

# Troy Union Elementary School

Family & Student Handbook



**“Together we will learn, lead, love and  
leave a legacy.”**

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Troy, Michigan 48085  
Telephone 248.823.3100 \* Attendance 248.823.3101  
<http://troyunion.troy.k12.mi.us>

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Dear Troy Union Families,

Welcome to Troy Union! It is an honor and a privilege to be a contributing member of the Troy Union Learning Community and I look forward to sharing more about our community with you. Troy Union is a very special school and I enjoy spending time each day working with the staff, students and parents. Elementary school is the foundation of learning, and it is a place where children can enjoy being a kid while making friends and falling in love with learning. There is an overwhelming connection between character education and academic success. For this reason, we launched character education language last year with traits that promote positive character traits while fostering a positive **CULTURE** within our community. The traits can be modeled by us as adults as our children look for guidance. Together we can encourage our children to be the best version of themselves while working hard to reach academic success. This year we will be spending time focusing on our new language building wide, in our classrooms and through Eagles Nest.

The Troy Union Parent Handbook provides information for parents and students. A clear understanding of its contents will insure a better school experience for our students. Expectations of student behavior, understanding of school rules, general school procedures and operations are discussed and outlined for your review.

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

Great communities inspire students to learn and lead. As a result, children in those communities get far more out of their education. I appreciate all the members that make up the Troy Union three-legged stool. Thank you for all that you do to make "Great Happen Here!"

Respectfully,

Mike Cottone



# Troy Union Elementary

## our Mission, Beliefs & Goals...



*"Together we will learn, lead, love and leave a legacy."*

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### *Our Learning Beliefs...*

- We believe learning thrives in a positive, collaborative, and open-minded environment where people feel respected and valued.
- We believe we need to create a passion for curiosity, creativity, collaborative problem solving and lifelong learning.
- We believe purposeful learning creates critical thinkers who respect all voices.
- We believe that we need to create a risk free, creative, and flexible environment that engages higher level thinking which will deepen understanding.
- We believe learning requires continuous supportive collaboration to help students reach their highest academic personal potential.

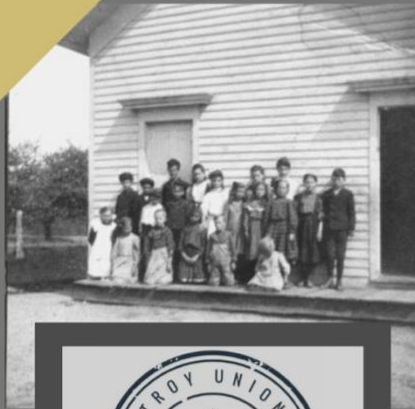
### *Our Leading Beliefs...*

- We believe in fostering a collaborative environment that will recognize and value individual differences.
- We believe that leadership is demonstrated through role modeling in a positive, respectful, and empathetic way.
- We believe leading begins with mutual respect, so everyone is comfortable to have a voice to be a leader.

## Our Rich History



175TH ANNIVERSARY



THE ORIGINAL ONE ROOM SCHOOL HOUSE THAT EVENTUALLY BECAME TROY UNION WAS OPENED IN 1846. IT WAS ACTUALLY LOCATED ACROSS THE STREET IN THE TRIANGLE BETWEEN SQUARE LAKE, ATKINS AND JOHN R. THAT BUILDING WAS RELOCATED TO THE TROY HISTORICAL MUSEUM. SINCE THE MUSEUM ALREADY HAD A ONE ROOM SCHOOL HOUSE THE BUILDING WAS REPURPOSED AS THE TOWN HALL.

Our current building opened in 1921. The "new addition" (3-5 wing) opened in 1971.



1961 - TROY UNION ELEMENTARY SCHOOL - 1962  
TROY, MICHIGAN

## OUR COMMITMENT TO SCHOOL SAFETY

Keeping children, staff and parents “Safe at School” is essential for individuals of all ages. Without that piece of mind students are unable to focus on learning the skills needed for a successful education and future.

### SCHOOL HOURS

Full Day Schedule	8:39 a.m. – 3:37 p.m.
Half Day Schedule	8:39 a.m. – 12:29 p.m.
Early Release Days	8:39 a.m. – 12:39 p.m.

### SCHOOL VISITORS

All parents and visitors enter at the main office and sign in before they proceed anywhere in the building. Your cooperation is appreciated to help ensure building security and the subsequent safety of our children.

### PARENT VOLUNTEER POLICY AND VISITORS TO SCHOOL

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:

- To ensure the safety of the children, all school visitors are asked to stop in the office to sign a log or register using our visitor’s registration computer. All visitors must sign out in the main office before leaving.
- All school visitors must wear a visitor badge throughout the visit. This will identify that a parent has checked in with the main office.
- Please make sure the classroom teacher has approved your visit; do not visit the classroom unannounced.
- 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 will be available. You may also leave a note for other teachers in the office.
- 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.
- We request that you drop your child off at their designated location in the morning. Once your child has entered the building, you may proceed to leave. It is not necessary for parents to wait with their child in the halls.
- Please do not attempt to meet with teachers before school unless you have made prior arrangements. The time right before the morning bell is a time of critical planning and ensures a successful school day for all.

This will help keep our teaching time to a maximum and will also prevent students from being interrupted during tests, individual help, etc. 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 and must have a copy of your driver’s license attached.





## EARLY/EMERGENCY DISMISSAL

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

## WHEN TO STAY HOME



**Too Sick for School?**

DEPENDANT ON THE SYMPTOMS, YOU MUST KEEP THEM HOME AND HAVE A NEGATIVE COVID-19 PCR TEST TO RETURN, HAVE AN ALTERNATE DIAGNOSIS FROM A PHYSICIAN, OR HAVE THEM STAY HOME FOR A FULL 10 DAY ISOLATION PERIOD.

THEY MUST BE 24 HOURS FEVER FREE WITHOUT MEDICATION AND SYMPTOMS MUST HAVE IMPROVED TO RETURN.

Symptoms may include...

**(1) Symptom in category 1**

**CATEGORY ONE**

- New cough
- Shortness of breath
- Difficulty breathing
- New loss of taste or smell

**OR**

**(2) Symptoms in category 2**

**CATEGORY TWO**

- Fever of 100.4 degrees or higher
- Chills, muscle aches, headache
- Sore throat
- Fatigue
- Diarrhea, nausea or vomiting (2 x within 24 hours)
- Congestion or runny nose

**TROY UNION SCHOOL SAFETY**



### CHILDREN LEAVING WHILE SCHOOL IS IN SESSION

Children are not permitted to go home by themselves while school is in session. This policy is intended for the protection of the child. When it becomes necessary for a child to go home due to illness or a prearranged appointment, a parent or other responsible person, designated by the parent, must call for the child. ***Parents are asked to come into the office to sign the child out using our electronic registration system or traditional sign out method.*** 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.

### ATTENDANCE POLICY

Troy Schools believe that there is a direct correlation between academic achievement and regular, punctual attendance. School administrators have the responsibility under state law to enforce compulsory school attendance laws and to enforce the attendance policy of the Troy Board of Education. Students enrolled in the Troy School District have the responsibility to attend school as required under state law and the attendance policy of the Troy Board of Education. Parents are expected to notify the school the day of an absence regarding illness or personal and family problems that may influence attendance. Every effort should be made to schedule routine appointments after school hours. Family vacations should be planned during holidays outlined on the school calendar. Parents should discuss the importance of good attendance with their student to avoid loss of credit due to violations of the attendance policy.

### ATTENDANCE AND SAFETY CALL-IN PROCEDURES

All student absences must be verbally communicated with our attendance office. For your convenience, there is an attendance line which is available 24 hours a day. Please call the absence line 248.823.3100 by 9:10 a.m. the morning your child is to be absent from school. The child's name, grade, teacher, reason for absence, date of the absence and who is calling should be given. If the absence is due to a **communicable disease**, please let the school know. If the absence is due to an extended illness, e.g., chicken pox, it is not necessary to call daily. Please call at the beginning of each week to keep us informed of the student's condition.

Office personnel will call the home of those children who are absent from school but have not been reported absent by their parents. 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.

### AFTER SCHOOL ARRANGEMENTS

If your child is going to be dismissed from school in a manner different than their normal routine (ex: going to a friend's house, going home with another parent or family member), you must write a handwritten note to the teacher. Children are expected to go directly home each day by their usual means. Any change in this daily routine must be acknowledged by the parent in a note written to the school before the beginning of the school day. Email or voicemail to your child's teacher during school hours are not a dependable way to ensure your child is dismissed safely to approved adults or family members. Since a teacher could be absent or unable to access email/voicemail during the instructional day, we request all communication be delivered in a handwritten message before school or in an emergency situation with a phone call to the office before dismissal. Our goal is to always keep your child safe!

## ALLERGY CONSIDERATE COMMUNITY

Over 90 percent of life-threatening allergic reactions are caused by the following eight foods: peanuts, tree nuts (walnut, cashew, pecan, hazelnut, almond, etc.), milk, eggs, fish, shellfish, soy, and wheat. Peanuts and tree nut allergies rank number one! Studies of children show that most reactions happen from accidental indigestion. However, it is possible for a student to react to exposure through touch and in rare cases inhalation exposure. Students with severe food allergies are at risk for anaphylaxis which is LIFE-THREATENING and requires immediate emergency treatment.

### General Guidelines:

- The Troy School District encourages the use of non-food items (pencils, stickers, etc.) for rewards in the classrooms.
- The Troy School District does not allow any food items for Birthday Celebrations in all elementary schools. Students may bring in non-food items to celebrate their special day.
- Teach your children not to share any food or utensils in the classroom or lunchroom.
- Teach your children the practice of proper hand washing before and after eating. It is important for the safety of all students. It decreases the spread of germs and the risk of allergen exposure.
- If your children have peanuts or peanut butter at home in the morning, please have them wash their hands with soap and water thoroughly before coming to school.
- Teach your children to accept that all children are different, and some children cannot eat certain foods, but they are still our friends.

Our goal is to ensure the health and safety of all students. Although an All-Allergen Free environment is impossible to achieve and may create a false sense of security, we can all cooperate in reducing the life-threatening risks to the children of our community.

Thank you for joining us in being an Allergy Considerate Community.

## SCHOOL LUNCH

Hot lunches are available at lunchtime for children. 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.

Breakfast will be available to all students in the building. Breakfast will be delivered to the child's classroom each morning. **Orders for breakfast are taken the day before breakfast is served.** If you have any questions, please call the Food Service Department at 248.823.5089.

2021-2022: The USDA is allowing us to serve all students for free this year. Last year, we were required by the USDA to provide students with a grain, protein, milk, fruit, and vegetable. This year offers us a little more flexibility where students have the option to choose three out of the five components as they go through the lunch line.

If a student wishes to purchase a bottled water, 'seconds' or a side milk/juice, they may do so. Since we will not have the cash registers open, our lunch staff will write down the student's name and key the sale in the computer at the end of the day. We are encouraging families to deposit funds to their student's online account via School Pay ([www.schoolpay.com](http://www.schoolpay.com)). Parents will need their Student ID to create an account and a credit card/electronic check to upload funds. We will not reject cash payments from students, but we are hoping families utilize the online option. Should a student use cash, we will accept it, however we will not be able to provide change and the remaining funds will be deposited to their account. If a parent has any questions or concerns regarding School Pay, they may reach out to the Food Service Office for assistance (248-823-5089)

### **FIELD TRIPS**

Teachers need parent volunteers to go on field trips. Based on limited space on buses as well as the establishments that we visit, it is essential that only the parents who have been designated attend the field trips. It is also essential that parents do not bring younger siblings. As a chaperone, parents are responsible for a group of children that need your undivided attention. Younger siblings can also be disruptive during presentations and distracting to the students. Also, it can cause frustration for the establishments that we visit if the number of people exceeds the original agreement.

In rare instances Troy Union will utilize parent drivers for field trips. If the field trip is using parent drivers, for each driver the following is needed:

- Copy of the driver's license
- Copy of automobile registration  
Copy of automobile certificate of insurance
- Background check clearance
- 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 vehicle's lap and shoulder belt.

### **PETS AT SCHOOL**

For allergy, safety and security of the students, no pets are allowed on school grounds during arrival, dismissal, or during school hours. Many students experience allergies or a fear of dogs, cats, etc. and we want to respect their needs and concerns. Sometimes, families wish to bring a pet to school. 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 dog to school before, during or after school hours. This is a Troy School District policy.

### **CLASSROOM VISITS**

If a parent desires to have a classroom visit/observation, our district procedure is that this can be scheduled up to once per marking trimester. 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.

### **CARE OF SCHOOL PROPERTY**

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

## RECESS AND WEATHER CONDITIONS



## TROY UNION ELEMENTARY



### Outdoor Recess Policy:

Troy School District Elementary Schools access **weather.com** to determine if students have indoor or outdoor recess. If it feels like **9 degrees** or colder, recess is held inside.

Playground conditions will also be considered when determining indoor or outdoor recess.

Students are not allowed to stay inside during outdoor recess.

### Snow:

It is important that children have boots each day or they will not be permitted to play in snow areas.

## DEFINITION OF BULLYING

The Troy School District and Troy Union Elementary take bullying seriously. Instances of bullying are handled through policy set forth in the Student Code of Conduct.

Bullying has two key components: repeated harmful acts and an imbalance of power. It involves repeated physical, verbal, or psychological attacks or intimidation directed against a victim who cannot properly defend him- or herself because of size or strength, or because the victim is outnumbered or less psychologically resilient.

Bullying includes assault, tripping, intimidation, rumor-spreading and isolation, demands for money, destruction of property, theft of valued possessions, destruction of another's work, and name-calling. In the United States, several other school behaviors (some of which are illegal) are recognized as forms of bullying, such as:

- Sexual harassment (e.g., Repeated exhibitionism, voyeurism, sexual propositioning, and sexual abuse involving unwanted physical contact)
- Ostracism based on perceived sexual orientation
- Hazing (e.g., Upper-level high school athletes' imposing painfully embarrassing initiation rituals on their new freshmen teammates).
- Not all taunting, teasing, and fighting among schoolchildren constitutes bullying. "Two persons of approximately the same strength (physical or psychological) ...fighting or quarreling" is not bullying. Rather, bullying entails repeated acts by someone perceived as physically or psychologically more powerful.

\*Bullying in schools, Rana Sampson, U.S. Department of Justice, Office of Community Oriented Policing Services

## COMMUNICABLE DISEASE

Schools bring children into close physical contact, thus giving communicable diseases an opportunity to spread very quickly. Often parents aren't sure when a child should be kept home from school. The following are symptoms associated with many of the common communicable diseases:

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

If a child has any of the above symptoms, he/she should be kept home until a doctor has had the opportunity to determine if a child's condition is contagious or if he/she may return to school. Children should be fever-free for 24 hours 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.

## CURRICULUM NIGHT

The Troy Union staff invites parents to our Curriculum Night, which will be held in early September. Teachers present information to parents regarding their philosophy and curriculum. 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.

## 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. School Messenger will be used in the event of early dismissal. Please be sure to keep the information on your Fan-Out form current. 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) Comcast. 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 AND DISASTER PROCEDURES

In the event of fire, tornado, or other disaster, an emergency plan will be put into operation to assure the greatest possible protection for the children. The school has a 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 Warnings/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 lines open for emergency situations.

**Fire Drills:** Fire drills are conducted periodically at least five 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 Time.

**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.

## HOMework NEEDED DUE TO ABSENCE

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

**Absences of Two or More Days:** Homework should be requested by phoning the school office 248-823-3100 prior to 8:25 a.m. or by sending an email to the teacher or the Troy Union absence line at 248-823-3101. Homework can be picked up in the office after 2:30 p.m. or sent home with a sibling or friend. As assignments are turned in, additional work may be requested. The child will have the same number of days that he/she was absent to make up missed work.

## MEDICATION AT SCHOOL

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

## PARENT TEACHER CONFERENCES

Parent-teacher conferences are conducted each school year in the fall and again in the spring. Students are released from school, and appointments are arranged to provide each parent with the opportunity to meet with individual teachers. 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. Spring conferences 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.

## LOST AND FOUND

Lost articles are placed on the "Lost and Found" rack located just outside the cafeteria. Small items and 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 are donated during the months of January and June.

## ADDITIONAL SERVICES FOR YOUR CHILD

Speech and language, ELD, social work, and academic testing services are available for your child here at school. Please contact the school office if you would like further information.

## READING RECOVERY

A reading intervention program for **first graders** is available for eligible students. The **Literacy Specialist** screens first graders and works individually with about eight students until each child is reading at the classroom level. Additional students are added throughout the year on an as-needed basis.



# ***Troy Union Elementary***

## ***Title 1 Compact for School Wide Assistance***

***"Together we will learn, lead, love and leave a legacy."***



Dear Troy Union Family,

Troy Union Elementary School is committed to providing high-quality educational experiences. Our Title I program ensures that **ALL** children have a fair, equal and significant opportunity to obtain a high-quality education and reach, at a minimum, proficiency in meeting challenging achievement standards. We believe the strength of this community is similar to the strength found in a well-constructed three-legged stool. A three-legged stool is a sitting platform and each leg of the stool is very important. If one of the legs of the stool is missing or broken the stool can no longer stand. Like the three-legged stool, this community is strong and stable. This school is successful because of the collective efforts of students, staff and parents.

### ***Our Learning Beliefs...***

- We believe learning thrives in a positive, collaborative and open-minded environment where people feel respected and valued.
- We believe we need to create a passion for curiosity, creativity, collaborative problem solving and lifelong learning.
- We believe purposeful learning creates critical thinkers who respect all voices.
- We believe that we need to create a risk free, creative and flexible environment that engages higher level thinking which will deepen understanding.
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### **SPECIALS CLASSES**

Art, Media Vocal Music, and Physical Education are part of the curriculum. They are taught on an 4-day rotating schedule. You can access this schedule and calendar on the Troy Union website. Fifth graders participate in instrumental music, band or strings, twice a week.

### **CARE COMPANY AND PRESCHOOL**

C.A.R.E. Company (Before and After School Child Care), and Preschool programs are available at many schools. Call NILES at 248-823-5100 for information about enrolling your child.

### **CARE LATE PICKUP POLICY**

Beginning on April 8, 2019, children not picked up in a timely manner after dismissal will be designated as a Late Pick-Up situation. Parents will be charged \$60 for supervision of their child and be given a Late Pick-Up Packet that must be completed and returned to the school office. This CARE Late Pick-Up Registration does not guarantee ongoing enrollment in CARE. This packet must be completed to comply with state licensing policy.

### **CALLING HOME AND TELEPHONES**

One of the goals of the staff at Troy Union 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 to grow into responsible adults.

### **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 children’s special day, there is a need to do so differently. The reasons for this change 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.
- Schools have been charged with promoting healthy eating habits inside and outside of school.
- Our schools are committed to preserving instructional time.

There is no obligation to recognize your child’s birthday at school. However, if you choose to recognize your child’s special day, please do not send birthday treats to school, as they will not be shared with the class. Please do not send your child to school with balloons or large items. 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.

## PARTIES OUTSIDE SCHOOL

The passing out of birthday invitations in class becomes disruptive to the learning process. We are asking parents to refrain from distributing invitations in school, please mail the invitations directly to the student's home.

## IMMUNIZATIONS

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

## HEARING AND VISION TESTING

Each year, the Oakland County Health Division screens students for vision and hearing. Vision screening is for grades 1, 3, and 5, and by referral. Hearing screening is for grades K, 2 and 4, and by referral. Specific dates, when known, will be published in the newsletter.

## HEAD LICE

Please be aware that head lice are contagious and is sometimes identified at school. Children with lice are excluded from school until the first shampoo treatment and the removal of all nits. It is very important to periodically check your child's hair for nits or lice. If a case is found at home, please notify the school so proper actions can be taken in the child's classroom. Machine wash with very hot water all washable clothing and bedding (i.e., sheets, and pillowcases). This includes hats, jackets, scarves, and stuffed toys.

- Items not washable should be dry cleaned or stored in sealed plastic bags for at least 14 days.
- Combs, brushes, curlers, barrettes, and any other items used in the child's hair need to be washed in lice shampoo of 2% Lysol for one hour or soaked for 5-10 minutes in hot water heated to 150 degrees or higher.
- 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.

## LINEUP, PICKUP AND DROP OFF PROCEDURES

Your child's safety is our number one concern. Please only park in designated areas. **It is critical that you do not park on the east and west sides of that building and that you do not drop your child off in the middle of the parking lot.** Please review the following information to learn more about lineup procedures, pickup and drop off. *It is important that you do not drop your child off at school until 8:30 at the earliest* as there here is no supervision until that time. The Troy Union website outlines lineup locations/procedures when your child arrives before 8:35.



# TROY UNION ELEMENTARY

## STUDENT DROP-OFF / PICK-UP MAP



### MORNING DROP-OFF PROCEDURES

- Please do not drop your child off until **8:30AM** at the earliest.
- Please do not park in the student drop off loop.
- Use the drop off loop only for dropping off students.
- When dropping off students, pull up as far as possible so other cars can enter the parking lot. We are asking that you pull all the way up to the far side of the drop off zone on the other side of the flagpole. The drop off zone is marked with a yellow painted curb and signs. We also have a sign that shows the end of the drop off zone.
- Please do not jump out of the lane and cut in front of other cars. Once your child has been dropped off you can then pull ahead into the left lane.
- Encourage students to exit the car quickly and safely (from the right side of the car only). **Please do not get out of your car. If you need to get out of your car you should park in the parking lot and walk across.**
- Please do not drop your child off in the center parking lot. If you would like to park in that area it is important for you to park and walk your child across the crosswalk.

### AFTERNOON PICK-UP PROCEDURES

- Please do not text or talk on your cell phones.
- Pull all the way forward to the end of the drive.
- Please do not pick your child up in the center parking lot. If you would like to park in that area it is important for you to park and walk your child across the crosswalk.
- All parents should wait for their child outside and only enter the building when absolutely necessary. If you must enter the building, we ask that you check in with the main office. This will help us ensure that all students have been able to exit the building safely.
- Kindergarten parents are welcome to park in the kindergarten parking lot and pick their child up at the kindergarten door.

### PICKING UP STUDENTS LATE

The Troy School district has instituted the following policy in all elementary schools regarding children whose parents do not arrive on time to pick up their child(ren) from school or if they are returned by the bus driver: **At 3:45 p.m., students will be brought to the school office.**

- School personnel will make every effort to contact parents or persons designated on the emergency card and inform them of the fact that the child is still at school.
- After 3:45 p.m., parents must park and come to the office to pick up their child(ren).
- At 3:45 p.m., children whose parents have not arrived to pick them up shall be 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 the child will stay at CARE until he/she can be released to a parent, guardian or person listed on the emergency card. There will be a charge - due upon picking up the child - as follows: 1st occasion is \$10 per child, per hour or any portion of an hour, and 2nd or more occasion is \$20 per hour, per child for any portion of an hour.

### SCHOOL CLINIC

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

### 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.

### VACATION ABSENCES

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

### SCHOOL COMMUNICATION

The school newsletter, *The TU E-Tribune*, is sent home to inform parents of upcoming school events and school news. This is sent several times a month and is also posted on the TU website. Every effort is made to keep families fully informed regarding school activities; parents are encouraged to review pertinent information with your children.

School Messenger is the resource that Troy Schools has chosen to use to communicate with parents through phone, email and/or text messages. It is extremely important that all parents register on School Messenger and keep their information current. You can access School Messenger through a link on the Troy School District website – [www.troy.k12.mi.us](http://www.troy.k12.mi.us). There are step by step instructions on how to register. Registering gives you many options as to how you would like to receive important messages as well as our school newsletter and other communications from both Troy Union Elementary as well as the school district. Unsubscribing from School Messenger emails will stop electronic communication from the school.

## DRESS CODE

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.

- Students should not wear short shorts, cutoffs, or high-cut athletic shorts.
- Students (boys and girls) should not wear halter tops or midriff tops. Sleeveless shirts should have at least one-inch straps.
- Clothing that advertises alcohol, cigarettes, or that have inappropriate sayings or “put downs” are not to be worn to school.
- Sandals are discouraged since they do not offer sufficient protection for the feet while children are playing at recess. 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).
- Students are not permitted to wear hats inside the building except on “special days” as announced.

If a child’s dress is inappropriate, students 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.*

## BICYCLE RULES

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

## SAFETY PATROL

The student safety patrol is on duty before school from 8:30 a.m. to 8:40 a.m. and after school from 3:30 p.m. to 3:50 p.m. to assist students crossing at intersections.

## 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.

## WEAPONS LAW

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

## CELL PHONES & OTHER ELECTRONIC DEVICES

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



broken, lost or stolen. All technology deemed by administration or other staff to be causing a distraction in school will be confiscated until the end of the school day. Additional actions will be taken if a student is a repeat offender.

### WEARABLE TECHNOLOGY

Students are permitted to the wearing of technology devices (example: Apple Watches, Fitbits etc.). If the wearable technology device is deemed by administration or other staff to be causing a distraction in school then it will be confiscated until the end of the school day. Students are not permitted to use wearable technology as a communication device during the school day. All communication during the school day should take place through the main office. Listen in devices are **not** permitted. The school will not be responsible if the device is broken, lost or stolen.

### SCHOOL CONDUCT AT SCHOOL

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

- Respect all persons and property.
- Refrain from abusive language or inflammatory actions.
- Assume responsibility for their 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.

Troy Union is a community and rules are established for the protection of the rights of everyone. If an individual student consistently exhibits unacceptable behavior, a system of behavior modification is in place. This system helps the student explore his/her unacceptable behavior and to develop a plan with the teacher, principal, and parents to deal with, and eliminate the problem. Bringing knives, guns, facsimiles of either to school will result in a suspension. There is a zero tolerance for "bullying behavior" in the Troy School District. Manifestations of such behavior will result in disciplinary measures and meetings with the parents.

### BEHAVIOR EXPECTATIONS

#### Assembly Expectations:

- Respond immediately to the quiet signal.
- Keep hands, feet, and objects to yourself.
- Sit on your pockets and with your legs crossed.
- Respond only in a positive manner.
- Remain seated until dismissed by the authorized person.
- Remain quiet and respectful.
- Stopping for a drink of water when leaving assemblies is not allowed.

#### Cafeteria Expectations:

- Students are expected to display good manners
- Students are to talk in a quiet voice.
- Students are to walk in the lunchroom and not push or shove their neighbor.



- Students are to remain seated until they have finished eating.
- Students are not to trade food.
- Students are responsible for the disposal of food, papers, etc. from cafeteria tables.
- Food is to be eaten in the cafeteria and not taken back into the classroom or onto the playground.
- Students are encouraged to use proper table manners at all times.

#### **Hallway Expectations:**

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

#### **Playground Expectations:**

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. We are requesting that students lock their bikes in the bike racks. 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:

- 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.
- Keep the playground clean. All the eating is to be done in the cafeteria.
- Do not throw snowballs, gravel, stones, wood chips, or any sharp or dangerous objects.
- Rough play, such as wrestling, pushing, tackling, tripping, or any other activity that could be potentially dangerous, is not allowed.
- When playing on the SWINGS:
  - Be fair, take turns. Do not push someone on a swing.
  - Only one person at a time should be on a swing.
  - Sit in the swing at all times. Do not stand.
  - Swings are for swinging only. Playing should be done in other areas.
  - Do not run in front of, behind, between or under the swings. f. Do not jump off swings or swing crooked.
  - Do not hang on the poles.
- When playing on the SLIDES:
  - Be fair, take turns.
  - Slide down one at a time, sitting down, feet first.
  - Go up the ladder and down the slide.
  - Do not push each other on the slide or the slide ladder.
  - Do not jump off the slide or the slide ladder.
  - Do not play under the slides.
  - When there is a puddle of water, do not use the slides.
- When playing football:
  - Only touch or flag football is allowed.
  - Touching must be below the neck with no straight-arming.
  - All football must be played away from buildings and magic squares.
- Basic Rules for every play structure:

- Take turns – share with others
- Do not push
- When traveling up and down the steps on the play structure you must WALK, no horseplay is allowed, no running.
- No hanging upside down or flipping from play equipment.
- Students are not to throw ice or snow at anyone or anything.
- Use ropes for jump roping games.

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.

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

### SCHOOL INSURANCE

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

### STUDENT INJURIES AND PERSONAL PROPERTY DAMAGE & LOSS

Troy School District **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.***

### ASBESTOS NOTIFICATION

ASBESTOS 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 ASBESTOS-mandated three-year reinspection.

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

## POLICY OF NONDISCRIMINATION

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

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

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

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

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

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

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