

COSTELLO ELEMENTARY SCHOOL

*Troy School District
1333 Hamman
Troy, Michigan 48085*



October, 2020

Dear Parents,

Welcome to Costello School! The staff and I are looking forward to making this a productive and enjoyable year for your child. This parent/student handbook is a great resource for you and your family. Not only will it help you to learn about our school, but you will also understand more about our expectations and procedures for safety, academics, and communication. Please review and discuss (where appropriate) the information in the handbook with your child. It is very important for children, as well as adults, to have a clear understanding of the school's expectations.

Troy Schools, and in particular, Costello Elementary School, take the safety and security of all students very seriously. Each staff member has undergone a screening as part of our program. Background checks, fingerprinting, and other safeguards are in place.

In an effort to keep all families informed of calendar dates, PTO minutes and lunch news, all will be posted on our school's web page at <http://costello.troy.k12.mi.us>. You may also register your email address(es) with our office so that you may receive your classroom notes, announcements, newsletters, and school calendars, etc. via your home computer. For additional district information use the following link: <http://www.troy.k12.mi.us>.

Looking forward to a successful year!

Educationally Yours,

Dr. Tammy DiPonio
Principal

****New COVID protocols may have an effect on times, costs and information contained in this document. Check Schoology or the Costello or Troy School District website for current information****

SCHOOL VISITS

Costello School encourages parents and other citizens to visit the school. Those wishing to visit our school should call ahead so that an administrator can participate in the visit. The visit should have a legitimate purpose and not interfere with the continuity of instruction. Unannounced visits to classrooms will not be permitted. Due to increased security: ALL VISITORS, VOLUNTEERS AND PARENTS must sign in at the office and wear a VISITOR'S BADGE during school hours while in the building or anywhere on school grounds. Please note, all doors will remain locked throughout the day. Visitors will call from the main entrance and the door will be released. *No visitor may remain in the school without the permission of the administrator.*

CURRICULUM NIGHT

In the fall of each year, an Open House/Curriculum Night is held. Teachers will give an overview of the school year and program. The 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.

PARENT-TEACHER CONFERENCES

Parent/Teacher Conferences will be held in the fall and in the spring. Sign-up will begin at Open House on a first-come, first-served basis. If you have two or more children at Costello and want to schedule back-to-back conferences, please be sure to sign up during Open House. 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. The spring conferences are scheduled for families of children who the classroom teachers or parents feel would most benefit from a second conference. All kindergarten parents are invited to attend Spring Conferences. 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.

THE SCHOOL NEWSLETTER

The *Costello Cardinal*, our school newsletter, will be sent home approximately once a month throughout the school year. Parents are encouraged to review this information and keep the calendar available for reference. Every effort is made to keep parents fully informed of school activities.

Many teachers prepare their own classroom newsletter or weekly information sheet. These publications are intended to help keep parents abreast of classroom activities, upcoming events and student programs.

SCHOOL HOURS

Full Day	9:10 a.m. - 4:07 p.m.
Half Day	9:10 a.m. -12:47 p.m.

ATTENDANCE POLICY

By state law, school attendance is compulsory for the physically and mentally fit between the ages of six and sixteen years. The ultimate legal responsibility for school attendance rests with parent/guardians of students. Students with more than 20 absences in a school year may be referred to Troy Youth Assistance or the Oakland County Intermediate School District Truancy Department.

We encourage you to minimize the time your child is taken out of school. We realize there will be illness, doctor appointments, family emergencies, etc. If you must take an extended vacation during the school year with your child, please try to schedule it when school is not in session. Regular attendance and active participation in class are integral parts of a student's educational experience and it is difficult to duplicate the classroom experience with homework. 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.

The Troy School District has joined in partnership with the other 27 school districts in Oakland County and Oakland Schools to develop the Early Truancy Intervention Protocol which promotes regular attendance. The protocol was developed to improve a student's attendance through a school/student/parent partnership by following the guidelines below:

1. After the tenth absence/tardy, a letter will be sent to the parent/guardian.
2. After the fifteenth absence/tardy, a letter will be sent to the parent/guardian and a meeting with the principal will be required to develop an attendance action plan.
3. After the twentieth absence/tardy, a letter will be sent to the parent/guardian and a referral will be made to the Troy Youth Assistance and a meeting with the principal will be required to modify the attendance action plan.
4. After the twenty-fifth absence/tardy, a letter will be sent to the parent/guardian and the Oakland Schools truancy officer will be contacted which may initiate a court referral.

School attendance laws of the state of Michigan require children to attend school regularly.

If your child is to be absent from school, a parent should call the school office absence call-in line at 248-823-3700. The absence line is available 24 hours a day, 7 days a week. You should call the absence line before 9:00 a.m. 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. If your child will be late to school, please notify the attendance line as well.

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, emergency contacts will be notified

BE ON TIME! KIDS' HEALTHY WORK ETHIC STARTS NOW!

Children must arrive at school no earlier than ten minutes before classes begin. They should report to their assigned door. We have, in the past, had a number of students who arrive at school after the beginning of the school day (9:10 a.m.). It would be helpful if you could work with your child to make sure he/she arrives at school in a timely manner. When this cannot be accomplished, a parent **MUST** accompany their child into the office and sign in.

When do kids start to understand the value of a healthy work ethic that will launch them into the world of work? Right now! Being on time, completing tasks, taking initiative, and operating with integrity determine future success in the workplace. **Why is being on time so important?**

- First, it is common courtesy. When others are expecting you to be somewhere at a certain time, it is disrespectful of their time when you are late.
- Second, when you arrive late, the action has already begun. In school, the morning routine goes ahead, including morning meetings, attendance, lunch counts, the morning announcements, greetings, etc. Missing these important first few moments feels like arriving in the middle of a movie. What is going on? What do I do now? What have I missed?
- Third, being late interrupts instruction. When a child enters the classroom late, it is distracting to the teacher and to the other students. The teacher may have to stop to catch up or orient the child to the activity at hand.
- Fourth, habits that develop early in life are difficult to break. Being on time (or being late) becomes a lifelong habit. If kids develop the lifelong habit of being on time, they will be more considerate of others and in control of their days.

Let's start right now to help our kids develop a healthy work ethic. Even if they wake up tired (don't we all?), they need to rise to the occasion and take the responsibility of getting to school on time. That is the only good choice.

ENTERING SCHOOL/RECESS DURING INCLEMENT WEATHER

When there is rain, heavy snow, ice, or sleet, children will be allowed to enter the building ten minutes before the start of school or remain inside during recess. If the temperature is between 15 degrees and 20 degrees, wind conditions will determine whether the children will go outside for recess. If the temperature falls below 15 degrees, the children will stay inside. When the temperature is above 20 degrees, students will line up

outdoors and recesses will be held outside. 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.

LUNCH PROGRAM

Lunch Menus can be found on the Costello and Troy School District websites under Parents, then Lunch Menu.

Students attending Costello School have the opportunity to bring a lunch from home, purchase a beverage or buy a full lunch offered by Food Services. Students bringing a lunch or beverage from home may only bring containers that are not made of glass for safety reasons.

Troy School District operates a Point of Sale system for purchased lunches from our cafeteria, providing parents and students an opportunity to pay for meals on account, thereby eliminating the need for children to carry cash to school each day. Funds may be added to accounts in the lunch line at school, by mail to the Food Service Office, and via credit card over the Internet. The school retains a small reserve of cash for students to "borrow" in an emergency. Students who utilize this fund more than three times will not be allowed to borrow additional monies and a box of cereal and milk will be provided for those who have no lunch. Your child may pay cash each day, if desired. **Checks must be made payable to Troy Food Services.** Every student has been assigned a pin # which he/she will use on a keypad in the lunchroom. The amount of the lunch is automatically deducted from the child's fund. Many parents deposit \$20-50 at the beginning of the school year for lunch purchases, and then replenish the fund as needed throughout the school year. For more information, contact **Gayle Moran, Supervisor of Food Service at (248) 823-5089.**

LUNCH SCHEDULE

Classroom teachers will notify families of each specific lunch period.

DISMISSAL-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 **on the student's emergency card, must come into the office to sign the child out.** Office staff will call the classroom and have the child report to the office in order to minimize disruption of instruction. Parents are encouraged to make dental and medical appointments for the children after school hours whenever possible. If a child is going home with someone other than those designated on the emergency card (for example, going home with a friend), a parent **must** send in a signed note to the office, indicating the name of the individual and his/her telephone number. Please let your child (ren) know where you will meet them **OUTSIDE THE SCHOOL BUILDING** if you are picking them up at school. **Parents are NOT to congregate outside classrooms or in the hallways, as this becomes disruptive to the educational process.**

AFTER-SCHOOL STUDENT SAFETY

In order to provide a safe environment for children who, for whatever reason, are not picked up on time or for those students who are returned to school by the bus drivers, the following TSD procedures will be in place:

- School personnel will make every effort to contact parents or persons designated on the emergency card and inform them of the fact that the student is still in school.
- At 4:01 p.m., (12:45 p.m. on a ½ day) whether or not a parent contact has been made, the student will be taken to the CARE supervisor in the cafeteria. A copy of the student's emergency card will accompany the student. CARE personnel will be informed of the situation, and the student will stay at CARE until he or she can be released to a parent, guardian, or person listed on the emergency card.
- Adult Education will charge the family **\$10 per hour** per child, retroactive to 4:01 p.m., on the first occasion. If there are repeat occurrences, the cost will increase to **\$20 per hour** per child.

PARKING LOT AND RAINY DAYS

A major safety concern is in the school parking lot. Please remember that the safety of all students depends on **you**. Make sure if you **must** drive students to school, that you permit walkers to have the right-of-way,

especially during rainy weather and cold days. The area for buses to drop off and pick up students must also be kept clear. **The drop-off area for students is curbside along the front of the school. There is no stopping, standing or parking in the circle driveway, or marked "no parking" areas. It is illegal to leave a car running in the parking lot area unattended. Do not leave children in vehicles unattended.** Please be a good example to our students by obeying posted signs. The Troy Police Department may issue tickets for illegally parked vehicles. To reach waiting vehicles parked in the circle drive, a parent MUST accompany students to the vehicle.

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. In addition, school closing notices will be posted on the Troy School District web page at www.troy.k12.mi.us, and the information will be sent to those that have signed up for email notifications through School Messenger.

PLEASE DO NOT call the Troy School District Administrative Center, radio stations, INDIVIDUAL SCHOOLS or school official's homes. Such calls 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 be trying to cover their routes.

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. The school has a radio monitor, tuned to the U.S. Weather Bureau station, to advise the school of impending dangerous weather conditions. In the event of such a warning, the following precautions will be taken.

TORNADO/WEATHER WARNINGS/DRILLS

When given the tornado warning signal, children will go to designated areas in the building that provide the safest conditions. They will remain with their teachers in this area until the "all clear" is given. Tornado drills are conducted five times annually.

During actual tornado alerts, it is recommended that children remain at school until the authorities give an official "all clear" signal. Please do not call the school so that we may keep lines open for emergency situations.

FIRE DRILLS

Fire drills are conducted throughout the school year. Students are provided with specific instructions regarding the proper procedures to follow. We encourage families to conduct Exit Drills in the Home (EDITH) on a regular basis to familiarize students with what to do and where to meet in the event of a fire emergency. We encourage you to change the batteries in smoke and carbon monoxide detectors two times yearly, each time we change to or from Daylight Savings Time. **It is also recommended that smoke detectors and carbon dioxide detectors be replaced every ten years.**

SECURITY DRILLS

Students will participate, not only in fire and weather drills, but also with drills designed to increase the security of the building.

DISCIPLINE POLICIES

All Troy schools follow the written policy as defined in **The Rights and Responsibilities Code of Student Conduct Handbook**. The Code of Student Conduct Handbook is available on the Troy School website at

www.troy.k12.mi.us. Log on, and then go to Parents, then Parent Resources. If you do not have internet access, or you would like a paper copy, please contact the office.

FEES AND SUPPLIES

The school provides books, pencils, paper and various supplies needed for the academic day. Students must wear a pair of gym shoes for Physical Education. Throughout the school year, special occasions arise in which staff members will ask parents to send funds to school for special class projects, field trips, etc. If there is a severe hardship, we ask that you contact your child's teacher. Also, all students are strongly encouraged to bring a paint shirt to use during art class, clearly marked with the student's name and homeroom.

CALLS HOME

In an effort to increase students' personal responsibility, students will not be permitted to call home for forgotten homework, lunches, gym shoes, library books, band instruments, field trip permission slips or permission to go home with friends.

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.

STUDENT PARTIES AT SCHOOL

During the school year, each child participates in four parties: October's Halloween Party, December's Holiday Party, February's Valentine Party, and the end of the year classroom party. Room parents and classroom teachers will provide and arrange for refreshments. Our P.T.O. requests that students turn in party monies by the end of September. Student **birthdays** are an exciting time for all. We ask that celebrations follow the new district guidelines.

BIRTHDAY CELEBRATIONS

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 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. If invitations to such parent-supervised parties are distributed at school, it will be **mandatory** that **all “boys”, all “girls” or all students in the class be invited**. If not, distribution of invitations **will not** be permitted. Many times, one or two students are left out of such events causing hurt feelings, tears and low self-esteem. Help us help each child feel good about him/her by including **all** in extra activities.

PARENT VOLUNTEERS

Parent volunteers help our school in many ways. They work in the media center, office, supervise students on field trips, help with fundraising activities, assist teachers in the classroom, as well as serve as interpreters. If you are proficient in a language other than English, and are willing to interpret for us, please contact the office. There are many opportunities for parents to be of service at school. We encourage everyone to get involved. Please contact your child's teacher or the office if you are able to volunteer.

DRESS CODE FOR STUDENTS

Costello's dress code is simple and to the point. We expect students to dress in a manner that is appropriate to the tasks and experiences of getting an education. The beginning and ending of each school year can bring some very warm weather. In order to make children feel more comfortable during these times, a summer dress code will be in effect **beginning in the spring and ending in the fall when daylight savings time changes**. If students choose to wear shorts to school, they must be LONG enough to reach the finger-tips. Athletic-type shorts **MUST NOT BE WORN**, as they are inappropriate for school dress. Low-riding pants, baggy pants, or pants that drag under a student's feet are not permitted. Tank tops, halter tops, bare midriffs and/or loose fitting, sleeveless tops are considered inappropriate dress and not allowed at any time. Sandals may be worn (with SOCKS); however, **students are encouraged to only wear sneakers, platform shoes are not to be worn at school**. (For safety concerns, shoes worn to school and in gym class may not have a sole and heel height taller than one inch.) Students **are not** permitted to wear **hats** inside the school building **except** on “special days” as announced. Clothing depicting weapons, alcohol, tobacco or other substances not in keeping with healthy lifestyles will not be permitted. We ask that **adults** model these same behaviors.

Gum chewing is not permitted. The consumption of any food or beverage must be in the cafeteria or under the direct supervision of the classroom teacher. **Electronic games** and **trading cards** of any kind are **NOT** to be brought to school.

LOST AND FOUND

Please help us help you. By marking clothing (on the inside) and equipment with the owner's name, we are able to return items to the owner promptly. Lost articles will be placed in the Lost and Found box located outside of the cafeteria doors. At the end of each card marking, unclaimed clothing will be donated to the needy. Smaller items such as jewelry, wallets, etc. are kept in the office.

CARE OF SCHOOL PROPERTY

Students must show respect for the school and the school grounds. Willful damage to any Troy School District properties, or the property of a fellow student or staff member, will require financial adjustment as assessed by the administration. Students and their parents will be responsible for restitution. Book damage and lost material fines are assessed at the end of each semester.

ADDITIONAL SERVICES FOR YOUR CHILD

All students in kindergarten and grades 1-4 receive instruction in the areas of Physical Education, Art, Vocal Music, and Media. Students in grades K-5 will have Spanish, while students in grade 5 receive instruction in Physical Education, media, art, and instrumental music.

SAFETY PATROL

Safety patrol members are on duty from 8:50 to 9:00 a.m. and 4:02 p.m. to 4:10 p.m. Please make sure your children do not arrive at school too early. If they do arrive too

early, this could cause a safety problem because the patrol boys/girls are not at their stations. Safety Patrol members may not be on duty on extreme weather days, i.e., below 15 degree temperatures, wind chill factor below 15 degrees, storms, etc. On these days, we encourage parents to assist their children in arriving at school.

SERVICE SQUAD

Costello Service Squad is a group of 4th and 5th grade students who volunteer to help in the office and cafeteria during school lunchtime. These students help in various ways. They may be assigned to help in the cafeteria, the classroom, or the school office. Jobs usually last 10-15 minutes each day and most jobs change on a regular rotational basis.

MEDICATION AT SCHOOL

This is an important notification for parents whose students may take medication at Costello. State and school district policies dictate school medication procedures. Please note the following procedures that must be followed so students may receive medication at school:

1. An **Authorization for Medication** form must be completed and signed by both the parent/guardian and physician. This form must contain dosage, route and time of administration.
2. Medication must be delivered to school by the parent/guardian. It must be in the original container clearly marked with student's name, the name of the medication, the dosage and the time of administration. (This includes non-prescription medication such as Tylenol and cough medicine. Students may carry prescribed inhalers with the permission of their personal physician and an Authorization for Medication form.
3. All medications, with the exception of inhalers, must be kept in the school office.
4. A new authorization form must accompany any changes in the dosage, route, or time, of administration.
5. Medications shall be stored and kept locked.
6. All controlled-substance medications will be counted and recorded upon receipt from the parent/guardian.
7. Parent/guardian will be notified of the need for more medication.
8. Parent/guardian will need to pick-up unused medication at the end of the school year or when there is a change in medication.

HEARING AND VISION TESTING

Each year, the Oakland County Health Division screens students for vision and hearing. Vision Screening is for grades 1, 3, 5 and Special Ed. Hearing Screening is for grades K, 2, 4, and Special Ed. When specific dates are scheduled, they will be published in the *Costello Cardinal* newsletter.

COMMUNICABLE DISEASES

Contracted communicable disease(s) 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 due to illness, please be specific and be sure to report cases of strep, flu, pinkeye, lice, impetigo, or other communicable disease. If you are unsure if the illness is contagious, please consult your physician.

For more information about communicable diseases, such as lice, etc., please go to the Oakland County Health Department Website: oakgov.com/health

IMMUNIZATIONS

Michigan law requires Kindergarten and new to the district students enrolling in a Michigan school to submit a current immunization record. The immunization record must show at least four doses of: DTP, DTaP (Diphtheria, Tetanus and Pertussis) or TD (Tetanus and Diphtheria); and Polio; at least one dose of Varicella (chicken pox), Measles, Mumps and Rubella (MMR), and at least two doses of Hepatitis B (HBV). Any student receiving the minimum doses must complete the series within the scheduled time span. A parent notification letter may be sent regarding the needed immunizations. If a student's immunization records are

not in accordance with the law, the student may not be permitted to attend school. The Oakland County Health Division offers immunizations.

Due to an immunization rule change from the Michigan Department of Community Health, waivers exempting children from receiving immunizations can no longer be obtained from schools. Non-Medical waivers based on religious or philosophical beliefs must first be certified at the Oakland County Health Division. Parents/guardians of children who are unable to receive vaccinations due to medical reasons should consult their healthcare provider for a medical waiver form. For more information, go to www.oakgov.com/health or contact Nurse On Call (NOC) at 1-800-848-5533.

INSURANCE

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, Student Assurance Services, Inc., that covers accidents on a 24-hour basis for one full year. In addition, there is an optional dental coverage provided by the same insurance carrier. Insurance forms are sent home with students during the first week of school. If parents are interested in purchasing this type of insurance, they should complete the form that was distributed on the first day of school, and return it to the school office. Coverage is effective the date the premium is received – you may sign up at any time throughout the school year, but the coverage cannot be pro-rated.

BUILDING CONDUCT

Visitors to our building will find that the good conduct of the student body reflects, to a large degree, the character of our school. ALL students will:

1. **WALK** to the right in halls.
2. **WALK** at all times.
3. Respect the rights and property of others.

SNACKS AT SCHOOL

We are going to be off to a HEALTHY start this year at school. Many teachers allow students to bring a snack each day. We have always encouraged HEALTHY snacks such as fresh fruit, fresh vegetables, protein bars, or crackers, along with fresh water. Beginning this year, we will be allowing ONLY healthy snacks such as those listed above. Brain research clearly shows that fresh, healthy foods and water are beneficial to learning, while unhealthy snacks can actually hinder learning. So, please remember – WATER and HEALTHY SNACKS ONLY! Thanks for your cooperation!

PET VISITORS

From time to time, classrooms may have visitors that bring various animals in for study, such as the Science Alive or Oceans programs. These professional handlers offer a safe and educational program. Many times, families wish to bring a pet to school. Household pets are not permitted in the school, unless specific arrangements have been made with a teacher.

CAFETERIA RULES

Students are provided an opportunity to purchase a school lunch or to bring their own to school. Students are expected to display good manners and to follow the guidelines below:

1. Students are expected to wash their hands prior to entering the lunchroom.
2. Students are to talk in a quiet voice.
3. Students are to walk in the lunchroom and not push or shove their neighbor.
4. Students are to remain seated until they have finished eating.
5. Students are not allowed to throw food or paper, or pop bags or milk cartons.
6. Students are not to trade food.
7. Students are responsible for the disposal of food, papers, etc. from cafeteria tables.
8. Food is to be eaten in the cafeteria and not taken back into the classroom or onto the playground.
9. Students must obey the cafeteria supervisors at all times.

10. Students are encouraged to use proper table manners at all times.

INSIDE RULES DURING RECESS AND NOON HOURS

During inclement weather, students will remain inside the building during recess and the lunch period. Lunchtime supervisors will be on duty during the lunch period. Children are to adhere to the following rules:

1. Children are to remain in their designated room and 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 recesses and noon hours are provided in each classroom. Students are informed of these games and activities. Rules for conduct on inside days are clearly explained in the classroom.
3. Children are to remain seated except for scheduled activities.
4. Children may not run in the room.
5. Use of scissors or other type of sharp devices is not permitted unless under the direct supervision of the classroom teacher or his/her designee.
6. Children may use the blackboard if they have received permission from their classroom teacher.
7. Classroom doors will remain open.

Students who misbehave will be reported to the classroom teacher. Repeated cases of misbehavior will be brought to the attention of the principal. **Electronic games and trading cards of any kind are not to be brought to school.**

OUTDOOR RECESS

When recesses are held outdoors, all students are expected to participate. Teaching staff and lunchtime supervisors go outside with the students -- there is no supervision available for students wishing to remain indoors. If students are well enough to attend school, they are expected to participate in all activities including recesses. **A doctor's note is required to excuse a student from recess for medical reasons.**

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 and scooters 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 an adult on duty to retrieve it.
2. Keep the playground clean. All 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.
 - b. Only one person at a time should be on a swing.
 - c. Sit in swings 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, or between swings.
 - f. Do not jump off swings or swing crooked.
6. When playing on 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 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 on the "Big Toys":
 - a. Be fair, take turns.
 - b. Slide down slides one at a time sitting down, feet first.
 - c. Do not jump off the structure.
 - d. Only two people at one time are to use the tire swings.
 - e. Do not push or trip while on the structure.
 - f. One person at a time may slide down vertical poles.
10. Snowballs are prohibited on any part of the school property.
11. Climbing ring/glider
 - a. One person at a time may climb on rings and glider.
 - b. Do not push or pull a person crossing on rings or glider.
12. Running Track
 - a. Move to the left side to let faster runners pass.
 - b. Persons should run in a clockwise direction.
 - c. Watch for runners when crossing path.
13. Appropriate language is expected at all times.

Lunchtime supervisors 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 lunchtime supervisors.

RULES FOR SCHOOL BUS RIDERS

The responsibility for student conduct and safety, while riding on district buses, is the shared responsibility of the students, parents, bus drivers, school principal and staff. 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.

1. At the bus stop, students are expected to:
 - a. be at their designated bus stop five minutes before the scheduled bus arrival time.
 - b. walk on the left side of the road, facing traffic, to and from their designated bus stop. (Use sidewalks when available.)
 - c. be orderly, courteous, and respectful of others and their property, as they wait for the bus to arrive.
 - d. wait for the bus on the side of the road, or on the sidewalk, until the bus comes to a complete stop before moving toward embarkation.
2. When riding on the bus, students are expected to:
 - a. occupy a seat upon entering the bus and remain seated while the bus is in motion.
 - b. obey the driver.
 - c. observe classroom conduct (except for normal conversation), while on the bus.
 - d. keep hands, arms, and head inside the bus at all times.
 - e. keep the bus clean and refrain from throwing anything from windows.
 - f. board and depart from the bus at assigned stops.

Rules for Bus Riders continued . . .

3. When arriving at school, students are expected to:
 - a. leave the bus only at the consent of the driver.
 - b. refrain from pushing, jostling, or tripping students.

- c. use the safety handrail while stepping off the bus.
4. When leaving the bus at the designated stop, students are expected to:
 - a. move at least 3 feet away from the side of the bus after leaving.
 - b. cross the road at least 10 feet in front of the bus after having received the signal from the driver to do so.
 - c. look both ways at the center line of the road before continuing -- WALK, don't run.
 - d. walk along the left side of the road, facing oncoming traffic, to and from home. (Use sidewalks when available.)
 - e. do not run after the bus if you are late to the bus stop.

RULES FOR SAFETY WITH BICYCLES, ROLLERBLADES, SKATEBOARDS, ROLLER SHOES OR SCOOTERS

State law and city ordinances spell out many regulations for bicycle riders. The Troy Schools 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. Costello students will wear a protective helmet when biking, rollerblading, skateboarding or riding a scooter on school property. Skateboards and scooters MAY NOT be brought to school after the start of daylight savings time in November, and until the end of this period in the spring. If you rollerblade to school, wrist, knee and elbow pads are required. We are asking that parents help us to enforce this safety policy.

1. Any person operating a bicycle shall obey all traffic control signals and signs.
2. A person propelling a bicycle shall ride upon a permanent and attached seat. No bicycle shall be used to carry more persons at one time than the number for which it is designed and equipped.
3. Ride with traffic in single file, close to the right-hand side of the roadway and watch for opening car doors.
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. Always walk bicycles across busy intersections.
6. Keep safe following distance - never hitch on to other moving vehicles.
7. Be sure roadway is clear before entering. Avoid busy intersections and streets.
8. Yield the right-of-way to pedestrians.
9. Every bicycle, when in use at night, shall be equipped with front and rear lights and/or reflectors.
10. Where sidewalks are provided, no person under the age of twelve years shall ride in the road.
11. No motorized skateboards, scooters, mopeds, etc. are allowed at school.
12. Helmets must be worn if bicycling to school.

RULES FOR 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 WITH STRANGERS

Troy School District staff members, in cooperation with the Troy Police Department, have prepared these guidelines to be used for discussion with children regarding "Safety with Strangers."

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 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 a 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 immediately. They may be able to catch the car before it leaves the neighborhood. 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

DRUG-FREE SCHOOLS

The Troy School District participates in the Drug Free Schools program. Students, staff, parents and community members are to be aware that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful.

SCHOOL SAFETY INITIATIVE

The safety of our students is one of the top concerns of our schools. As you may know, the State of Michigan has adopted a School Safety Initiative that requires background checks for all school employees. The Troy School district conducts background checks on volunteers **who will be supervising students when a Troy School District staff member is not readily accessible.** Examples of such volunteers are those who drive students on field trips, parents who coach school-sponsored clubs or activities that meet after school and volunteers who supervise students on certain field trips. 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 this 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. If you have any questions regarding this issue, please contact our school office.

NOTICE TO ALL PARENTS AND GUARDIANS (updated 1/13/11)

WEAPONS/EXPULSION FROM SCHOOL

The Michigan State Legislature passed into law a bill that amends Section 1311 of the Public Acts of 1993. 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 pupil with the express permission of the school or police authorities possessed the weapon.

A dangerous weapon is defined in the School Code of 1993, 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 school days for pupils in grades five or below and 180 school days for pupils in grades six and above. Petitions for reinstatement may be initiated 60 school days after the expulsion for a pupil in grade five and below and 150 school days after the expulsion for a pupil in grade six 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 this legislation, please contact the building principal or the Assistant Superintendent's office at (248) 823-4000.

CHILD ABUSE/NEGLECT - Under the Michigan Child Protection Law, MCLA 722.621; MSA 25.248(1), school district employees are obligated to report suspected child abuse or neglect to appropriate authorities.

Centralized Intake for Abuse and Neglect

Centralized Intake (CI) for abuse and neglect complaints is now taking calls for Children's Protective Services (CPS) and Adult Protective Services (APS). The Department of Human Services has established Centralized Intake to ensure consistency across the state in how complaints of abuse and neglect of children and adults are documented and assigned for investigation. Centralized Intake will accept and process reports of alleged abuse and neglect twenty four (24) hours a day, seven (7) days a week for the entire year. Please call:

Centralized Intake for Abuse and Neglect (855)444-3911 (616)977-1154 (FAX)
DHS-CPS-CIGroup@michigan.gov

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 schoolchildren 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.*

All suspected bullying incidents, as defined above, must be reported to the building Principal for further investigation.

ATTENTION STUDENTS, PARENTS, AND CITIZENS OF

THE TROY SCHOOL DISTRICT: POLICY OF NONDISCRIMINATION

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. Jasen Witt, Executive Director of Personnel Services, as Title IX and Section 504/ADA Coordinator for employment and personnel matters. Mrs. Linda Hannon, 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:

Executive Director-Personnel Services
Title IX and Section 504/ADA Coordinator
Troy School District
4400 Livernois Road
Troy, Michigan 48098-4799
Telephone: 248-823-4000

PESTICIDE APPLICATION NOTIFICATION

We would like to inform you that an Integrated Pest Management (IPM) approach for controlling insects, rodents, and weeds will be used for the Troy School District schools. The IPM approach we will be using focuses on making the school buildings and grounds an unfavorable place for pests to live and breed. Through maintenance and cleaning, we will reduce or eliminate available food and water sources, and hiding places for the pests. We will also routinely monitor the school area to detect pest problems and prevent the pests from becoming established. Some IPM techniques we will employ including monitoring, increased sanitation, sealing entry points, physically removing the pest, and modifying storage practices.

From time to time, it may be necessary to use chemicals to control a pest problem. Chemicals will only be used when necessary, and will not be routinely applied. When chemicals must be used, the district will try to use the least toxic products when possible. Access to treated areas will be secured against unauthorized access for the period specified on the pesticide label. Notices will be posted at application sites and will remain there until the posted safe re-entry time is met.

For your information, we have a list of pesticides and material safety and data sheets (MSDS) that may be used in the school this school year. This list may be obtained by contacting the IPM coordinator Robert Carson at rcarson@troy.k12.mi.us.

Parents or guardians may request prior notification of specific pesticide applications made at the school. To receive notifications, you must be placed on the notification registry. After August 30, 2005, the registrants will be notified at least 72 hours before a pesticide is applied. If a chemical application must be made to control an emergency pest problem, notice will be provided as soon as possible after the application. Exemptions to this notification include cleaners (disinfectants), baits and gels, and any EPA exempt pesticides. If you would like to be placed on the registry, please complete and return the enclosed form.

If you have any questions, please contact Kenneth D. MillerRobert Carson, IPM Coordinator. For further information about school IPM, please visit <http://schoolipm.ifas.ufl.edu/> or <http://www.epa.gov/pesticides/ipm/>.

Robert Carson
Director of Operations

TROY SCHOOL DISTRICT PHONE NUMBERS

ADMINISTRATIVE CENTER 4400 Livernois, 48098	823-4000
SERVICES BUILDING	823-4420
SPECIAL EDUCATION OFFICE 4420 Livernois, 48098 (at Services Building).....	823-5002
TRANSPORTATION OFFICE.....	823-4056
CARE Company - main number	823-5100
Costello CARE Company.....	823-3709

ELEMENTARY SCHOOLS

Barnard.....	823-4300
Bemis	823-4100
Costello	823-3700
Hamilton	823-4400
Hill	823-3500
Leonard	823-3300
Martell.....	823-3800
Morse	823-3200
Schroeder.....	823-3600
Troy Union.....	823-3100
Wass	823-3900
Wattles	823-3400

MIDDLE SCHOOLS

Baker	823-4600
Boulan Park.....	823-4900
Larson	823-4800
Smith	823-4700

HIGH SCHOOLS

Athens	823-2900
Troy High.....	823-2700

MISCELLANEOUS

Emergency (Police, Fire, and Medical)	911
Police Dept (Non-Emergency).	524-3477
Fire Dept. Non-Emergency	524-3419
Poison Control.....	1-800-764-7661
Troy City Hall.....	524-3400
Troy Parks & Rec.	524-3434
Oakland County Health Dept.	248-424-7164