



MIDDLE
SCHOOL
HANDBOOK
2019-20

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WELCOME

Welcome to Sayre Middle School. I am thrilled your family has decided to be a member of our community. We have a challenging and exciting year planned for each of our 5th, 6th, 7th, and 8th grade students.

Established in 1854, Sayre is a school with a rich history of educating students in the Commonwealth. At the same time, innovation and creative teaching are hallmarks of our current program. In accordance with our mission, Sayre Middle School offers a challenging curriculum which seeks to capitalize on the wonders of the age, to foster a student's movement from the concrete to the conceptual, and to provide a safe and nurturing environment in which to learn and grow. The Middle School years are a time of exploration, discovery, and questioning. In a supportive atmosphere with faculty dedicated to the education of this age group, our students begin to grasp the importance of life-long learning. They revel in the discussion of ideas and concepts, and come to understand the necessity of attaining fluency in another language in order to thrive in a global world. They come to see that community service is the responsibility of every concerned citizen, to realize that education continues outside the realm of school, to grasp the importance of communication, both written and oral, and to recognize that increased freedom and independence come with heightened responsibilities.

The addition of fifth grade to our division last year was an exciting step for the Middle School faculty, and one we took with a strong commitment to nurturing and supporting their social, emotional, cognitive, and physical growth. We are thrilled to have fifth graders in the Middle School.

As the only independent school in the region to serve students from Pre-K through Twelfth Grade, the Sayre community fosters relationships across the ages. These are bonds that facilitate communication, discussion, and safe exploration. Students and their families develop a rapport with each other, with our teachers, and with the administration – a rapport built on our shared commitment to excellence in education. It is this united vision that allows our students to meet their potential.

The following pages offer an overview of the Middle School's programs, policies and procedures. If you have questions or comments, feel free to contact me at (859) 254-1361.

Sincerely,
Kristin Seymour
Sayre Middle School Head

PHILOSOPHY

Founded in 1854 in Lexington, Kentucky, Sayre School is an independent co-educational college preparatory day school, serving students from pre-school through twelfth grade. Sayre promotes intellectual, emotional, physical, social and aesthetic growth in each of its students. The school strives to help each student realize his or her intrinsic worth, develop critical thinking, and acquire self-discipline.

Students participate in a wide range of courses and extracurricular activities in a community that appreciates individual interests, talents, and skills. The rigorous curriculum stretches the intellect and promotes creativity as it communicates knowledge, building a proper foundation for future education. Sayre teachers provide innovative and differentiated instruction and supportive interaction with students; students develop independent and analytical thinking skills and learn to communicate effectively with adults and each other.

Woven through all of Sayre's endeavors is the objective of developing character within a moral framework. We help students understand the meaning of honorable behavior, the importance of accountability, the mandate of citizenship. Our downtown location extends the boundaries of the classroom, providing us with a rich array of resources for learning and service in our community.

Sayre students, teachers, administrators, staff, parents, trustees, and alumni share a spirit of mutual respect and kindness and continually strive to achieve excellence. We value equity, social justice, and the diverse perspectives of a multicultural world. As a community, we honor tradition and embrace change as we move toward the future.

(Ratified by the Faculty and Staff in May of 2010)

MISSION

Sayre School provides an innovative and inclusive learning environment that empowers students to achieve academic excellence, embrace challenge, and cultivate integrity in order to lead purposeful lives in an ever-changing world.

Sayre Parent and School Partnership

Sayre's mission, philosophy, and policies are built upon the idea that the education of children is a collaborative venture shared between parents and school employees. School presents young people with a host of challenges extending well beyond test grades and other common measures of performance. A mutual commitment to act for the benefit of students ensures proper and personalized support as they mature and develop productive habits of mind and character. This commitment delineates the expectations of school personnel and families we believe essential to provide positive and constructive support for the children we serve.

Sayre personnel and families commit to:

- Know and support the school's mission, philosophy, policies, and procedures
- Model wisdom, integrity, respect, and compassion
- Support an appreciation for diversity of race, religion, culture, gender, viewpoint, family status, and learning styles
- Develop partnerships and sustain communication to support each student's well being and increasing autonomy
- Obtain information and resolve problems respectfully through appropriate channels at appropriate times
- Respect the school's responsibility to do what is best for the student body as a whole, while recognizing the needs of each individual student
- Act positively to support the school on behalf of its community members

CORE VALUES IN ACTION

Sayre School values students as individuals and works to foster their understanding of themselves and their roles in the larger community. Our core values of wisdom, integrity, respect, and compassion are woven throughout the school. Our efforts to promote these core values include classes, clubs, and activities to reach all students. Topics and skills are taught and practiced on a developmentally appropriate continuum centered on these themes: student mentoring, giving back to community, understanding personal and cultural differences, awareness of self, and development of social skills.

Sayre defines its core values as:

Wisdom – knowledge of what is right combined with sound judgment

Integrity – understanding and practice of what is honest, decent, and good

Respect – holding self and others in high regard

Compassion – empathy for others combined with helpful action

Middle School

Kids-to-Kids Classes – This program fosters greater recognition and appreciation of human diversity. Trained Upper School students lead and mentor Middle School students. Fifth and sixth graders focus on appreciating differences and demonstrating respect for others. Seventh graders learn about conflict resolution, empathy, and effective communication.

Community Service – Projects are organized through affinity groups according to students' interests.

Fund Drives – Students participate in raising money or making other donations for the benefit of others.

Community Matters Classes – These life skills classes are taught in the 6th, 7th, and 8th grades. Topics include organizational skills, coping skills/stress management, social skills, puberty/sexuality issues, understanding and dealing with bullying/harassing behaviors. When called for, some classes are gender specific. Eighth grade students benefit from the intensive FCD (Freedom from Chemical Dependency) drug and alcohol education program and a Human Development curriculum based on National Standards. In grade 5, students receive lessons in puberty and Human Development taught in conjunction with our School Counselor.

Advisories – Students in multi-aged small groups participate in special programs and social activities to build and support community. The faculty advisor serves as an adult resource and advocate for those students. In the second semester of fifth grade, students are “assigned” to an advisory that they will join in sixth grade, and they will begin to participate in some advisory activities, such as advisory lunches.

Student Council – Elected students learn about leadership and civic action through their activities representing the student body.

DIVERSITY MISSION STATEMENT

Located in downtown Lexington, Kentucky, Sayre School recognizes and respects the diversity of backgrounds, outlooks, and talents individuals bring to its community. Sayre defines diversity as differences embodied in (but not limited to) age, ethnicity and race, family status, gender, geographic origin, learning styles, religion, sexual orientation, and socio-economic status. This list is adapted from the Independent Schools Association of the Central States' publication "Diversity and Multiculturalism: Broadening Our Perspective."

Sayre strives to enrich its community through diversity within all of its constituencies: students, faculty, administrators, and trustees.

Sayre seeks to create an educational atmosphere of understanding and open dialogue that fosters respect for individual differences. As part of the school's overall mission - to provide "an education of the widest range and highest order" - Sayre's curriculum presents topics from multiple perspectives, acknowledging and including many different cultures, ideas, and experiences found in our global society. Such an education involves the development of independent, critical thinking within an open-minded and tolerant learning environment.

Adopted by the Sayre School Board of Trustees September 10, 2003

ACADEMIC POLICIES

A. Course Load

All students in fifth grade are assigned to one homeroom teacher; the two fifth grade teachers collaborate and share many aspects of the curriculum and the Responsive Classroom model. One teaches the Language Arts and Social Studies aspect of the curriculum, while the other instructs in math and science. All fifth graders in 2019-2020 take French (or a study hall for students exempt from language). Sixth, seventh, and eighth graders follow an established curriculum of: English, Fine Arts, French or Spanish, Math, Physical Education, Science, and Social Studies. Special arrangements and waivers are determined by the Division Head and the Director of Academic Services.

B. Grade Reports

For the first semester of fifth grade, students receive narrative reports and summative assessments on their report cards without traditional letter grades. For second semester, fifth grade teachers introduce letter grades on report cards and carefully aid students in understanding the meaning of grades and the importance of self-evaluating and learning how to learn. Beginning second semester in fifth grade, students are graded on an A to F scale. They are also graded in Effort on a 1 to 5 scale. Narrative comments are written at the conclusion of the first three marking periods, and a child's advisor or homeroom teacher writes a letter at the conclusion of the academic year.

A - Excellent	1 - Superior
B - Very Good	2 - Strong
C - Average	3 - Good
D - Poor	4 - Weak
F - Failing	5 - Unacceptable

Mid-term Progress Reports are written for all sixth grade students at the mid-point of their first term. During other terms, mid-term reports are written when a student's grade drops to a "C-" or below, or his/her effort is not sufficient. Progress Reports also may be written to commend improvement and/or a job well done.

Students discuss the Term Grade Reports with their advisors.

The online grade book feature allows students and parents to see grades at any point over the course of the term, though it must be remembered that grade books will not be updated every day. As students mature and grow, parents may make them more and more independent and allow students to monitor themselves and their own grades. Like everything else at this age, each student will grow into this role in her/his own time.

C. Semester Exams

Eighth graders take semester exams in modern language (French or Spanish), Algebra, Introduction to Algebra, or Geometry (or another math class). In addition to the teacher's recommendation, a second semester grade of "C" or better is required for advancement in foreign language, and a second semester grade of "B" or better is necessary for matriculation into an Upper School math class. Sayre Upper School credit is awarded if the next course in the sequence is taken and passed with a "C." However, these courses are not included in the computation of a student's Upper School grade point average.

D. Academic Probation

Students who receive two "D's" or one "F" in a term are placed on Academic Probation. A conference will be arranged between parents/guardians, the student, and the Middle School Division Head in an effort to develop a plan of action, and the student's participation in extracurricular activities will be reviewed.

If the student's grades do not improve, that student will be kept on probation for another term. However, if there continues to be little academic progress, the student may not be asked to return to Sayre the following year/semester.

E. Homework

Teachers assign homework to reinforce material presented in class, to prepare for the presentation of new material, and to establish solid study habits. Homework is important not only for academic success but also for the development of self-discipline and good working habits. We recognize that each student is different, and therefore the time it takes to complete homework is individual. In fifth and sixth grade, student can anticipate about one hour of homework per night. In seventh and eighth grade, on the average students can anticipate 1-1/2 to 2 hours of homework and study per night. Major tests and projects may require more. It is important to note that not all assignments are written and that the review and the study of the day's work are always in order. It is expected that all homework be completed on time, i.e. before the school day begins.

Sayre School has made all assignments available to students and parents via our website, www.sayreschool.org. To access a student's homework, go to the website and click on "log in." From that page, then navigate to the blue PCR button. Families new to Sayre will receive a mailing with a family username and a default password. Returning families who need this information may contact the Middle School the Admission Office. Additionally, each student will receive information for student login at the beginning of school. It is important to note that assignments appear on the student calendar on the date they are due. Also, the website is a useful tool for organization, but it does not take the place of the assignment planner given to each student, nor of attention in class to the specifics of assignments.

It is important and necessary for students to take responsibility for obtaining assignments missed because of absence. In the event of illness, assignments for the day may be accessed on the Sayre website and any additional materials needed will be available by dismissal. Please call or email the Middle School Office if you plan to pick up work. Late assignments are expected to be made up; however, it is at the teacher's discretion how they will be graded. Untidy or unsatisfactory homework may need to be done again with possible penalties for homework handed in late.

Students use a Sayre Assignment Planner, provided by the school, or an electronic planner. Parents may want to check these planners periodically. Parents can help with homework by:

1. Providing a quiet, comfortable place for the student to study.
2. Providing students with writing materials, a suitable desk or table space, sufficient lighting, and access to power for devices needed.
3. Helping to establish and maintain a schedule of family activities, which includes provision for regular study by the student.
4. Insisting that students carefully plan the study time available to them so that they are not suddenly confronted with impossible tasks with insufficient resources.
5. Conferring with teachers if there are questions about the purposes or procedures of homework.
6. Being a guide and resource person but insisting upon the student's doing his/her own work.
7. Providing supervision for students when they are using on-line resources.
8. Supporting the school's 1-to-1 initiative, especially by sending students to school with a fully powered device.

9. Encouraging students to get enough sleep and to eat a healthy diet.
10. Limiting students' use of electronics, and providing a place outside of the student's bedroom for charging and storing devices overnight.

F. Extra Help

The faculty is always open to helping students who are having some difficulty and will suggest to some that they set up a meeting time. Students, however, should begin to realize that they must take the initiative for their education and learning by seeking out teachers for extra help, rather than waiting to be called by the teacher.

G. Honor Roll

The Honor Roll is a formal recognition of special accomplishment(s) each term, and it is reported on a student's report card. Although it is challenging to maintain high standards consistently, it is the goal of the school to encourage students to do their best and set ambitious goals for themselves. Students on the:

1. **Head of School's List** must achieve an "A" in all courses.
2. **Division Head's List** must achieve an "A" or "B" in all courses.
3. **Faculty List** must achieve Effort grades of 1 or 2 in all courses.

H. Testing

Middle School students are required to take a battery of standardized tests before being considered for admission to Sayre. Sayre participates in the Pearson Assessment's Stanford Achievement Test and Otis-Lennon School Ability Test. These tests are also administered each spring to students in the fifth, sixth and eighth grades. Results are reported to parents when they are received, usually some time in late May or early June. Yet these results are only one part of a student's total profile and are considered along with term grades, work ethic, and teacher recommendations.

I. Family Guidelines for Online Content

Sayre School maintains several websites and social networking sites. These sites are clearly identified as being associated with the school and include a link to the school's website. These tools are carefully evaluated to provide students and families with relevant and engaging content related to school activities. The school carefully chooses online content to protect the privacy of our students and their families. We encourage you to submit content to the school for inclusion on official school-sponsored sites.

ACADEMIC SUPPORT PROGRAMS

A. Academic Services

Sayre offers special services for students who may be experiencing learning or behavioral difficulty. The team includes learning specialists and a Director of Academic Services. The office offers an array of services, one of which is direct, individualized instruction of students with learning differences. This instruction is provided by one of the educational consultants and is coordinated with the student's regular classroom teacher. The consultants reinforce content covered in the classroom and teach compensatory learning strategies. Services for remediating learning gaps are also available. There is a fee, above tuition, for this service. For some students, continued enrollment at Sayre may be contingent upon participation in the Academic Services Program.

The Director of Academic Services works predominantly in a consultative role providing support to both teachers and parents. In addition to consultation, the Director coordinates student referrals for testing, counseling, and tutoring; conducts classroom observations in addition to individually-focused behavior observations; helps design student interventions and classroom accommodations; and drafts individual learning plans as needed.

Either written or verbal parent permission for student placement in the program, for observations of specific students referred by teachers or parents, and for extensive modifications in classroom learning will be secured. Classroom observations, which are conducted to improve the overall functioning of a class or teacher, may be conducted periodically and are implemented at the discretion of the school. Specific questions about the academic Services Program policies and procedures should be referred to the Director or to the administration.

B. After-School Study Hall and Homework Clinic

Sayre's After-School Study Hall and Homework Clinic are programs designed to provide an after-school option for students in grades 5 through 8. At dismissal, students report to the designated Study Hall or Homework Clinic room. Middle School parents/guardians may pick up a student at any time from 3:30 PM (2:30 PM on Tuesdays) to 5:30 PM but are asked to go directly to the Homework Clinic teacher to sign out. There is a separate charge for this service for any student who stays after 4:00. When the Study Hall closes, students will be walked to Extended Day, which is available every day until 5:45.

ADMISSIONS & WITHDRAWALS

Sayre School welcomes and encourages students and faculty of ethnic, cultural, and religious diversity. The school admits students without regard to race, color, religion, national origin, or gender. It does not discriminate in the administration of its educational policies, financial aid programs, athletic programs, and other school-administered programs.

The school reserves the right to require the withdrawal of a student for whom the placement evolves as disadvantageous for his/her own development and progress or who may be found to be out of sympathy with the school's goals and philosophy. Families whose payments are not kept current may also be withdrawn from school.

ADVISORY

The purpose of the Advisory program is to provide opportunities for students to meet with members of the faculty, as well as other students, to discuss topics and issues that are of concern to the Middle School. Advisory groups are mixed-age, and generally include students from all three grades, 6-8. After the first semester of fifth grade, each fifth grade student will be assigned to an advisory for participation in several activities in the second semester. Advisors discuss academic progress with their advisees and assist in setting goals or specific programs. Weekly advisory times are included in the schedule. Although students are assigned an advisor, they are encouraged to seek out any faculty member with whom they feel comfortable talking.

ALMA MATER

*All through the years the thousand strong,
Have trod these hallowed halls.*

*O Alma Mater, Sayre School
We raise our shields to thee,*

*Our hearts re-echo loud and strong,
Rememb'ring one and all.
Now, sons and daughters, proudly hail,
Our Alma Mater dear!*

*As Spartans did in days gone by,
For courage and for friendship's tie
We give our hearts in loyalty,
We ever honor thee.*

ALLERGY POLICY AND GUIDELINES

Sayre School has many students who have severe allergies. For some children, even trace amounts of an allergen can cause a life-threatening anaphylactic reaction. Working with parents, the administration strives to provide the safest possible environment for all students. The following guidelines are designed to manage life-threatening allergies to most common foods and insect bites. It is anticipated that as students move from the necessarily more restrictive environment of the Lower School to the greater independence of the Middle and Upper Schools, their needs will change. Thus, they should be better able to assume responsibility for managing their allergies with the support of the school.

- All parents have a responsibility to help create a safe environment for all students.
- Parents must notify the school of their child's life-threatening allergies by filling out the school's annual medical and allergy documentation forms.
- In Grades PK2-8th, no one should send peanuts, nuts or derivatives (nut butters, oils) for lunch, snacks or treats.
- The school provides training for faculty and staff about life threatening allergies, prevention, and response.
- Parents should coordinate with the appropriate division to be sure that their child's medications are provided and that an emergency kit is available that contains a licensed prescriber's standing order.
- Students should be allowed to carry their own epinephrine, if age-appropriate, after approval from the student's physician and parent.
- Sayre School is a Nut Aware School. As a general rule, the Buttery kitchen does not use any nuts or items made in a facility where nuts may be present, with the one exception of a local bakery (Gluten Free Miracles) that specializes in gluten free, organic bread. Gluten Free Miracles produces nut-free items on separate equipment.
- Daily Buttery menus indicate items containing dairy, gluten, shellfish, eggs, and pork. Families can consult the online menu when helping their child plan for their food needs. The Buttery serves WowButter, a nut-free, gluten-free, dairy-free, soy product containing 7 grams of protein (the same as peanut butter).

ATHLETICS

Many opportunities are available for Middle School students to participate in interscholastic sports. The following guidelines have been established to promote responsibility, fairness, and sportsmanship.

A. Academic Requirements

Each case will be handled on an individual basis with the parents, coach, Athletic Director, and Division Head. However, participation in extracurricular activities is not allowed or will be limited if a student is on Academic Probation.

B. Uniforms and Equipment

Each student is responsible for the care of any uniform issued. All equipment must be used in the proper manner, and if lost or destroyed, must be replaced.

C. Participation

1. Any student wishing to participate on a Middle School athletic team will be allowed to be a member if he/she fulfills the school and coach's requirements.
2. Each team member is expected to fulfilled practice and game attendance, attitude, and any other team rule the coach may have.
3. If a player has moved up to a higher-level team with the consent of parents, priority must be to the higher-level team, unless the particular coach gives permission otherwise.
4. A student must have checked in at the school office by 10:00 AM of a game day to be eligible to play. In case of an emergency, it must be cleared by the Athletic Director and/or Middle School Head.
5. According to the KSHSSA By-Law, no student enrolled in the fourth (4th) grade or in any grade through twelfth (12th) shall be eligible for interscholastic athletics for more than a total of one (1) year in each grade. Students repeating a grade, for any reason, are ineligible to participate in interscholastic athletics during the second year in that grade.

D. Conduct

Each participant will always handle him/herself in a polite and appropriate manner while representing Sayre School.

ATTENDANCE

Regular attendance is vital to successful learning and the development of sound school attitudes and work habits. For these reasons, only emergencies, illness, or a religious holiday will be considered excused absences. A parent meeting – either in person or via telephone - will be scheduled if a student accumulates ten absences during the semester. At that time, a plan of action will be developed that may include engaging a tutor, utilizing Academic Services, or other methods for helping the student learn the curriculum, make up work, or addressing other needs. A homebound plan may be enacted if needed. All efforts should be made for students to attend when possible for the benefit of the student's success.

A student absent for twenty school days or more during the year - excused or unexcused – jeopardizes their chance of finishing the school year, or enrolling for the next year.

Parents are asked to call or email the Office before 9:00 AM to inform the school of a student's absence. Parents are urged not to take their children out of school early before or to return them late after vacation periods, since this causes disruption for the child concerned and the class as a whole.

All extracurricular activities should be planned outside of school hours. In those cases where medical and dental appointments cannot be scheduled outside of school hours, parents should send a note or email to inform the school. Students are expected to present the note to the Office at the beginning of the day. Students must also sign in and sign out in the Office. A student must have checked in at the school office by 10:00 AM of the day of a special evening event, such as a play performance or a concert, in order to participate. In case of an emergency, it must be cleared by the Division Head.

A. Excused Absence

Work, tests, and quizzes missed because of an excused absence should be made up as soon as possible once the student returns to school. The general guideline is to permit one day's time for each day of absence. Work assigned well before the absence will not be given further extension. Students absent on the day when long-term assignments are due will be expected to turn them in upon their return to school.

B. Unexcused/Pre-Arranged Absence

Students who leave early or return late from scheduled vacations will receive "unexcused absences." Only the school can excuse an absence. An individual teacher may decide to allow a student to be exempted from work during an unexcused absence. Work made up will be graded normally. Work not required to be made up does not count one way or the other. All major assignments and tests must be made up within one (1) to two (2) days of the student's return.

In the event of an unexcused absence, the student or parent must obtain a "Pre-Arranged Absence" form from the Middle School Office or the webpage, www.sayreschool.org. Each teacher will then sign the form, indicating work that needs to be made up. At a teacher's discretion, work may be required to be turned in before the student's departure for the absence. When the Pre-Arranged Absence form is completed, it must be submitted to the Middle School Administrative Assistant.

Sayre Middle School wants to make the return from an absence, regardless of the circumstances, as smooth as possible for the student, and as beneficial to learning as possible. Please feel free to contact the Office if you know in advance of a child's planned absence, or as soon as you know if an unplanned absence comes up.

C. Cutting Class

Cutting class is a serious offense and normally results in a suspension. In addition, work missed when cutting class will receive a "zero."

D. Tardy

Students are expected to be at school and in class on time. The school day begins at 8:00 AM. First hour class begins at 8:05 AM. Each student is allowed three tardies to school (excused or unexcused) per marking period. If a fourth tardy is recorded, the student will receive a detention.

Further, the passing time between classes is sufficient for students to get from one room to another. In those special circumstances when more time is needed, the student is expected to request written permission from his/her teacher. If a student is tardy to class without a written note, a teacher has the option of assigning a behavior slip.

BULLYING/HARASSMENT PHILOSOPHY AND PROCEDURES

Introduction

Parents, the following policies outline Sayre School's policies against Harassment, Discrimination, and Retaliation, and for accommodations for students with disabilities. The policies set forth compliance and investigation procedures pursuant to the School's obligations under the terms of its SBA Paycheck Protection (PPP) Loan. For more information on the School's obligations, please review the SBA Non-Discrimination Compliance Policy on our Website. These policies will be in effect until the SBA PPP Loan has been satisfied in full.

No harassment policy

Sayre School is dedicated to fostering an environment that promotes kindness, acceptance, and embraces differences among individuals. The School wants to know whenever anyone at School makes you feel uncomfortable. That could include things that make you feel uncomfortable that are done by another student, a teacher, another adult, a parent, or someone else who is working at or visiting the school.

The School does not allow any type of harassment (including repeated unkindness, meanness, or inappropriate behavior) towards others, including any conduct that is upsetting to someone else or makes it hard for them to learn, including mean comments, jokes, teasing, and other unkind conduct relating to a person's race, color, age, religion, sex, national origin, handicap or disability.

Some examples of things that you are not allowed to do and should not be done to you include:

- Calling other students by mean names or to teasing them in ways that are hurtful
- Telling lies about another person
- Grabbing or touching another student's "private parts," or pulling down another student's pants, looking up a girl's dress, or intentionally opening the door on a student who is using the bathroom
- Drawings that show someone's private parts
- Touching other students or adults on their private parts or anywhere on their body when they have asked you to stop
- Pinching, grabbing, or kissing other students or adults at school
- Hugging someone who does not want to be hugged and has asked you to stop
- Telling naughty jokes or jokes you would not want your parents or teacher to hear you telling.
- Rubbing your private parts against someone else's body.
- Making mean or unkind gestures or movements towards another person
- Saying mean things about another person's body
- Telling someone that something bad will happen if they do not do what you tell them to do
- Making fun of or teasing another student because they say they like or love another student. For example, if a girl says she "loves" another boy or girl.
- Taking, sending or posting pictures of your or another student's private parts or without their clothes on.
- Making fun of or saying unkind things about the color of another person's skin or their religion (including their religious clothes).
- Making fun of or saying unkind things about someone who is from another country or does not speak English clearly.
- Teasing someone because they need help walking, talking, hearing, learning or seeing. For instance, teasing or making mean comments when someone needs a wheelchair, or they can't see or hear.
- Teasing someone because they want to dress like or be more like the other gender. For example, teasing a boy who wears dresses or plays with "girl" toys.

Students are not allowed to do these kinds of things when they write, talk, draw or play with other students. Students are also not allowed to do these things out of school, including when talking to other students face-to-face, by phone, text, email, postings on social media (Facebook, Instagram, Snapchat GroupMe, etc.), camera phones, or other forms of technology. The communications can be direct or indirect, such as through friends or others. Any type of mean or threatening behavior, whether on or off campus, on a school bus, or at a school-related event, is not allowed. This type of behavior is not allowed regardless of whether it occurs during the school day or afterwards, or on campus or off School property, and regardless of who was affected by the student's inappropriate behavior. The School will not permit this type of conduct even when students are joking or consider it to be a prank.

In addition, no teacher, coach, or other employee should be saying or doing any of the things outlined in this policy. They also should not be touching you in any private areas or rubbing your body, back, neck, touching or playing with your hair, asking you to send them photos, text with them, call on the phone, meet you outside of school or in unsupervised areas of school.

If you have seen or heard this kind of behavior, whether it was done to you, to your friend, or to someone else, you should tell a teacher or another adult who works at the School. If you are not sure who to tell at the School, please go see or email Cindy Eason, Title IX Compliance Officer, 194 North Limestone Street, Lexington, Kentucky 40507, (859) 254-1361 ext. 222, ceason@sayreschool.org; Rich Little, Title IX Compliance Officer, 194 North Limestone Street, Lexington, Kentucky 40507, (859) 254-1361 ext. 221, rlittle@sayreschool.org; or Brooks McLamb, Section 504 Compliance Officer, 194 North Limestone Street, Lexington, Kentucky 40507, (859) 254-1361 ext. 213, bmclamb@sayreschool.org and they will help you.

The School will look into the concern raised by the student as confidentially as reasonably possible. Any student found to have violated this policy will be subject to disciplinary action, including dismissal from school for serious violations. Students will not get in trouble, nor will anyone do anything bad to them if they tell their teacher, an adult who works at the school, or Cindy Eason, Title IX Compliance Officer, 194 North Limestone Street, Lexington, Kentucky 40507, (859) 254-1361 ext. 222, ceason@sayreschool.org; Rich Little, Title IX Compliance Officer, 194 North Limestone Street, Lexington, Kentucky 40507, (859) 254-1361 ext. 221, rlittle@sayreschool.org; or Brooks McLamb, Section 504 Compliance Officer, 194 North Limestone Street, Lexington, Kentucky 40507, (859) 254-1361 ext. 213, bmclamb@sayreschool.org about the behavior, or if they cooperate in responding to questions about the behavior. If any student feels that something bad is being done to them because they told about the behavior, they should also tell Cindy Eason, Rich Little, or Brooks McLamb about that immediately and the School will help to stop that from happening.

NON-DISCRIMINATION POLICY

Sayre School does not treat students differently because of their race, color, age, religion, national origin, sex, handicap or disability. For example, this means that no matter what color someone's skin is, where they are from, if they are a boy or a girl, or if they have trouble walking, talking, hearing, learning or seeing, they are treated the same as everyone else. If you believe that you, your friend, or someone else, is being treated differently because of one of these reasons or if you want to ask about what discrimination means or what the School does not allow, please talk to or email: Cindy Eason, Title IX Compliance Officer, 194 North Limestone Street, Lexington, Kentucky 40507, (859) 254-1361 ext. 222, ceason@sayreschool.org; Rich Little, Title IX Compliance Officer, 194 North Limestone Street, Lexington, Kentucky 40507, (859) 254-1361 ext. 221, rlittle@sayreschool.org; or Brooks McLamb, Section 504 Compliance Officer, 194 North Limestone Street, Lexington, Kentucky 40507, (859) 254-1361 ext. 213, bmclamb@sayreschool.org.

INVESTIGATION AND ANTI-RETALIATION

Students will not get in trouble, nor will the School permit anyone do anything bad to them if they tell the School about any behavior that breaks these School rules, or if they answer questions about the behavior. If any student feels that they are being treated badly by anyone at School because they told about the behavior, they should also tell or email Cindy Eason, Title IX Compliance Officer, 194 North Limestone Street, Lexington, Kentucky 40507, (859) 254-1361 ext. 222, ceason@sayreschool.org; Rich Little, Title IX Compliance Officer, 194 North Limestone Street, Lexington, Kentucky 40507, (859) 254-1361 ext. 221, rlittle@sayreschool.org; or Brooks McLamb, Section 504 Compliance Officer, 194 North Limestone Street, Lexington, Kentucky 40507, (859) 254-1361 ext. 213, bmclamb@sayreschool.org about that immediately and the School will help to stop that from happening. Any student who retaliates against another student or is mean to them because they reported improper conduct, will also be subject to discipline, including but not limited to being dismissed from the School.

SERVICES FOR STUDENTS WITH DISABILITIES

We understand that there may be circumstances in which a parent may request that the School provide an adjustment or accommodation for a student's medical needs or physical, mental, or learning disability. As the range of requests has grown over the years, the School believes that it is appropriate at this time to outline the School's policy and general guidelines for addressing such requests.

General Policy: In general, it is our School's policy to provide accommodations or adjustments for a student's minor needs in circumstances in which the administration determines, in its sole discretion, that doing so is within the reasonable ability of the School and/or its staff and will not result in a significant disruption to the teacher's ability to instruct other students, to classroom or school order and discipline, will not result in a threat of harm to the safety of other students or employees, will not require a fundamental change to our educational environment or mission, and will not impose responsibilities on school employees for which they are not trained or could not reasonably become trained. We also ask parents to realize that, given the size of our school and our available resources, we may not be able to provide all requested accommodations. To the extent we agree to provide accommodations, we may require a sharing of responsibility for the accommodation.

Interactive Process and Accommodation Plan: Once a request for accommodation is received, the School will enter into the interactive process with the parent (and possibly student) to discuss the need and information that the School will need (discussed below). Once the documentation is provided, the appropriate personnel at the School will assess the accommodation requests and determine what accommodations can/should be provided at school, at home, and through third-party providers. After discussing these issues with the parent and coming to an agreement on the terms, the School will set forth the agreement in an Accommodation Plan, which will be signed by the School and the parent and will be distributed to those persons needing to implement the accommodations.

Request and Documentation: For any type of accommodation (including administration of medication at school), the parent must contact the Section 504 Compliance Officer Brooks McLamb, 194 North Limestone Street, Lexington, Kentucky 40507, (859) 254-1361 ext. 213, bmclamb@sayreschool.org to discuss the need. The Compliance Officer will then assemble the appropriate persons to work through the process. The School will advise the parent of the type of medical documentation needed, which generally will state the student's diagnosis, how the condition limits the student, the recommended accommodations, and the length of time that the accommodation(s) will be needed.

Release for Communications with Physician: Sometimes, the documentation received from the physician may raise questions or be unclear as to the recommendations. In that case, the School will request that the parent(s) sign a Release of Information form, permitting the School to contact the medical professional, when necessary. In addition, if there is any cost associated with the physician's cooperation (i.e., to answer a set of questions submitted, etc.), the parent must agree to bear the cost of such process.

Assessment of Request: Once the parent's request and medical documentation has been received by the School, appropriate persons within the administration will meet with the parents to clarify information and to discuss whether the School will be able to implement the accommodation requested. In some cases, the parent may be asked to provide (at the parent's cost) any special or personal equipment needed, training for the school's staff, or other associated matters. In addition, the School may advise the parent that the School will allow a particular accommodation, but the full responsibility for doing so will rest with the parent. For example, if the student needs to be tested or have certain types of medicines administered during the day that the School believes are beyond the scope of the School's responsibility, the School may allow the parent to make arrangements to visit the campus for the purpose of testing and administering.

Limitations on Requests: Please understand that the School is not a medical facility and does not have the personnel, training, or equipment to handle certain types of medical procedures best left to the student,

parent, or physician. Examples of accommodations made for students include appropriate classroom locations, extended time on tests, use of computers, and/or dispensing with medication through the Clinic.

Concerns or Complaints. If the parent does not believe that the accommodation request has not be handled properly or that the Accommodation Plan has not been implemented properly, the parent should contact the Section 504 Compliance Officer set forth above for further assistance. The parent may also make a complaint to the Office of Civil Rights and/or the Small Business Association as set forth in the SBA Non-Discrimination Policy on the School's website.

THE BUTTERY

The Buttery is located on the Main Campus; this is where the Middle School gathers for lunch. Since it is intended to be a pleasant place to visit with friends, running, shouting, poor manners, and other inappropriate behavior will not be tolerated. (Students are to wait until they are dismissed from the Buttery to return to classes.) Lunch is included in the tuition for all students. The Buttery staff is knowledgeable about food allergies and the needs of individuals with special diets. Please remember, however, that the staff serves a large number of students, and therefore it is advisable to remind Buttery staff of dietary restrictions regularly.

COMMUNICATION PROCEDURES

If you are not sure whom to contact in the Middle School when you have a question or concern, the following are some scenarios with advice on whom to call first.

For basic questions about the day-to-day operations of the school, contact Sarah Leer, the Middle School Administrative Assistant, or consult the Student Handbook available on the school website.

For academic concerns about your child, you have two options depending on the nature of the concern. If it is about a specific subject, contact the teacher directly through email, or by calling the school and asking to be connected with the teacher's voice mail. If the concern is more global (study skills or organizational concerns etc.), you should contact your child's advisor who, in consultation with the Head of Middle School, can help decide the best course of action. That may involve classroom teachers and/or the advice of Jennifer Weis in Academic Services.

If you have a concern about a teacher, the way the class is being taught, or the subject matter of the course, you should contact Kristin Seymour, Head of the Middle School.

If you have a concern about your child's relationship with his/her peers, or other social concerns, you should contact your child's advisor, Kristin Seymour, or Nicole Garrett. Ms. Garrett, the school counselor, is also available to talk to you if you have any concerns about your child's well being.

Finally, for any questions or concerns you have about discipline or behavior, including tardies or absences to school, detentions, or other explanations of school rules, you should contact Kristin Seymour.

Faculty should respond to emails within 24 hours, although occasionally circumstances may delay individuals. If you do not hear back from a teacher, or if you are not satisfied with their response or the actions taken, please contact Kristin Seymour, Head of Middle School, for help resolving the issue or concern.

CONDUCT/BEHAVIOR

Students at Sayre are expected to behave as responsible individuals, respectful of the rights and needs of

others both in and away from school. Each student is held accountable for his/her actions and will, at all times, courteously obey the request of any member of the Sayre faculty or staff. Infractions are dealt with individually. Every effort is made to use logical consequences to reinforce and remedy the situation.

A. Detention

When discussion is not sufficient or is ineffective in a particular disciplinary matter, or an infraction is serious enough to warrant an immediate response, detention may be given by the Division Head. Detention is served Wednesday mornings beginning at 7:15 AM, unless otherwise rescheduled. During detention the student may be required to sit quietly, write an essay, assist with maintenance, repair, cleanup, or do office work.

B. Suspension

Suspension is a severe action taken by the school in response to chronic misbehavior and/or situations that require extreme consequences. Conduct which leads to suspension, if repeated, may jeopardize the student's enrollment at Sayre. The length of the suspension will vary depending on the offense. However, all work must be made up the day of return. Work not turned in at that time will be assigned a grade of "zero." Students who are suspended may not take part in any after school activities on the day of the suspension. Suspensions are of two types:

1. During **Out-of-School Suspension**, a student does not come to school for the duration of the period of suspension.
2. During **In-School Suspension**, a student is placed in the supervision of a member of the faculty or staff and is assigned work or a project to be completed that day. The student may not socialize with other students and a private lunch break is designated by the Division Head. The student must leave school at dismissal.

C. Behavior Slips

The Behavior Slip Program was designed to be a proactive approach to our discipline system by alerting students who have been disruptive in and out of the classroom but whose actions have not yet been serious enough to merit detention and a letter home. If a student's behavior has been inappropriate and the student has not responded to a faculty or staff member's directive, a behavior slip ("B-Slip") will be issued. The slip will be filled out and signed by the student, signed by the issuing faculty member, and put on file. Two behavior slips in a given marking period will result in a warning email to parents. A third behavior slip in the same marking period will result in an email home and a detention.

If a student receives an additional three behavior slips (a total of six) within the same marking period, the student will receive detention, an email will be sent home, and a meeting with the parents and the Middle School Head will be scheduled. After this second detention within a marking period, three additional "B-Slips" (a total of nine) will result in the creation of a student behavior contract and could result in suspension.

Some infractions which lead to a "B-Slip" are: inappropriate language, disruptive classroom or hallway behavior, dress code violations, leaving books and other possessions in the hallway, chewing gum, and unexcused tardies to class or to wrap-up sessions. Once a given marking period has concluded, all students will begin the following marking period with clean slates.

It must be noted that any serious infractions to the rules and regulations of the school will not be handled through the Behavior Slip Program but instead will be reported directly to the Middle School Head. Modifications to the Behavior Slip program may be made in order to appropriately handle student behavior.

D. Emergency Procedures

Emergency procedures are posted in all the rooms of the Middle School. Advisors will discuss these procedures to make certain the students understand them. Drills will be conducted periodically. In the case of a drill or a true emergency, students are expected to follow these procedures closely.

E. Faculty Room/Teacher Desks/Storage

The Faculty Room and teachers' desks are available for faculty use only and are therefore off-limits to students. Students may only enter storage areas with permission from a member of the faculty or staff.

F. Field Trips/Class Trips

Field trips and class trips are opportunities to become immersed in a learning activity in a way that is not always possible in the classroom. Whenever a member of the Sayre family is involved in an activity away from campus, he/she is an ambassador not only of Sayre School and the city of Lexington, but also of young people in general. Courtesy and respect are always expected.

G. Lockers

The School provides lockers for student use, but they remain the property of Sayre. Students are to keep lockers in order. Students are further reminded that they are never to go into another student's locker. Students who do so will be considered to be stealing and treated accordingly.

H. Leaving Campus

It is assumed that students will leave school at the end of the day in a vehicle which will pick them up at the Middle School. If students are to walk off campus or to another destination, a note must be sent to the school indicating so. Coaches are responsible for providing the Middle School with team rosters for scheduled practices.

Students in the Middle School are not permitted to leave campus between the end of the school day and athletic practices or after-school activities. Students should bring snacks when they will be staying.

Sayre expects students to act in a responsible manner, with honor and integrity. If a student's behavior is deemed detrimental to the school and its members, the student could be subject to suspension or expulsion. A student's personal safety is our primary concern.

J. iPad Guidelines

All Students and Parents are asked to read and understand the following rules and guidelines:

- Make best use of your iPad for school
- Use your iPad in an appropriate manner and at appropriate times
- Keep your iPad safe and secure

The school will provide training to help you learn how to best use your iPad.

iPAD USAGE

- Connect to the Sayre wireless network, not your 3G or 4G network, when you are on campus.
- Know your iPad and use it to keep school work organized.
- Extend the battery life of your iPad by learning ways to manage power consumption.
- Fully charge your iPad nightly.

- Manage your iPad's cloud and hard drive storage space.
- Set up your iPad to back up all of your data daily.
- Keep your sound muted at all times unless instructed otherwise by the teacher.
- Bring earbuds to all classes.

iPAD PRACTICES

- Ask permission before making photographs, video, or audio recordings at school.
- Ask a teacher before posting any photos, audio recordings, or video taken at school.
- Use your iPad for educational purposes only when you are at school.
- Downloading non-school content, text messaging, using social media, playing games, and checking personal email during school is not allowed unless a teacher permits it for a class.
- Print only for school purposes
- Demonstrate honesty and integrity in all uses of your iPad. A teacher may ask to inspect content on your iPad if you are suspected of using it in unconstructive ways.

iPAD SECURITY AND SAFETY

- Do not use your iPad while walking from place to place. Get to where you are going, and then use it.
- iPads should always be in protective cases unless the device needs to be removed to use a feature.
- Keep your iPad off the floor and positioned securely so that it does not fall from surfaces.
- When liquids/food are present, iPads should not share a surface with them.
- Passcode your iPad, remember your passcode, and keep it private. Store iPad passcodes on your phone or a computer so you can retrieve them if forgotten
- Distinguish your iPad so it is easily recognizable.
- Don't loan your iPad or store it in anyone else's locker. Your iPad must be with you or in your own locker at all times.

CONFERENCES

Parents, teachers, and administrators are united in their mission: to educate our children and to help them develop their full potential. As such, Sayre encourages our families to have frequent communication with both your child's teachers and advisor and with the Division Head. Therefore, we encourage families to call with a concern, to set up conferences when needed, and to keep abreast of the academic and social events of the school.

The School Calendar includes two scheduled Parent/Teacher conference days, one in the fall and one in the spring. Conference times are available for every member of the faculty; scheduling takes place via the family's portal at www.sayreschool.org. Once a family has logged into the portal, teacher conferences may be scheduled by clicking on the "conference" option. If all allotted conference times are taken for a given teacher, a family may choose to set up a phone conference, communicate via e-mail, or set up another time to meet one-on-one with a given faculty member. There are no classes on the days designated as Teacher Conference days. These conferences offer not only a time to discuss academic progress but also an opportunity to pose questions or concerns of a more general or social nature.

It is never necessary to wait for scheduled conferences to meet with teachers. Parents are encouraged to call or plan a meeting with teachers whenever they have questions or concerns. Phone numbers are published in the Sayre Directory for everyone's convenience. Phone calls to faculty homes should be made before 8:30 PM. On weekends, phone calls should be made after 10:00 AM. Likewise, parents will be notified if a student is not progressing or if behavior is not what is expected. It is particularly helpful when parents keep the Division Head and/or teachers informed of significant events in the family that might have an impact on the child's performance at school.

COUNSELING SERVICES

Nicole Garrett, LMFT, is the Sayre School Counselor. Her office is located on the second floor of the Edward F. Simms Library. She works with students, parents, and faculty in all three divisions.

Sayre School counseling services include student education and counseling, parent and teacher education and training, parent and teacher consultation regarding students (which may involve observations), and referral to resources in the community as needed. Students who require intensive, long-term support for mental health issues are referred to necessary services outside of school. The counselor serves as an advocate for students in their academic, social, personal, and emotional development. Under certain circumstances, the school may recommend or require outside counseling.

Confidentiality is integral to a successful counseling program. The Sayre School policy is based on the American School Counselor Association ethical guidelines regarding confidentiality. Counseling sessions with students are confidential. Counseling records are also confidential and are not part of the student's educational record. The following are situations in which confidentiality may be broken:

- The student presents a threat of danger to self or others.
- The student requests or gives permission for the sharing of information with specified others.
- Court order.
- Suspected neglect or abuse (physical, sexual, or emotional) will be reported to the appropriate authorities.
- In a group situation, confidentiality is stressed, but difficult to guarantee.

Students may request to see the counselor or be referred by teachers and/or parents. Open communication among students and parents is encouraged and may be facilitated as part of the counseling process. Parents with any questions or concerns about counseling should contact Nicole Garrett. Sayre School is committed to providing a safe, supportive environment for students and their families.

DRESS CODE

The faculty and student dress code contributes in a positive way to the daily school environment. The dress code reflects the-school climate: one of studious engagement in a friendly and relaxed atmosphere. Appropriate dress code includes: pants, slacks, capris, (or shorts - excluding the winter months of December-February), dresses and skirts. Acceptable shirts include: collared shirts, blouses, sweaters, and fleeces, as well as Sayre logo t-shirts and sweatshirts (with hoods down).

At 8:05 all students are required to be in appropriate school attire. All attire must be neat, modest, and respectful of the school community. Students wear a PE uniform for PE class, and may come dressed in the PE uniform if PE is first hour, or may leave in PE clothing if it is last hour (excluding the winter months of December-February). Foot Attire includes casual shoes, tennis shoes, or sandals.

Special Program Dress Code includes: sport coat, dress shirt, tie, and dress slacks OR skirts with appropriate tops, pantsuits, or dresses, with appropriate footwear (no tennis shoes or flip flops).

Items not permitted:

Backless or low cut apparel, see-through clothing, spaghetti straps (less than 3 fingers in width), midriff baring tops, tank tops, short shorts, short skirts, camouflage attire, leggings worn as pants, yoga pants or other exercise pants, printed tops or t-shirts other than the Sayre logo, miniskirts, denim, torn clothing, hats, or sunglasses in the building.

No shirts with alcohol, drugs or gun logos allowed even on dress down days. No rubber sandals or flip flops.

Students who disregard the dress code will be given a behavior slip or asked to call home for a change of clothes. They may also be required to dress up on subsequent days.

Dress down days will be observed for special occasions only and will be proposed by the Student Council and approved by the Student Council Advisor(s) and the Middle School Head.

HONOR AND INTEGRITY

Honor and integrity are the pillars upon which Sayre's academic, social, and community life are built. Quite simply, it is expected that each student will commit himself/herself to the idea that he/she will not lie, cheat, or steal nor will tolerate anyone who does. Examples include:

1. Giving aid to or receiving aid from another on exams, tests, quizzes, or assignments without the consent of the teacher.
2. Plagiarism, which may be described as taking or passing off as one's own, the thoughts or writing of another, or copying information from an online, print, or other resource.
3. The use of crib sheets or other study aids without the consent of the teacher.
4. Lying to a faculty member or a classmate.

In order to stress to each of our students the importance of academic integrity, all tests, quizzes, essays, and designated homework assignments are to have the following pledge written on them:

"I hereby pledge my honor that I have neither given nor received any unauthorized aid on this work."
(Student's signature)

The following statements emphasize the positive nature of each student's commitment to Sayre and to sustaining the environment, which reflects the school's educational, moral, and ethical goals.

- Students treat others as they expect to be treated.
- Students demonstrate respect for peers, faculty, and staff as well as responsiveness to faculty and staff direction.
- Students contribute to the basic upkeep and cleanliness of the school buildings and grounds.
- Students do not smoke or use alcohol or drugs on the school campus or on school sponsored trips or events, nor do they have these items in their possession.
- Students do not enter, without permission, restricted portions of the school buildings, i.e. Faculty Room, storage areas, other students' lockers, and teachers' desks.
- Students recognize that physical, verbal, or online harassment, as well as profanity, is unacceptable at Sayre.
- Students' behavior, inside and outside of the classroom, should be consistent with the general educational goals of the Sayre community.
- Students follow the codes and expectations as outlined and implied in the Handbook and by the Division Head.
- Students actively contribute to the educational and ethical goals of the school.
- Students have a responsibility to be good ambassadors of Sayre School in the Lexington community and on all school trips and events.

Sayre expects students to act in a responsible manner, with honor and integrity. If a student's behavior is deemed detrimental to the school and its members, the student could be subject to suspension or expulsion.

LIBRARY

The Edward F. Simms Library, including a large number of titles and subscriptions to more than 15 databases, is available to the entire student body and faculty, Preschool through Grade Twelve, and especially serves as the primary library for Grades Five through Twelve. Students are expected to maintain a quiet demeanor when in the library. The librarians retain the right to remove any student from the building if his/her behavior is unacceptable. Books are circulated for a two-week period and can be renewed. Fines are not charged; however, books must be returned before report cards are issued. Students are expected to replace lost or destroyed books. The Library also houses a Technology Lab with 18 computers, several printers, and a StarBoard for lessons and instruction.

NEWSLETTER

"From the Middle," the Middle School's newsletter, is published electronically. This is an important source of information from the school. The latest copy of "From the Middle" is available on the Sayre website, and a link to the newsletter is sent home when it is published.

RESPONSE TEAM

If a student or family approaches the school with a concern related to mental health, gender identity, family issues, or other special needs, the school may convene a response team that can include the Division Head, the school counselor, and the student's classroom teacher or advisor (or another trusted faculty member), to work closely with the student and parents. At the discretion of the school and with the family's input, the response team may include other adults.

The response team will work cooperatively with the family to encourage a safe, welcoming, and inclusive school environment.

RULES & REGULATIONS

A. Drugs and Alcohol Policy

General: Any student possessing, using, selling, or distributing drugs, alcohol, or mind-altering substances on the campus or at any school-related activity is subject to appropriate disciplinary action including any combination of the following: suspension, expulsion, required drug testing and counseling, removal from leadership positions, removal or suspension from extracurricular activities. Any student who uses drugs or drinks off campus and comes on to school property will also be subject to the same range of consequences.

Testing: Students may be required to submit to a breathalyzer test or a drug screen under the following circumstances: (a) when a student is suspected of attending school or school-related activities with intoxicants or mind-altering substances in his or her system (b) when a student is placed under disciplinary contract or a last chance agreement and such screenings or examinations are terms of the contract.

Refusal to undergo testing may jeopardize a student's enrollment.

This policy does not prohibit the proper use of medication under the direction of a physician. However, the misuse or abuse of such drugs is prohibited. Students who are taking prescription or nonprescription drugs at school must notify an administrator in the school office of this fact when the student reports to school.

Reports by Others: Occasionally, the school may hear from a parent or another member of the Sayre community that a student in the school is using alcohol or drugs off campus. When we hear these allegations, we encourage

the person reporting them to call the student's parents directly. The school reserves the right to contact parents regarding the concerns shared about their child.

Students and parents are encouraged to familiarize themselves with the school's CHAT program as part of our ongoing drug education and awareness program.

If you have any questions or concerns about the school's policy please contact the Head of School, Stephen Manella (smanella@sayreschool.org); the Head of the Middle School, Kristin Seymour (kseymour@sayreschool.org) or the school counselor, Nicole Garrett (ngarrett@sayreschool.org).

As part of our ongoing drug education program for students in conjunction with Freedom from Chemical Dependency (FCD), we performed US and eighth grade student surveys in 2010, 2012, and 2017. The results of the most recent survey indicated that "95% of Sayre students have never used alcohol, marijuana, or other drugs not prescribed to them before coming to, or during, a school dance, school sporting event, or other school sponsored event." Additionally, "alcohol use decreased from 2012 to 2017 among Sayre students," and "alcohol use by Sayre 8th graders is below U.S. norms for lifetime, past-12-months, and past-30-days measures."

B. Smoking

Smoking is not permitted by students on the campus or adjacent areas at any time or at any school sponsored activity, event, or trip. Possession of cigarettes, e-cigarettes, or vaping equipment is not permitted. A smoking violation results in immediate suspension. Sayre has a tobacco-free campus.

C. iPods, Cell Phones

In order to maintain an atmosphere of study and work, iPods, Gameboys, Nintendo DS, and other electronic devices etc., are not permitted in classes unless needed for a class project. Cell phones are to be kept in the "Off" position at all times during the school day, unless permissions is otherwise granted by a teacher or staff member, and are to be kept in the student's locker. Cell phones, similarly, are to be left off during dismissal unless a faculty member accords permission. As part of our 1-to-1 program inaugurated in the 2013-2014 school year, iPads are an integral part of our academic program. Students are expected to bring their devices to school daily, charged and ready for use, and to follow the published 1-to-1 guidelines. Altering the school's iPad configuration to allow for non-school games or apps to be added is a violation of the school's Acceptable Use Policy.

D. Food and Drink

Food and drink must be consumed only in the Buttery and Commons area (during break) unless otherwise specified by the Division Head or a faculty member. Water bottles may be used in class with the teacher's permission.

E. Chewing Gum

Gum chewing is not permitted in the Middle School.

F. Bringing Essential Materials to Class

Students are expected to bring the necessary materials to class each day. This includes, but is not limited to, textbooks, binders, planners, writing materials, iPads, Earbuds, etc. This is a basic responsibility of each student. Students should not expect to be excused from class to return to their lockers.

Student supply lists are available online in the summer. In some cases specific items are required because of the nature of the program. Visit www.schooltoolbox.org to order school supplies and have them delivered to

your home.

G. Morning Announcements

Morning announcements are given during Morning Meeting or homeroom time. Students are held responsible for the information given at this time.

H. Messages and Phones

Arrangements for after-school activities should be made before students come to school in the morning. Students will not be called from class to take or make phone calls. Messages will be given to students between class periods. Cell phones must be turned off and left in lockers throughout the school day.

I. Inspection Policy

To protect the safety and welfare of Sayre students and personnel, the school reserves the right to inspect and conduct a search of any place or item including, but not limited to, a student's locker, backpack, vehicle, or electronic devices on our campus or at a school-related event. Inspections and searches may be conducted on a routine or random basis or as deemed necessary. Further, the school has the right to seize and permanently retain property disclosed by an inspection or search which is considered potentially harmful, dangerous, illegal, or inappropriate, or the possession of which is a violation of the school's rules, community standards, and/or local, state, or federal law.

J. Policy on Student Actions Outside of School

The School reserves the right to discipline any student found to be involved, at any time or place, in actions that may reflect negatively on the school and its students.

SCHOOL CLOSING

All determinations as to whether school will be canceled or delayed will be made in the morning of a given day. Only in emergency situations will decisions be made earlier. Student safety will be the prime concern in any decision, yet since our school community comes from several counties, parents should determine for themselves the advisability of attending classes.

The school utilizes an emergency notification system. This system sends recorded messages to all parents' or guardians' phone numbers that are listed with the school. These calls will be made when the School has decided to cancel or delay the opening of school, or for any other emergency or important notification.

Please listen for school cancellations or delays on any Cumulus or Clear Channel radio stations: for example, WVLK (AM 590 and FM 92.9), WKQQ (FM 100.1), WLKT (FM 104.5), or WBUL (FM 98.1). Information is also provided on three local TV stations and their websites: WLEX (NBC, www.wlex.com), WKYT (CBX, www.wkyt.com), and WTVQ (ABC, www.wkyt.com). Additionally, information about closings and delays will be available on the Sayre School website's home page (www.sayreschool.org) and on the News and Info Page (www.sayreschool.org/newspage.htm). Announcements about closings or delays will be posted as soon as the decision has been made. If Sayre is operating on a one-hour delay, school will begin at 9 AM rather than 8 AM but will still dismiss at the regular time.

SCHOOL DAY

The school day begins promptly at 8:00 AM and ends at 3:30 PM on Monday, Wednesday, Thursday and Friday. On Tuesdays, the school day ends at 2:30 PM. All students are expected to be at school before 8:00 AM so they can be ready to begin. Students who arrive late must sign in at the Office. Students tardy to school three times within the same marking period will receive a warning. The fourth tardy will result in a detention. Tardiness due to medical appointments will be exempt.

A. Arrival

Although the Middle School's academic day begins at 8:00 AM, the doors to the Middle School are open at 7:30 AM. At that time, a faculty or staff member will be available to monitor those students who arrive early. Students are asked to go immediately to the Commons area. At 7:50 AM, students waiting in our Commons area are dismissed, and all Middle Schoolers may go to their lockers and prepare for their morning classes.

B. Morning Meeting

Morning Meeting for grades six through eight takes place in two venues. On Tuesdays and Thursdays, our meetings are held in the Commons. These are led by the Eighth Grade Officers of the Student Council and provide opportunities for announcements and short presentations. It is intended that this be a time of information, extra encouragement and motivation. On Wednesdays, an extended Morning Meeting for grades six through eight is held in advisors' rooms. During these sessions, advisory groups come together for a morning snack and special activities and discussions are typically planned. Attendance at Morning Meetings is mandatory for grades six through eight since these gatherings of our community are considered integral elements of our program. Fifth grade has Morning Meeting in their classrooms and attends the Middle School MM for special occasions.

C. Wrap-Up Session

At the conclusion of each academic day, students report to their homeroom teacher or advisors' rooms with all the items they need to take home (i.e. iPad, notebooks, textbooks, backpack, planners, coats, etc.). This period adds a cyclical nature to the day and provides a wind-down time at the conclusion of the day's activities. The Wrap-Up Session also affords students the opportunity to check their assignment planners and to be certain they have the necessary books and materials. Some advisories meet in an alternate location that is close to students' lockers in order to simplify the end of the school day.

D. Dismissal

Regular Dismissal: On Monday, Wednesday, Thursday, and Friday, Middle School dismissal occurs at 3:30 PM. Unless an extracurricular activity or sports practice is scheduled immediately after school, there are three options for students at Dismissal: pick-up in the dismissal line, After-School Study Hall until 4:00, and Homework Clinic until 5:00 (for a fee). At 5:00 any student not picked up will be taken to Extended Day, which is open until 5:45.

Early Dismissal: On Tuesdays Sayre School dismisses early to provide faculty with additional after-school time for professional development. The Lower School dismisses at 2:15 PM and the Middle and Upper Schools follow at 2:25 PM. After-School Study Hall (until 3:00) and Homework Clinic (until 4:00 for an additional fee) will also be available at the conclusion of school on Tuesdays. Extended Day is also available on Tuesdays until 5:45.

E. Drop-off and Pick-up

Middle School students should be dropped off and picked up in Sayre's Front Circle. Vehicles enter the Front

Circle from Limestone Street and pull up to allow cars to enter. During Dismissal, drivers are asked to circle the building if a student is not ready and waiting; this action will help the dismissal line to flow smoothly and will avoid any congestion on Limestone Street. Please drive slowly and avoid speaking on cell phones during dismissal. Safety is our primary concern.

STUDENT COUNCIL

The Student Council is made up of a President and Vice-President elected from the 8th grade, a Treasurer and Secretary from the 7th grade, and three Representatives from each class. Members of the Council are expected to be students in good standing in the Middle School. Should negative situations arise, the Division Head and the Student Council Sponsors will review them on a case-by-case basis.

The Student Council reviews appropriate areas of school life and behavior. The Eighth Grade Officers lead Morning Meeting, and in their absence, the Secretary or Treasurer fills this role. The faculty sponsor works with the Council to provide guidance and assistance. The Council makes proposals to the faculty for their consideration. Areas of responsibility include, but are not limited to:

- A. Development of the social calendar,
- B. Dress Down Days,
- C. Holiday Gift Collection,
- D. Dances, and
- E. Hospitality

VISITING AND VOLUNTEERING

Sayre is a family-oriented school that warmly welcomes parents to participate in school life. Parents are invited to hear speakers, attend special programs, and visit classes. Parents are also invited to become active volunteers and to share their time and talents with the school community. Parental involvement gives vitality and strength to the school and gives the volunteer a clearer understanding and appreciation of Sayre.

The Head of School, Division Heads, and faculty welcome conferences by appointment. If parents wish to visit classes, kindly make an appointment two days in advance. This will help us avoid visits during field trips or tests. Please do not call on teachers unannounced before the start of the school day. This is a time when faculty members are assembling materials for the day's activities.

WEBSITE

Sayre School's website, www.sayreschool.org, provides a wealth of information and resources to the community. Beginning at the home page, one can navigate to "Who We Are," "Admission," "Academics," "Campus Life," "Support Sayre," and "Quick Links." A calendar, which may be customized to include one or all of the Divisions, also appears on the website. Here families have access to the school's schedule, the Buttery menu, teachers' webpages, and to a parent login. Report cards are available on the website each term; simply log in to the parent portal. The website is a useful tool for families and students alike.

WRAPPING UP: SOME SCHOOL TRADITIONS AND PROGRAMS

Sayre School has a rich history that reflects its commitment to tradition, innovation, academic excellence, and personal development. The Middle School years are a time of inquiry, exploration, and discovery. In view of Sayre's philosophy to facilitate the growth of the "whole person," the following traditions have been perpetuated and programs initiated.

- A. In Grade 5, a two-teacher team works closely together in an integrated curriculum to provide a smooth transition for students into the Middle School. In this supportive environment, students learn the greater independence and academic demands of a Middle School program while still being nurtured in developmentally appropriate ways. Fifth graders spend the night away on an educational trip in the spring.
- B. Grade 6, students participate in an outdoor adventure **field trip, which** focuses upon the curriculum and the development of leadership and team building skills.
- C. In Grades 7 and 8, students travel to **a major metropolitan area** to visit and explore the resources and attractions offered by a large urban center.
- D. **Teacher Conferences** are held twice during the school year: once in the fall and once in the spring. Conferences provide a valuable opportunity for parents/guardians and teachers to communicate and assess a student's progress.
- E. **Community Service** is an integral element of the Middle School curriculum. Four times during the year, student groups perform community service projects together. Time is set aside during the academic day, and the school arranges transportation.
- F. Middle School **concerts** are given in the fall and the spring to highlight the students' accomplishments in the area of music, both vocal and instrumental.
- G. The Middle School has social activities for students. Fifth and sixth grades are invited to social events that are appropriate for the age – skating, a "kindness party," and other events. Seventh and eighth graders have four dances throughout the academic year (two in the afternoon and two in the evening). The **Winter and Spring Dances** are held in the evening and require Special Program Dress.
- H. In the fall, parents are invited to **Back-to-School Night**, to come to school and to meet faculty and other parents.
- I. **Special Programs** are held throughout the year. This nondenominational assembly of the student body meets for special programs and presentations. On occasion the Middle School joins the Lower School and/or the Upper School when the theme is appropriate. **Special Program Dress** is therefore required on these dates.
- J. The **Sayre Spectacular**, held in spring, is Sayre's major fundraising event and is organized by a special parent committee. The Spectacular raises money for special school projects.
- K. **The Middle School's Parents Advisory Committee** meets once a month to discuss issues and initiatives to the Middle School community. The committee is comprised of three parent representatives from each of the grade levels and the Middle School Head.

- L. The **Advisory Program** assembles students from sixth, seventh, and eighth grade in a cohesive group that meets regularly over the course of the year. A student normally stays with the same advisor for three years, building a bond with that teacher and the other students in the advisory and forming a tight-knit community within the larger school. Fifth grade students join an advisory in the second semester of the year, and they participate with that advisory in several activities in the spring before becoming a full member at the beginning of sixth grade.
- M. **Awards and Recognition Ceremony** is held on the final day of school and is reserved for the recognition of student achievement and our 8th grade students.
- N. **Wisdom, Integrity, Respect and Compassion** are the hallmarks of a community that serves its members well. Sayre School has adopted these virtues as those we hope to embody every day throughout our school community and in every aspect of school life.