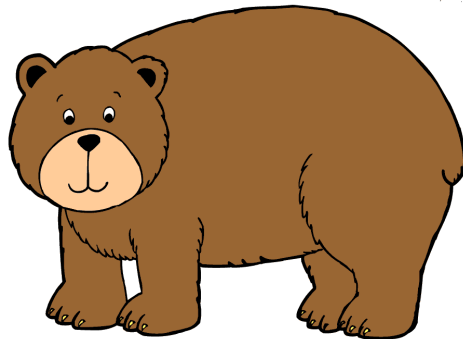


# Bartlett Elementary



## Parent/Student Handbook

Please keep this booklet for future reference while your  
child is at Bartlett Elementary School

*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.*

Emily Testani, Principal

## IMPORTANT PHONE NUMBERS

Bartlett Elementary Office.....	248-573-8300
Emily Testani, Principal.....	248-573-8300
Bartlett Attendance Line.....	248-573-8280
Fax.....	248-486-4090
Transportation.....	248-573-8900
Transportation Hotline.....	248-573-8251
Bartlett Kids Club.....	248-573-8315
District Web Site.....	<a href="http://www.slcs.us">www.slcs.us</a>

## *Bartlett Elementary 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.*

### **INTRODUCTION**

Welcome to Bartlett Elementary School where all of our staff members have one goal. We want 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 Bartlett. We want to build on the strengths of each child and help each child as a unique individual.

Bartlett and all South Lyon students follow a curriculum based on the Michigan State Standards. Bartlett students have the opportunity to engage in powerful learning experiences and assessments, which are based on research and best practices. We are constantly working to grow and improve as educators and professionals to provide the best education for your child.

Bartlett Elementary is accredited by the North Central Association of Colleges and Schools. We comply with all State of Michigan mandates for school improvement.

Our school benefits from a Board of Education mandated Shared Involvement Process (SIP). The SIP is composed of the principal, parents, teachers and support staff, who meet once every month to collaborate around school improvement and make collective decisions regarding policies and school budget.

We look forward to seeing you at Bartlett and having you take part in your child's education. Please involve yourself with our CHEERS volunteer program and our Parent/Teacher Organization (PTO). Parental involvement is key for student success.

We look forward to working with you! Please do not hesitate to let us know if you have any questions. By working together, we will be a powerful force in providing a great education for your child.

## **NEW ENROLLMENT INFORMATION**

Students new to South Lyon Community Schools should visit [www.slcs.us](http://www.slcs.us) and click the link for "School Boundary Maps" to see which school they will attend. New registrations that occur during the school year will take place in the Bartlett school office. During the summer, new registration will take place at the Central Office at 345 S. Warren, South Lyon.

To register your student, please bring:

- Two proofs of residency
- Immunization Record
- Birth Certificate
- Vision screening (Kindergarten only)

## **ELEMENTARY INSTRUCTIONAL PROGRAM**

### **KINDERGARTEN**

In the late winter/spring of each school year, 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. Birth certificates, immunization records, a current vision screening, and two proofs of residency are necessary for registration.

### **CURRICULUM**

A curriculum based on the Michigan 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 Schools' website at [www.slcs.us](http://www.slcs.us). Further information about the Michigan Standards is available at [www.michigan.gov/mde/](http://www.michigan.gov/mde/).

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 may 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, Word Work)
- Mathematics
- Science
- Social Studies
- Physical Education
- Music
- Art
- Technology
- Habits of Mind

### **Michigan Student Test of Educational Progress (M-STEP)**

This summative assessment is designed to 1) focus on student achievement, 2) align with the Michigan State Standards, and 3) provide data to guide instruction. This assessment will assess student understanding and knowledge based on the Michigan State Standards in an online testing format. The M-STEP is scheduled for spring (Testing windows will be between

April and June) of 2020 in the following grades:  
English Language Arts—Grades 3, 4, and 5  
Mathematics—Grades 3, 4, and 5  
Science—Grade 5  
Social Studies—Grade 5

Information regarding specific testing dates and times will be shared as the year progresses.

### **District Assessments**

Students are given district-developed assessments in writing, science and social studies to help teachers modify instruction to best meet student needs. Students also engage in the NWEA Map Growth assessment in fall, winter and spring in English Language Arts and Math. This helps to identify areas of instructional strength and areas for growth so teachers may best plan to meet students' needs. Additionally, teachers use the Diagnostic Reading Assessment (DRA) to learn more about students as readers and best plan for instruction. This comprehensive assessment framework is implemented to provide student data that can drive instruction to benefit all students.

## **HOME SCHOOL COMMUNICATIONS**

### **Communications**

Bartlett Elementary communicates with families and the community members via the following: email notifications, mass mailings or targeted mailings as appropriate, weekly/monthly updates, (electronic and/or hard copy), information posted on our websites, letters/handouts sent home with students, Twitter, Facebook, daily student announcements, and informational flyers available in our office. We encourage parents to choose electronic means of communication when possible, however we are happy to provide a paper copy if needed.

### **Enrollment/Emergency Cards**

Emergency cards will be completed through the Online Registration Process. Beginning the week of August 1, 2019, the Online Back-to-School Process will be made available to elementary school parents/guardians through Skyward Family Access. The directions at the link below can help with this process.

<http://www.slcs.us/Skyward%20Elem%20Parent%20Instructions.pdf>

The Online Back-to-School Process will need to be completed for each of your children.

- Only the Parents/Guardians listed as Family 1 can complete the online process and they must use their Family Access logins/passwords.
- The Family 2 guardians may request updates to their own information and view student information only.

This process needs to be completed by Friday, August 23rd in order for you to find your child's classroom teacher placement for the 2019-20 school year. This information will be available Friday, August 30th through the Skyward Family Access. Class Lists WILL NOT be posted on the school doors.

Please notify the school office should any information on your emergency card change during the course of the school year (i.e. phone numbers or emergency 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.

### **Curriculum Night**

In the fall, Curriculum Night is held. Teachers will provide an overview of grade level curriculum. Curriculum materials will be available for viewing. School-aged students will be entertained while parents are attending the curriculum presentations. This evening is a time to get acquainted with teachers, school policies, educational programs, and the school **rather** than a time to talk with the teacher about individual student progress. Parent-teacher conference schedules will be available to sign-up for a conference time in November.

### **Parent-Teacher Conferences**

Parent-teacher conferences are conducted in November. Students are released early (11:09 a.m.) from school and appointments are available to provide every parent with the opportunity to meet with individual teachers. In addition to this conference, parents are encouraged to contact the teacher whenever it is felt that additional communication is needed. Teachers may also request a conference if they feel there is a need.

### **Newsletters**

Teachers send home periodic classroom communications. This may be in the form of email updates, newsletters or website updates. In addition, Bartlett updates will be emailed and/or sent home as needed to update families of the school's schedule and other important news.

### **Volunteers/ Visitors**

We greatly appreciate the support of our families and the involvement of parents/guardians both at home and as volunteers. While we welcome volunteers, it is important that we follow Board Policy 9230 (District Volunteers). This screening process is to ensure the safety and security of our students and staff in each building.

If you would like to serve as a volunteer at Bartlett you are required to complete the Volunteer Background Check Authorization form which can be found in the school's office or on the district website, [www.slcs.us](http://www.slcs.us), under the "Parent" tab. This should only be filled out once you have a specific event or date you are volunteering.

Also, if you plan to confer with the teacher, please call ahead in order to assure that all school personnel will be available for an appointment.

All volunteers/ visitors are required to report to the office upon arrival in the building. **Anyone entering the building needs to buzz at the front door, show valid identification, sign in to the office and obtain a badge.** Lunch time visitors are welcome to have lunch with their student however, you will not be able to participate or observe during recess.

**We ask that any work with students or observations during volunteering is kept confidential to protect the privacy of all students.**

# SCHOOL ATTENDANCE PROCEDURES

*School Hours are as follows:*

## **Grades K-5**

Daily (M-F) 8:15-3:18 P.M.

\*When a half day of school is scheduled, dismissal time is 11:09 A.M.

## **Arrival at School**

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

Additional arrival procedures for the drop off loop can be found under Safety Procedures.

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.

## **Students Leaving While School is in Session**

When it becomes necessary for a student to go home due to illness or a prearranged appointment, a parent or other responsible person designated by the parent must pick up the child in the office.

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.

## **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.

**ABSENCE LINE 248-573-8280**

## **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. Regular attendance is imperative for school success. 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.

The following are the 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 building administrator is notified. A letter is sent home and a meeting is scheduled with the principal.

Step 3: When a student is absent 20 days or 25 days combined absences and tardies a letter will be sent home and referral (i.e. Youth Assistance) may be made.

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

A child is considered tardy if they arrive at school after 8:15 A.M. A child will be considered absent for the a.m. if he/she arrives after 10:00 A.M. A child is considered absent for the p.m. if he/she leaves school before 1:30 P.M. Additionally, students are considered to have an "early dismissal" when they leave between 1:30 and 3:03 pm. Early dismissals follow the attendance guidelines below and can be categorized as "tardies."

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

### **Dismissal Procedures**

Parents picking up their children must park their cars in the parking lot and report to the gymnasium. Parents must sign their child out in the gym. **Anyone arriving at 3:00 PM or later will be asked to report to the gym to sign their student out.** This allows for a safe and organized dismissal for all our students. For obvious safety reasons, students are not allowed to walk across the parking lot without an adult. Parking in the loop during dismissal is not permitted.

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

- Doors by the gym will be unlocked at 3:13 P.M. and sign out will begin at 3:18 P.M. in the gym.
- Please have your ID readily available when approaching the table to sign out your student.
- Please know that we ask for and appreciate your patience. Our primary goal is to provide the safest procedure for each student and family.

Due to increased safety concerns and the number of students moving through the parking lot at dismissal, **we will only be able to designate students as walkers that live at an address within our walking boundary.** If you are picking your student up and do not live within this boundary, you will need to go to the gym for dismissal. Thank you for your cooperation and help in making dismissal safe for all students.

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.



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. Anytime we call into the classroom to share a change in a student's dismissal plan, we are interrupting classroom instruction and student concentration. **Please do not email a teacher a change in dismissal plans at any time.** 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!

## **SCHOOL HEALTH**

### **Accidents or Illness at School**

Only minimal first aid can be given by school personnel. Parents/Guardians will be called when a student appears ill enough to go home or any injury involving the head takes place. If a parent/guardian cannot be reached, the designated emergency contact(s) 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.

### **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.

### **Medication at School**

School district policy prohibits school personnel from administering any medication (including, 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. The duration of treatment must also 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.
- Unless otherwise specified by the physician, 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.

### **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. Parents have the

right to refuse these screenings.

### **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 is ill should be fever and vomit free for 24 hours before returning to school.** 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 required to pick up the child.

## **SCHOOL EMERGENCY INFORMATION**

### **Emergency and Disaster Procedures**

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

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. You may also check [www.slcs.us](http://www.slcs.us) or [www.cancellations.com](http://www.cancellations.com).

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.

### **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 and Language 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. The Media Center is filled with books, magazines, and a reference section for students and staff. A Media Clerk meets once a week with all classes to read, teach the students about the media center and allow students to check out books. Materials are loaned for one week and are renewable. Overdue fines are not charged for late materials. If materials are lost or damaged, students may be asked to pay replacement costs.

## **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. Yearbooks can be purchased with your child's picture package and will be delivered at the end of the year.

### **Camp**

Fifth grade students have the opportunity to attend an outdoor camp. Children are exposed to a powerful outdoor curriculum selected by the Bartlett teachers and taught by the professional staff of The YMCA 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/Gatherings**

Some assemblies are funded and planned in collaboration with the PTO. Students also attend other assemblies that focus on certain topics or learning planned by the Bartlett staff.

### **Other Programs and Events offered to our Students:**

- Music Concerts
- 5<sup>th</sup> grade track meet
- PTO sponsored Family Fun Nights
- Bartlett sponsored reading, writing, or math nights
- Adopt-a-Reader
- Safety Patrol
- Student Council
- Field Day/Fun Run
- Bartlett Buddies Care Club
- Girls on the Run
- Music Makers

## STUDENT BEHAVIORAL EXPECTATIONS

### THROUGHOUT THE SCHOOL

We ask that all students “[Be a Bartlett B.E.A.R](#)” and work toward developing various Habits of Mind. Through We Care Wednesday lessons, cub clubs, and direct classroom instruction, we work with students to engage in and meet the following expectations.

Our Bartlett Bear expectations are;

- **Use the Habits of Mind**
- **Be active learners and listeners**
- **Take care of ourselves, each other and the school**
- **Step up to do their best**

### OTHER

1. Students should leave all toys at home. These items can be easily misplaced or distract students from the purpose of learning.
2. Pets also need to stay home because of student allergies and comfort levels.

## SAFETY PROCEDURES AND REGULATIONS

### Arrival

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 money, pick up arrangements worked out, backpacks, etc...) as soon as the car stops. **Please let your child out anywhere in the loop as soon as the line stops and always pull as far forward as possible.** There is no passing or doubling up in the drop off loop. The front doors do not open until 8:05 AM. **Please do not drop students off before that time or wait in the loop if you arrive early.**

Staff members are in front of the building until the bell rings. Therefore, it is not necessary for you to wait in your car to see the children enter the school. By following this procedure, traffic will flow smoothly, alleviating a long wait and potentially dangerous situations. Of course, parents are always welcome to park in the front lot and **walk students through the main door.**

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

### Lunch Times

During inclement weather students will remain inside the building during recess and the lunch times. Lunch Supervisors will be on duty during the lunch period. Students should adhere to cafeteria and classroom expectations.

Lunch Times for the year are as follows:

Fifth Grade:	11:00 Recess	11:25 Eat
Fourth Grade:	11:10 Recess	11:35 Eat
Third Grade:	11:20 Recess	11:45 Eat
Second Grade:	11:30 Recess	11:55 Eat
First Grade:	11:45 Recess	12:10 Eat
Kindergarten:	12:00 Recess	12:25 Eat

### **Accident Insurance**

The South Lyon Community School District will have student accident insurance applications available in the office.

### **Anti-Harassment**

It is the policy of the South Lyon Community Schools to provide an environment free from sex-based harassment for all students, employees, volunteers, and contractors. Consistent with Policy 3363/5518, the District will investigate all allegations of harassment, including sex-based harassment, and discipline or take other appropriate action against any individual who engages in sex-based harassment or discrimination.

Students should report any incidents of sex-based harassment or discrimination to:

Ben Kirby, Assistant Superintendent for Administrative Services  
South Lyon Community Schools  
345 South Warren  
South Lyon, MI 48178  
248-573-8130  
[altermattm@slcs.us](mailto:altermattm@slcs.us)

Students may also report incidents of harassment, including sex-based harassment, to any teacher or administrator. Reports made to any teacher or administrator will be reported to the Assistant Superintendent.

All other complaints of harassment should be reported to the appropriate building administrator.

Sex-based harassment includes any of the following conduct:

**Verbal:** unwelcome comments, including the use of derogatory, sexually suggestive, or vulgar language; the use of sexual innuendos; unwelcome advances or repeated requests for dates or sexual favors; threats based on or motivated by a person's sex; demanding or pressuring another individual to submit to sexual requests or advances in order to attain academic or professional achievements or advances; threatening another individual's academic or professional accomplishments or reputation if that individual does not submit to sexual requests or advances; or any other similar behavior.

**Visual:** subjecting another individual to sexually suggestive, pornographic, or obscene images, text, or cartoons, including by electronic mail, text message, letter, or any other

medium; the use of obscene gestures toward or around another individual; leering at another individual; or any other similar behavior.

**Physical:** unwanted kissing, touching, patting, hugging, pinching, or any other unwanted physical contact; impeding another individual's normal movements; stalking, assault, or battery based on the victim's sex; any other physical interference with another person based on that person's sex; or any other similar behavior.

Harassment, including sex-based harassment, does not need to include intent to harm an individual, be directed at a specific target, or involve repeated incidents. The District will investigate all reports of harassment, including allegations of harassment involving an alleged harasser and victim who are members of the same protected class.

Board Policy 3363/5518 applies to all conduct occurring on District property, at any District-sponsored event, on any District-owned vehicle, or at any event or activity in which students or employees of the District are attending or participating in by virtue of their relationship with the District.

All students are bound by and expected to understand Board Policy 3363/5518, which further addresses harassment, including sex-based harassment. The failure of any student to abide by the requirements of Board Policy 3363/5518 will result in discipline, up to and including permanent expulsion.

## **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.

## **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. Please make sure your child is dressed for the ever-changing Michigan weather. Make sure they have a hat, boots, mittens and snow pants during the winter months. Boots are required during inclement weather or the student may be confined to the blacktop area of the playground during outdoor recess. In the warmer months students are not permitted to wear spaghetti straps and should have shorts/skirts that are at least as long as their fingertips when hands are by their sides. It is recommended that students do not wear flip flops or open back shoes, especially on the playground.

**PLEASE LABEL EVERY PIECE OF YOUR  
CHILD'S CLOTHING. LABEL COATS, HATS,  
GLOVES, MITTENS, BOOTS, ETC.**

When the temperature is 0 degrees Fahrenheit or above (with the wind chill), students will have outdoor recess.

### **Homework Expectations**

Homework may occur at any grade level. When homework is assigned, it must be meaningful and reviewed or evaluated by the teacher. Written homework must be returned to the student in a timely manner so that each student may benefit from the homework assignment.

When a teacher considers individual ability among pupils, assignments may differ.

Students in the upper grades have assignment books that come home daily. This is an easy way to monitor student work.

Homework may be requested for students out for a lengthy period due to illness or vacation. Please submit your request at least 24 hours before planning to pick it up. You may pick the homework up in the office. When absences occur due to vacation, work should be requested one week before leaving to give the teacher time to gather the necessary materials. Due to teacher preparation, assignments may be given to the student in the last day of attendance before leaving. Alternative assignments may be given at the discretion of the child's teacher. In



some instances, missed assignments may not be able to be completed, such as, video clips, hands-on group activities, simulations, class discussions, and science experiments, which are part of science kits.

### **Breakfast and Lunch Programs**

Breakfast and lunch are 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 or online under Food Services.** Lunch menus are sent home at the beginning of every semester. Lunch is \$2.95, breakfast is \$1.40 and milk is \$0.50.

### **Moving**

Those students who withdraw from school should complete a withdrawal form and follow the procedure below:

1. NOTIFY THE SCHOOL OFFICE PRIOR TO MOVING with the following information:
  - (a) The date of the move
  - (b) The name of the new school, if possible.
2. EACH WITHDRAWING STUDENT IS REQUIRED TO:
  - (a) Return all books (library & texts) and magazines
  - (b) Collect all personal items
3. RECORDS ARE FORWARDED UPON RECEIPT OF A REQUEST FROM THE NEW SCHOOL.

### **Student Supplies**

The school will have needed school supplies available for all children. At different times during the school year, your child's teachers may ask for donations for the classroom. Class wish lists are posted on classroom websites and Bartlett's website, which can be accessed through [www.slcs.us](http://www.slcs.us). Any donations are greatly appreciated!

### **Sibling Policy**

To ensure a quality learning environment, no siblings are allowed in the classrooms during the instructional day, or with parents who volunteer throughout the school day.

## **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 is shared annually and is available on the school website.

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 the organization.

Accreditation means meeting or exceeding standards established for five areas of school operation: purpose and direction, governance and leadership, teaching and assessing for learning, resources and support systems, and using results for continuous improvement.

**Bartlett Elementary participates in the accreditation process through the North Central Association of Colleges and Schools.**

### **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

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 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.

Parents who believe their rights have been violated during the school year may file a complaint with:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW

### **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 South Lyon Community Schools. This program was developed in 1987, and has been in effect since that time. The program is directed by a district volunteer coordinator and building coordinators. An excess of 500 volunteers log thousands of hours of volunteer service to the school district. We believe that the success of the program can be attributed to a dedicated team of coordinators, as well as a total commitment from the Board of Education and the school district staff.

Bartlett Elementary has a CHEERS coordinator who is dedicated to helping parents get involved in the school setting.

## **Parent/Teacher Organization (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 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.
2. Sponsor fundraising activities to promote the general welfare of the school child.

### **Membership:**

All parents and guardians of students enrolled at Bartlett Elementary School may participate and are members of the PTO. Teachers and administration are also part of the organization.

## **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:

Ben Kirby  
Assistant Superintendent for Administrative Services  
South Lyon Community Schools  
345 South Warren  
South Lyon, Michigan 48178  
(248) 573-8130

# Board of Education Policies

## DISTRICT MISSION STATEMENT

In support of our community, the mission of South Lyon Community Schools is to provide the highest quality educational process, so that all students can excel as individuals and become productive and contributing members of society.

### **South Lyon Community Schools Board of Education Policies and Procedures**

The Board of Education sets policies which are carried out by administration. The following policies may be of particular interest to parents and students. These and all Board Policies are available through the district website. To access the following policies go to [www.slcs.us](http://www.slcs.us) and click on the Board of Education tab, then scroll down to SLCS Board Policies.

Code of Student Conduct-5500  
Extracurricular and Co-curricular Programs-2430  
Substance Abuse-5530

Acceptable Use Technology-7450  
Administration of Medication-5330  
Athletic Program Expansion-2432  
Attendance-5200  
Bullying and Other Aggressive Behavior toward Students  
Care of District Property-5513  
Concussion and Athletics Activities-5341.01  
Corporal Punishment versus Appropriate Use of Reasonable Physical Force-5630  
Curriculum Involvement Rights of Parents and Legal Guardians-9145  
Disclosure of Student Information and Privacy-2416  
Display and Publication of Student Work-5452  
District Volunteers-9230  
Emergency Closings-8220  
Emergency Information-5341  
Epinephrine Auto-Injectors-5330.01  
Field Trips, Excursions and Other District Sponsored Trips-2340  
Grade Appeal-2315  
Grading System-2310  
Graduation Requirements-5460  
Harassment of Students-5517  
Health Services-5310  
Homebound Instruction Program-2412  
Homework-2330  
Interrogation of Students by Outside Agencies-5540  
Late Arrival and Early Dismissal-5230  
Non-discrimination and Access to Equal Educational Opportunity-2260  
Parent Involvement in the School Program-2110  
Physical Assault or Threat-5610.03  
Sex-Based Harassment-5518  
School Safety Reporting-8400  
School Sponsored Events-5850  
School Visitors-9150  
Searches-5711  
Student Assessment-2623

Student Distribution of Outside Material-5725  
Student Hazing-5516  
Student Publications and Productions-5722  
Student Records-8330  
Student Seclusion and Restraint-5630.01  
Student Use of Learning Materials-2240.01  
Teacher Suspension Rights-5610.04  
Transportation-8600  
Use of Electronic Communication Devices-5136  
Use of Tobacco on School Premises-7434  
Weapons-5772