



# Salem Elementary Parent/Student Handbook



Principal, Mr. Ryan Knapp

Principal Secretary, Mrs. Marie Seiter

Secretary, Mrs. Lisa Barton



## **INTRODUCTION**

Welcome to Salem Elementary School! At Salem, our staff is committed to forming a close partnership with students and parents to provide the best education possible for all children. We will build on the strengths of each child and treat each child as a unique individual.

Salem students follow a curriculum based on the State of Michigan Standards and Benchmarks. They experience powerful learning activities and assessments, which are based on research and best practices.

Salem Elementary is accredited by the North Central Association of Colleges and Schools/AdvancedEd. 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 team is composed of the principal, parents, teachers and support staff, who meet each month to plan the best programs for children. Important policy and budget decisions are made using a consensus decision making model.

Please visit our school and see education in action. We are proud of our curriculum and are always improving it and educating ourselves to be better educators. Please involve yourself with our fine CHEERS volunteer program and our Parent/Teacher Organization (PTO). We feel that the more you know about us, the better you can help your child succeed in school.

We are here for you. Let us know if you have any questions, concerns or comments. We need to know what you are thinking so we can work for solutions together.

By working together, we will be a powerful force for a great education for your child.

## **MISSION STATEMENT**

The mission of Salem Elementary is to foster a safe and caring learning environment that celebrates individual uniqueness and promotes high expectations and critical thinking. By doing so, our students will be empowered to reach their full potential, becoming responsible members of society.

## **IMPORTANT PHONE NUMBERS**

- ✚ Salem Elementary – 248-573-8450
- ✚ Salem’s Attendance Line – 248-573-8425
- ✚ Salem’s Fax – 248-573-8440
- ✚ Salem’s Kids’ Club – 248-573-8435
- ✚ South Lyon Community School’s Board Office – 248-573-8127
- ✚ Transportation – 248-573-8900
- ✚ Early Childhood Center – 248-573-8360
- ✚ South Lyon Recreation – 248-437-8105
- ✚ District Hotline – 248-573-8251
- ✚ District Web Site – [www.slcs.us](http://www.slcs.us) Salem has a page on this site.
- ✚ Email for all school staff – last name, first name initial, @slcs.us, all lower case.  
For example, the principal’s email address is [knappr@slcs.us](mailto:knappr@slcs.us)

## **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 Salem 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)

## **ELEMENTARY INSTRUCTIONAL PROGRAM**

### **Kindergarten**

Kindergarten registration is conducted in early spring of each school year. Parents are given an orientation to the school and an overview of school policies. Kindergarten registration is an opportunity to meet the principal, kindergarten teachers, secretaries, and other staff members. Parents can register their children and visit the kindergarten classrooms. Your child's birth certificate, immunization record, a current vision screening, and two proofs of residency are required for registration.

### **Curriculum**

A curriculum based on state standards and benchmarks is in place to guide student learning in all areas in which instruction takes place. Parents can review these curriculum documents in the Salem office or at the Curriculum Department in the Administration Building at 345 South Warren, South Lyon. Parents can access South Lyon curriculum materials on the South Lyon Community Schools website at [www.slcs.us](http://www.slcs.us). Access to all State of Michigan curriculum materials is available at [www.michigan.gov/mde](http://www.michigan.gov/mde).

We expect students to be responsible for the care and handling of curriculum materials, as well as other school equipment and supplies. A charge will be assessed if any library, classroom, or planning books are lost or damaged beyond the usual wear and tear.

Students are instructed in the following academic areas:

- Language Arts (Reading, Writing, Listening, Speaking, Spelling)
- Mathematics
- Science
- Social Studies
- Physical Education
- Music
- Art
- Technology
- Habits of Mind

### **District Assessments**

Students will participate in district provided assessments throughout the school year. These assessments are designed to give students, teachers and parent's valuable feedback on student learning and growth. The data collected from these assessments is used on a regular basis by classroom teachers and administration to develop instructional strategies to meet the individual learning needs of each child. Examples of district assessments include, but are not limited to, DRA, running records, quick writes, unit benchmark assessments, quarterly assessments, and NWEA.

### **Michigan Student Test of Educational Progress (MStep)**

This summative assessment is designed to 1) focus on student achievement and growth, 2) provide valuable information on the status of essential skills in education, 3) match skill needs

with curriculum and instructional programs, and 4) help teachers plan group and individual instruction. Students in grades 3-5 are tested in English Language Arts and Mathematics. Grade 5 students are also tested in Science and Social Studies.

## **COMMUNICATIONS BETWEEN HOME AND SCHOOL**

In early August each year families will receive an email from the principal inviting families to complete the annual online registration process. The online process will provide you necessary updates for the upcoming school year, allow you to deposit money into your students' lunch account, view important dates, and most importantly update e-mail addresses and emergency contact numbers. If you need to update your mailing address at this time you will be able to but you are also required to provide verification of the new address in the office at your earliest, schedule convenience. After completing the online process you will be able to log into Skyward prior to Labor Day to view assigned teacher(s) and bus route information.

### **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 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 Conferences**

Parent-teacher conferences are conducted in November. Students are released early 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 there is a need.

### **School Newsletter**

The *Salem Scoop* and other notices are sent home periodically throughout the school year. The *Salem Scoop* is a weekly publication that contains a note from the principal and includes updates from classrooms, PTO, CHEERS, and the district at large. The South Lyon Community Schools District also publishes a newsletter which contains information relating to the whole school district. Teachers send home periodic classroom newsletters via multiple medias (traditional paper, website, blog, Remind101, email).

### **School Visits**

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

## **SCHOOL ATTENDANCE PROCEDURES**

School hours are as follows:

	Begin	End
Full Day	8:57	4:00
Half Days	8:57	11:51

## **Arrival at School**

Children should be instructed to arrive at school no earlier than 8:45 a.m. Staff is not available to supervise before this time. For safety reasons, children are not allowed to walk unaccompanied from the parking lot into the building. When dropping off a child, you must use the lane along the curb in the gym parking lot on the north side of the school. This is a drop off only lane and not a lane 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. Pull as far up as possible, including going around the curve and exiting students onto the side walk. Children must be ready to exit (with lunch, money, pick up arrangements worked out, backpacks, etc. . .) as soon as the car stops in front of the building. 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.

**Students must be signed in by a parent/guardian in the office if they arrive after the second bell at 9:00 a.m.**

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

When picking up your child(ren) during the school day, please send a note to the classroom teacher and office to notify him/her of the schedule change. It is also important that you let the classroom teacher and office know who will be picking up your child. All children leaving early **must** be signed out in the office. Please come to the office to show identification and the office staff will call the classroom of your child for dismissal. The office will not call students down in advance of you arriving.

Students will not be released to an adult unless his/her name is listed in Skyward as an emergency contact.

The office requests that all calls to the office regarding changes in an afternoon pick-up schedule be made before 3:30 p.m. Please discuss pick-up arrangements with your child and send a note prior to her/him coming to school in the morning if your schedule is different than normal. Daily calls regarding changes to pick up schedules make it difficult to handle emergency situations at the end of the day.

## **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. Absences not called in and confirmed will be marked as unexcused.

**ATTENDANCE LINE 248-573-8425**

## **Attendance Policy**

Regular attendance is necessary for school success. It is important that your child be at school on time. 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.

If students arrive before 10:00 am, they will be marked tardy. If a student arrives after 10:00 am, they will be marked absent for the morning. If a student leaves before 1:45 pm, they will be marked absent for the afternoon.

The following are the attendance guidelines:

Step 1: When a student is absent 10 days or has 15 days of combined absences and/or tardiest, Skyward generates an alert to the office and a letter is sent home to parents informing them of their students' attendance status.

Step 2: When a student has accrued 15 days of absences or 20 days of combined absences and/or tardies before March a meeting is scheduled with the principal and a referral to the Youth Assistance can be made.

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

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

## **Dismissal Procedures**

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 in Skyward and/or permission is received in writing and signed by the parent or guardian.

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

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

The parent, guardian or designated person in (1), (2), and (3) above must provide picture identification. 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.

Parents picking up their children must park their cars in the gym parking lot and come in the cafeteria to sign out their child starting at 3:45 p.m. at the north parking lot doors. Students who are being picked up are dismissed to the cafeteria at 4:00 p.m.. This allows for a safe and organized dismissal for our bussing 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 bus loop at dismissal time.

Please remember to periodically update your child's emergency contacts via Skyward. It is imperative that we have someone available to pick up your child in an emergency. If he/she becomes ill, or for other reasons, someone with a working phone number that is authorized to pick up your child must be on the emergency card.

At dismissal time, or at the end of a scheduled school related event or activity, students must be picked up promptly. We do not have the school personnel available to watch students after the school day or after a school related event ends. If a child is left at school, or at a school related event beyond the school day, the following will occur:

- Parents/guardians will be called.
- If a parent/guardian cannot be reached, other adults on the emergency card will be contacted for the child's immediate pick up.
- If no one can be reached, police may be called or contact may be made with Child Protective Services.

- A child may also lose his/her privilege of participating in afterschool events if he/she is not picked up at the end of school related event.

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 or email to the teacher and secretaries, 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.

## **SCHOOL HEALTH**

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

By law only minimal first aid can be given by school personnel. Parents/Guardians will be called when a student appears ill enough to go home. If a parent/guardian cannot be reached, the designated emergency person will be contacted. If a student has any health problem, or is taking medication, it is 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, contact your local county health department regarding this process, 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.
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. Children are not allowed to keep medication with them during the school day.
6. 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.

### **Head Lice**

Because of the close proximity of children in school we occasionally have outbreaks of head lice.

It is district policy to exclude a child from school with head lice if live bugs are observed. The student will be able to return when there are no live bugs visible and one or more treatments are given. There is information available in the office and at the county health department on procedures for ridding a child of lice.

### **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 should not be in school until they are fever, vomit, and diarrhea free for 24 hours. A child who just has cold symptoms is welcome at school but please note the medication policy, which does not allow over-the-counter medication to be used by students at any point during the day. If your child vomits during the school day, a parent/guardian will be called to pick up the child.

## **SCHOOL EMERGENCY INFORMATION**

### **Emergency and Disaster Procedures**

In the event of an emergency during the school day, a crisis plan will be put into operation. Emergency plans meeting district and national standards have been adopted to cover foreseeable emergencies. Tornado, fire, and dangerous person emergency procedures are rehearsed according to state laws and district policy.

Fire and tornado procedures are posted in each classroom.

### **Severe Weather and School Closings**

When the district deems necessary, school will be closed. Information will be communicated to major TV and radio stations. Please check: [www.slcs.us](http://www.slcs.us), your email for a Skylert from the district, and the Twitter handle @slcsd.

Parents must have emergency plans in the event that it is necessary to close school and send students 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:

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

### **Media Center**

While at the Media Center, students can check out materials, read, or use the library for reference and study. There are books, magazines, computers, and a reference section for students and staff.

Our Media Monitor meets with students once per week in order to assist them with checking out books. The Media Monitor will also spend some time helping students develop an appreciation for reading and the library.

Students in grades K-5 generally borrow 2 items, but additional items can be borrowed if needed for assignments. Materials are loaned for one week and are renewable. 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 taken in the fall and spring. The fall pictures are used in the student yearbook. Notices are sent home to notify parents when yearbooks go on sale.

### **Camp**

Fifth grade students have the opportunity to attend a two night, three day camp in the spring. Children are exposed to a powerful outdoor curriculum selected by the Salem teachers and taught by the professional staff of the approved camp. It is expected that all fifth graders will attend. Fifth grade parents are offered various opportunities to fundraise for camp expenses.

### **Assemblies**

Assemblies are funded and planned in collaboration with the PTO.

### **After-School Activities**

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

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

- |                                    |                                     |
|------------------------------------|-------------------------------------|
| 1. Music Concerts                  | 6. 5 <sup>th</sup> grade Track Meet |
| 2. PTO sponsored Family Fun Nights | 7. Student Council                  |
| 3. Adopt-a-Reader                  | 8. Field Day                        |
| 4. Additional Assemblies           | 9. Student Safety Patrol            |
| 5. Spirit Days                     |                                     |

## **STUDENT BEHAVIORAL EXPECTATIONS**

### **THROUGHOUT THE SCHOOL**

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

Salem 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**

Salem students are expected to:

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

## **ON THE PLAYGROUND**

Salem students are expected to:

1. Use the equipment for its intended purpose.
2. Not block entrances on play equipment.
3. Not climb up or sit on top of play equipment.
4. Not tackle or roughhouse.
5. Slide feet first and on their bottom on the slides.
6. Not throw sticks, stones, wood chips, snowballs, or ice

## **Rules During Indoor Recess and Noon Hours**

During inclement weather, which includes when the temperature is 0 degrees Fahrenheit including the wind-chill, or below, students will remain inside the building during recess. Noon monitors will be on duty during the lunch period. Students are expected to adhere to the following:

1. Students should remain in their designated room and area and should not be in any other part of the building unless they have permission from their teacher or lunch supervisor.
2. Appropriate indoor voices should be used at all times.
3. Appropriate games and activities for students during inside recesses and noon hours are provided in each classroom. Students are informed of these games and activities and the rules for conduct on inside days are clearly explained.
4. Students are prohibited from using the classroom computers during indoor recess.
5. Students will not run in the room.
6. Scissors should only be used with direct instruction from the classroom teacher.
7. Students may use the whiteboard if they have received permission from their classroom teacher.
8. Classroom doors will remain open at all times!

## **AT DISMISSAL TIME**

Salem students are expected to:

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

## **IN THE HALLWAYS**

Salem students are expected to:

1. Always walk
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, Legos, action figures, stuffed animals, 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**

PLEASE:

1. Exclusively use the sidewalk in the gym parking lot along the north side of the school for morning drop off. Do not drop off students so they cross traffic.
2. Minimize requests for the early release of a child.
3. Make every effort to plan vacations when school is not in session.
4. Park in parking lot while picking up students. At dismissal time, please wait for your child in the cafeteria.
5. Send a note to school if a child is to be released to another adult.
6. Refrain from parking in the front bus loop during arrival and dismissal times.

## **Accident Insurance**

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

## **TRANSPORTATION CODE OF CONDUCT**

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 at 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 the student's lap 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 an 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 language, indecent conduct, scuffling, or throwing of objects will not be tolerated. Students 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 bus 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.

**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. The following is the district procedure in regards to bus conduct reports:

1. Warning Notice - issued by bus driver depending on the severity of the offense. (verbal or written)
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 offenses, such as fighting.
3. 2nd Conduct Report - the student may be suspended from riding the bus for five (5) school days.
4. 3rd Conduct Report - the student may be suspended from riding the bus for thirty (30) school days.
5. 4th Conduct Report - the student may 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) school 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, flip flops, or halter tops may be worn in the school. Shorts and skirts must be the length of the middle finger when the child has his/her arm straight by his/her side. Tank tops must have straps that are two finger widths wide. All shoes must have a back on them. Inappropriate slogans or pictures are not to be worn to school on clothing. Parents should ask: Will this kind of slogan/clothing help my child create a learning attitude at school? Please make sure your child is dressed for the Michigan weather. When the temperature is 0 degrees Fahrenheit, including the wind-chill, or above, students will have outdoor recess. Make sure they have a hat, boots, mittens and snow pants every day 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. It is important to label every piece of clothing.

**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 study 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 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 and online during fall registration. Lunch menus are sent home at the beginning of every month. The office will not loan lunch money to students. However, a peanut butter lunch will be available for those students without lunch money.

### **Moving**

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

- A. Notify the office one week prior to moving - We will need the following information:
  1. The new address
  2. The date of the move
  3. The name of the new school, if possible.
- B. Each withdrawing student is required to:
  1. Return all books (library & texts) and magazines
  2. Settle outstanding debts
  3. Collect all personal items
- C. Records are forwarded upon receipt of a request signed by the parent from the new school district.

### **Personal Property**

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

**Money-** Parents are encouraged not to allow students to carry 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

**Cell Phones-** Cell phone use policy can be found under the "Use of Electronic Communication Devices" Board Policy. At the Elementary level, student possession of cell phones is discouraged. If a parent would like for their student(s) to have access to a cell phone for safety reasons before or after the school day, they should contact the building principal.

### **Assessments**

#### **District Assessments**

Students are given district-developed assessments in math, science, language arts, and social studies to help teachers modify instruction to best meet student needs. Some of these assessments include: South Lyon Math Assessment (SLMA), Michigan Literacy Progress Profile (MLPP), and South Lyon Reading Assessment (SLRA).

#### **Michigan Survey of Educational Progress**

This program is designed to:

1. Focus on student achievement.

2. Provide valuable information on the status of essential skills in education.
3. Match skill needs with curriculum and instructional programs.
4. Help teachers plan group and individual instruction.

The MSTEP is scheduled as follows:

English Language Arts—Grades 3, 4, and 5

Science—Grade 5

Mathematics—Grades 3, 4, and 5

Social Studies- Grade 5

### **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. These items are greatly appreciated.

### **Visitors**

Visitors are welcome and are encouraged to visit the school.

ALL VISITORS MUST REPORT TO THE OFFICE UPON ENTERING THE BUILDING.

VISITORS WILL RECEIVE A VISITOR'S BADGE AFTER SIGNING THE VISITOR SIGN-IN SHEET.

### **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.

## **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. Parental involvement is encouraged regarding the school improvement planning team. The building principal will contact parents.

A core curriculum, which is outcome based, must be available to all students in the district, according to the Michigan Department of Education's timeline, and must include long-term goals and performance objectives. While the core curriculum will be modeled after a statewide mode, local school districts will determine the specific instructional program comprised of courses and programs. Other general competencies are integrated within the core curriculum.

Accreditation means meeting or exceeding standards established for six areas of school operation: administrative and school organization, curricula, staff, school plant and facilities, school and community relations, school improvement plans, and student outcomes.

## **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**

The C.H.E.E.R.S. 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. Hundreds of volunteers log thousands of hours volunteering service to the school district. C.H.E.E.R.S. is a preschool through grade 12 program operating in each school building in the 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.

Salem 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 Salem 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 Salem are automatically members of the PTO.
2. All current faculty and staff of Salem Elementary are also members.
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.

## **SOUTH LYON COMMUNITY SCHOOLS BOARD OF EDUCATION POLICIES AND PROCEDURES**

The Board of Education sets policies which are carried out by the administration. The following policies may be of particular interest to parents and students and can be found on the SLCS website by going to [www.slcs.us](http://www.slcs.us) and clicking on the Board of Education tab and scrolling down to the SLCS Board Policies.

### **DISTRICT MISSION STATEMENT**

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

### **Board of Education Policies:**

- Acceptable Use Policy for Technology
- Administration of Medication
- Anti-Bullying
- Athletic Program Expansion
- Attendance
- Bullying and Other Aggressive Behavior Toward Students
- Care of District Property
- Code of Student Conduct
- Corporal Punishment versus Appropriate Use of Reasonable Physical Force
- Curriculum Involvement Rights of Parents and Legal Guardians
- Disclosure of Student Information and Privacy
- Display and Publication of Student Work
- Dress and Grooming
- Emergency Closings
- Emergency Information
- Extra-Curricular and Co-Curricular Programs
- Field Trips, Excursions, and Other District-Sponsored Trips
- Grade Appeal
- Grading System
- Graduation Requirements
- Harassment of Students, including Sexual Harassment
- Health Services
- Homebound Instruction Program
- Homework
- Interrogation of Students by Outside Agencies
- Late Arrival and Early Dismissal
- Non Discrimination and Access to Equal Educational Opportunity
- Parent Involvement
- Physical Assault and Threats
- Public Attendance at School Events
- School Safety Reporting
- School Sponsored Events
- School Visitors
- Searches
- Student Assessment
- Student Distribution of Outside Material
- Student Hazing
- Student Publications and Productions
- Student Records
- Student Seclusion and Restraint
- Student Use of Learning Materials
- Substance Abuse
- Teacher Suspension Rights
- Transportation
- Use of Electronic Communication Devices
- Use of Tobacco on School Premises
- Weapons



## **Section 504 Notice of Nondiscrimination**

Applicants for admission and employment, students, parents, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with the South Lyon Community School District are hereby notified that this District 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. Any person having inquiries concerning the South Lyon Community School District's compliance with the regulations implementing Title VI, Title IX, The Americans with Disabilities Act (ADA) or Section 504 is directed to contact Melissa Baker, Assistant Superintendent for Administrative Services, 345 South Warren, South Lyon, Michigan 48178, 248-573-8130, who has been designated by the South Lyon Community School District to coordinate the District's efforts to comply with the regulations implementing Title VI, Title IX, the ADA, and Section 504.

### **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:

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