SAYRE SCHOOL
MAKE·YOUR·MARK

Welcome to Sayre and to the Middle School! We are so glad you're here. We hope that the following list will help ease your transition to a new school or a new division.

The School Day: **The day begins at 8:00.** Drop your child off beginning at 7:30 in the Front Circle. Students stay in the Heidi Hosbach Newman (HHN) room of the Headley de Waal Middle School, supervised, until 7:45, when they may go to their lockers or homeroom and get ready for class. Please do not drop students off before 7:30 a.m. Classes begin at 8:05. **School ends at 3:30 p.m. every day except Tuesday. Tuesdays, school ends at 2:30 p.m..** On Tuesdays, faculty members participate in Professional Development meetings.

8th graders may go to the Buttery for Breakfast on Fridays (use cash or card) beginning at 7:30 and must be in the Middle School (all food/wrappers to be thrown away before leaving the Buttery) by 8:00 a.m. if coming from Breakfast.

Pick-up: Pick-up takes place in the Front Circle. Please do not arrive before 3:20 (2:20 on Tuesdays), as Lower School pick-up also takes place right before. Drive in from North Limestone and pull around. A faculty team will be in place to ensure a safe dismissal. Using car signs in the front window helps us dismiss quickly. *To avoid the car line, park on Constitution St. or Limestone in the metered spots and walk. Or, arrive closer to 3:35. Refrain from using cell phones in car line for safety. *Lost car sign? Don't fret! The office will happily provide a new one.

Options After School:

Grades 5 – 8: After school, your child may be picked up in the dismissal line, go to Extended Day, or go to an after-school sport or club. 8th graders may walk home or off campus after submitting a signed note from a guardian.

Extended Day: Students in Grades 5 - 8 may go to **Extended Day** in the Lower School Building. Please contact Andy Fitch afitch@sayreschool.org for enrollment sheets, which are required for drop-ins as well as daily attendance. Extended Day is open every day until 5:45. The drop-in fee is $16 per hour.

Clubs: The Middle School offers a variety of clubs after school. Clubs begin at dismissal (3:30 or 2:30 on Tuesdays) until 5:00 (4:00 on Tuesdays) one day per week. The cost for an eleven-week club will be $200. More information will be coming closer to the start of school.

Advisory: In grades six through twelve, advisories are multi-age groups that lend support and continuity throughout a student's time in the division. Fifth graders join an advisory in February. Your child's advisor is the person they will see on Wednesdays for snack and a group meeting. Advisors provide a snack list, and your child will bring a nut-free snack four or five times. Please also be attentive to the dietary restrictions of the group. Your child's locker is outside of their advisor's classroom. Advisors review report cards and, like a homeroom teacher in fifth grade, is a trusted advocate for your child. Advisors welcome your phone calls and emails.

Parent and Student Portals: Access to Blackbaud will give you and your child the ability to look at homework, to check upcoming dates and assignments, to review grades, to see a teacher's website, and to check the school calendar. Homework is posted by 2:30 each school day. We will be introducing your children to all of the useful features of Blackbaud in their classrooms. Check out Sayre School

Buttery: Our Buttery Director, Chef Allison Davis, and the staff of dedicated employees offer a nutritious lunch every day including soups, a salad bar, two lines of hot entrees, drinks, and (some days) dessert. Every day the choices include many options for vegetarian, vegan, pork-free, dairy-free and gluten-free meals, or other

restrictions. Chef Davis is a talented professional chef, but also highly knowledgeable about dietary restrictions and needs. Do not hesitate to reach out to her. Please also be sure all allergies are included in Blackbaud. Lunch for students is included in tuition, and the Buttery menu is posted online.

Absences: Please call Trisha Lauritzen or email ms_office@sayreschool.org before 9:00 a.m. if your child will be tardy or absent for any reason; bring a note from the doctor if your child is out for a doctor, dentist, or other appointment. Religious holidays, bereavement, and medical appointments with a note are "excused absences."

A final tip: Middle Market: Consider buying a Middle Market snack plan at Open House on Wednesday, August 12. Snacks are provided for all students for Thursday and Friday, August 13 and 14, but after that your child may want to have a Middle Market *snack plan*. A *snack plan* provides your child with one or two snacks every day of the week except Wednesday when Advisory group members take turns providing a snack from home. The Student Council store, The Middle Market, dispenses snacks during Advisory time on Monday, Tuesday, Thursday, and Friday. 5th graders who purchase a Middle Market plan receive a snack every day of the week.

All Middle Market snacks are nut-free, and there are gluten and dairy-free options as well. The **semester** cost for one snack four days a week is $75.00/semester or roughly $4.25/wk. Families may also opt for a 2-snack plan (chip + juice) for $150.00/semester or $300.00/year. A small markup on Middle Market snacks benefits fun student council activities from dances to Advisory Challenges.

Whom to call/email?

• ms_office@sayreschool.org – Use this email for anything related to attendance only (child will be late, out sick, sending doctor's notes, etc.). This email will be monitored by the office staff for daily and overall attendance.

•Trisha Lauritzen – 254-7177 – the MS Office direct number - Administrative Assistant in the Middle School. Call her for absences, homework, mid-day phone calls...anything, really. Our office landline is also always available for your child to use for outgoing calls. Tlauritzen@sayreschool.org

•Kristin Seymour – 254-7177 – Middle School Head. Call Kristin for anything, but especially with schedule questions, worries, academic or social concerns, or if all is well. No problem is too small, and smaller issues are easier to manage, so feel free to call. kseymour@sayreschool.org

•Matthew Belopavlovich – 254-7177 – Middle School Dean and Theatre teacher. Mr. B. manages behavior concerns, student support, and will also help you with any needs related to social and emotional wellness. mbelopavlovich@sayreschool.org

•Nicole Garrett – 254-1361 – Sayre School Counselor. Nicole is an expert on this developmental age and is happy to take calls about your child that are general (is this normal at this age?) or specific to your child's experience. ngarrett@sayreschool.org

•Jeff Oldham – 254-1361 – Director of Admission. Call Jeff to recommend a family or to ask him to reach out to a family who might be interested in Sayre. joldham@sayreschool.org

•Rich Little rlittle@sayreschool.org and Rob Goodman rgoodman@sayreschool.org for 254-1361, Athletics.

•Terri Prewitt– 254-1361 – Ms. Prewitt works in Admission and will update Household information and Blackbaud. Call her if you need help accessing the Parent Portal. tprewitt@sayreschool.org