aligns with state guidelines for healthy foods and also addresses many allergy concerns within our classrooms.

Moving

Those students who withdraw from school should use the following procedure:

1. **NOTIFY THE SCHOOL OFFICE AT LEAST ONE WEEK PRIOR TO MOVING.** We will need the following information:
 - (a) The new address
 - (b) The date of the move
 - (c) The name of the new school, if possible.

2. **EACH WITHDRAWING STUDENT IS REQUIRED TO:**
 - (a) Return all books (library & texts) and magazines
 - (b) Settle outstanding debts
 - (c) Collect all personal items

3. RECORDS ARE FORWARDED DIRECTLY TO THE NEW SCHOOL UPON RECEIPT OF A REQUEST SIGNED BY THE PARENT/GUARDIAN FROM THE NEW SCHOOL. RECORDS ARE NOT RELEASED TO PARENTS/GUARDIANS.

Personal Property

All student possessions, including coats, hats, boots and gloves, lunch boxes, backpacks, etc. should be labeled with a permanent marker.

Elementary students are discouraged from bringing ECDs (electronic communication devices) to school. This included cell phones and smart watches. If brought to school, all ECDs must remain in the student's locker unless medically necessary, as determined by a 504 plan or IEP. Unless allowed by a 504 plan or IEP for medical purposes, ECDs cannot be used by students during school hours or while at a school event. If an ECD is damaged, lost or stolen while on school property, our school/SLCS is not responsible for recovering or reimbursing the student or his/her guardian for the replacement of the device.

Money

Parents are encouraged to not allow students to carry more money than what they need for lunch. Lunch money must be carried in a labeled envelope or container and brought to the cafeteria in the morning before school begins.

Pets

Pets are not allowed in the school or on school grounds.

STUDENT SUPPLIES

School supplies such as paper and pencils are provided by the school.

At different times during the year, your child(ren)'s teachers may ask for donations for the classroom. These items are greatly appreciated!

SCHOOL IMPROVEMENT

The Governor of Michigan signed into law The School Quality Bill, Public Act 25 of 1990 which is an amendment to the state school code. The Act has a significant impact on all school districts in the state. The bill contains several requirements which include an annual education report, school improvement plans, core curriculum, and accreditation for all schools in a district.

The annual report must include district and building level data which includes accreditation status, school improvement plans, core curriculum, aggregate student achievement, retention

reports, participation data from parent-teacher conferences and a comparison of present year's report and data to preceding years' report. This report will be available before the school year begins. School improvement plans are required from each individual school. The plans include a mission statement, goals based on outcomes for all students, curriculum alignment corresponding to these goals, evaluation processes, parent and community involvement, staff development activities, and building level decision making with respect to organization.

A core curriculum, which is outcome based, must be available to all students in the district, according to the Michigan Department of Education's timeline. It must include long-term goals and performance objectives. While the core curriculum will be modeled after a statewide model, local school districts will determine the specific instructional program comprising courses and programs. Other general competencies are integrated within the core curriculum.

Accreditation means meeting or exceeding standards established for six areas of school operation: administrative and school organization, curricula, staff, school plant and facilities, school and community relations, school improvement plans, and student outcomes.

Sayre Elementary is pleased to be accredited through the North Central Association of Colleges and Schools/AdvancED Organization.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

In accordance with the Family Rights and Privacy Act (FERPA USC 1232 (g)), the Board of Education of the South

Lyon Community Schools has designed the following information as directory information:

- * The student's name
- * The names of the student's parents
- * The student's address
- * The student's date of birth
- * The student's class designation
- * The student's extracurricular participation
- * The student's achievement awards or honors, not scholastic grades
- * The student's height and weight, if a member of an athletic team
- * The student's photograph
- * The name of the school or school district the student attended before he or she enrolled in the South Lyon School District

All other information concerning students of the school district remains confidential and will only be released in accordance with the school district's Student Record Policy. The above directory information will be released to a requesting party, unless a parent or an eligible student has advised the school district with respect to that particular student.

A parent or eligible student desiring that the above *directory information* or any part thereof concerning a particular student not be released should contact the student's building principal.

C.H.E.E.R.S.

C.H.E.E.R.S. (Citizens Helping Educators Encourage Responsible Students) is the name of the district volunteer program for the South Lyon Community Schools. This program was developed in 1987 and has been in effect since that time. The program is directed by district volunteer coordinator and numerous building coordinators. More than 500 volunteers log thousands of hours of volunteer service each year to the school district. CHEERS is a K-12 program operating in each school building in the district, as well as in several of the community education departments. We believe that the success of the program can be attributed to a dedicated team or coordinators, as well as a total commitment from the Board of Education and the school district staff.

Sayre Elementary has a CHEERS coordinator who will help parents get involved in the school setting. To contact the CHEERS coordinator, please leave a note in the CHEERS mailbox in the office.

SAYRE PTO

Purpose:

1. Promote an atmosphere in which children can grow as individuals, each aware of his/her own worth and value in society.
2. Foster an awareness among parents of the need for their participation in the total education of their children.
3. To develop between educators and the general public such united efforts, as this will secure for every child the highest advantages in physical, mental and social education.

Achievement

1. Provide a forum for constructive communication between parents, teachers and administration for cooperative resolution of school problems.
2. Sponsor fundraising activities to promote the general welfare of the school child.

Membership

All parents (guardians and custodians) of students enrolled at Sayre Elementary School may participate and are members of the Sayre PTO.

Section 504 Notice of Nondiscrimination

Applicants for admission and employment, students, parents, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with the South Lyon Community School District are hereby notified that this District does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, disability, age, height, weight, marital status, genetic information, or any other legally protected characteristic, in its programs and activities, including employment opportunities. Any person having inquiries concerning the South Lyon Community School District's compliance with the regulations implementing Title VI, Title IX, The Americans with Disabilities Act (ADA) or Section 504 is directed to contact Susan Toth, Special Education Director, 345 South Warren, South Lyon, Michigan 48178, 248-573-8130, who has been designated by the South Lyon Community School District to coordinate the District's efforts to comply with the regulations implementing Title VI, Title IX, the ADA, and Section 504. Non-Discrimination Statement The Board does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, disability, age, height, weight, marital status, genetic information, or any other legally protected characteristic, in its programs and activities, including employment opportunities. (Board Policy 3122 revised July 19, 2010). The following person has been designated to handle inquiries regarding the nondiscrimination policies: Susan Toth, Special Education Director, South Lyon Community Schools 345 South Warren South Lyon, Michigan 48178 (248) 573-8130 or (248) 573-8140

BOARD OF EDUCATION POLICIES FOR SOUTH LYON COMMUNITY SCHOOLS

The Board of Education Policies that are applicable to Sayre Elementary are listed below and can be found on the SLCS website by going to www.slcs.us and clicking on the Board of Education tab and scrolling down to SLCS Board Policies.

- 2110 - Parent Involvement in the School Program (11/1/10)
- 2240.01 - Student Use of Learning Materials (5/19/08)
- 2260 – Non-discrimination and Access to Equal Educational Opportunity (7/19/10)
- 2310 – Grading System (5/19/08)
- 2315 – Grade Appeal (5/19/08)
- 2330 – Homework (5/19/08)

- 2340 – Field Trips, Excursions and Other District Sponsored Trips (5/19/08)
- 2412 – Homebound Instruction Program (5/19/08)
- 2416 – Disclosure of Student Information and Privacy (5/19/08)
- 2430 – Extracurricular and Co-curricular Programs (05/19/14)
- 2623 – Student Assessment (3/20/17)
- 5136 – Use of Electronic Communication Devices (3/19/12)
- 5200 – Attendance (3/17/08)
- 5230 – Late Arrival and Early Dismissal (1/21/08)
- 5310 – Health Services (1/21/08)
- 5330 – Administration of Medication (1/21/08) and guideline updated 2010
- 5341 – Emergency Information (1/21/08)
- 5341.01 – Concussion and Athletics Activities
- 5452 – Display and Publication of Student Work (1/21/08)
- 5460 – Graduation Requirements (5/19/14)
- 5500 – Code of Student Conduct (10/21-2013)
- 5511 – Dress and Grooming (1/21/08)
- 5513 – Care of District Property (1/21/08)
- 5516 – Student Hazing (1/21/08)
- 5517 – Harassment of Students (1/21/08)
- 5517.01 – Bullying and Other Aggressive Behavior Toward Students (5/1/17)
- 5518 - Sex-Based Harassment (10/17/16)
- 5530 – Substance Abuse (3/17/14)
- 5540 – Interrogation of Students By Outside Agencies (1/21/08)
- 5610.03 – Physical Assault or Threat (1/19/09)
- 5610.04 – Teacher Suspension Rights (1/21/08)
- 5630.01 – Student Seclusion and Restraint (1/21/08)
- 5630 – Corporal Punishment Verses Appropriate Use of Reasonable Physical Force (1/21/08)
- 5722 – Student Publications and Productions (1/21/08)
- 5725 – Student Distribution of Outside Material (1/21/08)
- 5771 – Searches (11/7/11)
- 5772 – Weapons (3/21/11)
- 5850 – School Sponsored Events (1/21/08)
- 7434 – Use of Tobacco on School Premises (2/2/09)
- 7540 – Acceptable Use Technology (1/17/11)
- 8220 – Emergency Closings (5/19/08)
- 8330 – Student Records (5/19/08)
- 8400 – School Safety Reporting (5/19/08)

- 8600 – Transportation (5/19/08)
- 8810 – Pledge to the Flag (10/21/13)
- 9145 – Curriculum Involvement Rights of Parents and Legal Guardians (7/21/08)
- 9150 – School Visitors (2/13/14)
- 9160 – Public Attendance at School Events (7/21/08)
- Transportation Code of Conduct