

# Student Parent Handbook Schroeder Elementary School Troy School District



*Mission Statement: The purpose of Schroeder Elementary School is to ensure learning for all members of the school community.*



## **TABLE OF CONTENTS**

HANDBOOK.....	Page 3
DAILY SCHEDULE.....	Page 3
ARRIVING AT SCHOOL.....	Page 3
SAFETY PATROL.....	Page 4
STUDENT DROP OFF BEFORE SCHOOL.....	Page 4
PICKING STUDENTS UP AFTER SCHOOL.....	Page 4
RIDING BYCICLES.....	Page 5
WALKING TO AND FROM SCHOOL.....	Page 5
END OF SCHOOL DAY DISMISSAL.....	Page 5
PICKING UP STUDENTS LATE.....	Page 6
CARE COMPANY.....	Page 6
CHILDREN LEAVING WHILE SCHOOL IS IN SESSION.....	Page 6
AFTER SCHOOL ARRANGEMENTS.....	Page 6
ATTENDANCE POLICY.....	Page 7
ATTENDANCE AND SAFETY CALL-IN PROCEDURES.....	Page 7
COMMUNICABLE DISEASES.....	Page 7
VACATION ABSENCES.....	Page 8
HOMEWORK DUE TO ABSENCE.....	Page 8
SCHOOL CLOTHING.....	Page 8
CLOTHING DURING WINTER MONTHS.....	Page 9
LOST AND FOUND.....	Page 9
STUDENT USE OF SCHOOL TELEPHONES.....	Page 9
CELL PHONES AND OTHER ELECTRONIC DEVICES.....	Page 10
CHARACTER EDUCATION.....	Page 10
STUDENT CONDUCT AT SCHOOL.....	Page 10
TOYS AT SCHOOL.....	Page 10
CARE OF SCHOOL PROPERTY.....	Page 10
LIBRARY BOOKS.....	Page 10
MEDICATION AT SCHOOL.....	Page 11
LUNCH PROGRAM.....	Page 11
CAFETERIA GUIDELINES.....	Page 11
OUTDOOR RECESS.....	Page 11
PLAYGROUND RULES.....	Page 12
INDOOR RECESS.....	Page 13
SCHOOL CLOSINGS.....	Page 13
EMERGENCY DISMISSAL PROCEDURES.....	Page 14
EMERGENCY AND DISASTER PROCEDURES.....	Page 14
SCHOOL MESSENGER.....	Page 14
COMMUNICATIONS AND THE SCHOOL NEWSLETTER.....	Page 14
CURRICULUM NIGHT.....	Page 15
PARENT-TEACHER CONFERENCES.....	Page 15
SPECIALS CLASSES.....	Page 15
ADDITIONAL SERVICES.....	Page 15
PARTIES AT SCHOOL.....	Page 15
PARTIES OUTSIDE OF SCHOOL.....	Page 16
STUDENT BIRTHDAY RECOGNITION.....	Page 16

IMMUNIZATIONS.....	Page 17
HEARING AND VISION TESTING.....	Page 17
HEAD LICE.....	Page 17
SCHOOL VISITORS.....	Page 17
CLASSROOM VISITS.....	Page 17
SCHOOL SAFETY INITIATIVE/VOLUNTEERS.....	Page 18
FIELD TRIPS.....	Page 18
PETS AT SCHOOL.....	Page 19
SAFETY WITH STRANGERS.....	Page 19
ACCIDENTS AND INJURIES.....	Page 19
SCHOOL INSURANCE.....	Page 20
STUDENT INJURIES AND PERSONAL PROPERTY DAMAGE & LOSS.....	Page 20
DRUG FREE SCHOOL NOTICE.....	Page 20
WEAPONS LAW.....	Page 20
AHERA NOTIFICATION.....	Page 20
POLICY OF NONDISCRIMINATION.....	Page 20

**HANDBOOK**

This Parent Student Handbook is created to help protect the safety of the students, the instructional time of teachers and the operation of the school. We strive to maintain a positive school environment where students can learn and grow. We strive to establish collaboration and caring throughout our entire Schroeder community. Our staff believes in all of our students and will continuously participate in professional development and learning. Parents should refer to this document and use this document when helping their child understand operations within the school.

**DAILY SCHEDULE**

- 9:05am.....Entry Bell
- 9:10am.....Start of School Bell
- 11:40-1:20pm.....Lunch (Grade levels will rotate through a lunch schedule)
- 4:07pm.....Dismissal Bell

**ARRIVING AT SCHOOL**

Many tasks and meetings related to the school program take place every day before classes begin. These can be difficult to accomplish if it is also necessary to supervise students who arrive too early. Therefore, children should be reminded to **arrive at school no earlier than 9:00 a.m.** They should report to their assigned waiting area. The Safety Patrol is on duty 10 minutes before school and 10 minutes after school. Please make sure your child does not arrive at school too early.

The school will conduct indoor line up by following the same protocol for indoor recess procedures.

It is important for students to get to class on time. **At 9:05 a.m.** the first bell rings and students may enter the building. **At 9:10 a.m.** the second bell rings for students, and classes will begin. **If**

**arriving late, parents are required to accompany their child into the school and sign their child in at the main office. Please do not go with your child to his or her classroom.**

### **SAFETY PATROL**

The student safety patrol is on duty 10 minutes before the start of the school day and 10 minutes after the dismissal bell to assist students crossing at intersections.

### **STUDENT DROP OFF BEFORE SCHOOL**

Follow the procedures during morning drop off to help provide a safe environment for children and to alleviate as much traffic congestion as possible.

- Students will line up outside at their designated line up location.
- Parents may park in designated parking lot spaces or in legal parking locations in the street. Please do not park in the drop off lane, on the grass or in illegal parking locations in the street. This also applies for any school event.
- When using the drop off lane, remember to pull along the curb and have your child exit the vehicle on the passenger side. Students should exit the vehicle independently, walk down the sidewalk and cross at the crosswalk. If you feel that you need to escort your child to their line, please park in a parking space instead of using the drop off lane. When pulling out of the drop off lane, check your surrounds for children, parents and other vehicles.
- Parents driving to school are not to enter the bus loop.
- When the entry bell rings, only the students will enter the building and we will begin our day. Parents who wish to enter the building must sign in at the office.
- Drive slowly and safely in the parking lot and around the school. Make sure to come to a complete stop and drive cautiously through all intersections surrounding the school.

### **PICKING STUDENTS UP AFTER SCHOOL**

Follow the procedures during afternoon pick up to help provide a safe environment for children and to alleviate as much traffic congestion as possible.

- All students will exit out of the front doors. This helps school staff supervise a safe dismissal.
- Parents should designate a meeting location when picking their child up from school. The meeting location should be near the building and not in the parking lot. Parents should maintain a clear path for students walking to the bus. Parents will then walk their child to their vehicle. Do not have your child walk to the car independently.
- Parents may park in designated parking lot spaces or in legal parking locations in the street. Please do not park in the drop off lane, on the grass or in illegal parking locations in the street. This also applies for any school event.
- Parents driving to school are not to enter the bus loop.
- Parents are permitted to park in the drop off lane during dismissal as the drop off lane is only used in the morning.
- Drive slowly and safely in the parking lot and around the school. Make sure to come to a complete stop and drive cautiously through all intersections surrounding the school.

## **RIDING BYCICLES**

State law and city ordinances spell out many regulations for bicycle riders. The Troy School District and the Troy Police Department feel that compliance with the rules listed below is of the utmost importance for the safety of children. Parents should review these rules with their children. It is important that they understand and practice them at all times. Students and parents should practice safe bike riding. Scooters, rollerblades and skateboards are not to be used at school, during school hours.

1. Obey traffic control signals and signs.
2. Use of bike helmets is strongly recommended.
3. Double riding on a bike is not permitted.
4. No person operating a bicycle shall carry any package, bundle, or article, which prevents the rider from keeping both hands upon the handlebars.
5. Walk bicycles across busy intersections.
6. Keep a safe following distance.
7. Be sure roadway is clear before entering. Avoid or use caution at busy intersections and streets.
8. Yield the right-of-way to pedestrians.
9. If dark outside, make sure your bicycle has a light and reflectors.
10. Bikes must be WALKED on the sidewalk in front of the school. All bikes must be walked while on the school sidewalk to prevent walkers from being hit by a bicyclist.
11. All bikes must be kept in the bike rack and should have a bike lock. The school is not responsible to missing or stolen bikes.

## **WALKING TO AND FROM SCHOOL**

Children should observe the following rules when walking:

1. Cross at corners and crosswalks. Keep to the right in the crosswalk.
2. Before crossing, look both ways to be sure the way is clear. Watch for cars.
3. Follow the directions of the safety patrol.
4. Cross only on the proper signal.
5. Never go into the roadway from between parked cars.

## **END OF SCHOOL DAY DISMISSAL**

If students are not walking home alone, taking the bus, going to an afterschool class or going to CARE Company, parents should pick up their child outside at the front of the school. Parents should work with their child on a prearranged meeting location. Parents should not wait in the hallways or outside classrooms. This is distracting to the students as well as the teachers. It is also hard to recognize strangers if there are several adults in the hallways. If there is a time that you need to speak with your child's teacher, pick up something fragile or heavy, or other school business, simply arrange a time with your child's teacher. Sometimes teachers have meetings and previous arrangements before or after school. Prearranging a time will help with both teacher and parent schedules.

We ask that parents and students do not play on the playground until all buses have departed from Schroeder and the grounds are clear. This prevents students from wondering on the

playground after dismissal and helps ensure that students walk home, find their parents or get on the bus.

### **PICKING UP STUDENTS LATE**

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(ren) from school or if they are returned by the bus driver: **Students will be brought to the school office at 4:15 p.m.**

- School personnel will make every effort to contact parents or persons designated on the emergency card.
- After 4:15 p.m., parents must park and come to the office to pick up their child(ren).
- Beginning on April 8, 2019, children not picked up from dismissal in a timely manner will be designated as a Late Pick-Up situation. The student(s) will be supervised by afterschool CARE personnel until he/she can be released to a parent, guardian or person listed on the emergency contact information. **Parents will be charged \$60 for the supervision of their child.** Parents will be given a Late Pick-Up Packet that must be completed and returned to the school office. This CARE Late Pick-Up Packet does not guarantee ongoing enrollment in CARE. This packet must be completed to comply with state licensing policy.

### **CARE COMPANY**

CARE Company (before and after school child care) is available at Schroeder. Call the Troy School District CARE Company at (248) 823-5100 for information about enrolling your child. Students are not permitted to play on the school playground during CARE Company hours when CARE students are present.

### **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 prearranged appointment, a parent or other responsible person as designated by the parent, must call for the child. Do not send an individual email to your child's teacher. Teachers spend almost the entire day in contact with students and sometimes cannot check emails during the school day. **Parents are asked to come into the office to sign the child out.** Please do not attempt to pick your student up at the classroom or on the playground. The child will be called from the classroom by office personnel. Parents are requested to make dental and medical appointments for the children before or after school hours whenever possible. Parents should also avoid signing children out early when our dismissal time is approaching. This adds challenges to our school conducting a safe and efficient dismissal.

### **AFTER SCHOOL ARRANGEMENTS**

If your child is going to be dismissed from school in a manner different than their normal routine (ex: going to a friend's house, going home with another parent or family member), you must write a HANDWRITTEN note to the teacher. (Unless, your child is signed up for an afterschool class, we will proceed with sending your child to that afterschool class. Your registration serves as the documentation/note for dismissal on that day.) Children are expected to go directly home each day by their usual means. Any change in this daily routine must be acknowledged by the parent in

a note written to the school before the beginning of the school day. Email or voicemail to your child's teacher during school hours are not a dependable way to ensure your child is dismissed safely to approved adults or family members. Since a teacher could be absent or unable to access email and voicemail during the instructional day, we request all communication be delivered in a hand-written message before school. Or in an emergency situation, please call the office before dismissal begins at the end of day. Our goal is to always keep your child safe and account for all of our students.

### **ATTENDANCE POLICY**

Troy Schools believe that there is a direct correlation between academic achievement and regular, punctual attendance. School administrators have the responsibility under state law to enforce compulsory school attendance laws and to enforce the attendance policy of the Troy Board of Education. Students enrolled in the Troy School District have the responsibility to attend school as required under state law and the attendance policy of the Troy Board of Education.

Parents are expected to notify the school the day of an absence regarding illness or personal and family problems that may have an effect on attendance. Every effort should be made to schedule routine appointments after school hours. Family vacations should be planned during holidays outlined on the school calendar. Parents should discuss the importance of good attendance with their student to avoid loss of credit due to violations of the attendance policy. Parents should also avoid signing children out early when our dismissal time is approaching. This adds challenges to our school conducting a safe and efficient dismissal. It is helpful to give the office staff and teachers time to check out a student from school that is not 15 minutes or less before the dismissal bell.

### **ATTENDANCE AND SAFETY CALL-IN PROCEDURES**

All student absences must be verbally communicated with our attendance office. For your convenience, there is an attendance line which is available 24 hours a day. Please call the absence line (248) 823-3601 by 9:15 a.m. the morning your child is to be absent from school. The child's name, grade, teacher, reason for absence, date of the absence and who is calling should be given. If the absence is due to a **communicable disease (see below)**, please let the school know. If the absence is due to an extended illness, e.g. chicken pox, it is not necessary to call daily. Please call at the beginning of each week to keep us informed of the student's condition.

Office personnel will call the home of those children who are absent from school but have not been reported absent by their parents. This procedure ensures the safety of your child. We do account for each child each day.

### **COMMUNICABLE DISEASES**

If a child has any of the below symptoms, they should be kept home until a doctor has had the opportunity to determine if a child's condition is contagious or the student may return to school. **Children should be fever-free for 24 hours without the use of fever reducing medicine before returning to school. In the event that a child vomits, they must remain at home for the next 24 hours.** They may return to school if there are no additional cases of vomiting and they are fever-free without fever reducing medicine for 24 hours. (For example, if a child vomits in school on

Monday afternoon at 2:00pm, the earliest that the child would be eligible to return to school is Tuesday at 2:00pm.) Following these guidelines will help prevent a child from developing possible complications and will help keep the school environment a healthy one. The following symptoms may include:

- Fever
- Pain and stiffness of neck and headache
- Sore throat
- Swollen neck glands
- Persistent cough
- Nausea and vomiting
- Diarrhea and persistent abdominal pain
- Rash or any skin eruption especially if red, swollen and draining
- Red or runny eyes, sneezing or discharging nose
- Jaundice – yellowing of eyes or skin
- Other illness symptoms

Your child's communicable disease must be reported to the school office. This information is relayed to the Oakland County Health Division to keep them informed of developments within the school district and the county. When you call in an absence for your child, please report cases of strep, flu, pinkeye, lice, impetigo, or other communicable disease. If you are unsure if the illness is contagious, please call the school office at (248) 823-3600 or the public health nurse at (248) 858-1392.

### **VACATION ABSENCES**

Parents are strongly encouraged to minimize the time children are taken out of school for extended periods. Teachers are not required to give assignments in advance for a student going on vacation. Many assignments cannot be made up due to missing the teacher's instruction and classroom discussions. This experience cannot be duplicated as a home activity. In the event that a child misses school for a reason other than illness, the parents can provide a daily reading and writing prompt for the child.

### **HOMEWORK DUE TO ABSENCE**

When your child is at home due to illness, the first concern should be for the child to fully recuperate. Make-up work can be provided, under the teacher's guidance. If you request homework for absence due to illness, please allow 24 hours for the teacher to collect the homework and send it home. In some situations, teachers may be able to provide homework on the same day if the request is done before 9:00am. If you call, please be sure to inform school staff if you will be picking up the homework from the office or if the homework should be sent home with a sibling or other student. Homework is not provided for absences due to vacation.

### **SCHOOL CLOTHING**



We want students to be as comfortable as possible while attending school, yet we request that their clothing be appropriate for a school environment. Please follow these guidelines in helping your child dress appropriately for school.

- All students should not wear short shorts, cutoffs, or high-cut athletic shorts.
- All students should not wear halter tops or midriff tops. Shoulder straps should not be “spaghetti straps” in width.
- Clothing that advertises alcohol, cigarettes or that have inappropriate sayings or “put downs” are not to be worn to school.
- Sandals are discouraged since they do not offer sufficient protection for the feet while children are playing at recess. Closed toe shoes and shoes that extend above the bottom of the heel should be worn. Tennis shoes are required for gym.
- Students are not permitted to wear hats inside the building except on “special days” as announced.
- Sunglasses should not be worn in the classroom and should not be worn to recess, unless prescribed by a doctor’s note.

If a child’s dress is inappropriate, students may be given alternative wear from the school office or parents will be called to bring alternate clothing.

### **CLOTHING DURING WINTER MONTHS**

During the winter months, children are expected to come to school with warm coats, hats, gloves, and boots. These are needed since outdoor recess is a part of the regular school day. We ask that you consider buying coats and boots for younger children that are relatively easy to put on. Please label your children’s clothing and lunch box with your child’s name so that lost items can be returned to the owner. Students who are not appropriately dressed for cold/wet recess will not be able to fully access the playground.

### **LOST AND FOUND**

Lost articles will be placed in the Lost and Found. Small items and valuables, such as jewelry and watches may be kept in the office. When an article is known to be lost, do not let time elapse before coming to locate it. We discourage children from bringing special items of value to school and cannot be responsible for their loss or damage. Technology that is not issued by the school district (iPods, iPads, Kindles, etc.) should not be brought to school. Parents are asked to write names or initials on clothing labels and lunch boxes. The school will conduct periodic clothing donations during the year to clear our items left in our Lost and Found.

### **STUDENT USE OF SCHOOL TELEPHONES**

It is important to help each student develop a sense of responsibility. It is important for children to take ownership of their behaviors; therefore, we discourage students from using the school phones to have parents bring them things they have left at home. Students may only use the telephones in emergency situations, basically those which are of a health concern. We ask that parents consider all factors before bringing student’s forgotten items to school. If a parent brings a student item to school, for example a lunch, parents will leave the item in the office and the office

will contact the classroom. Parents are not permitted to drop the item off in the classroom, as this is a distraction to the learning environment.

### **CELL PHONES AND OTHER ELECTRONIC DEVICES**

Students may keep cell phones and other electronic devices in their backpack during school hours, but they must remain **turned off** and in their backpack. **The school will not be responsible if the device is lost or stolen.**

### **CHARACTER EDUCATION**

Schroeder Elementary conducts Dragon Dens throughout the school year to support our character education program. During Dragon Dens, students are grouped across all grade levels in mixed grade level classes to provide leadership and mentoring opportunities. Each Dragon Den lesson teaches students about community, team building, respect, bullying, caring, kindness and other character traits. In addition, the school brings in character education programs during the year. Teachers also work continuously to support character education in daily student interactions.

### **STUDENT CONDUCT AT SCHOOL**

We believe that students learn best in a well-ordered environment that is free from disruptions. To promote such an environment, all parents, students and staff work together to:

- Respect all persons and property.
- Refrain from inappropriate language or actions.
- Assume responsibility for their school assignments.
- Conduct themselves in a safe and responsible manner.
- Abide by the classroom rules.

Troy School District's *Student Rights and Responsibilities Code of Conduct* booklet apply to all TSD schools. Teachers serving as Head Teacher are approved to implement the code of conduct.

### **TOYS AT SCHOOL**

Toys and other related items are not allowed at school. These items may consist of iPods, electronic devices, games, collectable cards, stuffed animals, toys and other related items. In the event that a child does bring such an item to school, the school is not held responsible or liable for broken, missing or stolen items.

### **CARE OF SCHOOL PROPERTY**

We expect our students to show respect for the school and school grounds. Willful damage to any school properties, or the property of a fellow student, will require repayment. Students and their parents will be responsible for restitution. Children are also responsible for returning all of their books or paying for lost books and/or materials.

### **LIBRARY BOOKS**

Children are expected to return books on or before the due date. Late and/or missing books must

be returned or paid for before the end of the January and June semesters. Failure to return books or make restitution may result in a delay of student records being forwarded or a denial in checking out other materials.

### **MEDICATION AT SCHOOL**

State law regarding the dispensing of medication in public school is as follows: School personnel are not permitted to give medication to students without a doctor's written authorization. *Authorization for Medication* forms are available in the school office or on the district website. This includes over-the-counter medicines and cough drops. The medication **must** be in the bottle from the pharmacy with the name of the medicine and the dosage clearly labeled. Children requiring the use of an inhaler are allowed to have an inhaler in their possession; however, an *Authorization for Medication* form must be filed in the office.

### **LUNCH PROGRAM**

Students are provided the opportunity to bring their own to school or to purchase lunch. Hot lunches, milk, juice and bottled water are available at lunchtime for children. Menus will be emailed home and posted on the Schroeder website one month at a time.

Children can order lunch and pay on a daily basis. The ability to pre-pay for your child's lunch is available and suggested. You may deposit any amount into your child's lunch account by writing a check payable to Troy Schools Food Service. For your convenience, you may also use the PaySchools system found on the Troy School District website. If you have any questions regarding this program, please contact Food Services at (248) 823-5089.

A free or reduced lunch application is sent home at the beginning of each school year. Please feel free to use this form at any time during the school year should your family's financial circumstances change.

### **CAFETERIA GUIDELINES**

Students are expected to display good manners and to follow the guidelines below:

- Students will choose their seat and remain in that seat for that lunch period.
- Students are not to share food.
- Students are to walk in the lunchroom.
- Students should keep hands, feet and food to their self.
- Students should use an inside voice.
- Everyone is expected to use good manners.
- Students should raise their hand for help or to get out of their seat.
- Student should wait to exit until they are dismissed and should clean up their own area.

### **OUTDOOR RECESS**

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 19° Fahrenheit, the wind-chill factor will be considered. Outdoor recess will be conducted if temperatures are 20° Fahrenheit or above. A snowfall does

not normally alter the above conditions, unless it is a heavy and wet snowstorm. Rain or wet weather will alter the above conditions. If the temperature falls below 15° degrees, the children will stay inside. This procedure is also followed for determining indoor or outdoor morning line up.

Children should come to school prepared for outdoor recess. A warm coat, a hat, mittens or gloves, and boots are essential during cold weather. Boots are also essential in wet weather. Students without boots will not be allowed to fully access the playground with wet conditions present. Students will be restricted to dry areas on the playground. It is also a good idea to keep a spare pair of socks in your child's backpack for student's comfort if needed.

All children are expected to participate in recess periods. Recess is an integral part of the school's health program. We believe that participation in vigorous play and exercise helps develop fitness and is important to the total well-being of the child. The opportunity to play outdoors increases work productivity during the day. This is also an excellent time for children to develop their social skills.

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. 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, they should be healthy enough to be outdoors for a brief period of time.** A doctor's note is required for students to remain indoors during outdoor recess.

### **PLAYGROUND RULES**

Teachers will cover the playground rules with their class at the beginning of each school year. Students are expected to follow the playground rules during class recess, lunch recess or any other time on the playground. Students are also expected to follow the directions of teachers, playground supervisors and other Schroeder staff.

#### ***Respect***

- Respect all students and adults.

#### ***Playground Boundaries***

- Stay within the playground boundaries.
- Do not enter the woods, climb fences or enter the parking lot or street.
- Do not chase balls outside of the boundaries. Ask an adult for help.

#### ***Rough Play/Contact Games***

- Rough play or body contact games are not allowed.
- No football, wrestling, piggyback rides, acrobatics or other activities that involve contact.

#### ***Jump Ropes***

- Jump ropes are only to be used for appropriate jump rope games.

### ***Appropriate Play***

- Keep hands, feet and other objects to yourself.
- No pushing, punching, tripping, pushing, poking or other physical behavior.
- Throwing snowballs, snow, ice, rocks, sticks and other objects is not permitted.
- No climbing, sitting or playing on snow piles.

### ***Swings***

- Swings are for swinging only.
- One person at a time.
- Only swing back and forth, not sideways.
- Do not run in front of, behind or between swings in motion.
- No jumping off swings.

### ***Slides***

- One person at a time.
- Slide from top to bottom only, feet first while sitting down. Do not climb up the slide.
- Step away from the slide once your feet touch the ground.
- Do not jump off the slide or ladder.
- Provide room for the person in front of you to climb up the ladder.
- Do not play under the slide.

### ***Play Structures***

- Sitting on the top of the play structure is not allowed.
- Play structures are for climbing and sliding. Do not jump off the structures or equipment.
- Tag is not allowed on or near the play structure.
- No objects are allowed on the play structures.
- Take one bar/ring at a time when swinging on the bars or rings.
- One person at a time on the slide track. No jumping off slide track. Do not throw the slide track to the other side. Do not push a student who is hanging from the slide track.
- One person at a time may slide down the vertical poles.
- No hanging upside down from the equipment.

## **INDOOR RECESS**

During inclement weather, students will remain inside the building during recess time. Students should remain in their classroom under the supervision of noon aides or other Schroeder staff. Students should follow the classroom rules established by the classroom teacher and should interact appropriately with other students. Students will participate in activities outlined by the classroom teacher.

## **SCHOOL CLOSINGS**

On rare occasions, weather conditions or mechanical failures may make it necessary to close schools prior to the start of the instructional day. School district policy, in general, is not to close

schools unless safety or weather conditions are such that the possible hazards to the children's safety outweigh the educational values of that day's schooling.

If a decision is made to close schools, the information will be communicated via School Messenger by email, text message or phone call. In addition, school closing notices will be posted on the Troy School District website. School Messenger by email, text or voice message.

Please do not call the Troy School District Administrative building or individual buildings. This will merely tie up the phone lines and prevent school officials from making necessary calls. If Troy is NOT listed as one of the schools closed, you should assume that Troy Schools will be open and Troy buses will cover their routes. Please be aware that in poor weather conditions, buses may run late due to traffic, road conditions and driving at a slower, safer speed.

### **EMERGENCY DISMISSAL PROCEDURES**

It is the policy of the Troy School District not to send children home after school has started unless there is an extreme emergency, such as a mechanical failure in the building or when inclement weather develops after school is in session. It is imperative that all parents discuss with their child the possibility of an early dismissal and make certain they know where to go when parents are not at home. Please keep this information current. In the unlikely event school is dismissed early, School Messenger will be used to notify parents.

### **EMERGENCY AND DISASTER PROCEDURES**

In the event of fire, tornado or other disaster, an emergency plan will be put into operation to assure the greatest possible protection for the children. In the event of such a warning, the following precautions will be taken:

During drills or emergency situations, children will go to predetermined areas that provide the safest conditions. Students will remain with their teachers in this area until the "all clear" is given. The Troy School District follows protocol and reporting for practice drills that are conducted during each school year. These practice drills help ensure safety during a real emergency. Please do not call the school in the event of an emergency, so that we may keep lines open for emergency communication.

### **SCHOOL MESSENGER**

School Messenger is the resource that Troy Schools has chosen to use to communicate with parents through phone, email and/or text messages. It is extremely important that all parents register on School Messenger and keep their information current. You can access School Messenger through a link on the Troy School District website. There are step by step instructions on how to register. Registering gives you many options as to how you would like to receive important messages. It is the responsibility of parents to register and update information if changes occur.

### **COMMUNICATIONS AND THE SCHOOL NEWSLETTER**

The school will communicate with parents via the school newsletter, the school website, teacher communication and emails from the school office. It is the responsibility of parents to review and read the school newsletter for school information. Please know that the newsletter is our primary communication tool and we appreciate your time in reading the communication.

### **CURRICULUM NIGHT**

In the fall of each year, a Curriculum Night is held. This is an opportunity for parents to meet the teachers and learn about the curriculum and classroom procedures. The Curriculum Night is not the time to talk with the teacher about a child's individual progress or needs, but rather a time to get acquainted with teachers, the educational programs, and the school. The curriculum night is an event for parents only. Parents should leave children at home or make other arrangements.

### **PARENT-TEACHER CONFERENCES**

Parent-teacher conferences are conducted each school year. Students are released from school, and appointments are arranged to provide parents with the opportunity to meet with individual teachers. In order to provide an effective educational program, we strive to maintain close communication between the home and the school. Spring conferences differ from fall conferences in that not all parents attend due to a limited number of conference timeslots. In addition to the scheduled conferences in the fall and spring, parents are encouraged to contact the teacher if an additional meeting is needed.

### **SPECIALS CLASSES**

Vocal music, art, media (library), Spanish, and physical education are a part of the curriculum. They are taught on a rotating schedule. Teachers also bring their classes to the computer lab. Also, fifth grade students participate in instrumental music (band or strings) twice a week.

### **ADDITIONAL SERVICES**

The Troy District model and the classroom instructional practices provide differentiation for students across all different levels. Teachers will work to provide differentiation to students who need below grade level support, above grade level support or other individual needs. Speech and language, English Language Development, social work and academic testing services are available for your child here at school. In addition, The Troy School District also utilizes literacy specialist to teach the Reading Recovery program. This is a reading intervention program for eligible first grade students. The literacy specialist screens first graders and works with four to five students individually to support the child's growth in reading on grade level. Additional students are added throughout the year on an as needed basis. Small supplemental reading groups may also be held in other grade levels.

### **PARTIES AT SCHOOL**

Elementary schools in the Troy School District conduct four class parties each year. Halloween, Holiday, Valentine Day and the End of the Year Party. Halloween consists of a parade and class party. The time for the Holiday and Valentine Day Party will be determined by each individual grade level/classroom. The End of the Year Party will be a pizza party lunch followed by Field Day.

Room parents and classroom teachers will provide and arrange for snacks. These food items will follow the district's allergy protocol.

### **PARTIES OUTSIDE OF SCHOOL**

There are times throughout the school year that students wish to host special event parties outside of school, for example birthday parties. Invitations to these parties may not be distributed at school unless ALL students in the classroom are invited. Having students left out of these social gatherings can leave students with hurt feelings, tears, and low self-esteem. If all students in the class are not invited, parents will need to determine another means to send out invitations. Please do not put the school or teacher in the situation where they have to tell a child that party invitations cannot be distributed.

### **STUDENT BIRTHDAY RECOGNITION**

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 are listed below:

- Our schools are committed to preserving instructional time.
- 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 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.

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.
- Donate a recess game for indoor recess.
- Donate a piece of playground equipment (various balls or games) for outdoor recess.
- Students are **not** permitted to pass out individual toys or items. This conflicts with having a birthday celebration in the classroom and impacts instructional time. Please do not put the school or teacher in the situation where they have to tell a child that they cannot pass out a birthday item.
- 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 procedure for celebrating student birthdays does not extend to the four designated classroom holiday parties. However,



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 room parents and follow the allergy guidelines.

### **IMMUNIZATIONS**

Michigan law requires that every new student enrolling in a Michigan school be properly immunized, or have a signed waiver on file at the school. A parent notification letter may be sent regarding the needed immunizations. If the immunization record or signed waiver is not on file, the student, in accordance with the law, shall not be permitted to attend school. The Oakland County Health Division has a free immunization clinic available to all ages, including adults. The clinics are located in Pontiac, Southfield and Walled Lake.

### **HEARING AND VISION TESTING**

Each year, the Oakland County Health Division screens students for vision and hearing. Vision screening is for grades 1, 3, and 5, and by referral. Hearing screening is for grades K, 2 and 4, and by referral. Oakland County Health Division will determine the screening dates for Schroeder Elementary School.

### **HEAD LICE**

Please be aware that head lice are contagious and is sometimes identified at school. Children with lice are excluded from school until the first shampoo treatment and the removal of all nits. It is very important to periodically check your child's hair for nits or lice. If a case is found at home, please notify the school so proper actions can be taken in the child's classroom. Not only are the shampoos with a head lice shampoo important, but you must also perform all environmental actions after the first and second shampoo.

1. Machine wash with very hot water all washable clothing and bedding (for example sheets and pillowcases). This includes hats, jackets, scarves and stuffed toys
2. Items not washable should be dry cleaned or stored in sealed plastic bags for at least 14 days.
3. Combs, brushes, curlers, barrettes and any other items used in the child's hair need to be washed in lice shampoo of 2% Lysol for one hour or soaked for 5-10 minutes in hot water heated to 150 degrees or higher.
4. Upholstered furniture, pillows, mattresses, carpeting, cloth seats and cloth car interiors should be vacuumed thoroughly. The vacuum needs to be cleaned and emptied.

It is highly important that environmental measures accompany the shampoos. Re-infestation occurs when all of these steps are not done completely and correctly. Parent should assist the school in monitoring your child's head and continually checking for lice.

### **SCHOOL VISITORS**

All parents and visitors must sign in at the main office and obtain a visitor's badge before they proceed anywhere in the building. Your cooperation is appreciated to help insure building security and the subsequent safety of our children.

## **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.

## **SCHOOL SAFETY INITIATIVE/VOLUNTEERS**

The safety of our students is one of the top concerns of our schools. As you may know, the State of Michigan has adopted the School Safety Initiative that requires background checks for all school employees. The Troy School District is complying with this law by also conducting background checks on volunteers **who will be supervising students when a Troy School District staff member is not readily accessible and under the supervision of a staff member**. Examples of such volunteers are those who drive students on field trips or volunteers who supervise students on certain field trips that require groups of students to break up in distant locations. We feel that it is important that our parents know that we have taken these extra precautions regarding any adult who has the responsibility for supervising our students.

Parents who volunteer in this capacity will be asked to complete a form that will allow the district to complete a background check through the Michigan State Police Department. All information will be treated confidentially. Once completed, the background check will permit the parent to volunteer for similar activities at any level (elementary, middle school, high school) for the current school year.

The Troy School District values its volunteers. Our parents and community volunteers provide critical support that enhances the learning and success of our students. These added measures are only being taken to ensure that our students are able to receive all of their school experiences in the safest environment possible. Thank you for your continued support of our schools.

## **FIELD TRIPS**

Teachers need parent volunteers in order to go on field trips. Based on limited space on buses as well as the establishments that we visit, it is essential that only the parents who have been designated attend the field trips. This also makes the field trip manageable for the teacher and allows the students to have the full field trip experience. It is also essential that parents do not bring younger siblings. As a chaperone, parents are responsible for a group of children that need your undivided attention. Younger siblings can also be disruptive during presentations and distracting to the students. Also, it can cause frustration for the establishments that we visit if the number of people exceeds the original agreement. Parents who attend field trips will need to be cleared after completing a TSD volunteer background check form.

\*Effective July 1, 2008, children under the age of 8 and under 4'9" tall must be in a child restraint. A child restraint can be a car seat with harness straps or a booster seat with the vehicles lap and shoulder belt.

### **PETS AT SCHOOL**

For allergy, safety and security of the students, no dogs or pets are allowed on school grounds during arrival, dismissal, or during school hours. Many students experience allergies or a fear of dogs, cats, etc. and we want to respect their needs and concerns. Sometimes, families wish to bring a pet to school. Pets are not permitted in the school unless specific arrangements have been made with a teacher. Please help us make all children feel safe and secure. For student safety, we are asking parents to NOT have dogs on school property before, during and after school hours. This is a Troy School District policy.

### **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 first telling your parents.
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 the school, a store or a location with many 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 of your location.
  - b) The license number and description of the car.
  - c) The description of the person.

### **ACCIDENTS AND INJURIES**

Although school staff does everything possible to prevent accidents, they may occur. Children are supervised whenever they are at lunch or at recess. Please keep in mind that 100% our students cannot be directly supervised 100% of the time. If an accident does happen, a child is brought to the office; office personnel will evaluate the child's injury and contact a parent when necessary. Many times, ice and/or a band-aid are all that are needed to send a child on his or her way.

Parents are contacted if the student has a possible head injury. Emergency cards are used to determine who should be contacted in the event that the parents cannot be reached. It is important that the emergency contacts on the emergency cards are local contacts in the event a parent cannot be reached. Please be sure your child's emergency cards contain up to date information.

### **SCHOOL INSURANCE**

The Troy School District provides the opportunity each year for parents to purchase, for a nominal fee, an insurance policy for their child that covers the child in case of an accident that is related to a school activity on or off the school grounds. There is also a rider available for dental coverage. Parents who would like to enroll their children should fill out the insurance form students brought home the first day of school and return it to the school office before the stated deadline.

### **STUDENT INJURIES AND PERSONAL PROPERTY DAMAGE & LOSS**

Troy Public Schools **does not** provide insurance for student injuries or damage/loss to personal property. State statute provides Troy Public Schools with immunity to tort liability. Your homeowner's policy may cover property that is damaged or lost from the school premises; e.g., automobiles, bicycles, band instruments, calculators, etc.

The Board of Education, as a public service, has arranged to make Student Accident Insurance Coverage available to all students. The benefit options have been designed to respond to diverse family insurance needs. This coverage can help decrease the burden of unexpected medical expenses, including those left unpaid due to family insurance deductibles and co-payments.

All questions regarding the coverage should be directed to David Desch, agent, at the toll-free number of 1-800-328-2739.

### **DRUG FREE SCHOOL NOTICE**

The Troy School District participates in the Drug Free Schools program, and, as required by that program, this notice is to inform all students, staff, and parents that the use of illicit drugs and the unlawful possession and/or use of alcohol is wrong and harmful.

### **WEAPONS LAW**

According to Michigan Law, any student who brings a gun or knife (over 3 inches) to school must be expelled from school.

### **AHERA NOTIFICATION**

AHERA law 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 reinspection. The AHERA Management Plan and the 1994 three-year reinspection findings for this building are located in the school office. They are available for review during regular school hours, Monday through Friday, any day that school is in session.

**POLICY OF NONDISCRIMINATION**

***STUDENTS, PARENTS AND CITIZENS OF THE TROY SCHOOL DISTRICT:***

Title IX of the Educational Amendments of 1972 provides that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance except as may be permitted by law.

Section 504 of the Rehabilitation Act of 1973 and the American's with Disabilities Act (ADA) provides that no otherwise qualified handicapped individual shall, solely by reason of his or her handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

It is the policy of Troy School District not to discriminate on the basis of sex or handicap in admission or access to, treatment or employment in its programs and activities. Troy School District periodically reviews its educational and employment programs and activities to assure compliance with Title IX and Section 504/ADA.

Troy School District has established a grievance procedure to provide for the prompt and equitable resolution of complaints by students, employees or members of the community alleging discrimination on the basis of sex or handicap. The grievance procedure is available through any school office or by contacting, the Coordinator for Title IX and Section 504/ADA matters listed below. In addition, a school district employee who is part of a bargaining unit may process a complaint through the grievance procedure established in the collective bargaining agreement.

In accordance with Federal regulations, Troy School District has appointed Mr. Jordan Harris, Assistant Superintendent of Employee Services, as Title IX and Section 504/ADA Coordinator for employment and personnel matters. Mrs. Kathy Jagels, Director of Special Education, has been appointed as the Section 504/ADA Coordinator for handicapped and suspected handicapped students. Any questions, suggestions or complaints should be directed to:

Mr. Jordan Harris  
Assistant Superintendent of Employee Services  
Title IX and Section 504/ADA Coordinator  
Troy School District  
4400 Livernois Road  
Troy, Michigan 48098-4799  
Telephone: (248) 823-4000