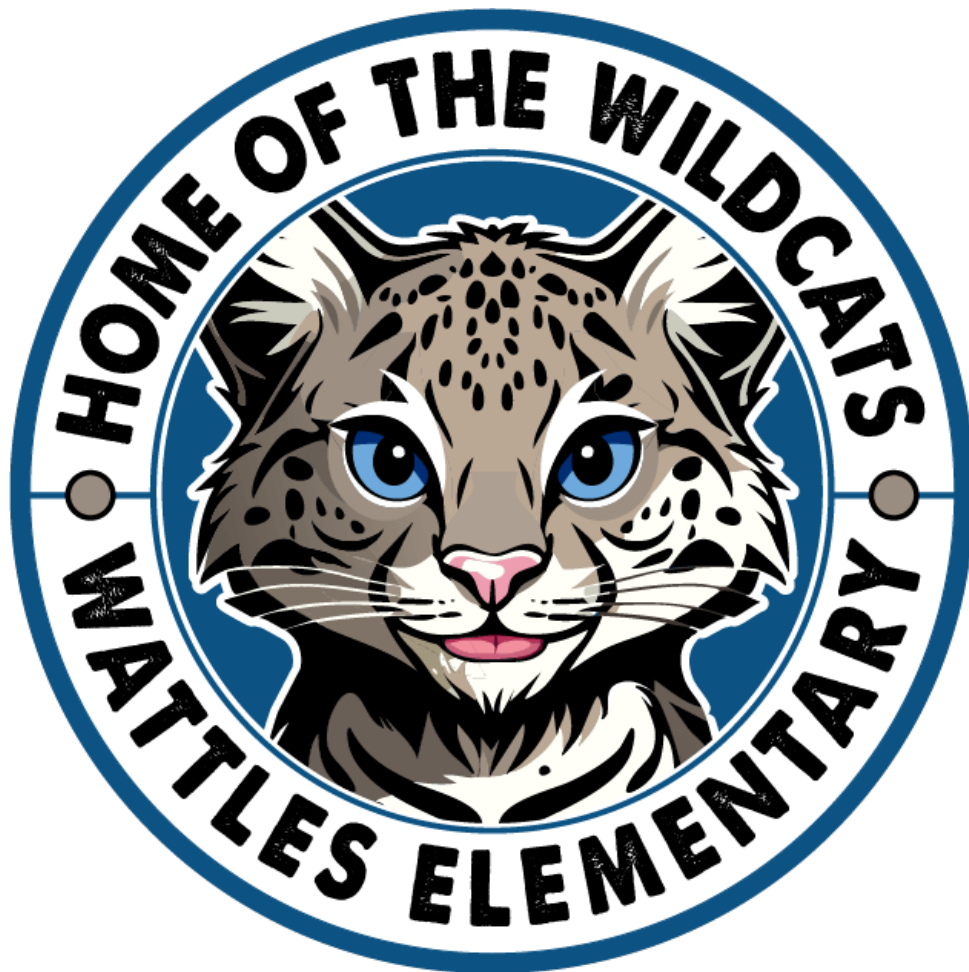


Wattles Elementary School Student/Parent Handbook



Mrs. Amy Wallace
Principal
Mrs. Kelly Pasternak
Mrs. Jackie Zavich
Head Teachers

Responsibility ~ Respect ~ Kindness ~ Perseverance

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Welcome from the Principal

Dear Wattles Families,

Welcome to a new school year! As principal of Wattles Elementary, it is my sincere pleasure to welcome you and your family to our school community.

At Wattles, we take great pride in being a warm, inclusive, and student-centered environment where every child feels valued, supported, and known. Our mission is to foster not only academic achievement but also the social, emotional, and physical development of every student. We believe that when children feel a true sense of belonging, they thrive — both in the classroom and beyond.

We are dedicated to high standards of teaching and learning, and to providing an education that prepares our students for a bright and successful future. Just as important, we know that we cannot do this work alone. The partnership between home and school is essential, and we deeply value your involvement. Whether you're joining us for the first time or returning for another year, your presence, participation, and voice matter.

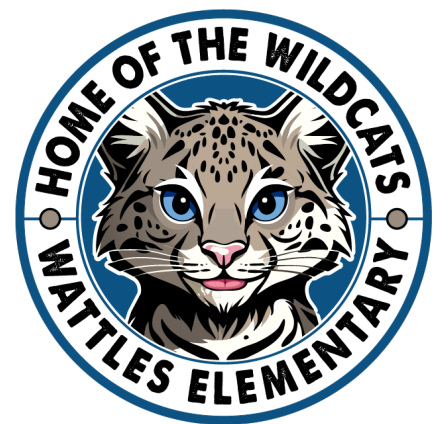
Wattles is a place where students are challenged by a rigorous curriculum, supported by a nurturing staff, and inspired to grow. Our success is rooted in strong collaboration between families, educators, and the broader community. Together, we create the conditions for meaningful learning, high expectations, and shared joy in the journey.

If you ever have questions, concerns, or ideas to share, please don't hesitate to reach out — whether to me, your child's teacher, our support staff, or the office team. You are an essential part of our school family, and we are here for you.

Thank you for entrusting us with your child's education. We look forward to a year filled with discovery, connection, and growth.

Your partner in education,

Amy Wallace



WATTLES ELEMENTARY SCHOOL SCHEDULE

Regular Hours: 8:39 a.m. - 3:37 p.m.
Half-Day Hours: 8:39 a.m. - 12:29 p.m. (no lunch served)

Regular School Day Schedule

8:05 a.m. Office opens
8:30 a.m. Students admitted into building
8:34 a.m. First bell for students
8:39 a.m. Second bell rings for students; classes begin
3:37 p.m. Students dismissed
4:05 p.m. Office closes

Lunch Schedule

Kindergarten

11:10-11:30	Recess	11:30-11:50	Lunch
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Grade 1

11:35-11:55	Recess	11:55-12:15	Lunch
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Grade 2

11:25-11:45	Recess	11:45-12:05	Lunch
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Grade 3

12:10-12:30	Lunch	12:30-12:50	Recess
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Grade 4

12:35-12:55	Lunch	12:55-1:15	Recess
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Grade 5

12:20-12:40	Lunch	12:40-1:00	Recess
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PART I – SCHOOL PROCEDURES

ABSENCES/ATTENDANCE LINE

School attendance laws of the state of Michigan require children to attend school regularly. We encourage you to minimize the time your child is taken out of school. We realize there will be illness, doctor appointments, family emergencies, etc. If you must take an extended vacation during the school year with your child, please try to schedule it when school is not in session. Regular attendance and active class participation are integral parts of a student's educational experience. It is impossible to duplicate the classroom experience with homework, as the purpose of homework is to reinforce skills previously taught. Makeup work will be provided in meaningful doses, under the teacher's guidance, after an extended absence.

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

1. After the **tenth** absence/tardy, a letter will be sent to the parent/guardian.
2. After the **fifteenth** absence/tardy, a letter will be sent to the parent/guardian.
3. After the **twentieth** absence/tardy, a letter will be sent to the parent/guardian. A meeting with the principal may be required to develop an attendance action plan, including a referral to Troy Youth Assistance and/or Oakland County Truancy (for extended vacations and a pattern of absences). Please call your child's building principal at 248-823-3400 to schedule an appointment.
4. After the **twenty-fifth** absence/tardy, a letter will be sent to the parent/guardian. A meeting with the principal is required to develop an attendance action plan, including a referral to Troy Youth Assistance and/or Oakland County Truancy. Please call your child's building principal at 248-823-3400 to schedule an appointment.
5. After the **thirtieth** absence/tardy, a letter will be sent to the parent/guardian, and the Oakland Schools Truancy officer will be contacted which may initiate a court referral.

If your child is absent from school, a parent must call the school absence line at 248-823-3401. The absence line is available 24 hours a day, 7 days a week. You should call the absence line before 9:00 a.m. The absence line is checked many times a day. Please leave the following information on the absence line: Your name, student's name, illness or reason of absence, length of absence, and teacher's name. It is not necessary to call each consecutive day, once you have indicated the child will be out for a period of time. If your child will be late to school, please notify the attendance line as well. **Any positive COVID-19 cases should be reported to the school.**

The school secretary will call the home of those children who are absent from school but who have not been reported absent by a parent. If the secretary cannot reach a parent at home, emergency contacts will be notified.

AFTER SCHOOL ARRANGEMENTS/PARENT PICK UP

If you find it necessary to pick your child up earlier than the regular dismissal time, please notify your child's teacher by a written note, email, or call the office. A parent or authorized person must sign the student out in the office.

Also, if your child is going home with a friend who is a walker or a bus rider, he/she must have a note from a parent. This note must be signed by the office staff, as this information is recorded each day in the office. These special arrangements include walkers, parent pick-up, and bus riders.

If a last-minute unexpected change of plan occurs regarding the way your child is going home, please call the office if it is after 2:00 pm.

ARRIVAL/DISMISSAL PROCEDURES

Arrival – The school staff is often involved in meetings and preparing materials for the school day before classes begin. We do not have adult supervision for students who arrive early. Students will not be admitted into the school any earlier than 8:30 a.m.

Tardies – Students need to be in class on time. At 8:34 a.m., the first bell rings. At 8:39 a.m., the second bell rings for students, and classes promptly begin. If your child arrives at school after 8:39 a.m., you **MUST** accompany your child in and sign him or her in at the office. Students arriving after the second bell will be marked tardy.

Dismissal – Our dismissal process at Wattles Elementary will start at 3:37 p.m. each day. Students picked up by parents will be dismissed first followed by those riding the school bus.

A.M. Procedures for Curbside Drop-Off

Please have your child ready to quickly exit the car on the **curbside** of your vehicle only. Fifth-grade safety patrol students will assist students in getting out of the car. This is for the safety of your child(ren). No students should exit from the driver's side of the vehicle due to passing cars and buses.

- Vehicles will remain in a single-file row, along the curb, as they approach the designated drop-off area. Approximately four cars at a time will disembark.
- The drop-off lane next to the curb is for a quick drop-off. Drivers must remain in vehicles.
- Yield to all pedestrians crossing in the crosswalk.
- Cautiously re-enter the flow of cars when you are ready to pull away from the curb by turning on your turn signal.
- Yield to all school buses.

A.M. Procedures for Parking in the Lot and Escorting Children into School

We encourage you to drop your child off at the curbside. However, you may park your car and escort your child from your parking spot to the sidewalk in front of the building using the pedestrian crosswalk.

P.M. Procedures for Curbside Pick-Up

- Vehicles will remain in a single-file row, parked in the loop at the far end of the parking lot.
- Yield to all school buses when leaving the parking lot.

P.M. Procedures for Parking in the Lot and Escorting

If you are picking your child up at the end of the school day, you may meet your child at a designated spot on the sidewalk in front of the building. Use the crosswalk to escort your child from the front sidewalk to your parked car. Children are not permitted to cross into the parking lot without being accompanied by an adult.

BEFORE AND AFTER SCHOOL STUDENT SAFETY

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 from school or if they are returned to school by the bus driver: School personnel will make every effort to contact parents or a person designated in PowerSchool and inform them of the fact the child is still at school.

C.A.R.E. COMPANY

C.A.R.E. Company is available at Wattles Elementary for before and after-school care. Call 248-823-5100 or go to the district website for more information. Parents must drop off and pick up their child(ren) from the exterior cafeteria only. Parents should not come through the main office.

CELL PHONES, SMART WATCHES, AND OTHER ELECTRONIC DEVICES

The elementary guidelines apply during the day, on the bus, and at all co-curricular, school-sponsored activities.

- **Cell phones and personal devices** must remain on silent with all notifications disabled and stored in backpacks or lockers during school hours. No one-way or two-way communication is allowed during the school day; all communication must go through the main office unless approved by a TSD staff member.
- **Wearable technology** (e.g., Apple Watches, Fitbits) is permitted, but all notifications must be turned off and communication features must be disabled.
- **Earbuds/headphones** may only be used with permission from a TSD staff member.
- **Recording devices** are strictly prohibited, in accordance with TSD Board Policy 2006.

The school district is not responsible for lost, stolen, or damaged personal technology. Consequences for not following these expectations are outlined in the Student Code of Conduct. Students will utilize district-provided iPads during instruction at the direction of their teacher. If families need to reach their student(s) during the day, please contact the main office. Students are always welcome to use the telephones in the main office.

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 pre-arranged appointment, a parent or other responsible person designated by the parent must come to the office. Office personnel will call the child from the classroom. Parents are requested to make dental and medical appointments for children after school hours whenever possible.

HOMEWORK DURING PERIODS OF ILLNESS

ONE DAY ABSENCE:

Missed homework will be made up upon return to school. Please do not request homework for a single-day absence. If the teacher feels an exception needs to be made, you will be contacted.

ABSENCES OF TWO DAYS OR MORE:

Homework should be requested by phoning the school office (248) 823-3400 before 8:30 a.m. Homework can be picked up in the office after 3:37 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.

LOST AND FOUND

Clothing and all personal items should be clearly marked with the student's name. Lost articles are placed in the lost and found area in the custodial hallway. Small items, such as jewelry and watches, are kept in the office. When an article is known to be lost, don't let time elapse before coming to locate it. Also, please use caution in allowing items of sentimental or monetary value to be brought to school. Lost items unclaimed will be donated to a charitable organization several times throughout the school year.

LUNCH PROGRAM

School lunch is free to all students. A la carte milk is \$0.50, juice is \$0.50, and water is \$1.00. Menus will be emailed monthly and are always available on our website. Please post this on your refrigerator or in a handy place for quick and easy reference. Students will NOT be allowed to get an a la carte item if they do not have a positive balance in their account.

PARENT-TEACHER CONFERENCES/REPORT CARDS

Parent-teacher conferences are conducted each school year for all students twice a year. Students are released from school early, and appointments are arranged to provide each parent with the opportunity to meet with individual teachers. To provide an effective educational program, it is the policy of the Troy School District to maintain close communication between the home and the school. 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. Report cards are accessible to parents twice a year through PowerSchool at the end of each semester.

SPECIAL CLASSES/SERVICES

Students in grades K-5 participate in art, media (library and technology), vocal music, and gym. Please be sure your child wears tennis shoes for gym class. Fifth-graders also participate in instrumental music.

Students may also qualify for speech and language support, English Language Learning support, social work support, and special education services.

PARTIES

Classroom Parties

During the school year, each child participates in a fall/Halloween party in October and a winter party in December. A designated room parent and/or classroom teacher will provide additional information.

Parties Outside of School

Parties can be a fun time for all students. Throughout the school year, students may wish to hold special event parties outside of school. Unless the entire class is invited, party invitations are not to be distributed at school. Students are left out of such events causing hurt feelings, tears, and low self-esteem. Your cooperation is appreciated.

Birthdays Celebrated at School

Students in the Troy School District no longer celebrate birthdays by bringing in cupcakes, cookies, or other food-related treats. While we understand the importance of celebrating your child's special day, there is a need to do so in a way that is healthy for everyone involved. There is no obligation to recognize your child's birthday at school. However, if you choose to do so, please consider one of the following food-related alternatives.

- Send in a favorite book for the student to share with the class.
- Donate a book for the classroom in honor of the child's special day.
- Donate a recess game for indoor recess.
- Donate playground equipment (various balls or games) for outdoor recess.

PETS AT SCHOOL

For allergy, safety, and security of the students, Troy School District policy states that no dogs are allowed on school grounds during arrival, dismissal, or school hours without approval from the administrator. Many students experience allergies or a fear of dogs, cats, etc. and we want to respect the needs and concerns of all students.

RECESSES

Weather permitting, all students in elementary school will participate in outdoor recess. We believe that participation in vigorous play and exercise helps develop fitness and is important to the total well-being of the child.

If your child is healthy enough to attend school, he/she should be healthy enough to be outdoors for a brief time. No student will be allowed to remain indoors for recess for more than one day without a doctor's note.

Outside recess will not occur during inclement weather or EXTREME cold. District policy states that there will be no outdoor recess when temperatures and/or wind-chill are below 32°F. For more information, visit www.weather.com.

VISITS TO CLASSROOMS

If a parent desires to have a classroom visit/observation, the 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 with the teacher and parent.

VOLUNTEERS

The Troy School District values the people who volunteer in our classrooms and schools. You provide critical support that enhances the learning and success of our students. The district appreciates your desire to share your time and talents with its students. The School Safety Initiative, signed into law, requires districts to obtain criminal history checks for all employees. We also run background checks on volunteers who interact with students in certain circumstances. This would include all volunteers who drive students on field trips and volunteers supervising students without a staff member being readily accessible. These volunteers must complete an iChat form which is accessible on the Wattles website under "forms." Once cleared by our Employee Services Department, you will be permitted to volunteer in this capacity at any level (elementary, middle, or high school) for one school year.

PART II - HEALTH AND SAFETY

ACCIDENTS

Although we do everything possible to prevent accidents, they may occur. Children are supervised whenever they are at lunch or recess. If an accident does happen, children are brought to the office and parents are notified if necessary. Emergency information in PowerSchool is used to determine who should be contacted if parents/guardians cannot be reached. PowerSchool must be up-to-date and at least two other phone numbers listed that we may call.

When a serious situation requiring immediate medical attention occurs, school staff will call 911 and then contact a parent. If a parent cannot be reached, emergency contacts will be notified. The principal or a staff member will accompany the child until a parent arrives at the hospital.

If both parents are out of town, you must leave proper authorization for medical treatment with your child's caretaker. It is also important for the school to be alerted of your arrangements.

Any parent who objects to medical aid on religious grounds should make this known to the school office. It is also important that school personnel and the school nurse be made aware of any health problem a child has.

EMERGENCY SCHOOL CLOSINGS/SCHOOL MESSENGER

Occasionally, school emergencies occur which require the closing of a school before normal dismissal time. Examples include a broken boiler, the loss of power, or a severe snowstorm. Should it be necessary to close the school before its regular time, students will be dismissed and sent home early. Should this situation occur, you will be informed via the Troy School District's parental notification system. Please discuss with your child where he or she should go if no one is at home and school is dismissed early.

HEALTHY SNACKS

Many teachers allow students to bring a snack each day. We encourage healthy snacks, such as fresh fruit, fresh vegetables, protein bars, seeds, or crackers, along with fresh water.

HEARING AND VISION SCREENING

Each year, the Oakland County Department of Public Health screens students' vision and hearing. Vision screening is conducted in grades 1, 3, and 5. Hearing screening is conducted in grades K, 2, and 4. Specific dates, when known, will be sent to parents.

ILLNESSES

If your child has a fever or has not been fever-free for 24 hours without the use of fever-reducing medicines, please keep him/her at home. Additionally, students should have no diarrhea/vomiting, for 24 hours, before returning to school.

In the event a child becomes ill during the school day, and/or has a temperature above 100 degrees, parent(s) will be contacted. It is in your child's best interest to be taken home as soon as possible to more comfortable surroundings.

Following these guidelines will help prevent a child from developing possible complications and will help keep the school environment a healthy one.

Communicable diseases must be reported to the school office. This information is relayed to the Oakland County Health Department to keep them informed of developments within the school district and the county. When you call in an absence for your child due to illness, please be specific and be sure to report cases of Covid-19, strep, flu, pinkeye, lice, impetigo, or other communicable disease. If you are unsure if the illness is contagious, please consult your physician. Please keep your child home if he/she has a fever of 100 degrees or more, along with complaints of symptoms listed below. The following symptoms are associated with many of the common communicable diseases:

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

MEDICATION AT SCHOOL

School district policy prohibits school personnel from administering any medication to students without written permission from the parents AND written directions from the physician. This includes non-prescription medication such as Motrin and cough medicine. Medications sent to school MUST come in the original labeled pharmacy container. Medication should never be sent to school with a student. An "Authorization for Medication" form must be completed, which requires a doctor's signature. This form is available in the school office and Wattles website. In addition, the appropriate management plan for

allergies (FARE form), asthma (asthma management) diabetes, and seizures should accompany the “Authorization for Medication” form. For the safety of your student, children with allergies and other medical conditions should have a completed plan available on the Wattles website. Medication must be turned in to the school office and will be kept in a secure location.

ALLERGIES

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, a student can 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 for rewards in the classrooms.
- The Troy School District does not allow any food items for birthday celebrations. 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.

Our goal is to ensure the health and safety of all of our 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 INSURANCE

The Troy School District does not provide accident or dental insurance for students involved in school-related injuries. Students may enroll in an insurance program underwritten by an independent insurance agency that covers accidents on a 24-hour basis for one full year. In addition, there is an optional dental coverage. Insurance forms are sent home with students on the first day of school. If parents are interested in purchasing this insurance, they should fill out the form and return it by the required date.

PART III – RULES AND PROCEDURES

BEHAVIOR EXPECTATIONS

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

1. responsibility
2. respect
3. kindness
4. perseverance

These student rules are described in the Troy School District's Students 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 at: <https://www.troy.k12.mi.us/students/student-code-of-conduct>.

Teachers will handle the majority of discipline within the classroom. Repeated and/or serious infractions of the Code of Conduct will be called to the attention of the principal and/or head teachers and parents will be notified.

BEHAVIOR IN CAFETERIA

Students are expected to display good manners and follow the guidelines below:

1. Students should walk in the lunchroom (no running).
2. Students should remain seated at all times. If assistance is needed, students should raise their hand.
3. There is no throwing of food or paper, or popping of bags and milk cartons.
4. Students should not trade food.
5. Students are responsible for disposing of food, papers, etc., from the cafeteria tables only when they are dismissed.
6. Food is to be eaten in the cafeteria and not taken back into the classroom or onto the playground.
7. Students must obey noon aides at all times.

BICYCLE AND SCOOTER RULES

1. Students are encouraged to wear a protective helmet when riding a bicycle or scooter.
2. Students are to walk their bicycle when they reach school property.
3. Students will park their bicycle in the bike rack located in the front of the school. It will remain there until the end of the day when students are dismissed from school.
4. Scooters are not to be ridden on the street when riding to or from school.

BULLYING

Bullying of a student is strictly prohibited. For the purpose of this policy, bullying shall be defined as: Any written, verbal, or physical act, or any electronic communication, that is intended or that a reasonable person would know is likely to harm one or more students either directly or indirectly by doing any of the following:

- Substantially interfering with educational opportunities, benefits, or programs of one or more students;
- Adversely affecting a student's ability to participate in or benefit from the District's educational programs or activities by placing the student in reasonable fear or physical harm or by causing substantial emotional distress;
- Having an actual and substantial detrimental effect on a student's physical or mental health;
- Causing substantial disruption in, or substantial interference with, the orderly operation of the school.

DRESS CODE

We want our students to be as comfortable as possible while attending school, yet we request their clothing be appropriate for a school environment. During the school day, our children may sit on the floor, play on the floor, play on playground equipment, etc. We recommend that you dress your child appropriately for these activities.

- Students' shorts should be below their fingertips when their arms are at their sides.
- We discourage wearing sandals, flip-flops, and clogs. Students' toes should be covered by socks or shoes for their protection and safety.
- Halter tops, bare midriffs, and tops with inappropriate messages are not allowed.

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 teacher or noon aide.
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 room.
4. Classroom doors will remain open.

PLAYGROUND RULES

Children should watch where they are running and play away from school buildings. They are not to climb trees. 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 ask an adult 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. If it is on the ground, it should stay on the ground.
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. 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.
8. When playing softball/kickball:
 - a. Use equipment properly.
 - b. All spectators must stand behind the backstop.
 - c. Play on the assigned field.
 - d. No hardballs are allowed. Do not bring bats from home.
9. When playing soccer:
 - a. All games must be played on the soccer fields.
 - b. No tackling, grabbing, elbowing, or pushing allowed.
 - c. Standard rules of the game will be followed.

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

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 signal by safety patrol students or adult guards.
5. Watch for turning cars.
6. Never go into the roadway between parked cars.
7. Where there is no sidewalk, and it is necessary to walk in the roadway, walk on the left side, facing traffic.

SAFETY PATROL/CROSSING GUARD

The student safety patrol is on duty before school from 8:25 a.m. to 8:39 a.m. and after school from 3:35 p.m. to 3:47 p.m. to assist students with arrival and dismissal. There is also a Crossing Guard at the end of our driveway to assist students crossing the road at the same time our safety patrol is on duty.

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 telling your parents first.
6. Be cautious when approached by strangers. If a stranger stops to ask a question, WALK AWAY. NEVER go over to a stranger or a strange car, for ANY reason.
7. Tell parents or a teacher immediately about any suspicious person.

SCHOOL BUS RIDERS

1. Be at the bus stop at least 5 minutes before bus stop time.
2. Line up quietly and remain orderly at the bus stop.
3. Stay at least 10 feet away from the curb or road until the bus stops.
4. The driver will signal that it is safe to board the bus.
5. While on the bus, obey the bus driver and stay quietly in your seat.
6. Once seated there is no changing of seats, fighting, shouting, or eating.

7. Never throw anything on the bus or out of the bus windows.
8. Do not stick your head, hands, legs, or any object out of the bus windows.
9. Keep aisles clear; put your belongings on your lap or under the seat.
10. Board and depart from the bus at assigned stops.
11. Do not run after the bus if it is moving away from the bus stop.

The behavior of students while in transit to or from school or at any co-curricular school-sponsored activity will be consistent with the discipline procedures of the regular school day. Repeated violations will result in the suspension of school bus privileges.

At the bus stop, students are expected:

1. To be at their designated bus stop on time, preferably a few minutes before the scheduled bus arrival time.
2. To walk on the left side of the road, facing traffic, to and from their designated bus stop. (Use sidewalks when available)
3. To be orderly, courteous, and respectful of others and their property, as they wait for the bus to arrive.
4. To wait for the bus on the side of the road, or the sidewalk, until the bus comes to a complete stop.

When riding on the bus, students are expected:

1. To occupy a seat upon entering the bus and remain seated while the bus is in motion.
2. To obey the driver.
3. To observe classroom conduct (except for normal conversation) while on the bus.
4. To keep hands, arms, and head inside the bus at all times.
5. To keep the bus clean and refrain from throwing anything from windows.

When arriving at school, students are expected:

1. To leave the bus only with the consent of the driver.
2. To refrain from pushing, jostling, or tripping students.
3. To use the safety handrail while stepping off the bus.

When leaving the bus at the designated stop, students are expected:

1. To move well away from the side of the bus after leaving.
2. To cross the road in front of the bus after having received the signal from the driver to do so.
3. To look both ways at the centerline of the road before continuing. WALK, don't run.
4. To walk along the left side of the road, facing oncoming traffic, to and from home using sidewalks when available.

WEAPONS POLICY

The Michigan State Legislature passed into law a bill that amends Section 1311 of the Public Acts of 1993 and went into effect on January 1, 1995. All students in the Troy School District and the State of Michigan are affected by this legislation. Included below for your information are portions of the law with which you should be familiar.

The law requires school districts to expel a pupil permanently, subject to possible reinstatement, if a pupil possesses a dangerous weapon, commits arson, or rapes someone in a school building or on school grounds. Expulsion is required for all of the above except in the case of weapon possession where the pupil establishes in a clear and convincing manner at least one of the following:

- A. The object possessed was not for use as a weapon or for direct or indirect delivery to another person for use as a weapon.
- B. The pupil did not knowingly possess the weapon.
- C. The pupil did not know or have reason to know that the object possessed constituted a dangerous weapon.
- D. The weapon was possessed by the pupil with the express permission of the school or police authorities.

A dangerous weapon is defined in the School Code of 1976, Section 380.1313, as a firearm, dagger, dirk, stiletto, knife with a blade over three inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles.

The length of the expulsion must be a minimum of 90 days for pupils in grade 5 or below and 180 days for pupils in grade 6 and above. Petitions for reinstatement may be initiated 60 school days after the expulsion for a pupil in grade 5 and below and 150 school days after the expulsion for a pupil in grade 6 and above.

All Troy School District procedures relating to student discipline, including expulsion, are explained in the Student Code of Conduct. If you have any questions regarding the new legislation, please contact your building principal or the assistant superintendent's office.

ASBESTOS MANAGEMENT PLAN

AHERA laws 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 Asbestos Management Plan and the 2000 and 2003 three-year inspection findings for this building are available upon request. They are available for you to review during regular school office hours: Monday through Friday, 8:00 A.M. to 4:00 P.M. any day that school is in session.

POLICY OF NONDISCRIMINATION

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

Section 504 of the Rehabilitation Act of 1973 and the Americans 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. John Pagel, Assistant Superintendent of Employee Services, as Title IX and Section 504/ADA Coordinator for employment and personnel matters. Sarah Smotherman, Director of Special Education, has been appointed Section 504/ADA Coordinator for handicapped and suspected handicapped students. Any questions, suggestions, or complaints should be directed to:

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