



Parent / Student Handbook



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Kent Lake Elementary

INTRODUCTION

Welcome to Kent Lake Elementary School. All of the staff members have one goal. We want to provide the best education possible for the children. We want to form a close partnership with parents and involve them in all aspects of education at Kent Lake. We want to build on the strengths of each child and support each child as a unique individual.

Kent Lake and all South Lyon students follow a curriculum based on the Michigan State Standards. Kent Lake 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.

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 team is composed of the principal, parents, teachers and support staff, who meet each month to collaborate around school improvement and make collective decisions regarding procedures and school budget.

We look forward to seeing you at Kent Lake 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

New students to the South Lyon Community Schools should contact the Transportation Department to see which school they will attend. New registrations for Kent Lake that occur during the school year will take place in the school office. During the summer, new registration will take place at the Administration Building at 345 South Warren, South Lyon.

All new students need to have:

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

ELEMENTARY INSTRUCTIONAL PROGRAM

Kindergarten

Kindergarten registration is conducted in the spring of each school year. Parents are given an orientation to the school and an overview of school procedures. Kindergarten registration is an opportunity to meet the principal, kindergarten teachers, secretaries, and other staff members. In order to register students, parent must provide the office with: certified birth certificates, immunization records, a current vision screening, and two proofs of residency.

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.

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 of 2018 and 2019 in the following grades:

English Language Arts—Grades 3, 4, and 5

Mathematics—Grades 3, 4, and 5

Science and Social Studies—Grade 5

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

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 au instruction to best meet student needs. Some of these assessments include: Social Studies unit assessments and Science unit assessments.

HOME SCHOOL COMMUNICATIONS

Communications

Kent Lake Elementary communicates with families and the community members via the following: email notifications, mass mailings or targeted mailings as appropriate, electronic weekly updates (hard copy by request), information posted on our websites, letters/handouts sent home with students, Twitter, Facebook, daily student announcements, and informational flyers available in our office. Additionally, some classes may also have Facebook, Twitter, and Remind accounts as well as sending their own newsletters and reminders. 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

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 it the next day. Your child(ren)'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 or emergency contacts).

Curriculum Night

In the fall, Curriculum Night is held. Teachers will be present to explain the curriculum, and curriculum materials will be available. This evening is a time to get acquainted with teachers, school procedures, educational programs, and the layout of the school rather than a time to talk with the teacher about individual student progress.

Parent-Teacher Conferences

Parent-teacher conferences are conducted in November. Students are dismissed early (11:09 am) 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 conference is needed. Teachers may also request a conference if they feel there is a need.

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 parent/guardian volunteers, it is important that we followed 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 Kent Lake, 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), under the "Parent" tab. This should only be filled out once you have a specific event or date for which you are volunteering.

Also, if you plan to confer with a 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 child however, they will not be able to participate or observe during recess.

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

SCHOOL ATTENDANCE PROCEDURES

Kindergarten thru fifth grade school hours are 8:15 am-3:18 pm

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

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 the Safety Procedures section below.

Students must be signed in by a parent/guardian in the office if they arrive after the bell at 8:15 am (school start time). 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 will walk themselves to class after being signed in by their parent.

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) unless s/he 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 other designated individual 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.

Due to the afternoon recess schedule, the office requests that all calls to the office regarding changes in an afternoon pick-up schedule be made before 2:45 p.m. Please discuss pick-up arrangements with your child and send a note to school with him/her in the morning if there will be a deviation from his/her normal dismissal routine. Daily calls regarding changes to pick up schedules make it difficult to handle emergency situations at the end of the day. Please do not make requests through voicemail or email messages regarding dismissal. The staff is not always able to check voicemail or email regularly throughout the day. All relative requests must be handled through the office.

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 8:30 am. The "School Messenger" system will start calling at 9:30 am to check on any unconfirmed absences. School Messenger" will be calling parents/guardians starting at 9:30 a.m. Parents/Guardians will be told that their child is absent and the attendance line wasn't called. They will be requested to call the attendance line

with the reason for the child's absence. If we do not receive a call, the absence will be marked as unexcused.

ATTENDANCE LINE 248-573-8325

Attendance Policy

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

A child is considered tardy if s/he arrives at school after 8:15 am. A child will be considered absent for the morning if s/he arrives after 10:00 am. A child is considered absent for the afternoon if s/he leaves school before 1:30 pm.

The following are the attendance guidelines:

Step 1: When a student is absent 10 days or has 15 days of combined absences and/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/or tardies before March, a letter is sent home and a meeting is scheduled with the principal. A referral to Youth Assistance or to the Public Health Nurse may be made.

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 or Oakland County Truancy) may be made.

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

Dismissal Procedures

In the interest of security and safety of our students, the South Lyon School District has established 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.

Parents/Guardians/Designated adults picking up children at dismissal must park their cars in the parking lot, enter the building through the recess doors (south side of the building), and wait in the back hallway between the gymnasium and cafeteria. Please do not go to your child(s)'s classroom or locker to find them. Students who are being picked up are dismissed to the back hallway. This allows for a safe and organized dismissal for all our students. 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:

- The recess doors (south side of the building) will be unlocked at 3:08 pm and sign out will begin in the back hallway between the gymnasium and cafeteria.
- Please have your ID readily available when approaching the table to sign out your child.
- 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.**

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 or leave a voicemail for a teacher to change a dismissal routine. The teachers are not always able to check voicemail or email regularly throughout the day.

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 important for school personnel to be made aware.

Students go outside each day. If there is a medical reason that a child must stay inside, a note from a physician is required.

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:

1. 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. It is also recommended that possible side effects of a medication be indicated on the form.
2. 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.
3. Medication must remain in the school office for the duration it is used. A student may not keep OTC items like cough drops or throat lozenges with them.
4. 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.
5. Medication must be in the original containers that contains the student's name, dosage, medication name and duration.

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 is vomiting cannot 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 required to pick up their child.

SCHOOL EMERGENCY INFORMATION

Emergency and Disaster Procedures

In the event of an emergency during the school day, a crisis plan 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. Please check: www.slcs.us or www.cancellations.com.

Parents must have emergency plans in the event that it is necessary to close school and students are sent home during the school day.

STUDENT PROGRAMS AND SERVICES

Support Services

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

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

Media Center

Students will come to the Media Center once a week with their classes. During that time a Media Monitor will share books with the class and students will be able to check out books as well as enjoy the materials in the library. Students in Kindergarten, 1st, and 2nd grades can check out one book. Students in 3rd, 4th, and 5th grades can check out two books. Materials are loaned for one week and are renewable. If materials are lost or damaged students are expected to pay for replacement calls.

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 taken in the fall. Student yearbooks will be available for order at that time. Yearbooks will be delivered at the end of the year.

Assemblies

Assemblies are funded and planned in collaboration with the PTO. Students also attend other all-school gatherings planned by the Kent Lake staff.

After-School Activities

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

Birthday Recognition

Birthdays are a special day and we look forward to recognizing your child on his/her birthday with an all school announcement. In addition, your child will receive a birthday sticker from his/her teacher to wear at school or to take home. In accordance with the policy and procedures established by the Kent Lake Shared Involvement Process (SIP) team, children will not be allowed to hand out edible treats or give trinkets.

Programs and Events offered to our Students Include:

- | | |
|------------------------------------|-------------------------------------|
| 1. Music Concerts | 5. 5 th grade Track Meet |
| 2. PTO sponsored Family Fun Nights | 6. Student Council |
| 3. Adopt-a-Reader | 7. Field Day |
| 4. Student Safety Patrol | 8. Spirit Days |

STUDENT BEHAVIORAL EXPECTATIONS

THROUGHOUT THE SCHOOL

No student bullying will be tolerated. (See Board Policy 8270)

Kent Lake students are expected to:

1. Not fight, play fight, or wrestle.
2. Show respect for others and care for property.
3. Use proper language (no swearing or vulgar gestures).
4. Follow the directions of all staff members (principal, teachers, playground supervisors, and volunteers).
5. Walk in the halls, on the bus ramp and on the sidewalks.
6. Stay behind the yellow bus line unless getting on or off the bus.
7. Not wear hats or outerwear in the classrooms.
8. Not have or chew gum.

IN THE CAFETERIA

Kent Lake students are expected to:

1. Use appropriate table manners.
2. Not throw food, papers or milk cartons.

3. Clean up their eating areas.
4. Not return to their lockers until after they have eaten their lunches.
5. Speak in a reasonable volume (soft talking) in line and at the table.

ON THE PLAYGROUND

Kent Lake students are expected to:

1. Have only one person on a swing at a time.
2. Not jump off swings.
3. Not block entrances on play equipment.
4. Not climb up or sit on top of play equipment.
5. Not tackle or roughhouse.
6. Slide feet first and on their bottom on the slides.
7. Not pick up snow from the ground.

AT DISMISSAL TIME

Kent Lake students are expected to:

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

IN THE HALLWAYS

Students are expected to:

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

OTHER

1. Students are expected to leave all little objects or toys (including, but not limited to electronic games, trading cards, beauty supplies, perfume, etc.) at home that could be easily misplaced or distract students from the purpose of learning.
2. Pets are not allowed on school grounds.

SAFETY PROCEDURES AND REGULATIONS

Parent Drop Off Loop

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 on the west side 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 do not double up in front of the loop, as it is unsafe for students to walk between cars. It is essential that you park in the parking lot if you are going to walk your child to the doorway.

A staff member is 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 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. Please do not pass cars in front of you. Wait until they have safely pulled away.

Rules for Indoor Recess and Noon Hours

During inclement weather students will remain inside the building during recess and the lunch hour.

Lunch supervisors will be on duty during the lunch period. Students are expected to adhere to cafeteria and classroom expectations.

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 to 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 many result in the bus driver issuing a bus conduct report, which will be reviewed by a school administrator. The administrator reviewing the report has the right and responsibility to reprimand according to the student's disciplinary history. In instances of severe bus misconduct, administrators may invoke any or all of the corrective measures listed for each offense. If a bus misconduct results in a suspension from school, the student's suspension from the bus is effective upon return to school. The following is the district procedure with regard to bus conduct reports:

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

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

Bus Suspension Appeal Process- Elementary:

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

- c. Depending on the circumstances, as determined by the building administrator, the student will be suspended during the appeal process.

Bus Suspension Appeal Process- Secondary:

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

GENERAL INFORMATION

Dress Code

No hats or other head coverings, flip flops, or halter tops 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 short/skirts that are at least as long as their fingertips when hands are by their sides. Student shoes must have a back (no flip flops or open back shoes) for safety.

Students will have outdoor recess when the temperature is 0 degrees Fahrenheit or above, including wind chill.

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 due to lengthy period of absence due to illness or vacation. Please submit your request at least 24 hours before pick 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 on 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 each semester. A cheese sandwich will be available for those students without lunch money. Contact the Food Service Department at 248-573-8925 with questions regarding the breakfast and lunch programs.

Moving

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

1. Notify the office one week prior to moving - We will need the following information:
 - (a) The new address
 - (b) The date of the move
 - (c) The name of the new school, if possible.
2. Each withdrawing student is required to:
 - (a) Return all books (library & texts) and magazines
 - (b) Collect all personal items
3. Once we receive a signed request from the new school we will send records directly to that new school.

Personal Property

Electronic Communication Devices (ECDs)-Students are discouraged from bringing ECDs to school. If brought to school, all ECDs must remain in the student's locker. If an ECD is damaged, lost, or stolen while on school property, Kent Lake Elementary/SLCS is not responsible for recovering or reimbursing the student or his/her parent/guardian for the replacement of the device.

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

Money- Students are discouraged from bringing more money than what they need for lunch. Deposits can be made to your child(ren)'s lunch account by sending a check payable to "SLCS" in a labeled envelope.

Pets- Pets are not allowed on school grounds.

Student Supplies

Students may bring their own supplies such as paper, pencils, crayons, paste, rulers, etc. The school will also have these items available for all children. At different times during the school year, teachers may ask for donations for the classroom. Any donations are greatly appreciated.

Visitors

In order for any visitors to enter the locked building, they will need to:

- 1.) Approach the front doors

- 2.) Press the call button
- 3.) State your name and purpose for your visit when the office staff responds
- 4.) Extend a photo ID toward the camera
- 5.) Report to the office to sign in immediately upon entrance to the building and obtain a visitor's badge
- 6.) Wear the visitor badge in a visible location during your visit at Kent Lake

How can you 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 up students early from school.
- *Have your photo ID available prior to pressing the call button at the front door.
- *Remember to return your visitor badge and sign out in the office at the end of your visit

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 the building.

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).

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 presented annually and is available on the district 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 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.

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:

1. The student's name
2. The names of the student's parents
3. The student's address
4. The student's date of birth
5. The student's class designation
6. The student's extracurricular participation
7. The student's achievement awards or honors, not scholastic grades
8. The student's height and weight-if a member of an athletic team
9. The student's photograph
10. 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 the 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 numerous building coordinators. In 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.

Kent Lake Elementary has a CHEERS coordinator who will help parents get involved in the school setting.

Parent/Teacher Organization (PTO)

Purpose:

1. To establish good communication among parents, legal guardians, teachers, and administrators.
2. To encourage family involvement in school activities.
3. To provide a forum for discussion regarding matters of mutual concern.
4. To oversee, with school administrators and personnel, activities regarding the school, and to submit recommendations that would benefit Kent Lake students.
5. To oversee the use of money raised by, or donated to, the PTO to maximize the benefits for all students.
6. To coordinate volunteers for the delivery of services.

Membership

1. All parents/legal guardians with children currently enrolled at Kent Lake are automatically members of the PTO.
2. All current faculty and staff of Kent Lake Elementary.
3. All members shall be voting members. In the event that a person holds more than one position

(i.e. multiple committees and/or board member), they will have only one vote. The President holds the tie-breaking vote when necessary.

4. PTO Members must be present at meetings to vote.

IMPORTANT CONTACT INFORMATION

- Kent Lake: 248-573-8350
- Attendance Line: 248-573-8325
- Fax: 248-486-0412
- Transportation: 248-573-8235
- Board Office: 248-573-8127
- District Hotline: 248-573-8251
- Early Childhood Center/Kids Club: 248-573-8330
- Recreation: 248-437-8105
- School Closings are posted on <http://www.cancellations.com> and on the district web site
- District Web Site: www.slcs.us (Kent Lake has a page on this site.)
- Follow Kent Lake on Twitter: [www.twitter.com/SLCSKent Lake](http://www.twitter.com/SLCSKentLake)
- Like Kent Lake on Facebook
- E-mail address for all staff: last name, first initial, @slcs.us, all lower case. For example, the principal is MetcalfR@slcs.us

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
Administrative Services
South Lyon Community Schools
345 South Warren
South Lyon, Michigan 48178
(248) 573-8130 or (248) 573-8140

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 at www.slcs.us.

- 2110 – Program - [Parent Involvement In The School Program](#)
- 2240.01 - Program - [Student Use Of Learning Materials](#)
- 2260 – Program – [Nondiscrimination And Access To Equal Educational Opportunity](#)
- 2330 – Program – [Homework](#)
- 2340 – Program – [Field Trips, Excursions, And Other District-Sponsored Trips](#)
- 2412 – Program - [Homebound Instruction](#)
- 2416 – Program – [Disclosure Of Student Information And Privacy](#)
- 2432 – Program – [Athletic Program Expansion](#)
- 2310 – Program – [Grading System](#)
- 2315 – Program – [Grade Appeal](#)
- 2623 – Program - [Student Assessment](#)
- 5136 – Students – [Use Of Electronic Communication Devises](#)
- 5200 – Students – [Attendance](#)
- 5230 – Students – [Late Arrival And Early Dismissal](#)
- 5310 – Students – [Health Services](#)
- 5330 – Students – [Administration Of Medication](#)
- 5330.01-Students - [Epinephrine Auto Injectors](#)
- 5341 – Students – [Emergency Information](#)
- 5341.01-Students - [Concussions And Athletic Activities](#)
- 5452 – Students – [Display And Publication Of Student Work](#)
- 5460 – Students – [Graduation Requirements](#)
- 5500 – Students – [Code Of Student Conduct](#)
- 5511 – Students – [Dress And Grooming](#)
- 5513 – Students – [Care Of District Property](#)
- 5516 – Students – [Student Hazing](#)
- 5517 – Students – [Harassment Of Students](#)
- 5517.01 - Students - [Bullying And Other Aggressive Behavior Towards Students](#)
- 5518 - Students - [Sex Based Harassment](#)
- 5530 – Students – [Substance Abuse](#)
- 5540 – Students – [Interrogation Of Students By Outside Agencies](#)
- 5610.03 – Students – [Physical Assault Or Threat](#)
- 5610.04 – Students – [Teacher Suspension Rights](#)
- 5630 – Students – [Corporal Punishment Versus Appropriate Use Of Reasonable Physical Force](#)
- 5630.01 – Students – [Student Seclusion And Restraint](#)
- 5722 – Students - [Student Publications And Productions](#)
- 5725 – Students – [Student Distribution Of Outside Material](#)
- 5771 – Students – [Searches](#)
- 5772 – Students - [Weapons](#)
- 5850 – Students – [School Sponsored Events](#)
- 5860 – Students - [Extra Curricular And Co-Curricular Activities](#)
- 7434 – Property – [Use Of Tobacco On School Premises](#)
- 7540 – Property – [Acceptable Use Policy For Technology](#)
- 8220 – Operations - [Emergency Closings](#)
- 8330 – Operations – [Student Record](#)
- 8400 – Operations – [School Safety Reporting](#)
- 8600 – Operations – [Transportation](#)
- 9145 – Relations – [Curriculum Involvement Rights Of Parents And Legal Guardians](#)
- 9150 – Relations – [School Visitors](#)
- 9160 – Relations – [Public Attendance At School Events](#)

9230 – Relations - [District Volunteers](#)
[Transportation Code Of Conduct](#)
[Department Of Athletics Code Of Conduct](#)