



## Parent / Student Handbook



Principal, Mrs. Kimberly Dancer

Secretary, Mrs. Dawn Sprinkles



*The mission of the Kent Lake learning community is to provide a safe and supportive environment that fosters personal excellence, respect for others, use of Habits of Mind behaviors and an understanding of diversity.*

## **INTRODUCTION**

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

Kent Lake 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.

Kent Lake Elementary is accredited by the North Central Association of Colleges and Schools. We comply with all State of Michigan mandates for school improvement. District wide MEAP 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.

## **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

## **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 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. Certified birth certificates, immunization records, 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 Kent Lake 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.mde.state.mi.us](http://www.mde.state.mi.us). 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

## HOME SCHOOL COMMUNICATIONS

### 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 you providing us with at least two emergency numbers. Please notify the school office should any information on your emergency card change during the course of the school year (phone numbers, for example).

### Curriculum Night

In the fall, a 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. There will be sign-up sheets to schedule your parent-teacher conference appointment. School-age children are invited to attend Curriculum Night and will be presented with an assembly while parents attend the teacher's curriculum presentations.

### Parent-Teacher Conferences

Parent-teacher conferences are conducted in November. Students are dismissed 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 Kent Lake *Catch*, Kent Lake *Wave*, and other notices are sent home periodically throughout the school year. The *Catch* is a quarterly publication that contains a note from the principal, PTO, and C.H.E.E.R.S. The *Wave* is a weekly update to share the following week's schedule and share quick notes with families. The South Lyon Community Schools District also publishes a newsletter which contains information relating to the total school district. Teachers send home periodic classroom newsletters.

## 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

	Begin	End
Full Day	8:15	3:18
1 <sup>st</sup> Day of School and Half Days (Parent/Teacher Conferences)	8:15	11:09

### Arrival at School

Children should be instructed to arrive at school no earlier than 8:05 a.m. For their safety, children are not allowed to walk unaccompanied from the parking lot into the building. When dropping off a child, you must use the loop in front of the school. This is a drop off only loop and not a loop for parking. In order for this procedure to work smoothly and safely, parents/guardians should have children seated so they may quickly exit the car on the passenger side. Children must be ready to exit (with lunch, money, pick up arrangements worked out, backpacks, etc. . . ) as soon as the car stops 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. Please do not pass cars in front of you. Wait until they have safely pulled away.

**The doors lock automatically at 8:15 am. If your child is not in the building by 8:15 am, you must sign your child in at the office. Children cannot walk into the building unaccompanied if they arrive at or after 8:15 am. You will need your picture ID to get into the building, due to the security procedures that were put into place last May.**

### 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 to notify him/her of the schedule change. It is also important that you let the classroom teacher 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.

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

Due to the p.m. 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 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. Please do not make requests through voicemail or email messages regarding dismissal. The staff is not required to check voicemail or email regularly throughout the day. All relative requests need to 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" 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 at 248-573-8325 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. 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 9:35 am, they will be marked tardy. If a student arrives after 9:35 am, they will be marked absent for the morning. If a student leaves before 1:05 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 tardies, the classroom teacher notifies the office and 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, the teacher notifies the office. A mandatory meeting is scheduled with the principal and a referral to the Youth Assistance or to the Public Health Nurse is made, if appropriate.

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 on the Student Emergency Data Card or permission is received in writing and signed by the parent or guardian.

We will not release any student to leave the school grounds (other than those being picked up by parents in the back hallway, those going to Kids Club, 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 parking lot and may come in and wait in the back lobby by the gym and cafeteria. Students who are being picked up are dismissed to the back lobby. This allows for a safe and organized dismissal for our busing students. For obvious safety reasons, students are not allowed to walk across the parking lot without an adult. Parents are not to park in the loop at dismissal time.

As always, it is very important that your child know how he/she is supposed to get home each day. Any day that there is a change in the usual plans, you must send a note. If we do not have a note, we will follow the usual system, even if the child tells us differently. Children often get confused, and we do not want them left at school with no means of transportation home or going home to an empty house.

Arrival and dismissal times are the busiest times of day for our secretarial staff. If you change your child's dismissal plans, it is much better for you to send a note to the teacher, rather than call the main office. 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 remember to update your emergency card phone contacts periodically. It is imperative that we have someone available to pick up your child in an emergency. If your child becomes ill, or for other reasons, someone with a working phone number that can pick up your child must be on your child's emergency card. Also, at dismissal, students being picked up must be picked up promptly. We do not have personnel to watch students after school is over. If the emergency card contacts are not available, or you cannot be reached and cannot pick up your child promptly for an emergency or during dismissal, we may have to take strong measures, such as contacting the Family Independent Agency or the police, to have the child picked up. Of course, we would like to avoid that situation. So it is imperative that parents have current information on their emergency cards, and a reliable contact available.

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

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) or [www.cancellations.com](http://www.cancellations.com). 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:

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

### Media Center

Students may come to the Media Center any time during the week with the permission of their classroom teacher. While at the Media Center, they can check out materials, read, or use the library for reference and study. There are books, magazines, audio visual materials, computers, and a reference section for students and staff. The Media Specialist meets regularly with all classes to teach the students about the Media Center. A variety of planned lessons include literature appreciation, story time, research and library skills. Students in Kindergarten may borrow one book per visit. Students in Grades 1-5 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. A computer mini lab is available.

## 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 are included in the price of the picture packages.

### Camp

Fifth grade students have the opportunity to attend a week-long outdoor camp in the spring. Children are exposed to a powerful outdoor curriculum selected by the Kent Lake teachers and taught by the professional staff of The Battle Creek Outdoor Education Camp. It is expected that all fifth graders will attend. Fifth grade parents are offered the opportunity by the Kent Lake PTO 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).

## **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.

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

- |                                    |                                     |
|------------------------------------|-------------------------------------|
| 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. March is Reading Month           |
| 5. Student Safety Patrol           | 10. 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.

## **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**

PLEASE:

1. Exclusively use the sidewalk in front of the school for morning drop off. Do not drop off students so they cross traffic. Wait until you are against the curb before you let students leave your vehicle.
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 back lobby.
5. Send a note to school if a child is to be released to another adult.
6. Refrain from parking in the circle drive.

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

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

## **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 with 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 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 thirty (30) school days.
5. 4th Conduct Report - the student is 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.

## 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. Make sure he/she has 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. It is important to label every piece of clothing.

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 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. 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:

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) Settle outstanding debts

(c) Collect all personal items

3. 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

## **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 Educational Assessment Program (MEAP)**

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 MEAP is given in October in the following content areas:

Reading—Grades 3, 4, and 5

Writing—Grade 4

Mathematics—Grades 3, 4, and 5

Science—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**

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. 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**

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 PHONE NUMBERS**

Kent Lake 248-573-8350

Principal, Kim Dancer 248-573-8355

Board Office 248-573-8127

Attendance Line 248-573-8325

Fax 248-486-0412

Transportation 248-573-8235

Early Childhood Center 248-573-8330

Kent Lake Kids' Club 248-573-8363

Recreation 248-437-8105

Weather Number (Given on cable channel 10, South Lyon Cable Television)

School Closing Posted on <http://www.cancellations.com> and on the district web site

District Hotline 248-573-8251

District Web Site [www.slcs.us](http://www.slcs.us) Kent Lake has a page on this site.

E-mail for all school staff: last name, first initial, @slcs.us, all lower case. For example, the principal is [dancerk@slcs.us](mailto:dancerk@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 March 2, 2009).

The following person has been designated to handle inquiries regarding the nondiscrimination policies:

Assistant Superintendent for Administrative Services

345 South Warren

South Lyon, MI 48178

(248) 573-8130 or (248) 573-8140