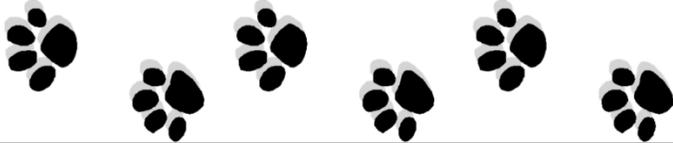
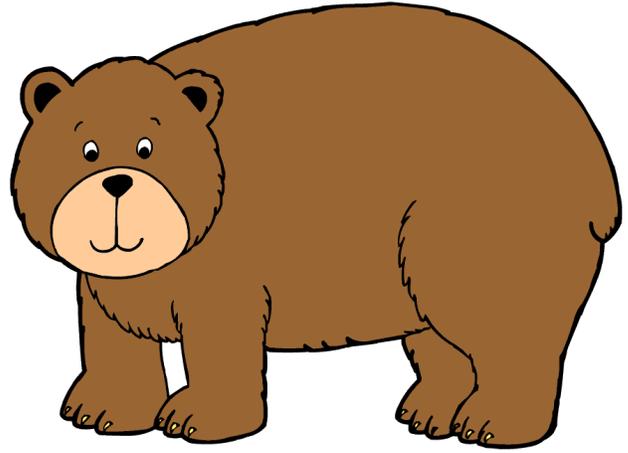


# The Bartlett Beat

2018-2019



## Bartlett School Mission Statement

*The mission of Bartlett Elementary is to build a culture where student ideas are valued and opportunities are provided for all students to engage in active learning. We are committed to empowering students to become collaborative problem solvers, effective communicators and independent learners.*

### A Message from the Principal....

Welcome to the 2018-2019 school year at Bartlett Elementary! I hope you have had a wonderful summer and are as excited as I am about the upcoming school year. The Bartlett Staff and I are looking forward to an amazing year of learning and growth!

Student achievement remains our highest priority. We look forward to embarking on this year's learning journey with a continued focus on Literacy, the Cultural Forces and the South Lyon Community Schools' established curriculum. Our teachers will share this curriculum with you during our annual Curriculum Night presentations. Please plan to join us at **6:30 P.M. on September 20 (Grade K-2)** and **September 27 (Grades 3-5) at 6:30 P.M.** for Curriculum Night.

As we begin this year's journey together, I want to share some thoughts on how we can most successfully work together and focus on the success of your student!

### Please count on me...

- To be caring and positive in my work with all our students
- To demonstrate my belief that every student can learn
- To listen carefully to concerns, questions and praise
- To ensure that social, emotional, and academic learning opportunities are available
- To return phone calls and/or emails within 24 hours or by the next school day
- To be available for scheduled appointments and meetings
- To consistently share school information in various ways (i.e. email, website, flyers, Twitter, etc.)

### I will count on you...

- To understand my focus as the building leader is to make decisions that are best for ALL students at Bartlett
- To understand that it is a priority to observe teaching and learning in classrooms, which means I may not be immediately available
- To understand that I am unable to disclose information about other students to anyone other than that student's parent or guardian
- To contact the adult closest to your concern first (i.e. teacher, club leader, etc.) before coming immediately to the administrator

*Mrs. Testani*

## Important Telephone Numbers

**School Office:**  
248-573-8300

**Attendance Line:**  
248-573-8280  
Please call the 24-hour attendance line for all absences.

**Fax:** 248-573-8320

**School Closing  
Hotline:**  
248-573-8251





## ELEMENTARY SCHOOL DAY SCHEDULE

	Begin	End
Full Day	8:15	3:18
Half Days	8:15	11:09

### Attendance and Reporting Student Absence

State of Michigan law requires elementary students to attend school on a regular basis. Regular attendance is essential for school success. Students are excused for illness and for doctor/dental appointments. Students are expected to be on time to school each day and ready for class to begin at 8:15 a.m.

When your child is absent, it is imperative that you notify the office by calling **the automated attendance line at 248-573-8280**. Please leave your name, the student's name, as well as the reason for absence.



### ARRIVAL TO SCHOOL



**Children should arrive at school no earlier than 8:05 A.M.** Staff is not available to supervise before this time.

Students **MUST** be signed in by a parent/guardian in the office if they arrive after the bell at 8:15 A.M. Please be aware that the doors will lock automatically at that time, and office staff will ask to see picture ID as part of our protocol for entry into the building.

For their safety, children are not allowed to walk unaccompanied from the parking lot into the building. When dropping off a child, you must use the loop in front of the school. This is a drop off only loop and not a loop for parking.

In order for this procedure to work smoothly and safely, parents/guardians should have children seated so they may quickly exit the car on the passenger side. Children must be ready to exit (with lunch, pick up arrangements worked out, backpacks, etc. . .) as soon as the car stops in the drop-off loop. Please let your child out when the line stops and always pull up as far forward as possible. There is no passing or doubling up in the loop, as it is unsafe for students to walk between cars. Remember, it is essential that you park in the parking lot if you are going to walk your child to the doorway.

Staff members are in the front of the building until the bell rings. Therefore, **it is not necessary for you to wait in your car to see your child enter the school. By following the above procedure, a stop of only a few seconds will alleviate a long wait and prevent a dangerous situation.** Patience and politeness are required for the safety and education of our students. Help all students arrive safe and on time by following the procedures above.



## DISMISSAL FROM SCHOOL

Parents picking up their children must park their cars in the parking lot. You may enter the building and wait in the hall by the gym. Students who are being picked up are dismissed to the gym, where teachers are supervising. Please do not come to the front main hall to pick students up. Due to safety reasons, please do not have students walk across the parking lot without an adult. Parents are not permitted to park in the loops at dismissal times. This allows for a safe and organized dismissal for our all students.

Please help this procedure run smoothly and safely by abiding by the following procedures.

- **Doors by the gym will be unlocked at 3:12 and sign out will begin at 3:18 in the gym.**
- **Please have your ID readily available when approaching the table to sign out your student.**
- **After signing out your student with a staff member, you will receive a popsicle stick. This stick will indicate the number of children you will be leaving with. On the other side of the gym, you will give this stick to the assigned staff member before exiting.**
- **Please know that we ask for and appreciate your patience. Our primary goal is to provide the safest procedure for each student and family.**

Please discuss transportation arrangements with your child each day. Any time 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.

## PROCEDURE FOR RELEASING STUDENTS FROM SCHOOL

In the interest of improving the security and safety of our students, the South Lyon School District has implemented procedures related to releasing students to individuals and organizations such as day care centers. These procedures are standard at all SLCS elementary schools.

No student will be released to an individual or to a day care center unless the individual is listed on the Student Emergency Data Card or permission is received in writing and signed by the parent or guardian.

We will not release any student to leave the school grounds (other than at dismissal times for walkers and bus riders) unless he/she is picked up from the office by:

1. A parent, guardian, or emergency contact designated on the emergency card
2. An individual designated in writing and signed by the parent or guardian
3. A day care center designated in writing and signed by the parent or guardian

The parent, guardian or designated person in (1) and (2) above must provide picture identification such as a driver's license.

Safety is a deep concern to all of us. We are enlisting your help in following these guidelines to ensure a high level of security for your children.

## EARLY PICK-UP and LATE DROP-OFF



**Students must be signed in by a parent/guardian in the office if they arrive after the second bell at 8:15 a.m.**

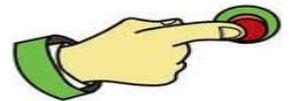
When picking up your child during the school day, please send a note to the classroom teacher to notify him/her of the schedule change. All children leaving early must be signed out in the office. Please come to the office first and the office staff will call your child to the office for early dismissal.

Students will not be released to an adult unless the adult's name is listed on the emergency card. Parents/Guardians must notify the office in writing of the person(s) with whom your child has permission to leave school if that person is NOT listed on the child's emergency card.

**Please discuss pick-up arrangements with your child and send a note prior to her/him coming to school in the morning if your schedule is different than any other day. If a same-day change arises, please call the office to inform us. Do not rely on same-day email communication, as we may not receive it in time to make the change.**

## Security at SLCS Buildings

While many security measures are in place, the most visible piece is the presence of security cameras and intercom systems at all District school buildings. What this means for you is that after the start of the school day and during school hours, all doors at District school buildings will be locked. Before entering a building, visitors will be required to press the intercom call button at the main entrance, state their name and reason for visiting the building and then face and extend a photo ID towards the camera. It is possible that there could be delays when requesting entrance to one of our buildings, and we appreciate your patience as we strive to provide a safe learning environment.



When the office staff responds and unlocks the door, visitors will be required to report directly to the main office. After signing a visitor/volunteer log, a badge will be issued and must be worn in plain sight at all times while inside the building. The visitor/volunteer badge must be returned to the main office at the conclusion of the visit and the visitor log must be signed to indicate the time of departure.

The physical and mental safety and security of our students remains our top priority in the South Lyon Community School District.

### **As a parent, volunteer and/or building visitor how can I help?**

- **Never open the door for other visitors.**
- **Report any concerns to the office immediately.**
- **Whenever possible, schedule appointments with staff prior to arriving at school.**
- **Whenever possible, try to avoid picking students up early from school.**
- **Have your photo ID available prior to pressing the call button at the front door.**
- **Once inside, go straight to the office to sign in and receive your visitor badge/sticker.**
- **Visibly display your badge/sticker during your entire stay at the building.**
- **Remember to return your visitor badge/sticker and sign out in the office at the end of your visit.**

## MEDICATION POLICY

The school district policy on medication requires a medication form (available in the office) to be filled out by a doctor and kept on file in the school office. The medication must also be kept in the office and is administered by two school employees.



The instructions must include the name of the student, name of the medication, time to be administered, route of administration, and duration of administration. This language also pertains to refills. Medication must be brought to the school by a parent or guardian.

All medication must be kept in a labeled container as prepared by a pharmacy or pharmaceutical company and labeled with the dosage and frequency of administration. This language applies to refills.

The school will follow a physician's instruction on time of dispensation.

**Please be aware that medication includes cough drops, Tylenol, and any over-the-counter medication as well as any kind of prescription medicine. Children are not allowed to have medication of any kind with them in school. If you have any questions feel free to contact the office for a copy of the district policy.**

## LUNCH NOTES

Elementary students may buy lunch for \$2.95 and breakfast for \$1.40. Milk is sold for \$.50. If you feel your income would qualify your student for free or reduced price meals, please fill out the application available in the office. **Menus will not be sent home with students each semester; they are posted online at [http://slcs.us/departments/griswold\\_operations\\_center/food\\_service/index.php](http://slcs.us/departments/griswold_operations_center/food_service/index.php)** for your convenience. Each family has a lunch account and if you wish to put money in the account you are able to do so by writing a check payable to SLCS or paying online. You can pay weekly, monthly, by semester or yearly.



We use a computerized system, Skyward, to manage student payments for lunches and breakfasts. The lunch accounts with SLCS are a "family" account. Any money put into the account can be accessed by all students in the family. Also, when cash is used in line, the change will be applied to the account. Therefore, if the student has a ten dollar bill for lunch, the change will be put into the account for future use.

Your student's five digit food service number will follow them year after year as long as they are in SLCS. Money left at the end of the year will still be there when school starts again. You can access your child's food service account by logging onto the school's website at [www.slcs.us](http://www.slcs.us). Then choose the link for Skyward Family Access. On the next page choose Skyward Family Access again. Through Skyward, you can view your elementary aged children's lunch accounts, attendance, health, and demographic records. You can also select an option to receive email notifications when your food service balance is under \$5.00. Last but not least, there is now a link for payments on Skyward Family Access. Passwords and log-ins for families can be obtained by contacting the school office.

## STUDENT BEHAVIORAL EXPECTATIONS



We continually work together to learn how to be “Bartlett Bears” and celebrate that “We are Bartlett Bears!” Direct instruction and activities will focus on Being a Bartlett Bear, Doing your Best, Taking Care of Myself, Taking Care of Others, Taking Care of our School, Being an Active Learner, and the development of various Habits of Mind. Throughout the school year, students will follow BEAR expectations and work on the Habits of Mind associated with learned expectations.

Our goal is to provide children the opportunity to manage their behavior and support them while they learn how to do so. To help develop responsibility for their actions, the school must have expectations of acceptable conduct. Every child is required to follow these expectations and respond to adult reminders and requests through all aspects of the school day.

**Every single student in school is entitled to be in school. Please treat everyone with respect.** Students may exhibit behaviors within their control or they may exhibit behaviors outside of their control. Regardless of how a student may be acting, they are entitled to be here and deserve to be treated with respect. We strive as a building to do that with fidelity, day in and day out. We also respect each individual child’s right to an education within a safe environment. Therefore, there are consequences for children who choose to endanger themselves or others and/or disrupt the learning process. Communication between home and school is essential when problems occur. Problems can be eliminated when students understand that there is a partnership between parents and the school staff. Thank you in advance for your support!



## Bartlett’s Birthday Books

We are very excited to share with you Bartlett’s Birthday Book program. At Bartlett, we use a book sharing program in place of birthday treats/snacks. In an effort to constantly build our school library, students are encouraged to donate or bring a book of their choice on their birthday. Students’ will celebrate by sharing their book with their class or simply add it to a special shelf for viewing in the school library. Donated books will receive a special label and be kept in the school library. If your child simply wants to share a book, it can be returned home the same day or premiered in the library for a week and then sent home. We are hoping that this venture will help us to continue our focus on instruction and student success. Additionally, it allows all our students, including those with medical restrictions and allergies, to participate in classroom birthday celebrations.

With this practice, no birthday treats or snacks should be brought or sent in. If these items are brought to school they will be returned home with your student.

Know that we do strive to make your child’s birthday a special day. In addition to classroom specific recognition, each child will be sent to the office for a special birthday surprise as well.

We are incredibly excited about the wonderful books you will help us share throughout the year with Bartlett’s Birthday Books. Thank you for your help and support. We truly appreciate it!

*\*Please note that there will be other events and classroom parties where we would love your help with treats and snacks. Please look for these opportunities coming home from your classroom teacher.*

## Skylert Communication System

The South Lyon Community School District has a District-wide notification system called Skylert. Skylert provides the District with the ability to send instant communication via phone, SMS text message, and email to parents and staff. Our goal is to utilize this effective and efficient communication system as part of our continuous effort in keeping staff, students and parents informed and safe!

**In order for Skylert to be as effective as possible, we ask you to review and update your contact information and notification preferences in your Skyward Family Access account.** We highly recommend updating your information, as we will be relaying important school and District updates during the 2018-2019 school year. To make changes to your Skylert preferences, log in to Skyward Family Access. Once logged-in, click Skylert on the General Information menu on the left navigation bar. Your Skylert settings will display. If you desire to make changes, click Edit on the right of the screen. Only primary guardians are able to update the Skylert primary contact information via Family Access. Please contact your child's school office staff if you have questions regarding family access or changes to your Skylert account.

Again, we encourage you to visit Family Access and update your contact information and notification preferences. If you have further questions regarding our messaging system, please contact our office.

### 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 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.

## CONTINGENCY PLANS

Occasionally, school systems have to send students home early due to weather conditions, power outages, boiler failure and so on. Although we try to avoid sending students home early, there have been times in the past and there will, no doubt, be times in the future when this action is necessary.

Please discuss this possibility with your children, and devise a plan for them to follow. Your plan might involve going straight home and calling a parent at work. It might involve going to the neighbor's home, if the neighbor agrees. It might involve a high school child staying at home with the younger children. Whatever plan is decided upon, make sure your children know it and follow it, for their safety and your peace of mind.

Whenever possible, students at the elementary level will not be released unless a contact has been made with a parent, guardian, or other individual listed on their emergency card. Please continue to keep emergency contact information up to date for all students regardless of their ages.

## VIDEO SURVEILLANCE AND ELECTRONIC MONITORING

In order to protect Board property, promote security and protect the health, welfare and safety of students, staff and visitors, the Board of Education authorizes the use of video surveillance and electronic monitoring equipment on school property, and in school buildings and school buses. Information obtained through video surveillance/electronic monitoring may be used to identify intruders and persons breaking the law, Board policy, or the Student Code of Conduct (i.e., it may be used as evidence in disciplinary actions and criminal proceedings).



Bartlett Elementary  
ANNUAL NOTIFICATION

*DISCLOSURE OF PERSONAL INFORMATION*

If you do not want the following information available to the public, notify your building principal before October 1, 2018.

DISCLOSURE OF "DIRECTORY INFORMATION"

In accordance with the Family Educational Rights and Privacy Act (FERPA) (20 USC 1232g) the Board of Education of the South Lyon Community Schools has designated 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 weight and height, 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
- Pictures/videotapes taken by surveillance cameras

While all other information concerning students of the school district remains confidential, and will be released only 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 advising the school district that such information should not be so released with respect to that particular student.

Most often, the need for disclosure occurs at the secondary level, where students are being recruited for post-high school activities or awards (military, colleges, etc.) At the elementary level, those particular forces are not present. In past years, there has been some confusion over this disclosure form, mainly over the issue of the student photograph. I would like to take this opportunity to clarify a few points with you. **By requesting that the directory information not be disclosed, you are indicating the following:**

- **The child's picture will not be included in any classroom, school, or district newsletter.**
- **The child's picture will not be allowed to be printed in the South Lyon Herald, should such an opportunity arise (for example, when they are reporting a school activity).**
- **His/Her picture cannot be included in the Bartlett yearbook, nor his/her name.**

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If you do NOT wish the above "Directory Information" or any part thereof concerning a particular student be released, please sign below. Please return the form to the Bartlett Elementary School office by October 1, 2018.

\_\_\_\_\_  
Child's Name

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date



SOUTH LYON COMMUNITY SCHOOLS

Advisory to All Parents

As a part of the South Lyon Community School District’s pest and grounds management program, pesticides are occasionally applied. You have a right to be informed prior to any pesticide application made to the school grounds and buildings. In certain emergencies, pesticides may be applied without prior notice, but you will be provided notice following any such application. If you need prior notification, please complete the information below and submit to:

Facilities and Maintenance  
 22727 Griswold  
 South Lyon, MI 48178

Pesticide prior Notification Request

Parent/Guardian Name \_\_\_\_\_

Student’s Name \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone: Daytime \_\_\_\_\_ Evening \_\_\_\_\_

School Student is attending: \_\_\_\_\_

Please check one:

- I wish to be notified prior to a scheduled pesticide treatment, inside the building.
- I wish to be notified prior to a scheduled pesticide treatment, outside of the building.
- Both of the above.

Signature \_\_\_\_\_ Date \_\_\_\_\_