

**BRUMMER STUDENT HANDBOOK**

**South Lyon Community Schools**

**2015-2016**

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# **BRUMMER ELEMENTARY PARENT HANDBOOK**

## **INTRODUCTION**

Welcome to Brummer 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 parents and involve them in all aspects of education at Brummer. We want to build on the strengths of each child and help each child as a unique individual.

Brummer students follow a curriculum based on the Common Core Standards. The science and social studies curriculum is aligned with Standards and Benchmarks of the Michigan Curriculum Frameworks as well as the state Grade level Content Expectations (GLCEs). Brummer students experience powerful learning activities and our assessments are based on research and best practices.

Brummer 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 MEAP 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 Neighborhood Council. 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 Brummer Elementary community is dedicated to encouraging life-long learners by providing a safe environment that enhances academic growth, acknowledges individual uniqueness, and encourages respect and responsibility.

## **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 Brummer 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:

- Two proofs of residency
- Updated Immunization Record
- Certified Birth Certificate
- Kindergarten – Proof of vision screening

## **ELEMENTARY INSTRUCTIONAL PROGRAM**

### **Kindergarten**

In the spring of each school year, a Kindergarten Registration is conducted. Parents are given an orientation to the school and school policies. Kindergarten Registration is an opportunity to meet the principal, kindergarten teachers, secretaries, and other staff members. Parents can register their children and visit the kindergarten classrooms. Birth certificates, immunization records, a current vision screening and two proofs of residency are necessary.

### **Curriculum**

A curriculum based on state standards 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](http://www.slcs.us). Access to all State of Michigan curriculum materials is available at [www.mde.state.mi.us](http://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 Technology
- Habits of Mind

### **District Assessments**

Students are given district developed assessments in math, science, language arts, and social studies to help teachers modify instruction to best meet student needs.

### **M-STEP (State Assessment)**

This program is designed to 1) focus on student achievement, 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 are tested in English Language Arts and Mathematics. Grade 4 is tested in Science. Grade 5 students are also tested in Social Studies.

## **HOME/SCHOOL COMMUNICATIONS**

### **Enrollment/Emergency Cards**

Pre-printed cards are sent home the first day of school. Please review for accuracy, complete the emergency contact section, sign the card, and return the next day. Your child's safety depends on providing us with at least two emergency numbers. Please notify the school office should any information on your emergency card change during the course of the year.

### **Homework**

The Brummer staff believes that homework is an important component of students' learning. Research supports this belief. Therefore, the following guidelines have been established.

#### **Purpose**

The purpose of homework is to promote a 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. Brummer 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. 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.

### **Open House/Curriculum Night**

In the fall, a Curriculum Night is held. Teachers will be present to explain the curriculum. Curriculum materials will be available. This evening **IS NOT** the time to talk with the teacher about individual student progress, but rather a time to get acquainted with teachers, school policies, educational programs, and the school. A separate conference should be scheduled to discuss a student's progress. Students will be supervised and entertained in the gym while parents are attending the teachers' curriculum presentations. After the presentation there will be an open house for students and parents to tour their classrooms and the building. Parent-teacher conference sign-up sheets will be available.

## **Parent-Teacher Conferences**

Parent-Teacher Conferences are scheduled in the fall. Students are released from school and conference appointments are arranged. 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 four times throughout the year. We are proud to report that since we opened in 2000, we have had 100% participation in our parent/teacher conferences! In addition to this conference, parents are encouraged to contact the teacher whenever it is felt an additional conference is needed.

## **School Newsletter/Social Media**

The Brummer Neighborhood Council produces a monthly newsletter, The Brummer Bulletin. The school staff produces a quarterly school wide newsletter the Brummer Bobcat Buzz. Notices are sent home periodically throughout the school year through our Skylert messaging system. Information can also be found on the school's webpage, the Brummer Neighborhood Council Facebook page, and Twitter.

## **School Visits**

If you plan to visit your child's classroom, confer with the teacher, or arrange for homework, please call ahead in order to ensure that all school personnel will be available for an appointment. All visitors are required to report to the office and sign in and complete a visitors badge upon arrival in the building.

## **SCHOOL ATTENDANCE PROCEDURES**

### **School Hours are as follows:**

#### **Kindergarten-Fifth Grade**

8:57 A.M.-4:00 P.M.

When a half day of school is scheduled, dismissal time is 11:51 A.M.

### **Arrival at School**

Children should arrive at school **no earlier** than 8:45 A.M. Staff is not available to supervise before this 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 prearranged appointment, a parent or other responsible person designated by the parent must pick up the child in the office. 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 note. 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 9:30. The school will call to check on any unconfirmed absences.

**ABSENCE LINE 248-573-  
8530**

### **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 demonstrated connection between school absences and learning problems. Although the teachers attempt to provide assignments and materials for students to make up work when they are absent, completing an assignment at home just does not compare with being present in the classroom. An absent student misses the teacher's instruction and class discussion.

**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 or tardies, a letter is sent 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 and a referral to the Youth Assistance or to the Public Health Nurse is made, if appropriate.

Step 3: Continued absences may result in a truancy petition or educational neglect petition being filed with Oakland County Probate Court.

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

**Dismissal Procedures**

Park in the lot nearest to the gymnasium when picking up students at dismissal. Do not park in the circle drive or on the bus loop. Students who are picked up from school will assemble in the gymnasium at dismissal time. Parents/Guardians will need to pick up their child/children from the gymnasium. Parents will be greeted by the Brummer staff. You will be required to sign your child out on the After School Student Sign Out Sheet. Please be prepared to show picture identification as requested. For obvious safety reasons, students are not allowed to walk across the parking lot without an adult. Please do not ask for the early release of a child on a regular basis unless necessary. Make every effort to plan vacation when school is not in session. Send a note to school if a child is to be released to another adult.

As always, it is very important that your child know how he/she is supposed to get home each day. Any day that there is a change in the usual plans, you must send a note. If we do not have a note, we will follow the usual system, even if the child tells us differently. Children often get confused, and we do not want them left at school with no means of transportation home or going home to an empty house.

Arrival and dismissal times are the busiest times of day for our secretarial staff. If you change your child's dismissal plans, it is much better for you to send a note to the teacher, rather than call the main office. Also, anytime we call into the classroom to share a change in a student's dismissal plan, we are interrupting classroom instruction and student concentration. We are concerned about the safety of all of our students and do appreciate your assistance with these procedures.

Thank you for following our arrival and dismissal procedures.

**Emergency Cards/Contacts**

Please remember to update your emergency card phone contacts 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 card. Also, at dismissal, students being picked up must be picked up promptly. We do not have personnel to watch students after school is over. If the emergency card contacts are not available, or you cannot be reached and cannot pick up your child promptly for an emergency or during dismissal, we may have to take strong measures, such as contacting Family Independent Agency or the police, to have the child picked up. Of course, we would like to avoid that situation. So it is imperative that parents have current information on their emergency cards, and a reliable contact available.

Most of you have several contacts, and multiple ways to get in touch with you on the card, and we do really appreciate that. 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.

## **SCHOOL HEALTH**

### **Medications At School**

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 are encouraged to 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 a signed waiver on file at the school. If not, the student, in accordance with the law, shall not be permitted to attend school.

### **Medications at School**

School district policy prohibits school personnel from administering any medication (including, for example, cough drops, aspirin, and over-the-counter medications) to students without the following:

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. 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 DURING THE SCHOOL DAY UNLESS THE DOCTOR HAS INSTRUCTED THAT THE STUDENT CAN KEEP THEIR INHALER 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 lock down 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 to major TV and radio stations. Please check: [www.slcs.us](http://www.slcs.us).

**PARENTS/GUARDIANS 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:

- Public Health Nurse
- School Psychologist
- Speech Pathologist
- Resource Room
- Teachers Reading
- Recovery Teacher
- Social Worker
- Vision and hearing tests

### **Media Center**

Students may come to the Media Center any time during the week with the permission of their classroom teacher. While at the Media Center, they can check out materials, read, or use the library for reference and study. There are books, magazines, audio visual materials, computers, and a reference section for students and staff. A Media Clerk 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 Kindergarten may borrow one book per visit. Students in Grade 1-5 generally borrow 2 items, but 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. A computer mini lab is available.

## **STUDENT ACTIVITIES**

### **Field Trips**

Any student going on a field trip must have a signed parent 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. 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 Brummer Bulletin.

### **Camp**

Fifth grade students have the opportunity to attend an outdoor camp. Children are exposed to a powerful outdoor curriculum selected by the Brummer teachers and taught by the professional staff of The Storer Outdoor Education Camp. It is expected that all fifth graders will attend. Fifth grade parents raise all funds for camp and all fifth grade parents are expected to raise funds and/or contribute to the raising of funds for this exciting outdoor experience.

### **Assemblies**

Throughout the year students have the opportunity to enjoy a variety of assemblies. Many are funded by the Brummer Neighborhood Council.

### **After-School Activities**

A wide variety of athletic, recreational and educational activities are offered through Community Education (437-8105). Regular seasonal brochures are offered.

### **Other programs offered to our Students:**

Spirit Days – Pride Week	Student Council
Musical Concerts	Safety Patrol
Art Show	Talent Show
Fifth Grade Track Meet	Family Fun Nights
Neighborhood Activity Days	
Adopt-A-Reader	

## **STUDENT BEHAVIORAL EXPECTATIONS**

### **THROUGHOUT THE SCHOOL**

#### **No student bullying will be tolerated.**

Brummer 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.

## **IN THE CAFETERIA**

Brummer students will:

1. Use appropriate table manners.
2. Not throw food, papers or milk cartons.
3. Clean up their eating areas.
4. Speak in a reasonable volume (soft talking) in line and at the table.

## **ON THE PLAYGROUND**

Brummer 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**

Brummer students will:

1. Use quiet voices.
2. Stay in their room until the dismissal procedures begin.

## **IN THE HALLWAYS**

Brummer 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 that could be easily misplaced or distract students from the purpose of learning.
2. Pets are not allowed on school grounds.
3. No weapons, including “play” weapons are permitted at our school.

## **SAFETY PROCEDURES AND REGULATIONS**

### **PLEASE:**

**Exclusively use the loop near the corner of Rushton and 10 mile school for dropping off students.** The Bus Loop is not for drop off/pick up students, only buses. When dropping off a child wait until you are against the curb before you let students leave your vehicle. Do not drop off students so that they mingle with or cross traffic. Students should never exit on the driver’s side of the vehicle. When dropping off a student stay in the right lane, please do not weave in and out. Parents/Guardians should have children seated so they can quickly exit the vehicle on the passenger side. Children must be ready to exit (with lunch money, pick up arrangements worked out, etc.) as soon as the vehicle stops in front of the building. Do not park in the drop off loop or get out of your vehicle while dropping off. If your child needs assistance getting out of the vehicle, pull into a parking space in either of the two lots. Do not drop students off in the parking lot or on the approaches to the school. They must be supervised for their safety.

**Park in the lot nearest to the gymnasium when picking up students at dismissal.**

Do not park in the circle drive or in the bus loop. Students who are picked up from school will assemble in the gymnasium at dismissal time. Parents/Guardians will need to pick up their child/children from the gymnasium. Parents/Guardians will be greeted by the Brummer staff. You will be required to sign your child out on the After School Student Sign Out Sheet. Please be prepared to show picture identification as requested. Please do not ask for the early release of a

child on a regular basis unless necessary. Make every effort to plan vacation when school is not in session. Send a note to school if a child is to be released to another adult.

### **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 inside 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 not run 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 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 as 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 object will not be tolerated.  
Student 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 and then 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. No use of 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 offences, 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. Bus Suspension Appeal Process- Secondary:

1. Parent/Guardian may appeal bus suspensions of less than ten (10) days to the administrator issuing the suspension. Often this is the assistant 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 administrator issuing the suspension. Immediate is defined as by the end of the next school day.

b. For bus suspensions issued by the assistant principal:

If a parent/guardian disagrees with the assistant principal's decision, an appeal must be made to the principal within twenty-four (24) hours of the assistant principal's decision. Within twenty-four (24) hours is defined as the next school day. The decision made by the principal is final.

If the bus suspension was issued by the assistant principal and he or she is not in the district, the parent will be directed to the principal who will be the first and final administrator in the appeal process.

For bus suspensions issued by the assistant principal, the final administrator in the appeal process will be the school principal.

c. For bus suspensions issued by the principal:

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 bus suspension was issued by the principal and he or she 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.

If the assistant superintendent of CITA is not in the District, the Superintendent or his/her designee will handle the appeal.

d. 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. LABEL COATS,  
HATS,  
GLOVES, MITTENS, BOOTS,  
ETC.**

**When a zero wind-chill or above, students will have outdoor  
recess.**

In warmer months, students are not permitted to wear spaghetti straps. The three finger rule is in effect.

### **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 through the office. Lunch menus are sent home at the beginning of each semester. The office will not loan lunch money to students. However, a peanut butter lunch will be available for those students without lunch money.

### **Moving**

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

1. **NOTIFY THE SCHOOL OFFICE 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 UPON RECEIPT OF A REQUEST SIGNED BY THE PARENT FROM THE NEW SCHOOL**

DISTRICT.

### **Personal Property**

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

### **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 container and brought to the cafeteria in the morning before school begins.

### **Pets**

Pets are not allowed in the school.

### **STUDENT SUPPLIES**

All school supplies such as paper, pencils, folders, etc. are provided by the school.

The school store carries school supply items. It is open for the students on days and times announced in the Brummer Bulletin.

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

Students must have permission from their classroom teacher to bring toys to school.

### **Visitors**

Visitors are welcome and are encouraged to visit the school.

**ALL VISITORS MUST REPORT TO THE OFFICE UPON ENTERING THE BUILDING. VISITORS WILL RECEIVE A VISITOR'S BADGE AFTER SIGNING THE VISITOR'S SIGN-IN SHEET.**

### **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 will have 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 is completed each spring.

School improvement plans will be required from each individual school. The plans are to 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 comprised of 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.

**Brummer Elementary is pleased to be accredited through the North Central Association of Colleges and Schools/Advanced Organization.**

### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

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 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.

Brummer Elementary has a CHEERS coordinator who will help parents get involved in the school setting. To contact the CHEERS coordinator, please call 248-573-8527, and leave a voice mail, or leave a note in the CHEERS mailbox in the office.

### **BRUMMER NEIGHBORHOOD COUNCIL**

#### **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 of 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 fund-raising activities to promote the general welfare of the school child.

### **Membership**

All parents (guardians and custodians) of students enrolled at Brummer Elementary School may participate and are members of the Brummer Neighborhood Council.

### **BOARD OF EDUCATION POLICIES FOR SOUTH LYON COMMUNITY SCHOOLS**

The Board of Education Policies that are applicable to Brummer Elementary are listed below and can be found on the SLCS website by going to [www.slcs.us](http://www.slcs.us) and clicking on the Board of Education tab and scrolling down to SLCS Board Policies.

- 2240.01-PROGRAM- STUDENT USE OF LEARNING MATERIALS
- 2260 – PROGRAM – NONDISCRIMINATION AND ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY
- 2330 – PROGRAM – HOMEWORK
- 2430- PROGRAM- EXTRA CURRICULAR AND CO-CURRICULAR ACTIVITIES
- 2340 – PROGRAM – FIELD TRIPS, EXCURSIONS, AND OTHER DISTRICT-SPONSORED TRIPS
- 2412- PROGRAM- HOMEBOUND INSTRUCTION
- 2416 – PROGRAM – DISCLOSURE OF STUDENT INFORMATION AND PRIVACY
- 2430 – PROGRAM – DISTRICT SPONSORED CLUBS AND ACTIVITIES
- 2432 – PROGRAM – ATHLETIC PROGRAM EXPANSION
- 2310 – PROGRAM– GRADING SYSTEM
- 2315 – PROGRAM – GRADE APPEAL
- 2623- PROGRAM- STUDENT ASSESSMENT
- 5136 – STUDENTS – USE OF ELECTRONIC COMMUNICATION DEVICES
- 5200 – STUDENTS – ATTENDANCE
- 5230 – STUDENTS – LATE ARRIVAL AND EARLY DISMISSAL
- 5310 – STUDENTS – HEALTH SERVICES
- 5330 – STUDENTS – ADMINISTRATION OF MEDICATION
- 5330.01-STUDENTS-EPINEPHRINE AUTO-INJECTORS
- 5341 – STUDENTS – EMERGENCY INFORMATION
- 5341.01-STUDENTS-CONCUSSIONS AND ATHLETIC ACTIVITIES
- 5452 – STUDENTS – DISPLAY AND PUBLICATION OF STUDENT WORK
- 5460 – STUDENTS – GRADUATION REQUIREMENTS
- 5500 – STUDENTS – CODE OF STUDENT CONDUCT
- 5511 – STUDENTS – DRESS AND GROOMING
- 5513 – STUDENTS – CARE OF DISTRICT PROPERTY
- 5516 – STUDENTS – STUDENT HAZING
- 5517 – STUDENTS – BULLYING AND OTHER AGGRESSIVE BEHAVIOR TOWARD STUDENTS
- 5530 – STUDENTS – SUBSTANCE ABUSE
- 5540 – STUDENTS – INTERROGATION OF STUDENTS BY OUTSIDE AGENCIES
- 5610.03 – STUDENTS – PHYSICAL ASSAULT OR THREAT
- 5610.04 – STUDENTS – TEACHER SUSPENSION RIGHTS
- 5630 – STUDENTS – CORPORAL PUNISHMENT VERSUS APPROPRIATE USE OF REASONABLE PHYSICAL FORCE
- 5630.01 – STUDENTS – STUDENT SECLUSION AND RESTRAINT
- 5722- STUDENTS-STUDENT PUBLICATIONS AND PRODUCTIONS
- 5725 – STUDENTS – STUDENT DISTRIBUTION OF OUTSIDE MATERIAL
- 5771 – STUDENTS – SEARCHES
- 5772 – STUDENTS - WEAPONS
- 5850 – STUDENTS – SCHOOL SPONSORED EVENTS
- 7434 – PROPERTY – USE OF TOBACCO ON SCHOOL PREMISES
- 7540 – PROPERTY – ACCEPTABLE USE POLICY FOR TECHNOLOGY

8220- OPERATIONS-EMERGENCY CLOSINGS  
8330 – OPERATIONS – STUDENT RECORD  
8400 – OPERATIONS – SCHOOL SAFETY REPORTING  
8600 – OPERATIONS - TRANSPORTATION  
9145 – RELATIONS – CURRICULUM INVOLVEMENT RIGHTS OF PARENTS AND LEGAL GUARDIANS  
9150 – RELATIONS – SCHOOL VISITORS  
9160 – RELATIONS – PUBLIC ATTENDANCE AT SCHOOL EVENTS  
9230 – RELATIONS- DISTRICT VOLUNTEERS