

Martell Elementary School

The ABC's of Martell

Parent and Student Handbook 2023-2024



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

Telephone (248) 823-3800

Attendance Line (248) 823-3801

Fax (248) 823-3813

<http://martell.troy.k12.mi.us>

Martell Elementary is a 2019 National Blue-Ribbon School

MARTELL ELEMENTARY SCHOOL - MISSION STATEMENT

"Learn to Lead, Lead to Learn"

August, 2023

Dear Martell Elementary Parents,

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

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

Please review this Parent Handbook and discuss it with your children. An ongoing open system of communication between home and the school is a crucial ingredient to a meaningful educational experience for your children and family.

Remember that this is your school, and you are always welcome here!
It's going to be a great year!

In Partnership,

Michelle Barsh
Principal

TROY SCHOOL DISTRICT PHONE NUMBERS

ADMINISTRATIVE CENTER 4400 Livernois, 48098823-4000

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

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

**** SCHOOL HOURS ****

Full Day Schedule 8:39am – 3:37pm

Half Day Schedule 8:39am – 12:29pm

Late Start Day 10:09am-3:37pm

8:34am First Bell - Warning Bell

8:39am Second Bell - School Start Bell

A

Absence Call in

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

If your child is *absent OR tardy* from school, a parent or guardian must call the school attendance line.

If parent or guardian does not notify the office, the absence will be marked unexcused.

Please call the Attendance line - 248-823-3801 by 8:30am to be excused

Please report the child's name, grade, teacher, reason for absence, and length of absence.

If the absence is due to a communicable disease, this also needs to be reported.

If the office does not hear from a parent or guardian, the school will call home. If parents cannot be contacted at home, we will attempt to call the parents' place of employment/emergency contact persons. This procedure ensures the safety of your child. We account for every child each day. 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.

Early Truancy Intervention Protocol

1. After the 10th absence/tardy, a letter will be sent to the parent/guardian.
2. After the 15th 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 20th 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 25th 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.

Accident/Illness at School

Office staff may give only minimal first aid. Parents will be called when a child appears ill enough to go home. If a parent cannot be reached, the designated emergency person will be contacted. When a serious situation requiring immediate medical attention occurs and a parent cannot be reached, the doctor whose name appears on the emergency data card will be called and the child taken to the hospital listed on the card. The principal or a staff member designated by the principal will accompany the child until a parent appears at the hospital.

Arrival to School

-
- 8:25am Students wait in their assigned classroom waiting line.
 - 8:34am First Bell - Warning Bell
 - 8:39am Second Bell - School Start Bell

Students are not allowed on school property before 8:25am. Thank you!

There are 3 ways to ARRIVE to school

1. Valet Loop

*Please follow the signs and please do NOT park and get out of your car.

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

If children arrive after **8:39 a.m.** they are late and must report to the office. **Do not drop your child off alone - PARENTS must accompany their child and sign them in at the office.** If you know in

advance that your child will be late for school, please call the school office or leave a message on our attendance line at 248-823-3801 by 9:15am.

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

Attendance

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.

B

Behavior

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

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

Biking to School

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

Birthday Celebrations in School

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

- There are students who have severe, sometimes life-threatening, allergies.
- 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. 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.
- ~If you have another idea of how to celebrate your child's birthday, you may discuss this with your child's teacher.

The district appreciates your cooperation and hopes you will understand the reasoning behind this decision.

C

CARE Company

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

Care of Martell Property

We expect our students to show respect for our school and school grounds. Willful damage to any school property, 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 books or paying for lost books and/or materials.

Communicable Disease

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 Covid-19, strep, flu, pinkeye, lice, impetigo, or other communicable disease. If you are unsure if the illness is contagious, please consult your physician.

Please keep your child home if he/she has a fever of 100 degrees or more, along with complaints of symptoms listed below. The following symptoms are associated with many of the common communicable diseases:

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

If a child has any of the above symptoms, he/she should be kept home until they are symptom free for 24 hours or if a doctor has had the opportunity to determine if a child's condition is not contagious. Children should be fever-free, no diarrhea/vomiting, for 24 hours, **without the aid of medication**, before returning to school. Following these guidelines will help prevent a child from developing possible complications and will help keep the school environment a healthy one.

Core Values

Martell prides itself on the Core Values created by our community. This is what we strive to live into.



Curriculum Night

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

D

Discipline

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 under Parent Resources.

Dismissal from School

There are 3 ways for DISMISSAL from school

1. Valet Loop

- *Please put your family name sign in your passenger car window.
- *Please pull in order: Cone 1, Cone 2, Cone 3, Cone 4, Cone 5
- *Wait until your car is pulled up close enough for a staff member to help your child into the car.
- *Student names are called in the order of car line up.
- *Students must enter cars on the right-hand passenger side closest to the curb.
- *Please follow the signs and please do NOT park and get out of your car.
- *Please have your child PRACTICE buckling in. We have many cars to get through, thank you.

2. Walkers/Bikers

- *Students are dismissed to the bike rack/back sidewalk.
- *Parents may meet their walker/biker at bike rack.

3. Bus

- *Students will exit the bus to their assigned classroom waiting line at 8:25am.

Dress Code

We expect students to dress in a manner that is appropriate to the tasks and experiences of getting an education. Any clothing deemed disruptive to the learning process will be addressed to the student and parent by the principal. The wearing of hats is prohibited, except on designated days.

Drug Free School Notice

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

E

Early Pick-Up

Children are not permitted to go home by themselves while school is in session. When it becomes necessary for a child to go home due to illness or a prearranged appointment, please notify the office prior to picking your child up. Parents are asked to come into the office to sign the child out. Please do not try to pick your student up at the classroom or on the playground. Office staff will call the child from the classroom. Parents are encouraged to make dental and medical appointments for students after school hours to avoid disruption. Teachers would appreciate advance notice whenever possible.

F

Forgotten Items

To increase students' personal responsibility, students are discouraged from calling home for forgotten homework, lunches, gym shoes, library books, band instruments, field trip permission slips or permission to go home with friends. This reflects our desire to encourage student responsibility. If you need to bring a forgotten item to Martell, please enter the vestibule and leave it labeled with your child's name in their grade level basket. The office staff will deliver the item to the classroom.

G

Gum

Please do not send gum to school.

H

Hearing/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 Martell Monitor.

Homework due to Absence-Illness

ONE DAY ABSENCE

Please do not request homework from your child's teacher for one day of absence.

Missed homework will be made up upon return to school.

ABSENCES OF TWO DAYS OR MORE DUE TO ILLNESS

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

I

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.

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.

J

Joy

Martell is a Joyful learning environment. We look for Joyful moments and celebrate them.

K

Knowledgeable

Our staff is knowledgeable, highly skilled and highly trained to provide the most current best practices in teaching. They execute with heart!

L

Late Arrival

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

Lost and Found

Clothing and equipment should be marked with your child's name. Lost articles will be placed in the lost and found outside of the office. Unclaimed items are donated monthly.

Lunch – BREAKFAST and LUNCHESES - 2023-2024 - FREE

Beginning with the 2023-2024 school year, students in Michigan have access to Free Breakfast and Lunch.

Please watch for an email from Food Services for an update on the free meal program, the breakfast program, MySchoolBucks, and the free and reduced applications. For questions, please contact our **Food Service Office at 248-823-5089 or 248-823-5245.**

Lunch Menus can be found in the Martell Monitor and on the Troy School District website. Students bringing a lunch/drink from home may only bring containers that are not made of glass for safety reasons.

M

Martell Monitor

The school newsletter, the Martell Monitor, will be e-mailed to you two times a month. Parents/guardians are encouraged to review this information.

Medication at School

State law regarding the dispensing of medication in public schools is as follows: School personnel are not permitted to give medication to students without a doctor's written authorization. This also includes over-the-counter medicines and cough drops. The medication **must** be in the original bottle from the pharmacy with the name of the medicine and the dosage clearly labeled.

The **Authorization for Medication** form is available in the school office and also on the TSD website under Parent Resources. Please do NOT send medication, cough drops, over the counter medication OR vitamins in your child's lunch.

N

Nightly Reading

The most effective at home habit you can help us instill is 20 minutes of nightly reading.

O

Older Student Role Models

There are many built in opportunities for older students to mentor younger students such as building wide Team Huddles, Links, grade level buddies, 5th grade safety patrol and 5th grade bus helpers.

P

Parent Teacher Conferences

Parent-teacher conferences are scheduled twice a year to promote positive communication between the home and school. Watch for information to sign up soon!

Parties In School

During the school year, each child participates in 3 parties: October's Halloween Party, December's Holiday Party, and the end of the year classroom party. Room parents and classroom teachers will plan the parties. Our PTO will involve the class through a Classroom Parent Representative.

Parties Outside of School

Invitations are to be mailed directly to the student's home only. Invitations are not allowed to be distributed to classmates in school. Staff are not permitted to share student's personal information through the school office. Parents can go into PowerSchool in the Parent Portal under the Student Directory tab to view OR be removed from the class directory.

PTO

Our very dedicated PTO is open to ALL Martell parents and staff. We encourage and welcome your involvement!

Q

Quote

Our school theme is the quote, "Work Hard, Dream Big, Shine Bright!"

R

Recess-Inside

When recess is held indoors, students are supervised and encouraged to play board games, read, draw, create and interact together. Students will not be allowed to play or complete assignments on iPads during this time. Indoor recess time is dedicated to face-to-face student interaction.

Recess-Outside

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 recess. A doctor's note is required to excuse a student from recess for medical reasons

S

Safety Drills

Fire Drills, Tornado Drills and Security Drills are held regularly throughout the year. Students are provided with specific instructions and practice the proper procedures to follow.

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. 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.

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 attend 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 can receive all their school experiences in the safest environment possible. Thank you for your continued support of our schools.

School Visits

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

Snack at School

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

Specials

Students will attend Physical Education, Music, Art and Media class which focuses a renewed emphasis on 21st century learning skills. Please watch for your child's schedule to know the PE days for appropriate gym shoes! Fifth graders also participate in instrumental music, band or strings.

T **Transportation**

The Troy School District Transportation Department strives to provide safe and dependable transportation. Please know that the bus time can be affected by traffic and bad weather. The driver will make every effort to be at the stop at the assigned time.

Please note: all students should be ready to board the bus 5 minutes before their scheduled picked up time.

U

Unite

We look forward to continuing being a united school community where all feel a sense of welcoming and belonging.

V

Vacation Absences

Vacation policies are in alignment with Martell Elementary and the Troy Schools Code of Conduct. Martell Elementary respectfully asks parents to notify the office for a vacation meeting with the principal for an absence of an extended period of time.

Parents are strongly encouraged to minimize the time children are taken out of school for extended periods. Teachers are not required to give assignments in advance for a student going on vacation. Many assignments cannot be made up due to activities that are a “hands-on” experience and cannot be duplicated as a home activity.

Troy Schools District Code of Conduct

If the student knows that he/she will be absent for any extended period of time, he/she should contact the office at least one week in advance to make a vacation appointment with the principal. If at all possible, medical and dental appointments should be scheduled outside the school hours. When a student is absent from school, his/her parents must follow the individual building attendance policy and procedure. Any absence will affect the learning experience and may affect a student's academic performance. It is the student's responsibility to ask teachers for makeup assignments. A student with an excused absence has the right to complete the work missed and receive credit for it. Class discussions and activities cannot be duplicated. Makeup work after an excused absence is to be done promptly. Students will receive one day for each day absent to make up work. This includes tests and quizzes. It is the responsibility of the student to obtain all necessary makeup work.

Volunteers/ Visitors

For years the staff at Martell has enjoyed the support of its parent volunteers for its many functions along with library, clinic, field trips, etc. This support is important to us; however, we have rules and regulations regarding voluntary services. When parents volunteer their services, it must be understood that scheduling involves classes other than when their child attends. Secondly, parents **may not bring preschoolers to field trips**, parties, library or activities where student interactions are involved. This has been a long-time standing practice and policy to maintain the security and safety of all involved and to assure continuity of instruction.

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

W

Water Bottles

Please send a full water bottle daily with your child. Students can refill water bottles in school with our filtration system. We are not able to give students empty water bottles or cups to drink from. We no longer have traditional water fountains in buildings.

Weather

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

Children should come to school prepared for outdoor recess. A warm coat, hat, gloves, and boots are essential during the cold weather.

Recess Protocol:

If it feels like 9 degrees or colder, recess is held inside.

If it feels like 10 degrees or warmer, recess is held outside.

X

eXtra special

Martell is an eXtra special school. We welcome you to our school family!

Y

Your family

Your family makes our school special. We look forward to partnering with you on your child's learning journey.

Z

Zest and Zeal

We hope to instill a zest, zeal and love for learning in your child!

IMPORTANT MARTELL BUILDING RULES

Assembly Rules:

1. Keep hands, feet, and objects to yourself.
2. Respond immediately to the quiet signal.
3. Remain quiet and respectful.
4. Sit on your pockets and with your legs crossed.
5. Remain seated until dismissed.

Cafeteria Rules:

1. Keep hands, feet, and objects to yourself.
2. Use a tabletop voice.
3. No food is to leave the cafeteria.
4. Remain seated until you have finished eating, cleaning your area, and the adult dismisses your table to dispose of your materials.
5. Walk at all times.

Hallway Rules:

1. Keep hands, feet, and objects to yourself.
2. Always walk quietly.
3. Walk on the right side of the hallway.
4. Use the rest rooms and water bottle filling stations quietly and correctly.
5. Use the hallway to walk around the library.

Playground Rules:

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

AHERA NOTIFICATION

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

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

POLICY OF NONDISCRIMINATION

STUDENTS, PARENTS AND CITIZENS OF THE TROY SCHOOL DISTRICT:

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

Section 504 of the Rehabilitation Act of 1973 and the American's with Disabilities Act (ADA) provides that no otherwise qualified handicapped individual shall, solely by reason of his or her handicap, be excluded from

participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

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

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

In accordance with Federal regulations, Troy School District has appointed Mr. Jordan Harris, Executive Director-Employee Services, as Title IX and Section 504/ADA Coordinator for employment and personnel matters.

Any questions, suggestions or complaints should be directed to:

Mr. Jordan Harris
Assistant Superintendent-Employee Services
Title IX and Section 504/ADA Coordinator
Troy School District
4400 Livernois Road
Troy, Michigan 48085
Telephone: (248) 823-4000