

Leonard Elementary School



Student/Parent Handbook

Dr. Erin Detmer
Principal
Mrs. Nancy Haboush
Head Teacher

TABLE OF CONTENTS

<u>Page 1</u>	<i>LEONARD ELEMENTARY SCHOOL HOURS</i>
<u>Page 2</u>	<i>LEONARD ELEMENTARY STAFF LISTING</i>
<u>Page 3</u>	<i>ARRIVING AT SCHOOL SAFETY PATROL DROPPING STUDENTS OFF BEFORE SCHOOL - CIRCULAR DRIVE PICKING STUDENTS UP AFTER SCHOOL - PARKING LOT DISMISSAL AT END OF SCHOOL DAY</i>
<u>Page 4</u>	<i>LATE PICK-UP PROCESS CARE COMPANY ATTENDANCE POLICY ATTENDANCE AND SAFETY CALL-IN PROCEDURES COMMUNICABLE DISEASES</i>
<u>Page 5</u>	<i>HOMEWORK DUE TO ABSENCE CHILDREN LEAVING WHILE SCHOOL IS IN SESSION AFTER SCHOOL ARRANGEMENTS SCHOOL CLOTHING</i>
<u>Page 6</u>	<i>LOST AND FOUND STUDENT USE OF SCHOOL TELEPHONES CELL PHONES & OTHER ELECTRONIC DEVICES STUDENT CONDUCT AT SCHOOL</i>
<u>Page 7</u>	<i>CARE OF SCHOOL PROPERTY LIBRARY BOOKS MEDICATION AT SCHOOL HEALTHIER U.S. SCHOOL LUNCH PROGRAM</i>
<u>Page 8</u>	<i>CAFETERIA GUIDELINES OUTDOOR RECESS</i>
<u>Page 9</u>	<i>LEONARD PLAYGROUND RULES</i>
<u>Page 10</u>	<i>INSIDE RECESS RULES</i>
<u>Page 11</u>	<i>SCHOOL CLOSINGS EMERGENCY DISMISSAL PROCEDURES EMERGENCY AND DISASTER PROCEDURES</i>

- Page 12 *SCHOOL MESSENGER
COMMUNICATIONS AND THE SCHOOL NEWSLETTER
CURRICULUM NIGHT
SPECIALS CLASSES
READING RECOVERY*
- Page 13 *ADDITIONAL SERVICES
PARENT-TEACHER CONFERENCES
STUDENT PARTIES AT SCHOOL
PARTIES OUTSIDE OF SCHOOL
IMMUNIZATIONS
HEARING AND VISION TESTING*
- Page 14 *HEAD LICE
PARENT VOLUNTEER POLICY / VISITORS TO SCHOOL*
- Page 15 *CLASSROOM VISITS
SCHOOL SAFETY INITIATIVE
FIELD TRIPS*
- Page 16 *PETS AT SCHOOL
RULES for SAFE BICYCLE RIDING*
- Page 17 *RULES FOR SAFE WALKING
SAFETY with STRANGERS
ACCIDENTS*
- Page 18 *SCHOOL INSURANCE
STUDENT INJURIES AND PERSONAL PROPERTY DAMAGE & LOSS
DRUG FREE SCHOOL NOTICE
WEAPONS LAW
AHERA NOTIFICATION*
- Page 19 *POLICY OF NONDISCRIMINATION*

LEONARD ELEMENTARY SCHOOL HOURS

School Day:	9:09 a.m. – 4:07 p.m.
Arrival	8:55 a.m. – 9:09 a.m.
First Bell	9:04 a.m.
Second Bell/Tardy Bell	9:09 a.m.
Dismissal Bell	4:07 p.m.
Half day hours:	9:09 a.m. – 12:59 p.m.
Arrival	8:55 a.m. – 9:09 a.m.
First Bell	9:04 a.m.
Second Bell/Tardy Bell	9:09 a.m.
Dismissal Bell	4:07 p.m.
Early Release day hours:	9:09 a.m. – 1:09 p.m.
Arrival	8:55 a.m. – 9:09 a.m.
First Bell	9:04 a.m.
Second Bell/Tardy Bell	9:09 a.m.
Dismissal Bell	1:09 p.m.
Late Start day hours:	10:39 a.m. – 4:07 p.m.
Arrival	10:25 a.m. – 10:39 a.m.
Second Bell/Tardy Bell	10:39 a.m.
Dismissal Bell	4:07 p.m.
Office hours:	8:30 a.m. – 4:30 p.m.

Leonard Elementary Staff
Dr. Erin Detmer, Principal

Office Staff

Mrs. Abigail Daniels, Principal's Secretary
Mrs. Jill Bjelica, Secretary

ASD Class

Mrs. Megan Murray

Kindergarten

Mrs. Angela Gadlage
Mrs. Jennifer Marinkovski
Mrs. Angie Rota

First Grade

Mrs. Lorraine Hogan
Mrs. Amanda Kalinowsky

Second Grade

Mrs. Mel Moffett
Mr. Dave Russo
Mrs. Lauren Van Tol

Third Grade

Mrs. Amanda Perez
Mrs. Amy Przygoda
Mrs. Katie Starn

Fourth Grade

Mrs. Lisa Carruthers
Mr. Cody Jamieson
Mrs. Kelly Maldonado

Fifth Grade

Mrs. Laura Beacom
Miss Elena Eastman
Mrs. Karen Rosewarne

Resource Room

Mrs. Buckley
Mrs. Yagley

Reading Specialist

Mrs. Nancy Haboush

Math Specialist

Miss Jennifer DeWard

Media Specialist

Mrs. Kaitlyn Palma

Art

Mrs. Amy Mee

Physical Education

Mr. Jamie Grant

Vocal Music

Mrs. Letitia Geary

Instrumental Music

Mr. Matt Tignanelli, Band
Mr. Isaac Weiss, Strings
Ms. Jaynie Sorenson, Band
Ms. Joanna Van Eizenga, Strings

Support Staff

Ms. Rylee Jaynes, Computers
Mrs. Michelle Goleski, ELD
Mrs. Lisa Georges, ELD
Mrs. Talia Dolgin, Speech
Miss Katie Kerch, Teacher Consultant
Mrs. Carleigh Gollin, Social Worker
Mrs. Kaireen O'Hanisain, Psychologist

CARE Staff

Gina Kitchen, Supervisor

Cafeteria

Mrs. Joan Afan, Head Cook

Custodial Staff

Miss Hargrove Head Custodian

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 8:55 a.m.** They should report to their assigned waiting area. The Safety Patrol is on duty 10 minutes before school and 10 minutes after school. Please make sure your child does not arrive at school too early.

When the temperature is above 20 degrees, students will line up outdoors. When the temperature is below 20 degrees or there is rain, heavy snow, ice, sleet or a strong wind, the children will be allowed to enter the building ten minutes before the start of school.

It is important for students to get to class on time. **At 9:05 a.m.** the first bell rings and students may enter the building. **At 9:10 a.m.** the second bell rings for students, and classes promptly begin. **If you are bringing your child to school any time after 9:10 a.m., you MUST accompany your child in and sign him or her in at the office.** Please do not go with your child to his or her classroom.

SAFETY PATROL

The student safety patrol is on duty before school from 8:45 a.m. to 9:05 a.m. and after school from 4:04 p.m. to 4:14 p.m. to assist students crossing at intersections.

DROPPING STUDENTS OFF BEFORE SCHOOL - CIRCULAR DRIVE

In order to provide a safe environment for children and to alleviate as much traffic congestion as possible, we would ask you to read and follow these guidelines.

In the morning from 8:55 – 9:09 a.m.:

- 1) Do not park in the circular drive.
- 2) Use the circular drive only for dropping off students.
- 3) When dropping off students, pull your car forward as far as possible.
- 4) Encourage students to exit your car quickly and safely (from the passenger side of the car only).
- 5) Do not "leap frog" other cars in the drive.
- 6) Give buses the right of way.

PICKING STUDENTS UP AFTER SCHOOL - PARKING LOT

In the afternoon from 3:55 – 4:07 p.m.:

- 1) Do not park in the circular drive
- 2) Use the circular drive only for picking up students.

DISMISSAL AT END OF SCHOOL DAY

If students are not walking home alone or going to CARE Company, they are asked to meet their parents outside their classroom door or to walk around the building to meet parents outside at the front of the school. Parents should not wait in the hallways or outside classrooms. This is distracting to the students as well as the teachers. It is also hard to recognize strangers if there are several adults in the hallways. If there is a time that you need to speak with your child's teacher, pick up something fragile or heavy, or maybe your child just wants to show you his or her classroom, simply sign in at the office and go down after the bell rings and you have already met your child.

LATE PICK-UP PROCESS

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.

CARE COMPANY

CARE Company (before and after school child care) is available at Leonard. Call the Troy School District CARE Company at (248) 823-5100 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 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 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 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) 823-3301 by 9:30 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 (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.

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) 823-3300 or the public health nurse at (248) 858-1392.

HOMework 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) 823-3301 prior to 9:30 a.m.

Homework can be picked up in the **office** after 4:04 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.

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 call for the child. **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 home with a friend after school, he/she must have a note from a parent. 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.

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, 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.*

LOST AND FOUND

Lost articles are placed on the "Lost and Found" rack located just outside the gym. 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. iPods, iPads, Kindles, etc. are not to 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 Leonard 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 backpack 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.*

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, Leonard 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: <http://www.troy.k12.mi.us/about/codeofconduct.pdf>

In addition, students should:

-- Leave wooden/metal bats, tennis rackets, hockey sticks, hardballs, rollerblades and skateboards at home. Only plastic equipment and Nerf or tennis balls are allowed on the playground.

-- 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 toys brought to school by students.

Teachers will handle the majority of discipline within the classroom. Repeated and/or serious infraction 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 December, March, and June trimesters. 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 for Medication* form must be filed in the office.

HEALTHIER U.S. SCHOOL

Leonard Elementary School is recognized as a USDA Healthier U.S. School. Leonard's role is to implement a healthier school nutrition environment for all students.

LUNCH PROGRAM

Students are provided the opportunity to bring their own to school or to purchase lunch. Hot lunches, milk, juice and bottled water are available at lunchtime for children. Menus will be emailed home and posted on the Leonard website one month at a time. Print it out and post it on your refrigerator or in a handy place for quick and easy reference.

Children can order lunch and pay on a daily basis. The ability to pre-pay for your child's lunch is available and suggested. You may deposit any amount into your child's lunch account by writing a check payable to Troy Schools Food Service. For your convenience, you may also use the PaySchools system found on the Troy School District website. If you have any questions regarding this program, please contact Food Services at (248) 823-5089.

<i>Student hot lunch</i>	<i>\$3.00 per day (includes milk)</i>
<i>Milk</i>	<i>.35 per day</i>
<i>Juice or Bottled water</i>	<i>.50 per day</i>

A free or reduced lunch application was included in the set of paperwork that came home with your child on the first day of school. Please feel free to use this form at any time during the school year should your family's financial circumstances change.

CAFETERIA GUIDELINES

Students are expected to display good manners and to follow the guidelines below: Students are to talk in a quiet voice.

- 1) Students are to walk in the lunchroom and not push or shove their neighbor.
- 2) Students are to remain seated until they have finished eating.
- 3) Students are not to trade food.
- 4) Students are responsible for the disposal of food, papers, etc. from cafeteria tables.
- 5) Food is to be eaten in the cafeteria and not taken back into the classroom or onto the playground.
- 6) Students are encouraged to use proper table manners at all times.

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** 10 degrees or warmer, recess is held outside. If it **feels like** 9 degrees or colder, recess is held inside. A snowfall does not normally alter the above conditions, unless it is a heavy and wet snowstorm. Rain or wet weather will alter the above conditions. If the temperature falls below 15 degrees, the children will stay inside.

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 periods. Recess is an integral part of the school's 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, who will make arrangements for supervision of the child at that time. Because children cannot be left in the classrooms unsupervised, teachers must send children to the office when they take the rest of their class outside. The office is simply unable to accommodate large 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.*

LEONARD 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. 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:

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 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, 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. 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.
 - d. No hanging upside down or flipping from play equipment.
9. Students are not to throw ice or snow at anyone or anything.
10. 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.

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 rooms.
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.

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. The Troy School District School Messenger system will be used in the event of early dismissal. Please be sure to keep the information on your School Messenger account 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) 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, 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, the school messenger system will be used to notify parents.

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 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 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.

SCHOOL MESSENGER

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. There are step-by-step instructions on how to register. Registering gives you many options for how you would like to receive important messages, as well as our school newsletter and other communications from both Leonard Elementary and the school district.

COMMUNICATIONS AND THE SCHOOL NEWSLETTER

The school newsletter/calendar is sent home to inform parents of upcoming school events and school news. This is sent regularly via email and is also posted on the Leonard 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 listed in the calendar are for parents only.

SPECIALS CLASSES

Art, media (library), vocal music, and physical education are a part of the curriculum. Fifth graders participate in instrumental music – band or strings.

READING RECOVERY

A reading intervention program for first graders is available for eligible students. The reading specialist screens first graders and works individually 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, EL (English Learners), social work and academic testing services are available for your child here at school. Please contact the school office or classroom teacher if you need further information.

PARENT-TEACHER CONFERENCES

Parent-teacher conferences are conducted each school year in October 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. 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.

STUDENT PARTIES AT SCHOOL

During the school year, each child participates in four parties: Halloween, Holiday, Valentine, and an end-of-the-year party. Room parents and classroom teachers will provide and arrange for refreshments. PTO requests that students turn in party money by the end of September.

PARTIES OUTSIDE OF SCHOOL

Parties can be an 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 will be available in early November with names, addresses, and phone numbers if you wish to contact individual students.

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. 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 of 2% Lysol 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

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 **before, during and after school hours**. Most outside doors are locked. 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 will be 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 proceed to leave. Thank you!
This will help keep our teaching time to a maximum and will also prevent students from being interrupted during tests, individual help, etc.

CLASSROOM VISITS

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

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 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 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.

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 vehicle's lap and shoulder belt.

PETS AT SCHOOL

For allergy, safety and security of the students and your pets, no dogs are allowed within 50 feet of our front door during entrance and exit times. 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.

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 children. Parents should review these rules with their children. It is important 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 bicycles 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 a 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.** 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 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, no guns or knives are allowed in school. Any student who brings a gun or knife 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 re-inspection.

The AHERA Management Plan and the 1994 three-year re-inspection 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. Jason Witt, Assistant Superintendent Human Resources, as Title IX and Section 504/ADA Coordinator for employment and personnel matters. Mrs. Linda Hannon, Director of Special Education, has been appointed as the Section 504/ADA Coordinator for handicapped and suspected handicapped students. Any questions, suggestions or complaints should be directed to:

Assistant Superintendent Human Resources
Title IX and Section 504/ADA Coordinator
Troy School District
4400 Livernois Road
Troy, Michigan 48098-4799
Telephone: (248) 823-4000