

# Hill Elementary School



## Student-Parent Handbook

Mrs. Shari Pawlus, Principal

Ms. Pam Mulligan & Mr. McEvoy, Head Teachers

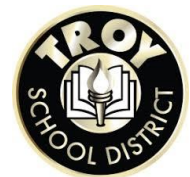
Mrs. Leslie Diebol, Principal Secretary

Mrs. Barb Pangle, Building Secretary



### **HILL ELEMENTARY SCHOOL**

Troy School District  
4600 Forsyth Avenue  
Troy, Michigan 48085



Main: (248)823-3500 Attendance Line: (248) 823-3501

Website: <http://hill.troy.k12.mi.us>

Dear Hill Families-

This Student-Parent Handbook is designed to acquaint or reacquaint you with procedures and policies at Hill Elementary School. For our new parents we are certain you will find some answers to questions as well as information you need. For our returning parents, perhaps you will notice that some procedures have been modified to suit the changing needs of our students, staff and community.

Elementary school sets the foundation for learning. It is a place where children can enjoy being kids, make new friends, try things, make mistakes and become lifelong learners as well as thinkers. Part of creating a foundation for our students is helping them to develop a strong sense of character. There is an overwhelming connection between character education and the academic success. For this reason, we have launched new character education language, Show Your Husky **P.R.I.D.E.**, with traits to promote positive character while fostering a strong sense of **PRIDE** in our community. Together we can encourage our children to be the best version of themselves while working hard to reach academic success. We spend time at school focusing on this language building wide, in our classrooms and through Husky Teams.

### Show Your Husky


<b>P</b>	Be a <b>PROBLEM SOLVER</b>
<b>R</b>	Show <b>RESPECT</b> Be <b>RESPONSIBLE</b>
<b>I</b>	Always have <b>INTEGRITY</b>
<b>D</b>	Be <b>DETERMINED</b> in all that you do
<b>E</b>	Show <b>EMPATHY</b> to those around you

This Student-Parent Handbook is available on-line, with the intent to provide general policies, procedures and information related to Hill Elementary School and the Troy School District. Please review and discuss (where appropriate) the information in this handbook with your child(ren). It is very important for children, as well as adults, to have a clear understanding of the school's expectations. We will make every effort to see that this continues to be a productive and enjoyable year for your child.

We encourage you to be involved in school activities to be a part of our learning community. An involved parent plays a crucial role in a child's education!

Sincerely,  
Shari Pawlus  
Principal

**Hill Elementary School**

**ONE School**  **Be HERE**

**ONE Team** **Be YOU**

**ONE Family** **BELONG**

**Husky P.R.I.D.E**

**Hill Elementary  
School Hours  
2019-2020**



**Regular Hours: 8:39am-3:37pm**

**Late Start Hours: 10:09am-3:37pm**

**Half Day Hours: 8:39am-12:29pm**



**• ONE School • ONE Team • ONE Family •**

**2021-22**

# Hill Elementary School Daily Schedule



## **First Bell**

**8:34am** Students may enter the building through their teacher's exterior door

## **Tardy Bell**

**8:39am** Class Begins

**11:30 - 11:55 - 12:15 Kindergarten - Lunch/Recess**

**11:25 - 11:45 - 12:05 Grade 5 - Recess/Lunch**

**11:40 - 12:00 - 12:20 Grade 4 - Recess/Lunch**

**11:55 - 12:15 - 12:35 Grade 1 - Recess/Lunch**

**12:10 - 12:30 - 12:50 Grade 3 - Recess/Lunch**

**12:25 - 12:45 - 1:05 Grade 2 - Recess/Lunch**

**3:37 pm Student Dismissal**

**4:00 pm Office Closes**

### **Half Day Dismissal 12:29pm**

8/31, 9/1 (kdg only), 9/2 (kdg only),  
9/29, 10/27, 10/28, 3/17, 4/28, 6/14, 6/15,  
6/16

### **Late Start Time 10:09am**

11/10, 12/1, 1/12, 3/9, 4/20, 5/4

Take a picture of this schedule so you will always have access to the schedule on your phone.

**2021-2022**  
**Hill Elementary School Staff**

Mrs. Shari Pawlus, Principal

**Kindergarten**

Danielle Davenport  
Kate Eve  
Nicole Given

**First Grade**

Brigette Garner  
Melinda Kaspari  
Melodie Hartley

**Second Grade**

Colette Carlin  
Emily Freeman  
Sarah Grzelakowski

**Third Grade**

Pam Mulligan  
Karen Muzljakovich  
Kaleigh Constine

**Fourth Grade**

Hannah Stencil  
Katie Kolber  
Mike McEvoy

**Fifth Grade**

Adam Pennewell  
Rachel Williams  
Elizabeth Thiel/Kylie Wood

**Level IV Program**

Claire Reid (Grades K-5)  
Keegan Demara (Kindergarten)

**Para Professionals**

Dain Dinezio  
Renee Alexander  
Albina Berishaj  
Jessica Reigel

**Health Care Aides**

Kristen Buchar  
Jewan Canybee  
Nicky Harris  
Banumathi Mohan Gandhi

**CARE Staff**

Pam Jasionowicz

**Building Substitute Teachers**

Megan Scribner  
Udaya Bhamidipati

**Teacher Apprentice**

Stacie Tull

**Office Staff**

Leslie Diebol, Principal's Secretary  
Barb Pangle, Building Secretary

**Media Specialist**

Heidi Apol

**Vocal Music**

Sarah Steffen

**Physical Education**

Garry Lenaway

**Art**

Colleen Price

**Instrumental Music**

Matt Tignanelli  
Jaynie Sorenson  
Isaac Weiss  
Joanna Vaneizenga

**Cafeteria**

Tamara, Head Cook  
Rena, Point of Sales

**ESL Support**

Sarah Mockeridge, ESL

**Support Staff**

Kelly Pasternak, Teacher Consultant  
Caitlin Sarnowski, Speech Pathologist  
Sara Anspach, Social Worker  
Colleen Gumbel, School Psychologist

**Resource Room**

Kristen Withers  
Cindy Mounteer, Para

**Reading Specialist**

Jen Chambers  
Holly Gordon

**Math Interventionist**

Lisa Nirganakis

**Technology Support**

Tristen Delmotte

**Custodial Staff**

Karem, Head Custodian  
LaTonia Nicholson, Evening Custodian

**Building Support Specialist**

## 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 8:30am**. They should report to their assigned exterior classroom door. The Safety Patrol is on duty 10 minutes before school and 10 minutes after school. Please make sure your child does not arrive to school too early.

It is important for students to get to class on time. At 8:34am, the first bell rings and students may enter the building. At 8:39am the second bell rings for students, and classes promptly begin. **If you are bringing your child to school any time after 8:39am, you MUST accompany your child and sign him or her in at the office.** Please do not go with your child to his or her classroom.

## SECURITY



**STUDENT SECURITY AND SAFETY IS A PRIORITY:** A high priority of our staff is to ensure safety and security for our students. Precautions are designed to make Hill a safe, secure learning environment. Please help us in our efforts by following the security rules listed below:

1. All doors are locked during the instructional day. All visitors to the building must ring the bell by the front doors. Office personnel will ask for the visitor to identify themselves and reason for their visit. When identified, and with office approval, the visitor will be buzzed in the door. All visitors must wear a mask if entering the building, regardless of vaccination status.
2. Once the visitor enters the building, they must immediately report to the office to sign in and receive a visitor's badge. This means, you are not to enter the building in the morning and walk your child to his/her classroom unless you have checked in with the office first. This allows us to keep track of everyone in the building.
3. Please make sure the classroom teacher has approved your visit ahead of time.
4. While in the building, please report any suspicious activity or any adult not wearing a visitor badge.

Your cooperation is greatly appreciated! These rules are designed as precautions for your child's safety, not as an inconvenience to you.

## DROPPING STUDENTS OFF BEFORE SCHOOL

In order to provide a safe environment for children and to keep the flow of traffic moving, we would ask you to read and follow these guidelines.

In the morning from 8:30-8:40am:

1. Do not park in the Student Drop-Off Lane.
2. Use the Drop off Lane for dropping off students.
3. When dropping off students, pull up as far as possible.
4. Encourage students to exit your car quickly and safely (from the right side of the car only).
5. Do not "leap frog" other cars in the drop-off lane. Please stay behind the car in front of you.
6. Please be patient as we work together to start school on time.



**DROP OFF**

## PARKING LOT



Hill has two parking lots. The lot located behind the school is for staff members only. The one in front of the school is for parents who need/want to park and help their child with their backpack, instrument, etc. After parking, please accompany your child to either crosswalk monitored by the 5<sup>th</sup> grade safeties. Do not cross between cars as this is extremely dangerous. There are parking attendants appointed to keep children safe and to keep traffic moving. Please follow their instructions, as they have been directed by administration to reinforce parking lot procedures.

- **From Quincy:** Please STOP at the stop sign, then wait in the line of traffic until it is your turn to enter the drop-off lane. Then drive around the parking lot until you reach the parking lot entrance, which is on the south side of the parking lot. Pull into the parking lot and park.
- **From Forsyth:** Please STOP at the stop sign, then turn right and follow down to the entrance of the parking lot. Pull into the parking lot and park.

## PICKING STUDENTS UP AFTER SCHOOL-PARKING LOT & PICK UP LANE

In the afternoon from 3:20-3:50pm:

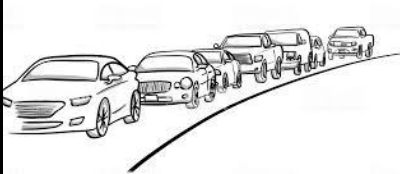
1. Do not enter the Bus Loop. Leave the Bus Loop in front of the school free for school busses and always give the buses the right of way.
2. Park in the large lot in front of the school only. Please meet your children at a pre-arranged location in front of school and walk them to your car. Do not have them walk by themselves to your car in the lot. Drivers backing up may not see them.
3. Please do not park in the drop-off/pick up lane, and do not exit your car. You must remain in your car at all times. Staff and safeties will assist in opening doors and helping your child(ren) to enter the car.
4. Remind your children not to walk between cars in order to get into cars.
5. Consider parking on approved side streets and having your child walk. Please pay attention to the "No Parking" signs.
6. If someone else, such as an older sibling or grandparent, is picking up your child, please share this information with him or her, along with their teacher.
7. Since children are not always paying attention, it is very important that adults are. Therefore, we ask that you do not use your cell phones while driving near the school.
8. We encourage students to walk or ride their bikes to and from school.



## DISMISSAL AT THE END OF THE DAY

School dismissal is 3:37 p.m. on full days, and 12:29 p.m. on half days. Please have a plan formed with your child for pick-up. You may pick your child up in the pick-up lane in front of the school, in the parking lot or at another predetermined spot. You may allow them to walk or ride their bikes home. Hill has 5<sup>th</sup> grade safeties monitoring many of the crosswalks in the subdivision. If you will be late picking up your child, please call the school office so that we can let your child know you are on the way. If your child is not picked up by 3:50 p.m. they will be taken to the office to wait for your arrival. You will need to park and come into the office to pick up your child at this time.

### I. Pick - Up Lane

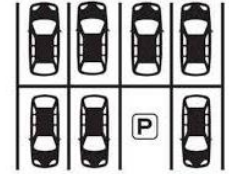


Parents may enter the drop-off/pick up lane before dismissal time to wait. Please pull all the way up to the second crosswalk, put your car in park and turn it off if the weather permits. If you are pulling up behind someone else, pull up closely so that we can fit as many cars in the lane as possible. If you are too late to get into the lane, wait behind the stop sign on Quincy. Once pick-up starts, you may move forward. If you have to wait on Quincy, you may NOT park there. You must stay with your car, with it running, or you may receive a ticket from the Troy Police. Students will wait in designated areas in front of the school, and will wait until their name is called and are escorted to their vehicle. Your child will enter your car from the sidewalk; they will not enter from the street, as this is not safe.

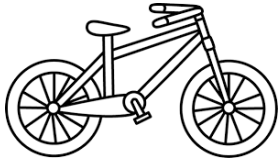


## 2. Parking Lot

If you are picking up your child in the parking lot, you may park before dismissal time and wait. Please exit your car and cross over (via crosswalks) to pick up your child at a predetermined spot. Please do not ask them to find your car in the parking lot or enter the parking lot alone.



## 3. Bike Path



If you are picking up your child at the end of the bike path on Butler or Renshaw, please park legally. Keep your eyes out for children crossing the street as these are very busy areas. Please leave a good distance from the crosswalk so the Safety Patrol members can see the road clearly to cross students. Never park within 30 feet of a stop sign and/or within 20 feet of a marked crosswalk, or 15 feet of an intersection if there is no crosswalk.



### Please Be Carefull!

Please, above all else, be alert for children around your car, whether it is on school grounds or on your way home.

- Please be a considerate and watchful driver, obey traffic laws and stop signs.
- If you are walking with your child, stay off your cell phone until you and your child are safely away from high traffic areas.
- Please hold hands of pre-school and kindergarten children for their safety.
- Always cross at the crosswalk. Do not cut between cars.
- Remember that on rainy, snowy days, there will be more traffic dropping off and picking up. We suggest that you leave the house 5-10 minutes earlier if driving your child to or from school on the bad weather days.

## **LATE PICK UP POLICY**



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. At 3:50pm, students will be brought to the school office.

1. After 3:50pm, parents must park and come to the office to pick up their child(ren).
2. At 3:50pm children whose parents have not arrived to pick them up shall be designated as a late-pick up situation and taken to the after-school CARE program. A copy of the child's emergency card will accompany the child. CARE personnel will be informed of the situation and a staff member from CARE will stay with the child until he/she can be released to a parent, guardian or person listed on the emergency card. Parents will be charged \$60 for the supervision of each child and be given a late-pick up packet that must be completed and returned to the school office. This CARE registration does not guarantee ongoing enrollment in CARE. This packet must be completed to comply with state licensing policy. Note: The registration packet will contain a letter with greater details.

## CARE COMPANY

CARE Company (before and after school childcare) is available at Hill. Call the Troy School District CARE Company at (248)823-5100 or visit [troyceonline.com](http://troyceonline.com) for information about enrolling your child.



## 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 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 morning 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 students to avoid loss of credit due to the attendance policy.

## ATTENDANCE & 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 at (248) 823-3501 by 8:45am 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.

Please remember, your student must be fever free, without medication (ie. Tylenol, Motrin) for at least 24 hours before returning to school.

Office personnel will call the home of those children who are absent from school but have not been reported absent by their parents. If parents cannot be contacted at home, we will attempt to call the parents' places of employment as listed on the emergency card. This procedure ensures the safety of your child. We do account for each child each day.

# COMMUNICABLE DISEASES

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 COVID-19, 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)823-3500.



## COVID PROTOCOL

All protocols for suspected or positive cases of COVID-19 were developed in conjunction with the Oakland County Health Division for the purpose of preventing community spread and protecting our students and staff. Students awaiting PCR test results are required to remain at home. If the PCR test comes back negative, the student can return to school. If the PCR test comes back positive, please inform the office where you will receive next steps from the district. Copies of the PCR test results must be submitted to the office upon return. Each incident will be handled on a case-by-case basis by the Oakland County Health Division. The following is a typical outline for what will happen if a case is reported, but please be aware that, depending on the outcome of the investigation, the Oakland County Health Division may decide to have larger groups of people self-quarantine, including entire classrooms or school buildings.

If a student comes to school with one or more of these symptoms, he or she will be sent home and siblings will as well.

The office staff are not healthcare workers, so signs of illness will be assumed to be COVID unless proven otherwise. Please be patient and understanding as our number one priority is to keep our school community healthy and safe.

### Symptoms of Coronavirus (COVID-19)

Know the symptoms of COVID-19, which can include the following:



Symptoms can range from mild to severe illness, and appear 2–14 days after you are exposed to the virus that causes COVID-19.

Seek medical care immediately if someone has  
Emergency Warning Signs of COVID-19

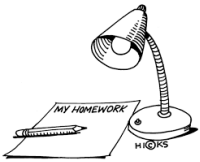
- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

This list is not all possible symptoms. Please call your healthcare provider for any other symptoms that are severe or concerning to you.

## MASK EXPECTATIONS & REQUIREMENTS

According to the Center for Disease Control (CDC) and the Oakland County Health Department (OCHD), masks are the barrier that prevent the spread of COVID-19. It is TSD policy that students will be required to wear masks during the day, with the exception of when outside or eating/drinking. **Fabric masks or surgical masks are required.** These masks trap droplets that are released when the person wearing the mask sneezes, coughs, or talks. They reduce the spread of viruses. Please make sure your child comes to school each day with their mask. We will have disposable child size surgical masks if a student forgets theirs at home. If you are trying to decide if you have an effective mask for your child, when selecting a mask for your student please make sure it is comfortable for them to wear and fits around the nose and mouth. Before sending your students to school, please try **the candle test**. If your child is able to blow out a candle or feel their breath on the outside of the mask when it is on their face, it does not meet the TSD mask requirements and your student will be asked to wear the masks provided at school. **Breathable masks (like mesh masks and gaiters), while comfortable, are not effective in preventing the spread of COVID-19 because these masks will not effectively trap droplets that are released when the person wearing it sneezes, coughs or talks.**

## HOMWORK 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. If the teacher feels an exception to this rule needs to be made, you will be contacted.

### Absences of Two Days or More:

Homework should be requested by phoning the school office (248) 823-3501 prior to 9:30am. Homework can be picked up in the office after 3:37pm 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.



## 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 inform the office.

**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.

## 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 email the teacher &/or the school office. 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 an email 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/voicemail during the instructional day, we request all communication be delivered in an email before, or in an emergency situation with a phone call to the office, before dismissal. Our goal is to always keep your child safe! Thanks for adhering to this policy.

## 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.

1. Students should not wear short shorts, cutoffs, or high-cut athletic shorts.
2. Students (boys and girls) should not wear halter tops or midriff tops. Sleeveless shirts should have at least one-inch straps.
3. Clothing that advertises alcohol, cigarettes, or that have inappropriate sayings or "put downs" are not to be worn to school.
4. Sandals are discouraged since they do not offer sufficient protection for the feet while children are playing at recess. Tennis shoes are required for gym. These should have white or light-colored soles since dark soles mar the surface of the gym floor (even the so-called scuff proof shoes).
5. Students are not permitted to wear hats inside the building except on "special days", as announced.

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

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.



## LOST & FOUND



Lost articles are placed on the "Lost and Found" rack located just outside the gym. Small items or valuables, such as jewelry and watches, are 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. Hundreds of dollars of unclaimed clothing is donated each year.

## STUDENT USE OF SCHOOL TELEPHONES



One of the goals of the staff at Hill Elementary is to develop in each student a sense of responsibility. It is very 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 also support our position on this issue and not "rescue" their children by bringing articles to school, which were forgotten. Students need to learn the natural consequences of their actions in order to grow into responsible adults.

## CELL PHONES & OTHER ELECTRONIC DEVICES

Students may keep cell phones and other electronic devices in their backpacks 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.



NO CELL PHONES

## 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, Hill parents, students and staff work together to help students to:

- Respect all persons and property.
- Refrain from abusive languages or inflammatory actions.
- Assume responsibility for school assignments.
- Conduct themselves in a safe and responsible manner.
- Abide by the classroom rules.
- These student rules are described in the Troy School district's Student Rights and Responsibilities Code of Conduct Booklet and apply to all schools in the district. This can be found on the Troy School District Website: <http://www.troy.k12.mi.us/about/codeofconduct.pdf>.

Show Your Husky

<b>P</b>	Be a <b>PROBLEM SOLVER</b>
<b>R</b>	Show <b>RESPECT</b> Be <b>RESPONSIBLE</b>
<b>I</b>	Always have <b>INTEGRITY</b>
<b>D</b>	Be <b>DETERMINED</b> in all that you do
<b>E</b>	Show <b>EMPATHY</b> to those around you

In addition, students should:

- o Leave wooden/metal bats, tennis rackets, hockey sticks, hard balls, rollerblades and skateboards at home. Only plastic equipment and Nerf or tennis balls are allowed on the playground.
- o All toys should remain at home. We have found that these items distract students from the instructional process. The school cannot be responsible for lost or broken items brought to school by students. Teachers will handle the majority of discipline within the classroom. Repeated and/or serious infractions of the rules will be called to the attention of the principal and parents for further intervention.

## 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. 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 of Medication form must be filed in the office.



## SCHOOL LUNCH



Students are provided the opportunity to bring their own lunch to school or to select hot school lunch. School lunch is free this year to all students through June 2022, but milk, water, and second helpings can be purchased for a small fee (see the Troy School District web site for updated pricing). Fees can be paid via SchoolPay, as the kitchen will not be accepting cash.

Students will eat lunch in the cafeteria with assigned seats and will remain with their class cohort when seated in the cafeteria.

Free lunches are available for all children through June, 2022 due to a USDA grant. Menus will be emailed monthly and are always available on our website. Please contact the office if you do not have email and we will send a copy home with your child. Please post this on your refrigerator or in a handy place for quick and easy reference.

If you have any questions regarding this program, please contact Food Services at (248) 823-5089.

## FREE AND REDUCED LUNCH

A free or reduced lunch application is available in the office. Please feel free to use this form at any time during the school year should your family's financial circumstances change. Though lunch is free this year, this application will allow for other financial aid opportunities.

## CAFETERIA GUIDELINES

Students are expected to display good manners, show their Husky P.R.I.D.E, and to follow the guidelines below:

1. Students are to talk in a quiet voice.
2. Students are to walk in the lunchroom and not push or shove their neighbor.
3. Students are to remain seated until they have finished eating.
4. Students are not to trade food.
5. Students are responsible for the disposal of their food, papers, etc. from the cafeteria tables.
6. Food is to be eaten in the cafeteria and not taken back into the classroom or onto the playground.
7. Students are encouraged to use proper table manners at all times.
8. Students are expected to listen to and respect the noon aides on duty.

## SNACKS



The number of classroom "snack times" is determined by the classroom teacher. Classroom snacks must be nut free as the classrooms are nut free zones to keep those with allergies safe in their classroom. Please save snacks that contain nuts for the cafeteria as the cafeteria has designated tables for students with allergies.



## OUTDOOR RECESS

Outside recess will not occur during inclement weather or EXTREME cold. Troy School District Elementary Schools access weather.com to determine if students have indoor or outdoor recess. If it "feels like" 15 degrees or warmer, recess is held outside. If it "feels like" 14 degrees or colder, recess is held inside. A snowfall does not normally alter the above condition, unless it is a heavy and wet snowstorm. Rain or wet weather will alter the above conditions.



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 off the blacktop during recess with wet conditions that are present. 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 period. Recess is an integral part of the schools' 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, and the office will supervise the student during recess times. Because children cannot be left in the classroom unsupervised, teachers must send children to the office when they take the rest of their class outside. The office is simply unable to accommodate larger numbers of such students. Generally speaking, if your child is healthy enough to attend school, he/she should be healthy enough to be outdoors for a brief period of time. *No student will be allowed to remain indoors for recess more than one day without a doctor's note.*

## INSIDE RECESS RULES

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

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

# HILL PLAYGROUND RULES

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

1. Stay on the playground at all times. If a ball or equipment goes off the playground, children must find a person on duty to retrieve it.
2. Keep the playground clean. All the eating is to be done in the cafeteria.
3. Do not throw snowballs, gravel, stones, wood chips, or any sharp or dangerous objects.
4. Rough play, such as wrestling, pushing, tackling, tripping, or any other activity that could be potentially dangerous, is not allowed.

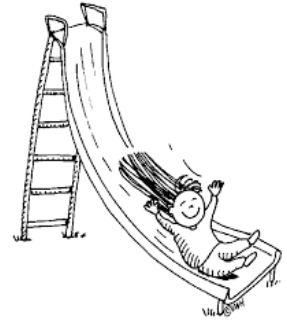


## 5. When playing on the **SWINGS**:

- a. Be fair, take turns. Do not push someone on a swing.
- b. Only one person at a time should be on a swing.
- c. Sit in the swing at all times. Do not stand.
- d. Swings are for swinging only. Playing should be done in other areas.
- e. Do not run in front of, behind, between, or under the swings.
- f. Do not jump off swings or swing crooked.
- g. Do not hang on the poles.

## 6. When playing on the **SLIDES**:

- a. Be fair, take turns.
- b. Slide down one at a time, sitting down, feet first.
- c. Go up the ladder and down the slide.
- d. Do not push each other on the slide or the slide ladder.
- e. Do not jump off the slide or the slide ladder.
- f. Do not play under the slides.
- g. When there is a puddle of water at the end of the slide, 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. No hardballs are allowed. Do not bring bats from home.

9. **PLAY STRUCTURES:** Basic Rules for every play structure:

- a. Take turns – share with others.
- b. Do not push.
- c. When traveling up and down the steps on the play structure you must WALK. No horseplay is allowed, no running.

10. Students are not to throw ice or snow at anyone or anything.

11. Use ropes for jump roping games only.



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

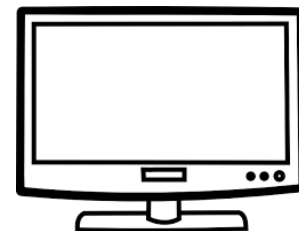
## SCHOOL CLOSING



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. The Troy School District will contact families via phone and/or email. Please be sure to keep the information on

PowerSchool current so you are notified in a timely manner.

If a decision is made to close schools, the information will be communicated to L.E.I.N. (Law Enforcement Information Network) who, in turn, call the local television and radio stations for broadcast, including WOW (Wide Open West) cable channel 15 or Comcast channel 58. Check your local TV or radio station for current information. In addition, school closing notices will be posted on the Troy School District web page at [www.troy.k12.mi.us](http://www.troy.k12.mi.us), and the information will be sent via School Messenger by email, text or voice message.



**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 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 & 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 weather 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 Warning/Drills



When given the tornado-warning signal, children will go to pre-selected 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 at least two 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 the lines open for emergency situations.

## Fire Drills

Fire drills are conducted periodically at least six times throughout the 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 detectors two times yearly—each time we change to or from Daylight Savings Times.

16

## A.L.I.C.E. Security Drills

Students will be involved and become acquainted, not only with fire and weather drills as has been the practice, but also with participation in drills designed to increase the security of the building at least two times during the school year.

### A.L.I.C.E. Alert Lockdown Inform Counter Evacuate

A.L.I.C.E. is committed to increasing survivability in a violent intruder event through training proactive response options. There are more ways than one to be prepared for a violent event. Whether you are at a mall, in a theater, grocery shopping, attending a game or listening to a concert, you have options. When ALICE response strategies are implemented, unwilling participants in the event are empowered to choose their best survival option. Seconds count during a violent event and the actions taken in between when the event begins, and law enforcement arrives, are significant and can increase survivability.

## COMMUNICATIONS & THE SCHOOL NEWSLETTER



The school newsletter, The Husky's Howl, is sent home via School Messenger to inform parents of upcoming school events and school news. This is sent weekly via email and is also posted on the Hill website. Every effort is made to keep families fully informed regarding school activities; parents are encouraged to review pertinent information with your children.

Many teachers prepare their own classroom newsletter or information sheet. Newsletters are intended to help keep parents abreast of classroom activities.

## 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 progress, but rather a time to get acquainted with teachers, the educational programs, and the school. The curriculum nights are for parents only.

## SPECIALS CLASSES



Art, Media (library), Vocal Music, and Physical Education are a part of the curriculum. You can access this schedule and calendar on the Hill website. Fifth graders participate in instrumental music, band or strings, twice a week.

## READING RECOVERY



A reading intervention program for first graders is available for eligible students. The reading specialist screens first graders and works with four to five students individually until each child is reading at the classroom level. Additional students are added throughout the year on an as-needed basis. Small supplemental reading groups are also held in kindergarten, first, second and third grade.

## ADDITIONAL SERVICES

Speech and language, ELL (English Language Learners), social work and academic testing services are available for your child here at school. Please contact the classroom teacher or building principal if you need further information about any of these services.

## PARENT-TEACHER CONFERENCES

Parent-teacher conferences are conducted each school year in November and again in March. Students are released from school, and appointments are arranged to provide each parent with the opportunity to meet with individual teachers. In order to provide an effective educational program, we strive to maintain close communication between the home and the school. Spring conferences differ from fall conferences in that only one afternoon and evening is allotted for teachers to meet with parents. Therefore, conference times are limited and will not be scheduled for every child in grades 1<sup>st</sup> -5<sup>th</sup>. Spring conference in grades K-5 will be scheduled through teacher invitation. In addition to the scheduled conferences in the fall and spring, parents are encouraged to contact the teacher whenever it is felt that an additional conference is needed.



## PARTIES OUTSIDE OF SCHOOL

Parties can be enjoyable time for all students! Many times throughout the school year, students wish to hold special-event parties (i.e. birthday parties) outside of school. If invitations to such parent-supervised parties are distributed at school, please make certain that all boys, all girls, or all students in the class are invited. Many times, one or two students are left out of such events causing hurt feelings, tears, and low self-esteem. A student directory is scheduled to become available within PowerSchool with names, addresses, and phone numbers if you wish to contact individual students. The classroom teacher cannot provide you with individual student personal information.



## 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:

- 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 times.



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.

## IMMUNIZATIONS

Michigan law requires that every new student enrolling in Michigan school is properly immunized or has a signed waiver on file at 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 & 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. Specific dates, when known, will be published in the newsletter.

## HEAD LICE

Please be aware that head lice are contagious and are 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 of 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 two 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 (i.e. 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 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 emptied.



It is highly important that environmental measures accompany the shampoos. Most re-infestation occurs when this is not done completely.

## PARENT VOLUNTEER POLICY/VISITORS TO SCHOOL

The Troy School District Parent Volunteer Policy overrules our building policy. Below is the typical parent volunteer and visitor protocol. It will continue to be adapted due to the guidelines from the CDC and the Troy School District.

We appreciate parent interest and involvement in our school, and we depend on volunteers to enhance our instruction. We would, however, appreciate it if you would do the following:

1. In order to ensure the safety of the children, all school visitors are asked to stop in the office to sign in the visitor's book and pick up a "visitor" sticker before, during and after school hours. All outside doors are locked and staff members will stop anyone without a visitor's sticker. Please remember to sign out from the office.
2. Please make sure the classroom teacher has approved your visit; do not visit the classroom unannounced.
3. If you are in the building helping a teacher and wish to talk with other teachers, please stop in the office to check on their planning schedule to find out when they are available. You may also leave a note for other teachers in the office.
4. If you are bringing your child's lunch, money, gym shoes etc., please drop it off at the office and we will be sure that your child gets it.
5. When indoor line up occurs, we request that you drop your child off at their designated location. Once your child has entered the building, you may leave. Thank you!



This will help keep our teaching time to a maximum, keep our students safe and will prevent students from being interrupted during tests, individual help, etc.

## SCHOOL SAFETY INITIATIVE



The safety of our students is one of the top concerns of our school. 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**. 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 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 trip. 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 establishment that we visit if the number of people exceeds the original agreement.

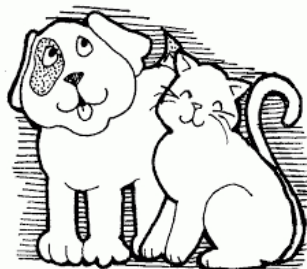
If the field trip is using parent drivers, for each driver the following is needed:

1. Copy of the driver's license
2. Copy of automobile registration
3. Copy of automobile certificate of insurance
4. Background check clearance
5. Approved child safety seats, if appropriate for the students' ages\*



\*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 are allowed on school grounds (unless it is used for service) during arrival, dismissal, or during school hours. Many students experience allergies or fear of dogs, cats, etc. and we want to respect their needs and concerns. Sometimes, 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. Please help us make all children feel safe and secure. For student safety, we are asking parents to NOT walk their dogs to school before, during or after school hours. This is a Troy School District policy.

## **RULES FOR SAFE BICYCLE RIDING**

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 their children. It is importance that they understand and practice them at all times.

1. Any person operating a bicycle shall obey all traffic control signals and signs.
2. Use of bike helmets is strongly recommended.
3. Double riding on a bike is not allowed.
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 bicycle across busy intersections.
6. Keep a safe following distance.
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 used at night, must have a light on the front, and a red reflector or light on the rear.
10. Where sidewalks are provided, no person under the age of twelve years shall ride in the road.
11. Bikes must be WALKED on the sidewalk in front of the school. All bikes must be kept in the bike rack and should have a bike lock.



## **RULES FOR SAFE WALKING**

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.
3. Obey safety patrols and adult guards.
4. Cross only on proper signal.
5. Watch for turning cars.
6. Never go into the roadway from between parked cars.



Scooters, rollerblades and skateboards are not to be used at school during school hours.

## 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 a store, where there are people. Ask someone to call the police immediately. Do not run into the woods, park or shrub area.
9. If possible, get the license number of any car that is following you and tell the police at once. They may be able to catch the car before it leaves the neighborhood. But never wait around to get the number or description of the car. **RUN FIRST!**
10. If you call the police, it would help them to know the following information:



- a. The address where you are.
- b. The license number and description of the car.
- c. The description of the person.

## ACCIDENTS

Although school staff does everything possible to prevent accidents, they may occur. Children are supervised whenever they are at lunch or at recess. 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. The emergency contact on PowerSchool determines who should be contacted in the event that the parents cannot be reached. It is important that the emergency contacts on PowerSchool are local contacts in the event a parent cannot be reached.

## 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 school grounds. There is also a rider available for dental coverage. Parents who would like to enroll their children fill out the insurance form included in communication at the beginning of the school year 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 the 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 the 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 Service as Title IX and Section 504/ADA Coordinator for employment and personnel matters. Mrs. Jessica Carrier, Director of Special Education, has been appointed as the Section 504/ADA Coordinator for handicapped and suspected handicapped students. Any questions, suggestion 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

