

Parent/Student Handbook

South Lyon Community Schools



Dolsen Elementary

56775 Rice St.
New Hudson, MI 48165
(248) 573-8400

Please keep this information for future reference while your
child is at Dolsen Elementary School

MISSION STATEMENT

The Dolsen community is committed to developing 21st century learners that know how to take care of themselves, each other, our school and the world. We are devoted to providing the highest quality education, so that all students can excel as individuals and become leaders of their learning.

Important Numbers

Dolsen Elementary Office.....	248-573-8400
Megan Goodemoot, Principal.....	248-573-8400
Dolsen Fax.....	248-486-4322
Transportation.....	248-573-8900
Transportation Hotline.....	248-573-8251
Dolsen Kids Club.....	248-573-8380
District Web Site.....	www.slcs.us

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INTRODUCTION

Welcome to Dolsen Elementary School. All of the 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 Dolsen. We want to build on the strengths of each child and help each child as a unique individual.

Dolsen students follow a curriculum based on the Common Core State Standards and Michigan Grade Level Content Expectations. Dolsen 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.

Dolsen Elementary is accredited by the AdvancED/North Central Association of Colleges and Schools. We comply with all State of Michigan mandates for school improvement. District wide M-Step 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, parents, teachers and support staff, who meet once every month to collaborate around school improvement and make collective decisions regarding policies and practices.

We look forward to seeing you at Dolsen 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! Let us know if you have any questions, concerns or comments. By working together, we will be a powerful force in providing a great education for your child.

NEW ENROLLMENT INFORMATION

New students to the South Lyon Community Schools should contact the Transportation Department to see which school they will attend. New registrations, for Dolsen, that occur during the school year will take place in the school office. During the summer, new registration locations will be posted.

All new students need to have:

- 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 overview of the school and school policies. Kindergarten registration is an opportunity to meet the principal, kindergarten teachers, and secretaries. Parents can register their children and learn about Kindergarten readiness skills. Birth certificates, immunization records, a current vision screening, and two proofs of residency are necessary for registration.

CURRICULUM

A curriculum based on the Common Core State Standards and The Michigan Grade Level Expectations 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.

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

Michigan Student Test of Educational Progress (M-Step)

This assessment is designed to 1) focus on student achievement, 2) align with the Common Core State Standards, and 3) provide data to guide instruction. It will assess student understanding and knowledge based on the Common Core State Standards in an online testing format. The M-Step is scheduled for Spring in the following grades:

English Language Arts—Grades 3, 4, and 5

Mathematics—Grades 3, 4, and 5

Science—Grade 4

Social Studies—Grade 5

Cognitive Abilities Test

Students in grade two are given standardized cognitive ability tests that evaluate verbal, quantitative, and non-verbal (spatial reasoning) skills.

District Assessments

Students are given district-developed assessments in math, reading, writing, science and social studies to help teachers modify instruction to best meet student needs. Some of these assessments include: South Lyon Math Assessment (SLMA), Diagnostic Reading Assessment (DRA), and South Lyon Reading Assessment (SLRA).

HOME SCHOOL COMMUNICATIONS

Communications

Dolsen Elementary communicates with families and the community members via the following: email notifications, mass mailings or targeted mailings (Skylert) as appropriate, newsletters, (electronic and/or hard copy), information posted on our websites, letters or handouts periodically sent home with students, Twitter, daily announcements to students, and

informational flyers available in our offices. In order to “go green” and also to direct maximum financial resources toward classroom instruction, we encourage parents to choose electronic means of communication when possible.

Enrollment/Emergency Cards

Pre-printed cards are sent home the first day of school. Please check for accuracy, complete the emergency contact section, sign the card, and return them 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 school year (phone numbers, for example).

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 be present to explain the curriculum. School-aged students will be provided with child care while parents are attending the curriculum presentations. 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. Parent-teacher conference sign-up sheets will be available to schedule a conference time for November.

Parent-Teacher Conferences

Parent-teacher conferences are conducted in November. Students are released early (11:51 a.m.) from school and appointments are available to provide each 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 an additional communication is needed. Teachers may also request a conference if they feel there is a need.

Newsletters

Teachers send home periodic classroom newsletters. This may be in the form of email, websites, or traditional paper copies. In addition, the Dolsen Discovery is emailed out quarterly to update families of the school’s schedule and other important news.

Volunteers/ Visitors

If you plan to volunteer in your child’s classroom or confer with the teacher, please email or 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 sign in to the office and obtain a badge. Volunteers must be pre-screened and approved in order to volunteer at the school. 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:

K thru 5th

Daily (M-F) 8:57-4:00 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 8:47 A.M. Staff is not available to supervise before this time. For their safety, children are not allowed to walk unaccompanied from the parking lot into the building.

Staff members are stationed throughout the hallways until the bell rings at 8:57 A.M.

Students must be signed in by a parent/guardian in the office if they arrive after the bell at 8:57 A.M.

Students Leaving 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.

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 9:30. The school will call to check on any unconfirmed absences.

ABSENCE LINE 248-573-8400 option 1

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. 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 mandatory meeting is scheduled with the principal.

Step 3: Student misses 20 days absent or 25 days combined absent and tardies: the teacher notifies the office and the office makes a Youth Assistance referral.

A child is considered tardy if they arrive at school after 8:57. A child will be considered absent for the a.m. if he/she arrives after 10:00. A child is considered absent for the p.m. if he/she leaves school before 1:45.

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 may come in and wait in the gymnasium. Parents must also sign their child out in the gym. 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. Parents are not to park in the loop at dismissal time.

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

- Doors by the gym will be unlocked at 3:50 p.m.
- Please have your ID readily available when approaching the table to sign out your student.
- After signing out your student with a staff member, please wait for your student by the bleachers.
- Please know that we ask for and appreciate your patience. Our primary goal is to provide the safest procedure for each student and family.

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.

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, 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.

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 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, plans will be put into operation. Emergency plans meeting district and national standards have been adopted to cover all foreseeable emergencies. Tornado, fire and lock down emergency procedures are rehearsed 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 or 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 with special needs.

Support Services

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

- School Psychologist
- Speech and Language Pathologist
- Resource Room Teacher
- Reading Recovery Teacher
- Social Worker

Media Center

Students may come to the Media Center at available scheduled times during the week with 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, and a reference section for students and staff. A Media Monitor meets once a week with all classes to teach the students about the media center. All students will be given the opportunity to borrow books during their library time. Materials are loaned for one week and are renewable. Overdue fines are not

charged for late materials. If materials are lost or damaged, students are expected to pay replacement costs.

STUDENT ACTIVITIES

Field Trips

Any student going on a field trip must have a signed parent 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 taught by the professional staff at the camp. All fifth grade students are given the opportunity to attend. Fifth grade students and parents raise funds for this exciting outdoor experience.

Family Events

Additional family events are funded and planned in collaboration with the Dolsen staff and PTO.

After-School Activities

A wide variety of athletic, recreational and educational activities are offered through Community Education (248-437-8105). Regular seasonal brochures are offered.

Other Programs and Events offered to our Students:

- Music Concerts
- 5th grade track meet
- PTO sponsored Family Events
- Dolsen sponsored reading, writing, or math nights
- Adopt-a-Reader
- Safety Patrol
- Student Clubs
- Field Day

STUDENT BEHAVIORAL EXPECTATIONS

THROUGHOUT THE SCHOOL

We ask that all students "Take Care of Themselves, Others, and our School" and work toward developing various Habits of Mind.

Our Dolsen Rules are:

We are Dolsen
We Take Care of Ourselves
We Take Care of Each Other
We Take Care of our School
We Are Ready to Learn!

IN THE CAFETERIA

Dolsen students will:

1. Use appropriate table manners.
2. Clean up their eating areas.
3. Speak in a reasonable volume (soft talking) in line and at the table.

ON THE PLAYGROUND

Dolsen students will:

1. Have only one person on a swing at a time.
2. Use equipment appropriately and safely.
3. Keep their hands and bodies to themselves.
4. Slide feet first and on their bottom on the slides.
5. Leave snow, sticks, dirt and rocks on the ground.

AT DISMISSAL TIME

Dolsen students will:

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

IN THE HALLWAYS

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 should leave little objects or toys at home that could 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

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 and Recess Times for the year are as follows:

Fifth Grade:	11:40-12:25
Fourth Grade:	11:55-12:40
Third Grade:	12:05-12:50
Second Grade:	12:15-1:00
First Grade:	12:30-1:15
Kindergarten:	12:45-1:30

Accident Insurance

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

GENERAL INFORMATION

Dress Code

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. Boots are required during inclement weather or the

student may be confined to the blacktop area of the playground during outdoor recess. In warmer months students are to dress comfortably for the weather, but clothing must be appropriate, and cover properly for school attire.

**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 should be a worthwhile supplement of the course objectives. It should enrich skills developed in class.

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 available 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, videos, 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. Lunch menus are sent home at the beginning of every semester. Lunch is \$2.90, breakfast is \$1.35 and milk is \$0.50. The office cannot loan lunch money to students. However, a cheese sandwich will be available for students without lunch money.

Moving

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

1. NOTIFY THE SCHOOL OFFICE PRIOR TO MOVING-We will need 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) Settle outstanding debts
- (c) 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 suggested supply lists are posted on Dolsen's website, which can be accessed through www.slcs.us. Any donations are greatly appreciated!

Visitors

Visitors are welcome at school. In order to enter the building, you will buzz at the front door. When a secretary answers, please have your ID ready to show to the camera. **Upon entry all visitors must report to the main office.** Once in the main office, visitors will sign in and receive a visitor's badge. Once the visit is complete, all visitors must sign-out in the office and return their badge. Thank you for your help and cooperation.

Sibling Policy

To ensure a quality learning environment, no siblings are allowed in the classrooms during the instructional day, or with parents who volunteer in classrooms 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 sent home 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. Parental involvement is encouraged regarding the school improvement planning team.

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.

Dolsen Elementary participates in the accreditation process through the

AdvancED/North Central Association (NCA) 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.

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. 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 of coordinators, as well as a total commitment from the Board of Education and the school district staff.

Dolsen 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 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 Dolsen 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:

Maureen Altermatt
Assistant Superintendent for Administrative Services
South Lyon Community Schools
345 South Warren
South Lyon, Michigan 48178
(248) 573-8130 or (248) 573-8140

Board of Education Policies

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

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.