

# ***Martell Elementary***

**A National Exemplary Blue Ribbon School**



Accredited by the North Central Association of Colleges and Schools  
5666 Livernois Rd. Troy, Michigan 48098

Telephone (248) 823-3800 \* Attendance (248) 823-3801 \* Fax (248) 823-3813  
<http://martell.troy.k12.mi.us>



## ***Parent Handbook*** ***2019-2020***

**MARTELL MISSION STATEMENT:**

*"Learn to Lead, Lead to Learn"*

*August, 2019*

*Dear Martell Elementary Parents:*

*The Martell Parent Handbook provides information for parents and students. A clear understanding of its contents will insure a better school experience for our students.*

*Expectations of student behavior, understanding of school rules, general school procedures and operations are discussed and outlined for your review.*

*It is essential that parents review this Parent Handbook and discuss it with their children. An ongoing open system of communication between the home and the school is a crucial ingredient to a meaningful educational experience for your children. Remember that this is your school and you are always welcome here.*

*In Partnership,*

*Michelle Barsh  
Principal*

**\*\* SCHOOL HOURS \*\***

|                               |                               |
|-------------------------------|-------------------------------|
| <b>Full Day Schedule</b>      | <b>8:39 a.m. – 3:37 p.m.</b>  |
| <b>Half Day Schedule</b>      | <b>8:39 a.m. – 12:29 p.m.</b> |
| <b>Early Release Schedule</b> | <b>8:39 a.m. – 12:39 p.m.</b> |

**PARENT VOLUNTEERS**

For years the staff at Martell has enjoyed the support of its parent volunteers for its many functions along with library, clinic, field trips, etc. This support is important to us; however, we have rules and regulations regarding voluntary services.

When parents volunteer their services it must be understood that scheduling involves classes other than when their child attends. Secondly, parents **may not bring preschoolers to field trips**, classroom parties, library or activities where student interactions are involved.

This has been a long time standing practice and policy to maintain the security and safety of all involved and to assure continuity of instruction.

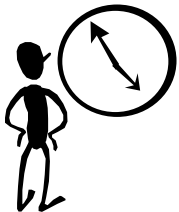
Please remember that a “**Volunteer Background Check Form**” must be completed at least three weeks prior to any field trip. Forms are available in the office and online.



**CHILD RESTRAINT LAW IN MICHIGAN EFFECTIVE JULY 1, 2008**

**Children under 8 and 4’9” tall must be in a child restraint. A child restraint can be a car seat with harness straps or a booster seat used with the vehicle’s lap and shoulder belt.**

**ARRIVAL AND DISMISSAL**



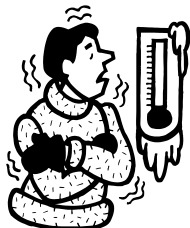
Children should be instructed to arrive at school **no earlier** than **8:25 a.m.** Students should report to their assigned line. Parents must not bring children to school early since there is no supervision available.

If children arrive after **8:39 a.m.** they are late and must report to the office. **Do not drop your child off alone - PARENTS must accompany their child and sign them in at the office.** If you know in advance that your child will be late for school, please call the school office or leave a message on our absence line at 248-823-3801.

For safety reasons, the school will not alter a child's normal schedule without **written permission** from his/her parents or guardian. (Example: taking a different bus, going to a friend's house, etc.) Please be sure to send a note to your child's teacher.



## EARLY/EMERGENCY DISMISSAL



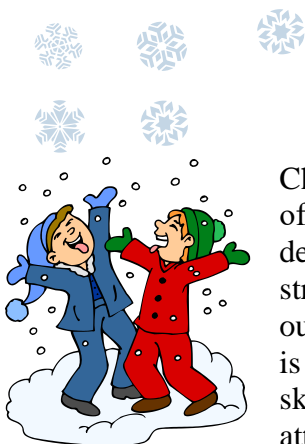
It is the policy of the Troy School District not to send children home after school has started unless there is an extreme emergency or severe inclement weather develops. We will utilize School Messenger to communicate this information to our families in the event we have to dismiss early. **It is the parent's/guardian's responsibility to discuss with their children where they should go if no one is home.**

## 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, designated by the parent, must call for the child. Parents are asked to come into the office to sign the child out. Please do not try to pick your student up at the classroom or on the playground. Office staff will call the child from the classroom. Parents are encouraged to make dental and medical appointments for students after school hours to avoid disruption. Teachers would appreciate advance notice whenever possible.



## RECESS AND WEATHER CONDITIONS

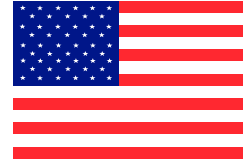


Children are expected to participate in all recess periods. Recess is an integral part of the school's health program. Participation in vigorous play and exercise helps to develop fitness and is important to the development of strength and coordination. The opportunity to play outdoors increases work productivity during the day. This is also an excellent time for children to develop their social skills. If an unusual condition exists which allows a child to attend school but makes participation in outdoor recess inadvisable, a note is to be sent to the teacher who will make arrangements for supervision of the child during that time. A doctor's note is required to excuse a student from recess for medical reasons. The note should state the number of days the student needs to be excused.



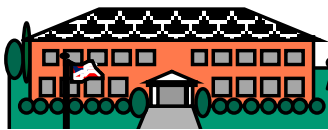
Children should come to school prepared for outdoor recess. A warm coat, hat, gloves, and boots are essential during the cold weather. During **inclement** or **very cold weather**, the children will not have outdoor recess. When the temperature is above 20 degrees, recesses will be held outside. If the temperature is between 15 degrees and 20 degrees, wind conditions will determine whether the children will go outside. If the temperature falls below 15 degrees, the children will stay inside.

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.



## CARE OF SCHOOL PROPERTY

We expect our students to show respect for our 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.



## ABSENCE CALL-IN PROCEDURES



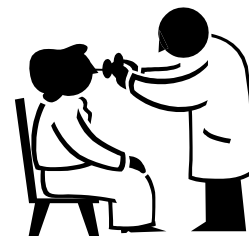
If your child is going to be absent from school, a parent or guardian must call the school attendance line at **248-823-3801**. Give the **child's name**, **grade**, **teacher**, **reason for absence**, and the **approximate length of absence**. If the absence is due to a communicable disease, this also needs to be reported.



If the office does not hear from a parent or guardian, the school will call the home. If parents cannot be contacted at home, we will attempt to call the parents' place of employment or contact persons listed on the emergency card. This procedure ensures the safety of your child. **We must account for every child each day.** Attendance is carefully monitored and parents will be notified in the event of excessive absences.

## COMMUNICABLE DISEASE

Schools bring children into close physical contact, thus giving communicable diseases an opportunity to spread very quickly. As parents we do not want our children to miss school without good reason; however, sending a sick child to school can make conditions worse and put many others at risk. Please keep your child home if he/she has a fever of 100 degrees or more, along with complaints of symptoms listed below. The following symptoms are associated with many of the common communicable diseases:



- 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



If a child has any of the above symptoms, he/she should be kept home until they are symptom free for 24 hours or if a doctor has had the opportunity to determine if a child's condition is not contagious. Children should be fever-free for 24 hours, **without the aid of medication**, before returning to school. Following these guidelines will help prevent a child from developing possible complications and will help keep the school environment a healthy one.

## ACCIDENTS OR ILLNESS AT SCHOOL

School personnel may give only minimal first aid. Parents will be called when a child appears ill enough to go home. If a parent cannot be reached, the designated emergency person will be contacted. When a serious situation requiring immediate medical attention occurs and a parent cannot be reached, the doctor whose name appears on the emergency data 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 appears at the hospital.

## SCHOOL LUNCH



Hot lunches and milk/juice are available at lunchtime for children. Menus are available on our website. Please log on to our Martell webpage to print the menu and post on your refrigerator or in a handy place for quick and easy reference.

Children may order lunch and pay on a daily basis. However, **parents are encouraged to pre-pay for their child's lunches by the week, month or a specific amount by sending in cash or a check made payable to Troy Food Service or via credit card on mySchoolBucks.** The computerized lunch system that is in place will automatically track each student's account. If you choose to send in a check for more than one child, please indicate the amount you wish to designate for each child. If you have any questions, please call the Food Service Department at 248-823-5089.

|                   |   |
|-------------------|---|
| Student Hot Lunch | \$2.40 per day (includes milk or juice) |
| Milk              | .35¢ per day                            |

Bottled water/juice  
Adult Hot Lunch

.50¢ per day  
\$3.50 per day (includes milk or juice)

## 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.



## CURRICULUM NIGHT



The Martell staff invites parents to our Curriculum Night, which will be held in September. Teachers present information to parents regarding their philosophy and curriculum. This is a parent's only evening. Curriculum Night is not the time to talk with the teacher about a child's progress, but rather a time to get acquainted with teachers, the educational programs, and the school.

## HOMEWORK NEEDED DUE TO ABSENCE

### ONE DAY ABSENCE

Missed homework will be made up upon return to school. **Please do not request homework from your child's teacher for one day of absence.**



### ABSENCES OF TWO DAYS OR MORE DUE TO ILLNESS

Homework should be requested by phoning the school office **248-823-3800** prior to 8:30 a.m. or by leaving a message on the teacher's voicemail or the Martell absence line at **248-823-3801**. Homework can be picked up **in the office** after 2:30 p.m. or sent home with a sibling or friend. As assignments are turned in, additional work may be requested. The child will have the same number of days that he/she was absent to make up missed work.

No homework / make up work is set for students absent due to vacation.





## MEDICATION AT SCHOOL

State law regarding the dispensing of medication in public schools is as follows: School personnel are not permitted to give medication to students without a doctor’s written authorization. This also 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. **Authorization for Medication** forms is available in the school office.

## PARENT-TEACHER CONFERENCES

Parent-teacher conferences are scheduled twice a year to promote positive communication between the home and school. Information for sign up will be available in the near future.



## LOST AND FOUND

Clothing and equipment should be marked with your child’s name. Lost articles will be placed in the lost and found outside of the office.

## ADDITIONAL SERVICES FOR YOUR CHILD



Speech and language, bilingual, social work, and academic testing services are available for your child here at school. Please contact the school office if you would like further information. We also provide art, media (library), music, physical education classes and Spanish. Fifth graders also participate in instrumental music, band or strings.

## READING RECOVERY

Reading Recovery is first grade individual program where select student and teacher work together for half an hour every day, providing extra support to the normal classroom literacy program. The specially-trained literacy teacher helps the student with targeted literacy skills.



## CARE COMPANY

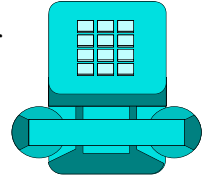


C.A.R.E. Co. (Before and After School Child Care), is available to all kindergarten-fifth grade students attending Troy Schools and children attending Building Blocks Preschool. Please call 248-823-5100 for information about fees and enrollment.

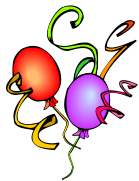


## TELEPHONES

We strongly discourage student telephone calls to the home for forgotten items or other personal matters. This policy reflects our desire to encourage student responsibility.



## BIRTHDAY CELEBRATIONS IN SCHOOL



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:

- 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 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 SCHOOL

Invitations are to be mailed directly to the student's home only. Invitations are not allowed to be distributed to classmates in school. Staff are not permitted to share student's personal information through the school office.

## PARKING LOT/STUDENT LINE-UP



**Drop-Off and Student Line-Up** – Students will line up outside of the building in their designated areas on a daily basis. When inclement and cold weather is present, students will line up inside. **Please remember the following guidelines to ensure a smooth start to the school year.**

- All students who ride the bus will line up outside of the building in their designated area.
- Parents will drop students off using the parent Valet/Drop off loop.
- Parents should not drop off students prior to 8:25 a.m.
- When using the Valet/drop off lane, parents should not exit their vehicle for any reason! In order to keep traffic moving, please have your child ready to exit the vehicle on the passenger side. If you need to exit your vehicle, please be courteous and park your vehicle in a designated parking spot.
- Please pull as far forward as allowable before having your child exit the vehicle. This may result in students walking further to the building; however, it will help keep traffic from backing up onto Livernois Road.
- When the first bell rings at 8:34 a.m., your child's teacher will open their exterior doors and/or pick up the students at their line-up location.



## SCHOOL CLINIC

The office staff supervises the clinic during regular school hours. Students deemed to be too ill to stay in school will have a parent/guardian called to pick them up. Be sure to update your child's emergency card in the office if any contact telephone numbers have changed.

## 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 activities that are a “hands-on” experience and cannot be duplicated as a home activity.



## SCHOOL NEWSLETTER

The school newsletter, the Martell Monitor, as well as various notices, will be e-mailed to you. Parents/guardians are encouraged to review this information.



## DRESS CODE



Students are restricted from wearing summer apparel (shorts) during school unless a general announcement has been made designating a particular time period. Any clothing deemed disruptive to the learning process will be addressed to the student and parent by the principal. The wearing of hats is prohibited, except on designated days.

## BICYCLE RULES

Students may ride bicycles to school only with parent/guardian approval but are not allowed to cross **main roads**. Students must wear helmets and ride only on sidewalks. Once a student is on school property, his/her bike must be walked to the bike rack and locked. Students are not allowed to wear rollerblades or ride skateboards to school.



## 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 use of alcohol is wrong and harmful.

## SCHOOL BEHAVIOR POLICY

One of the goals of Martell School is that students will demonstrate an increase in personal responsibility, which will be reflected in their behavior. All staff work hard to help our students internalize and exhibit the positive character traits we learn as a school community.

The school is a miniature community and rules are established for the protection of the rights of everyone. **NOTE: cell phones, i-pods, radios, electronic handheld games, gum chewing, Bakugan and Pokemon or Yu-Gi-Oh! cards are not allowed in school.** Bringing knives, guns, facsimiles of either to school will result in a suspension. There is a zero tolerance for “bullying behavior” in the Troy School District. Manifestations of such behavior will result in disciplinary measures and meetings with the parents.

## MARTELL BUILDING RULES

### Assembly Rules:

1. Respond immediately to the quiet signal.
2. Keep hands, feet, and objects to yourself.
3. Sit on your pockets and with your legs crossed.
4. Respond only in a positive manner.
5. Remain seated until dismissed by the authorized person.
6. Remain quiet and respectful.



### Cafeteria Rules:

1. Keep hands, feet, and objects to yourself.
2. Remain seated until you have finished eating.
3. Clean your eating area.
4. Empty milk cartons into the milk buckets, recycle trays, and dispose of all other materials properly.
5. No food is to leave the cafeteria
6. Walk at all times.



### Hallway Rules:

1. Walk quietly at all times.
2. Walk on the right side of the hallway.
3. Students unaccompanied by a teacher must have a pass in their possession.
4. Use the rest rooms and drinking fountains quietly and correctly.
5. Keep hands, feet, and objects off the walls and to yourself.
6. Use the hallway to walk around the library.



### Playground Rules:

1. Keep hands, feet, objects and unkind words to yourself.
2. Respect the adult in charge.
3. Play safely.
4. Cooperate and share the equipment.
5. Stay in your assigned play areas.
6. Line up immediately when the whistle is blown.



## **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, Executive Director-Employee Services, as Title IX and Section 504/ADA Coordinator for employment and personnel matters. 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-Employee Services  
Title IX and Section 504/ADA Coordinator  
Troy School District  
4400 Livernois Road  
Troy, Michigan 48085  
Telephone: (248) 823-4000