

# Bemis Elementary School

*Parent Handbook*



***The purpose of Bemis Elementary School is to ensure all students will learn in a motivating and nurturing school community.***

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## **Welcome to Bemis Elementary School**

We have provided this parent handbook to acquaint or re-acquaint you with policies at Bemis School. For our new parents (transfer students or first-time kindergarten), we are certain you will find some answers to questions or concerns you may have. For our returning parents, perhaps you will notice that some procedures have been modified to suit the changing needs of our students, staff, and community.

Please review and discuss (where appropriate) the information in this handbook with your child. It is very important for children, as well as adults, to have a clear understanding of the school's expectations. We will make every effort to see that this continues to be a productive and enjoyable learning environment for your child.

Jeremey Whan, Principal

## **Bemis Elementary School**

### **Belief / Value Statements**

- ◆ WE BELIEVE the school should foster independence, responsibility, and self-direction in students.
  
- ◆ WE BELIEVE students should be encouraged to become lifelong learners and fulfill their intellectual talents in an ever changing, diverse society.
  
- ◆ WE BELIEVE students should have the opportunity to clarify, describe, and demonstrate respect and consideration for the feelings and values of all cultures.
  
- ◆ WE BELIEVE students possess the capacity to learn, and that the school should foster the education of the total child to include varying learning styles encompassing the physical, academic, social, and emotional development.
  
- ◆ WE BELIEVE students should have the opportunity to develop a sense of self-worth and positive self-image in a safe, secure, caring, and supportive environment.
  
- ◆ WE BELIEVE students should be encouraged to develop positive attitudes toward thinking, problem solving, and the joy of learning.
  
- ◆ WE BELIEVE cooperative effort results in commitment, better decision-making, and supports the democratic way.
  
- ◆ WE BELIEVE education is a shared responsibility between staff, students, family, community, and business.

## Bemis School Schedule

8:05 a.m.	Office Opens
8:20 a.m.	Earliest students may arrive for school
8:34 a.m.	First bell for students
8:39 a.m.	Tardy bell rings for students, classes begin
12:29 p.m.	Dismissal on Half Days
12:39 p.m.	Dismissal on Early Release Days
3:37 p.m.	Students dismissed
4:05 p.m.	Office closes

### Lunch Hours

**Kindergarten**

11:30 – 11:50	Lunch	11:50-12:10	Recess
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**Grade 1**

11:45-12:05	Lunch	12:05-12:25	Recess
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**Grade 2**

12:35-12:55	Lunch	12:55-1:15	Recess
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**Grade 3**

12:10-12:30	Lunch	12:30-12:50	Recess
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**Grade 4**

12:05-12:25	Recess	12:25-12:45	Lunch
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**Grade 5**

11:45-12:05	Recess	12:05-12:25	Lunch
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## ***ATTENDANCE and SAFETY CALL-IN PROCEDURES***

School attendance laws of the state of Michigan require children to attend school regularly. The only excused absence is for student illness or because of a death in the family.

If your child is to be absent from school, a parent should call the school office absence call-in line at **248-823-4101**. The absence line is available 24 hours 7 days a week. The absence line is checked many times a day. Please leave the following information on the absence line: Your name, student's name, illness or reason of absence, length of absence, and teacher's name. It is not necessary to call each consecutive day, once you have indicated the child will be out for a period of time.

The school secretary will call the home of those children who are absent from school but who have not been reported absent by a parent. If the secretary cannot reach a parent at home, the parents will be called at work.

## **VACATION ABSENCES**

As stated above, the only excused absence is for illness or a death in the family, therefore, we encourage you to minimize the time your child is taken out of school. However, if you must take an extended vacation during the school year with your child, consult with the teacher at least one week prior to the trip. Your child's teacher will provide a list of activities they want the child to complete. This won't, however, be every assignment given during the child's absence. The purpose of any homework is to reinforce skills previously taught. Without the accompanying classroom instruction many assignments aren't appropriate. Makeup work will be provided in meaningful doses, under the teacher's guidance, after vacation.

Parents can provide many beneficial and relevant learning situations. Reading daily helps to maintain reading skills, and similarly keeping a daily journal helps to maintain writing skills. Mathematical opportunities are unending: computing distances, gas consumption, costs for fuel, lodging, and food, are just a few. Geography and history speak for themselves. Science becomes fascinating for the entire family by collecting soil and rock specimens and observing differences in vegetation and animal life. Photographing the various types of architecture, landforms and historical sites make the camera an exciting way to remember and review the daily events. These can all then be shared with classmates on your return. Make-up work will be provided in meaningful doses, under the teacher's guidance, after vacation.

## AFTER SCHOOL ARRANGEMENTS/PARENT PICK UP

If you find it necessary to pick your child up earlier than the regular dismissal time, please notify your child's teacher by a written note or call the office. A parent or authorized person must sign the student out in the office.

Also, if your child is going home with a friend, he/she must have a note from a parent. This note must be signed by the principal or office staff, as this information is recorded each day in the office.

## ARRIVAL/DISMISSAL PROCEDURES

**A.M. Procedures for Parking in the Lot and Escorting:** If you drive your child to school in the morning, you may enter the parking lot and immediately pull into one of the rows of parking places, then park in a parking place and **escort your child from the parking lot, across the circle driveway (using one of the three painted crosswalks)**, to the sidewalk in front of the building.

**A.M. Procedures for Curbside Drop-Off:** Please have your child ready to quickly exit the car on the **curb side** of your vehicle.

- Cars will remain in a **single-file** row, along the curb, as they approach the designated **Drop-Off area**.
- *Remaining in a single-file row*, you may only drop-off your child in the painted, designated area.
- **Yield to all pedestrians crossing at any one of the three crosswalks, and do not block any crosswalk.**
- **DO NOT exit your car. Drivers must remain in the vehicle.**

**P.M. Procedures for Parking in the Lot and Escorting:** If you are picking your child up at the end of the school day, you may meet your child outside of his/her classroom door or at a designated spot on the sidewalk in front of the building. **Use one of the three designated crosswalks to escort your child from the front sidewalk to your parked car.**

### **P.M. Procedures for Curbside Pick-Up**

- The pick-up lane next to the curb is for a quick pick-up. **Drivers must remain in the vehicle.**
- Yield to all pedestrians crossing at any one of the three crosswalks, and do not block any crosswalk.
- Cautiously re-enter the flow of cars when you are ready to pull away from the curb.
- Stay in the circle driveway, following it around and back out onto Northfield Parkway.

**Note: There should never be a child crossing the circle driveway or walking in the parking lot, without being accompanied by an adult.**





## **BEFORE & AFTER SCHOOL STUDENT SAFETY**

The Troy School district has instituted the following policy in all elementary schools regarding children whose parents do not arrive on time to pick up their child from school or if they are returned to school by the bus driver:

- School personnel will make every effort to contact parents or a person designated on the emergency card and inform them of the fact the child is still at school.
- At 4:00 PM children whose parents have not arrived to pick them up shall be taken to the after school CARE Program. A copy of the child's emergency card will accompany the child. CARE personnel will be informed of the situation and the child will stay at CARE until he/she can be released to a parent, guardian, or designated person listed on the emergency card.

In order to insure the safety of the student, the same procedure will be followed when a student is dropped off before 8:20 AM.

- CARE Company will charge the following: First occasion - \$10 per hour per child. Repeat occurrences - \$20 per hour per child.

## **HOMEWORK DURING PERIODS OF ILLNESS**

When your child is at home due to illness, the first concern should be for her/him to fully recuperate. We understand that she/he may be too sick to work on any homework. Make-up work can be provided in meaningful doses, under the teacher's guidance, once your child is well enough to return to school.

If, however, your child feels up to working on homework and you want work sent home on a given day, please call to request homework *prior to 8:45 a.m.* Doing so will give the teacher (who may not have any prep periods during the day) an opportunity to collect what needs to be sent home by the end of the school day. When you call, please also indicate whether you will be picking up the work from the office *after school* or if you want the work sent home with a sibling or neighbor.

## **CHILDREN LEAVING WHILE SCHOOL IS IN SESSION**

Children are not permitted to go home by themselves while school is in session. This policy is intended for the protection of the child. When it becomes necessary for a child to go home due to illness or a pre-arranged appointment, a parent or other responsible person designated by the parent must call for the child. Office personnel will call the child from the classroom. Parents are requested to make dental and medical appointments for the children after school hours whenever possible.

## **LOST and FOUND**

Clothing and equipment should be marked with the owner's name. Lost articles are placed in the lost and found box located in the corner of the cafeteria. Small items, such as jewelry and watches, are kept in the office. When an article is known to be lost, don't let time elapse before coming to locate it. Also, please use caution in allowing items of sentimental or monetary value to be brought to school.

Lost items unclaimed by the end of each semester will be donated to a charitable organization.

## **LUNCH PROGRAM**

District menus covering a period of one month will be published in the Bemis Solar Scoop and on the Bemis web site. The Troy School District has implemented the Point-of-Sale System (POS) of payment for students who purchased food or beverages at school. If you have any questions about the program, please call food service at 248-823-5089.

Student Lunch	\$2.40 per day (includes milk)
Milk	\$ .35 each
Juice or Water	\$ .50 each

## **PARENT-TEACHER CONFERENCES**

Parent-teacher conferences are conducted each school year in November and again in the spring. Students are released from school, and appointments are arranged to provide each parent with the opportunity to meet with individual teachers. In order to provide an effective educational program, it is the policy of the Troy School District to maintain close communication between the home and the school. In addition to the scheduled conferences in the fall and spring, parents are encouraged to contact the teacher whenever it is felt that an additional conference is needed.

## **PARTIES**

### **Classroom Parties**

During the school year, each child participates in three classroom parties: Halloween in October, Holiday Party in December, and Valentine Party in February. Room parents and classroom teachers will provide and arrange for refreshments.

### **Birthday Treats**

It has been the tradition for many elementary students to celebrate their birthday at school by bringing in cupcakes, cookies, or other food related treats. While the district intends to continue to celebrate the child's special day, there is a need to do so in a way that is healthy for everyone involved. The reasons for this change are listed below:

- There are students in every elementary building who have severe, sometimes life-threatening, allergies, and in many cases they are unable to partake of the treat.
- Also, district staff learned in an Epi-pen training session this summer that 25% of all first time anaphylactic reactions occur in schools.
- Schools have been charged with promoting healthy eating habits inside and outside of school.
- Our schools are committed to preserving instructional time.

There is no obligation to recognize your child's birthday at school. However, if you choose to recognize your child's special day, please do not send birthday treats to school, as they will not be shared with the class. Instead, of bringing or sending a food treat to celebrate your child's birthday, parents may:

- Send in a favorite book for the student to share with the class on the child's special day.
- Donate a book for the classroom in honor of the child's special day.
- Send in for the day or donate a recess game for indoor recesses.
- Send in for the day or donate a piece of playground equipment (various balls or games) for outdoor recesses.
- If you have another idea of how to celebrate your child's birthday, you may discuss this with your child's teacher.

Our elementary buildings will continue to recognize and celebrate our students' birthdays at school, even as that recognition takes new forms. The district appreciates your cooperation and hopes you will understand the reasoning behind this decision.

This new procedure for celebrating students' birthdays does not extend to the classroom holiday parties, though please note there may be allergy restrictions for those events as well. The food/treats that are provided at these events will be determined by the buildings.

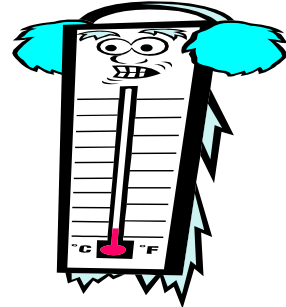
### **Parties Outside of School**

Parties can be a fun time for all students!! Many times throughout the school year students wish to hold special event parties outside of school. **Party invitations are not to be distributed at school.** Many times one or two students are left out of such events causing hurt feelings, tears, and low self-esteem. Your cooperation is very much appreciated.

## RECESS

All children are expected to participate in recess periods. We believe that participation in vigorous play and exercise helps develop fitness and is important to the total well being of the child.

Outside recess will not occur during inclement weather or EXTREME cold (District policy states that there will be no outdoor recess when temperatures are below 15° Fahrenheit; and, if temperatures are between 15° and 20° Fahrenheit, the wind-chill factor will be considered.) **It is important that children have boots for use in snowy or muddy weather and dress appropriately.**



If an unusual condition exists which permits a student to attend school but participation in recess is inadvisable, a note must be sent to the teacher, who will make arrangements for supervision of the child at that time.

Parents are asked to keep requests for their children to be kept indoors for recess to a minimum. Because children cannot be left in the classrooms unsupervised, teachers must send children to the office when they take the rest of their class outside. The office is simply unable to accommodate large numbers of such students.

Generally speaking, if your child is healthy enough to attend school, he/she should be healthy enough to be outdoors for a brief period of time. *No student will be allowed to remain indoors for recess more than one day without a doctor's note.*

## VOLUNTEERS

The Troy School District values the people who volunteer in our classrooms and schools. You provide critical support that enhances the learning and success of our students. The district appreciates your desire to share your time and talents with its students.

The School Safety Initiative, signed into law, requires districts to obtain criminal history checks for all employees. We also run criminal checks on volunteers who interact with students in certain circumstances. This would include all volunteers who drive students on field trips and volunteers supervising students without a staff member being readily accessible. Once cleared by our Human Resource Department, you will be permitted to volunteer in this capacity at any level (elementary, middle or high school) for one school year.

## CLASSROOM VISITS

If a parent desires to have a classroom visit/observation, our district procedure is that this can be scheduled up to once per marking period. The visit will last up to 30 minutes and the parent will be accompanied by the building administrator or school staff member. A written request to visit a classroom should be submitted to the classroom teacher and building principal at least 5 school days in advance. Parents must include the reason/purpose for the requested visit. All requests will be considered when intending to benefit the educational advancement of the student. If the request is approved, the school will schedule a time in communication with the teacher and parent.

# HEALTH AND SAFETY

## ACCIDENTS

Although we do everything possible to prevent accidents, they may occur. Children are supervised whenever they are at lunch or at recess. If an accident does happen, children are brought to the office and parents are notified. Emergency cards are used to determine who should be contacted in the event that the parents cannot be reached. **It is imperative that your child's emergency card contains up-to-date information and at least two other phone numbers we may call.**

When a serious situation requiring immediate medical attention occurs and a parent cannot be reached, the doctor whose name appears on the emergency card will be called and the child taken to the hospital listed on the card. The principal or a staff member designated by the principal will accompany the child until a parent arrives at the hospital.

In the event that both parents are out of town, it is important that you leave proper authorization for medical treatment with your child's caretaker. It is also important for the school to be alerted of your arrangements.

Any parent who objects to medical aid on religious grounds should make this known to the school office. It is also important that school personnel and the school nurse be made aware of any health problem a child has.

In the event a child becomes ill during the school day and/or has a temperature above normal, the parent(s) will be contacted. It is in your child's best interest to be taken home as soon as possible to more comfortable surroundings.

## DEFINITION OF BULLYING

Bullying has two key components: *repeated harmful acts* and an *imbalance of power*. It involves repeated physical, verbal, or psychological attacks or intimidation directed against a victim who cannot properly defend him- or herself because of size or strength, or because the victim is outnumbered or less psychologically resilient.

Bullying includes assault, tripping, intimidation, rumor-spreading and isolation, demands for money, destruction of property, theft of valued possessions, destruction of another's work, and name-calling. In the United States, several other school behaviors (some which are illegal) are recognized as forms of bullying.

***Not all taunting, teasing and fighting among school children constitutes bullying. "Two persons of approximately the same strength (physical or psychological)...fighting or quarreling" is not bullying. Rather, bullying entails repeated acts by someone perceived as physically or psychologically more powerful.\****

\*Bullying in schools, Rana Sampson, U.S. Department of Justice, Office of Community Oriented Policing Services

## HEALTHY SNACKS

Many teachers allow students to bring a snack each day. We have always encouraged HEALTHY snacks, such as fresh fruit, fresh vegetables, protein bars, seeds, or crackers, along with fresh water. Brain research clearly shows that fresh, healthy foods and water are beneficial to learning, while unhealthy snacks can actually hinder learning.

By limiting the items permitted to healthy snacks and water, we also avoid sticky spills and are able to keep the classroom environment clean and healthy. So, please remember – WATER ONLY, and HEALTHY SNACKS ONLY, such as those listed above.

## EMERGENCY SCHOOL CLOSINGS & SCHOOL MESSENGER

Occasionally, school emergencies occur which require the closing of a school prior to normal dismissal time. Examples include a broken boiler, the loss of power, or a severe snowstorm. Should it be necessary to close school prior to its regular time, students will be dismissed and sent home early. Should this situation occur, you will be informed via the Troy School District's parental notification system. It is critical that you sign up and maintain your contact information on the Home Access Center or HAC. You may review your information by going to [www.troy.k12.mi.us](http://www.troy.k12.mi.us) and scrolling down the page to the HAC link. Please discuss with your child where he or she should go if no one is at home and school is dismissed early.



### HEARING and VISION TESTING



Each year, the Oakland County Department of Public Health screens students' vision and hearing. Vision screening is conducted in grades 1, 3, and 5. Hearing screening is conducted in grades K and 2.

## ILLNESSESS

**If your child has a fever or has not been fever free for 24 hours without the use of fever-reducing medicines, please keep them home.** A student who has a fever is contagious and when a student comes to school with a fever, it spreads the illness quickly.

If your child is ill, please do not send him/her to school. A student who contracts a contagious disease or condition, such as pink eye, chicken pox, ringworm, impetigo, or pediculosis (head lice) will be sent home from school and must remain home until the student is recovered.

In the event a child becomes ill during the school day and/or has a temperature above normal, the parent(s) will be contacted. It is in your child's best interest to be taken home as soon as possible to more comfortable surroundings.

## MEDICATION AT SCHOOL

School district policy prohibits school personnel from administering any medication to students without written permission from the parents AND written directions from the physician. This includes non-prescription medication such as aspirin and cough medicine. Medications sent to school MUST come in the original labeled pharmacy container. An "Authorization for Medication" form must be completed. This form is available in the school office. All medications must be kept in the school office and administered by the building principal or his/her designee.

Please do not ask us to make exceptions and violate this policy, which was written to protect everyone.

## SCHOOL INSURANCE

The Troy School District does not provide accident or dental insurance for students involved in school related injuries. Students may enroll in an insurance program underwritten by an independent insurance agency which covers accidents on a 24-hour basis for one full year. In addition, there is an optional dental coverage. Insurance forms are sent home with students in their First Day Folders. If parents are interested in purchasing this insurance, they should fill out the form and return it by the required date.



# **Rules and Procedures**

## **BICYCLES/SCOOTERS/SKATEBOARD RULES**

1. Students are encouraged to wear a protective helmet when riding a bicycle.
2. Students are to walk their bicycle when they reach school property.
3. Students will park their bicycle in the bike rack located in the front of the school. It will remain there until the end of the day when students are dismissed from school.
4. Bicycles will not be ridden at any time during the school day.
5. Students are encouraged to lock their bicycles to the bike rack.

## **SCOOTERS**

1. Students are encouraged to wear a protective helmet when riding a scooter.
2. Scooters are not to be ridden on the street when riding to or from school.
3. Students are to carry their skateboard, rollerblades or skates when they reach school property.
4. Skateboards, rollerblades, and skates will be stored away during the school day.
5. Skateboards, rollerblades, and skates will not be used at any time during the school day.

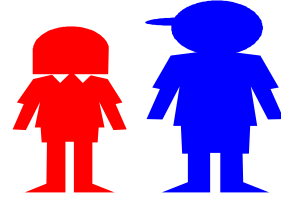
## **CAFETERIA BEHAVIOR**

It is the objective of the school district to provide students with an opportunity to eat their lunch in the friendly and enjoyable atmosphere in the school cafeteria. Students are expected to display good manners and to follow the guidelines below:

1. Students should talk in a reasonable voice.
2. Students should walk in the lunchroom and should not push or shove their neighbor.
3. Students are to remain seated.
4. There is no throwing of food or paper, or popping of bags and milk cartons.
5. Students should not trade food.
6. Students are responsible for disposing of food, papers, etc., from the cafeteria tables.
7. Food is to be eaten in the cafeteria and not taken back into the classroom or onto the playground.
8. Students must obey the cafeteria supervisors at all times.
9. Students are encouraged to use proper table manners at all times.

## DRESS CODE

We want our students to be as comfortable as possible while attending school, yet we request their clothing be appropriate for a school environment. During the school day our children may sit on the floor, play on the floor, play on playground equipment, etc. We recommend that you dress your child appropriately for these activities. Please adhere to the following guidelines in helping your child dress appropriately for school.



- Students' shorts should be below their fingertips when their arms are at their sides.
- We discourage wearing sandals, flip flops and clogs. Students' toes should be covered by socks or shoes for their protection and safety.
- Tank tops, halter-tops, spaghetti straps, bare midriffs and tops with inappropriate messages are not allowed.

## INSIDE RECESS RULES

During inclement weather, students will remain inside the building during recess time. Noon aides will be on duty during the lunch period. Children should adhere to the following rules:

1. Children are to remain in their designated room/area and should not be in any other part of the building unless they have permission from their teacher.
2. Appropriate games and activities for students during inside recess are provided in each classroom. Students are informed of these games and activities. Rules for conduct on inside recess days are clearly explained in the classroom.
3. Children may not run in the room.
4. Use of scissors or other type of sharp devices will only be used under the strict supervision of the classroom teacher or his/her designee.
5. Classroom doors will remain open.
6. The principal will be notified of any students misbehaving.

## PLAYGROUND RULES

Children should watch where they are running and play away from school buildings. They are not to climb trees, poles, or backstops. Bicycles are to be parked in bike racks as soon as the student arrives at school. In general, students should use common sense on the playground. Most accidents can be prevented. Children are to observe the following rules on the playground:

1. Stay on the playground at all times. If a ball or equipment goes off the playground, children must find a person on duty to retrieve it.
2. Keep the playground clean. All the eating is to be done in the cafeteria.
3. Do not throw snowballs, gravel, stones, wood chips, or any sharp or dangerous objects.
4. Rough play, such as wrestling, pushing, tackling, tripping, or any other activity that could be potentially dangerous, is not allowed.
5. When playing on the SWINGS:
  - a. Be fair, take turns. Do not push someone on a swing.
  - b. Only one person at a time should be on a swing.
  - c. Sit in the swing at all times. Do not stand.
  - d. Swings are for swinging only. Playing should be done in other areas.
  - e. Do not run in front of, behind, between or under the swings.
  - f. Do not jump off swings or swing crooked.
  - g. Do not hang on the poles.
6. When playing on the SLIDES:
  - a. Be fair, take turns.
  - b. Slide down one at a time, sitting down, feet first.
  - c. Go up the ladder and down the slide.
  - d. Do not push each other on the slide or the slide ladder.
  - e. Do not jump off the slide or the slide ladder.
  - f. Do not play under the slides.
  - g. When there is a puddle of water, do not use the slides.
7. When playing football:
  - a. Only touch or flag football is allowed.
  - b. Touching must be below the neck with no straight arming.
  - c. All football must be played away from buildings and magic squares.
8. When playing softball/kickball:
  - a. Use equipment properly.
  - b. All spectators must stand behind the backstop.
  - c. Play on the assigned field.
  - d. Do not throw the bat
  - e. No hardballs are allowed. Do not bring bats from home.
9. When playing soccer:
  - a. All games must be played on the soccer fields.
  - b. No tackling, crabbing, elbowing or pushing allowed.
  - c. Standard rules of the game will be followed.

## PLAY STRUCTURES

Basic Rules for every play structure:

Take turns – share with others

Do not push

When traveling up and down the steps on the play structure you must WALK, no horseplay is allowed, no running.

### Spring Ring

Hold onto the handles

Only 4 students at a time – no pushing

Don't stand inside of the ring

### Track Ride

Only one person on the track ride at a time

Students watching should stay back – don't walk or run in the way of the moving ride

### Slide Winder

Only one person goes down the slide at a time

Slide down in the sitting position with feet first

No jumping from the slide

Do not go up the slide

### Wall Climb

Only one person climbs at a time

Do not jerk on the chain when someone is climbing

Do not jump off the wall

### Stand Up Spinner

One at a time

Don't stand too close

### Jacobs Ladder

One at a time

Do not climb ladder and then go down the pole

Use both hands and feet when climbing

### Ladder Climb

Do not jump off the ladder

Use both your hands and feet when climbing

Do not get too close to the person in front of you

### Circular Horizontal Ladder

No climbing on the top of the ladder

No hanging by the legs – use hands on the rungs

Do not play under the ladder area to interfere with students using the apparatus

### Spiral Pole

One person at a time  
No jumping off

Corkscrew

One person at a time

Challenge Climber (Climb with chain)

One person at a time

Do not jerk on chain when someone is climbing

Triple Ring Fling

One person on a wheel at a time

Wait for person in front to move to the next wheel before you do

Do not walk in the area where students are on the wheel

Disc Challenge (Walkway between the two structures)

No pushing

Be careful when meeting another person

Snowballs are prohibited on any part of the school property.

Use ropes for jump roping games (*only*).

Noon aides are employed to supervise the playground, help organize games, circulate among the students, and to encourage good sportsmanship and fair play. Students are expected to follow the directions of the noon aides.

## SAFE WALKING

Children should observe the following rules when walking:

1. Carry or wear something white at night to be more visible to drivers.
2. Cross at corners and crosswalks. Keep to the right in the crosswalk.
3. Before crossing, look both ways to be sure the way is clear.
4. Obey safety patrols and adult guards.
5. Cross only on proper signal.
6. Watch for turning cars.
7. Never go into the roadway from between parked cars.
8. Where there is no sidewalk, and it is necessary to walk in the roadway, walk on the left side, facing traffic.

## SAFETY PATROL

The student safety patrol is on duty before school from 8:25 a.m. to 8:40 a.m. and after school from 3:37 p.m. to 3:50 p.m. to assist students across intersections.

## SAFETY with STRANGERS

Listed below are some suggested procedures to be used as guidelines for discussion with children regarding "Safety with Strangers". These guidelines have been prepared by Troy School District staff members in cooperation with the Troy Police Department.

1. Do not accept candy or gifts from strangers.
2. Do not accept rides with strangers or people you do not know very well.
3. Do not walk alone. Walk with a friend or in a group.
4. Go directly home after school.
5. Never go anywhere without telling your parents first.
6. Be cautious when approached by strangers. If a stranger stops to ask a question, WALK AWAY. NEVER go over to a stranger or a strange car, for ANY reason.
7. Tell parents or a teacher immediately about any suspicious person.
8. Seek assistance if a stranger forces attention upon you. If someone is following you, run to a house where you think someone is at home and pound on the door and yell. You can also run inside a building, such as a store, where there are people. Ask someone to call the police immediately. Do not run into a woods, park or shrub area.
9. If possible, get the license number of any car that is following you and tell the police at once. They may be able to catch the car before it leaves the neighborhood. But never wait around to get the number or description of the car. RUN FIRST!
10. If you call the police, it would help them to know the following information:
  - a.) The address where you are.
  - b.) The license number and description **of the car.**
  - c.) **The description of the person.**

## **SCHOOL BUS RIDERS**

1. Be at the bus stop at least 5 minutes prior to bus stop time.
2. Line up quietly and remain orderly at the bus stop. Refrain from going on residents' property.
3. Stay at least 10 feet away from the curb or road until the bus stops and the driver signals that it is safe to board the bus.
4. While on the bus, obey the bus driver and stay quietly in your seat. Once seated there is no changing of seats, fighting, shouting, or eating.
5. Never throw anything on the bus or out of the bus windows.
6. Do not stick your head, hands, legs or any object out of the bus windows.
7. Keep aisles clear; put your belongings on your lap or under the seat.
8. Board and depart from the bus at assigned stops.
9. If you need to cross the street for boarding or departing the bus, do so at least 10 feet in front of the bus. Never cross behind the bus and always wait for the driver's signal to proceed.
10. Stay out of the school bus' danger zone. The danger zone area is the area within 10 feet of the bus around on all sides.
11. If you are not at the bus stop when the bus is departing from your stop, do not run after the bus.

## IMPORTANT REMINDER

The behavior of students while in transit to or from school or at any co-curricular school-sponsored activity will be consistent with the discipline procedures of the regular school day. Repeated violations will result in the suspension of school bus privileges.

At the bus stop, students are expected:

- a. To be at their designated bus stop on time, preferably a few minutes before the scheduled bus arrival time.
- b. To walk on the left side of the road, facing traffic, to and from their designated bus stop. (Use sidewalks when available)
- c. To be orderly, courteous, and respectful of others and their property, as they wait for the bus to arrive.
- d. To wait for the bus on the side of the road, or on the sidewalk, until the bus comes to a complete stop.

1. When riding on the bus, students are expected:

- a. To occupy a seat upon entering the bus and remain seated while the bus is in motion.
- b. To obey the driver.
- c. To observe classroom conduct (except for normal conversation) while on the bus.
- d. To keep hands, arms, and head inside the bus at all time.
- e. To keep the bus clean and refrain from throwing anything from windows.

2. When arriving at school, students are expected:

- a. To leave the bus only at the consent of the driver.
- b. To refrain from pushing, jostling, or tripping students.
- c. To use the safety handrail while stepping off the bus.

3. When leaving the bus at the designated stop, students are expected:

- a. To move well away from the side of the bus after leaving.
- b. To cross the road in front of the bus after having received the signal from the driver to do so.
- c. To look both ways at the centerline of the road before continuing WALK, don't run.
- d. To walk along the left side of the road, facing oncoming traffic, to and from home.  
(Use sidewalks when available.)



## **WEAPONS POLICY**

The Michigan State Legislature passed into law a bill which amends Section 1311 of the Public Acts of 1993 and went into effect on January 1, 1995. All students in the Troy School District and the State of Michigan are affected by this legislation. Included below for your information are portions of the law with which you should be familiar.

The law requires school districts to expel a pupil permanently, subject to possible reinstatement, if a pupil possesses a dangerous weapon, commits arson, or rapes someone in a school building or on school grounds. Expulsion is required for all of the above except in the case of weapon possession where the pupil establishes in a clear and convincing manner at least one of the following:

- A. The object possessed was not for use as a weapon or for direct or indirect delivery to another person for use as a weapon.
- B. The pupil did not knowingly possess the weapon.
- C. The pupil did not know or have reason to know that the object possessed constituted a dangerous weapon.
- D. The weapon was possessed by the pupil with the express permission of the school or police authorities.

A dangerous weapon is defined in the School Code of 1976, Section 380.1313, as a firearm, dagger, dirk, stiletto, knife with a blade over three inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles.

The length of the expulsion must be a minimum of 90 days for pupils in grade 5 or below and 180 days for pupils in grade 6 and above. Petitions for reinstatement may be initiated 60 school days after the expulsion for a pupil in grade 5 and below and 150 school days after the expulsion for a pupil in grade 6 and above.

All Troy School District procedures relating to student discipline, including expulsion, are explained in the Student Code of Conduct. If you have any questions regarding the new legislation, please contact your building principal or the assistant superintendent's office.

## **ASBESTOS MANAGEMENT PLAN**

AHERA laws pertaining to the asbestos-containing materials in school, rule 40.CFR, part 763.93 (G) (4) requires that all local education agencies shall provide written notification to parent, teacher, and employee organizations of the availability of the Asbestos Management Plan and the AHERA mandated three-year re-inspection.

The Asbestos Management Plan and the 2000 and 2003 three-year inspection findings for this building are available upon request. They are available for you to review during regular school office hours: Monday through Friday, 8:00 A.M. to 4:00 P.M. any day that school is in session.

## **G-1005 TROY SCHOOL DISTRICT NONDISCRIMINATION POLICY**

In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990, it is the policy of the Troy School District that no person shall, on the basis of race, color, religion, national origin or ancestry, gender, age, disability, height, weight, or marital status be illegally excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program, activity, or service or in employment.

In accordance with Federal regulations, Troy School District has appointed the Assistant Superintendent, Human Resources, as the Title VI, Title IX, Section 504/ADA, and Age Discrimination Act Coordinator. Any questions, suggestions, or complaints regarding a possible or perceived violation of this policy of nondiscrimination should be directed to this administrator, who is responsible for administering the nondiscrimination grievance procedure:

Assistant Superintendent, Human Resources  
Title VI, Title IX, Section 504/ADA and Age  
Discrimination Act Coordinator  
Troy School District  
4400 Livernois Road  
Troy, Michigan 48098-4799  
Voice 248.823.4000

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### **ANTIDISCRIMINATION GRIEVANCE PROCEDURE**

Any student or employee of the District who believes that he or she has been discriminated against, denied a benefit, or excluded from participation in any District educational program or activity on the basis of sex (including sexual harassment), race, color, religion, national origin, age (employees only), height, weight, marital status, or handicap shall file a written grievance with Assistant Superintendent, Human Resources, who is the designated compliance administrator. Grievance forms may be obtained in the Human Resources Department. Individuals are encouraged to discuss their concern informally with the staff member involved before a formal grievance form is filed. The compliance administrator can often help in attempting to resolve the grievance and will, if the individual desires, accompany him or her at all meetings with staff members.

#### **Formal Grievance Procedure**

*Step 1:* If a grievance is not resolved informally, the individual shall submit a written grievance form to the immediate supervisor or administrator within 10 work days of the incident. The procedure will then be as follows:

- (1) Not later than next work day - administrator or supervisor must send copy of grievance to Assistant Superintendent, Human Resources.
- (2) Within 5 work days of grievance filing date - supervisor or administrator meets with grievant.
- (3) Within 3 work days of meeting - supervisor or administrator gives written answer to grievant on grievance form.

*Step 2:*

- (4) Within 3 work days of receipt of answer - grievant (if not satisfied) must appeal to the Assistant Superintendent, Human Resources.
- (5) Within 10 work days of receipt of appeal - Assistant Superintendent, Human Resources (or Deputy Superintendent, if appropriate) meets with grievant.
- (6) Within 5 work days of meeting - Assistant Superintendent, Human Resources or Deputy Superintendent gives written answer.

*Step 3:*

- (7) Within 3 work days of receipt of answer - grievant (if not satisfied) must appeal to the Superintendent.
- (8) Within 10 work days of receipt of appeal - Superintendent meets with grievant.
- (9) Within 5 work days of meeting - Superintendent gives written answer. This decision is final and binding on all parties.

#### **Additional Provisions**

The Superintendent, Deputy Superintendent, and Assistant Superintendent, Human Resources may designate representatives to act for them in their functions as described above.

A grievance not filed or appealed within the specified time limits will be conclusively deemed abandoned. Failure of any administrator or supervisor to hold a meeting or render a decision allows automatic appeal to the next level. Time limits may be extended only by mutual written agreement.

All records concerning a grievance will be treated confidentially. No record of a grievance will be kept in a staff member's personnel file if the final decision is that there was no reasonable basis for the grievance. No record of a grievance will be kept in the grievant's file.