

# Wattles Elementary School

2017-2018

*Student/Parent Handbook*



**W**orking **A**ll **T**ogether **T**o **L**earn, **E**nsures **S**uccess

## Table of Contents

Welcome from the Principal .....	3
Wattles Elementary School Staff .....	4
Wattles Elementary School Schedule .....	5
Part I - School Procedures	
Absences/Attendance Line .....	6
After School Arrangements/Parent Pick Up .....	7
Allergies.....	7
Arrival/Dismissal Procedures .....	8
Before and After School Student Safety .....	9
C.A.R.E. Company.....	9
Cell Phones and Other Electronic Devices .....	9
Children Leaving While School Is In Session .....	9
Homework During Periods Of Illness .....	9
Lost and Found.....	10
Lunch Program .....	10
Parent-Teacher Conferences/Report Cards.....	10
Parties .....	11
Pets at School.....	11
PTO.....	12
Recess.....	13
Special Classes/Services .....	13
Tardies.....	14
Volunteers.....	14
Part II - Health and Safety	
Accidents.....	15
Emergency School Closings and School Messenger .....	15
Healthy Snacks .....	15
Hearing and Vision Screening .....	15
Illnesses.....	16
Medication at School .....	16
School Insurance .....	16
School Visitors.....	16
Part III – Rules and Procedures	
Behavior Expectations .....	17
Behavior in Cafeteria .....	17
Bicycle and Scooter Rules .....	18
Bullying.....	18
Dress Code .....	18
Inside Recess Rules .....	18
Playground Rules .....	19
Safe Walking.....	20
Safety Patrol/Crossing Guard.....	20
Safety with Strangers.....	20
School Bus Riders .....	20
Weapons Policy.....	22
Asbestos Management Plan .....	22
Policy of Nondiscrimination .....	23



## Welcome from the Principal

Dear Students and Parents:

It is my pleasure to acquaint our new families or re-acquaint our current families to Wattles Elementary School. Wattles is a great place to learn and to work for several reasons: **student focus and support, school organization and culture, challenging standards and curriculum, active teaching and learning, integration of technology, strong leadership, and partnerships with families and the community.** As an educational team, we are dedicated to academic excellence and holding high expectations to ensure that each and every student will be successful learners. We are committed to creating a safe and positive learning environment where staff and students promote and model responsible, respectful behavior in order to provide each student the best learning opportunity.

In 2014-2015, Wattles Elementary was recognized by the U.S. Department of Education as a National Blue Ribbon school. This prestigious award affirms the hard work of our students, educators, and families.

Our Wattles Elementary community is also rich in cultural diversity. In 2016-2017, 26 different languages were spoken in the homes of our students.

Wattles Elementary has a supportive Parent Teacher Organization. This organization helps our school by providing enrichment opportunities for students such as assemblies, educational materials, and field trips; hosting family and community events; as well as stepping in anytime they see a need.

I have an open door policy with parents, staff and students and welcome questions, comments, and concerns as a way to ensure each student's need are met.

Educationally yours,

*Joyce Brasington*

Dr. Joyce Brasington

# WATTLES ELEMENTARY SCHOOL STAFF

2017-2018

Joyce Brasington	Principal	Judi Meininger	Psychologist
Sharon Kreza	Secretary	Renee Pieciak	Physical Therapist
Deb Hazen	Secretary/Webmaster	Cathy Renke	Occupat. Therapist
Julie Noe	Kindergarten	Andrea Moon	Vocal Music
Sarah Nunez	Kindergarten	Jeff McCoy	Vocal Music
Angela Rota	Kindergarten	Camille Lamesch	Art
Carolyn Brown	First Grade	Colleen Price	Art
Gigi Buchanan	First Grade	Emily Allen	Physical Education
Steve Laudicina	First Grade	Mark Cavataio	Physical Education
Kristy Menghini	First Grade	Mary Thomas	ESL Teacher
Sarah Candela	Second Grade	Diane Jakowenko	ESL Tutor
Brad Sassack	Second Grade	Yvonne Von Plagenhoef	ESL Tutor
Autumn Winiarski	Second Grade	Sabrina Lynch	Spanish
Angela Clemence	Third Grade	Janet Schoon	Band
Lynn Mui	Third Grade	Matt Tignanelli	Band
Sherry Richardson	Third Grade	Geoff Benes	Strings
Sarah Gerding	Fourth Grade	Joseph Richards	Strings
Sarah Misch	Fourth Grade	Ruba Alexander	Media Specialist
Kimberly Phillips	Fourth Grade	Garry Marble	Head Custodian
Jackie Zavich	Fourth Grade	Paige Fears	Evening Custodian
Vanessa Jajou	Fifth Grade	Sonali Das	Cook
Ben Martin	Fifth Grade	Sue Brady	Cafeteria
Erica Simcina	Fifth Grade	Kristin Budnar	Noon Aide
Trudi Motzenbecker	Reading Specialist	Robbie Lenz	Noon Aide
Joni Gabriel	Reading Specialist	Esma Maiteh	Noon Aide
Wendy Shayoka	CARE Supervisor	Jimmy Shah	Noon Aide
Louise Moody	CARE Worker	Khaliq Syed	Noon Aide
Kelly Pasternak	Teacher Consultant	Mary Thomas	Noon Aide
Kristen Novelli	Resource Room	Kathy Misner	Crossing Guard
Pam Lewsley	Para Educator	Dana Wingblad	HCA
Valerie Doozan	Computer Tech	Sue Schumann	HCA
Michelle Oddo	Media Aide		
Andrea Alter	Speech Pathologist		
Kerry Daniels	Social Worker		

## **WATTLES ELEMENTARY SCHOOL SCHEDULE**

Regular Hours:	8:40 a.m.-3:37 p.m.
Half-Day Hours:	8:40 a.m-12:30 pm
Early Release	8:40 a.m-12:40 pm

### **Regular School Day Schedule**

8:05 a.m.	Office opens
8:30 a.m.	Earliest students arrive for outdoor line-up
8:35 a.m.	First bell for students
8:40 a.m.	Second bell rings for students, classes begin
3:37 p.m.	Students dismissed
4:05 p.m.	Office closes

### **Lunch Schedule**

<u>Kindergarten</u>			
11:15-11:55	Recess	Lunch	11:35-11:55
<u>Grade 1</u>			
11:45-12:05	Recess	Lunch	12:05-12:25
<u>Grade 2</u>			
12:05-12:25	Recess	Lunch	12:25-12:45
<u>Grade 3</u>			
12:10-12:30	Recess	Lunch	12:30-12:50
<u>Grade 4</u>			
11:40—12:00	Recess	Lunch	12:00-12:20
<u>Grade 5</u>			
12:30-12:50	Recess	Lunch	12:50-1:10

## **PART I – SCHOOL PROCEDURES**

### **ABSENCES/ATTENDANCE LINE**

We encourage you to minimize the time your child is taken out of school. We realize there will be illness, doctor appointments, family emergencies, etc. If you must take an extended vacation during the school year with your child, please try to schedule it when school is not in session. Regular attendance and active participation in class are integral parts of a student's educational experience and it is difficult to duplicate the classroom experience with homework. The purpose of any homework is to reinforce skills previously taught. Without the accompanying classroom instruction, many assignments aren't appropriate. Makeup work will be provided in meaningful doses, under the teacher's guidance, after vacation.

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 and a meeting with the principal may be required to develop an attendance action plan. Please call your child's building principal at 248.823.3400 to set up an appointment.
4. After the twenty-fifth absence/tardy, a letter will be sent to the parent/guardian and a referral may be made to the Troy Youth Assistance and a meeting with the principal will be required to modify the attendance action plan. Please call your child's building principal at 248.823.3400.
5. After the thirtieth absence/tardy, a letter will be sent to the parent/guardian and the Oakland Schools Truancy officer may be contacted which may initiate a court referral.

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

If your child is to be absent from school, a parent should call the school office absence call-in 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.

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 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 an unexpected change of plan occurs, and you do want your child to ride the bus home, please let us know before 3:00 p.m. so we can get the message to your child.

## **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, 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 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.

## **ARRIVAL/DISMISSAL PROCEDURES**

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. Please do not arrive at school any earlier than 8:30 a.m. When students arrive, they should report to their assigned waiting area. For students in grades 1-5, their waiting area is outside their exterior classroom doors. The Safety Patrol is on duty 10 minutes before school and 10 minutes after school. For your child's safety, please make sure your child does not arrive at school too early.

When the temperature is above 20 degrees, students in grades 1-5 will line up outdoors. When the temperature is below 20 degrees or there is rain, heavy snow, ice, sleet, or a strong wind, students will be allowed to enter the building at 8:30 a.m.

It is important for students to get to class on time. At 8:35 a.m., the first bell rings and students may enter the building. At 8:40 a.m., the second bell rings for students, and classes promptly begin. If you are bringing your child to school any time after 8:40 a.m., you **MUST** accompany your child in and sign him or her in at the office.

### **A.M. Procedures for Curbside Drop-Off**

Please have your child ready to quickly exit the car on the curbside of your vehicle. We make every attempt to have adults assisting students out of the car.

- Cars will remain in a single-file row, along the curb, as they approach the designated Drop-Off area. Please do not get out of your car.
- Remaining in a single-file row, you may only drop-off your child in the painted, designated area.
- Cautiously re-enter the flow of cars when you are ready to pull away from the curb.
- Be aware of the pedestrian crosswalk.

### **A.M. Procedures for Parking in the Lot and Escorting**

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

### **P.M. Procedures for Curbside Pick-Up**

- The pick-up lane next to the curb is for a quick pick-up. Drivers must remain in the vehicle.
- Yield to all pedestrians crossing the crosswalk.
- Cautiously re-enter the flow of cars when you are ready to pull away from the curb.
- Stay in the circle driveway, following it around the perimeter of 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.

There should never be a child crossing 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 on the emergency card and inform them of the fact the child is still at school.
- At 3:50 PM children whose parents have not arrived to pick them up shall be taken to the after-school CARE Program. 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 designated person listed on the emergency card.

In order to insure the safety of the student, the same procedure will be followed when a student is dropped off early.

- CARE Company will charge the following: First occasion - \$10 per hour per child. Repeat occurrences - \$20 per hour per child.

### **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.

## **CELL PHONES AND 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.

## **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**

When your child is at home due to illness, the first concern should be for her/him to fully recuperate. We understand that she/he may be too sick to work on any homework. Make-up work can be provided in meaningful doses, under the teacher's guidance, once your child is well enough to return to school.

## LOST AND FOUND

Clothing and equipment should be marked with the student's name. Lost articles are placed in the lost and found area outside our LGI room. 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 by the end of each grading period will be donated to a charitable organization.

## LUNCH PROGRAM

District menus covering a period of one month will be published in the Wattles Wildcat News and on the Wattles web site. The Troy School District has implemented the Point-of-Sale System (POS) of payment for students who purchased food or beverages at school.

Detailed information will be sent home regarding the lunch program the first day of school. Free and reduced lunch information will also be sent home the first day and additional forms will be in the office. Families qualify for free and reduced meals based on family size and income. If you have any questions about the program, please call food service at 248-823-5089.

Parents will receive a breakfast and lunch menu at the beginning of each month. Menus are also posted on our school website. Funds may be added to your child's account by sending cash or check (made out to Troy Food Services) to the school office. Please send this in a separate envelope with your child's name on the envelope and clearly mark Lunch Money. Deposits can also be made electronically by accessing Myschoolbucks.com.

Cost of items are:

Student Lunch	\$2.40 per day (includes milk)		
Second Entrée	\$2.00		
Reduced Lunch	\$.40		
Breakfast	\$1.65		
Reduced Breakfast	\$.30		
Milk	\$.35 each	Juice or Water	\$.50 each

## PARENT-TEACHER CONFERENCES/REPORT CARDS

Parent-teacher conferences are conducted each school year for all students in October and by invitation in the spring. 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, 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 three times a year through Home Access Center (HAC). New families will need to set this up following the directions on the district website and existing families need to keep their contact information updated.

## **PARTIES**

### **Classroom Parties**

During the school year, each child participates in a Halloween Party in October and a Holiday Party in December. A designated room parent and classroom teacher will provide additional information.

### **Parties Outside of School**

Parties can be a fun time for all students. Many times throughout the school year students wish to hold special event parties outside of school. Unless the entire class is invited, party invitations are not to be distributed at school. Many times one or two students are left out of such events causing hurt feelings, tears, and low self-esteem. Your cooperation is very much 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 the district intends to continue to celebrate the child's special day, there is a need to do so in a way that is healthy for everyone involved. There is no obligation to recognize your child's birthday at school. However, if you choose to recognize your child's special day, please do not send birthday treats to school, as they will not be shared with the class. Instead, of bringing or sending a food treat to celebrate your child's birthday, parents may:

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

If you have another idea of how to celebrate your child's birthday, you may discuss this with your child's teacher.

## **PETS AT SCHOOL**

For allergy, safety, and security of 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.

## **PTO (Parent Teacher Organization)**

### **PTO PLANS for 2017 – 2018 – Give Back**

#### **September**

- 8<sup>th</sup> - FUNRUN Kickoff Party
- 18<sup>th</sup> - PTO meeting (6:30PM – 7:30PM)
- 18<sup>th</sup> - Dining Out - Zoyo's
- 28<sup>th</sup> – WATCH D.O.G.S. Pizza Night (6:00 PM)

#### **October**

- 5<sup>th</sup> – Family Anchor Celebration (6:00 PM)
- 6<sup>th</sup> – FUN RUN
- 23<sup>rd</sup> – PTO Meeting (8:45AM – 9:45AM)
- ?? – Dining Out - Hungry Howies

#### **November**

- 2<sup>nd</sup> – Movie Night
- TBD – Dining Out
- 20<sup>th</sup> – PTO Meeting (6:30PM – 7:30PM)

#### **December**

- 4<sup>th</sup> and 5<sup>th</sup> – Holiday Shopping
- 7<sup>th</sup> – Wattles Game Night (6:00 PM)

#### **January**

- 29<sup>th</sup> – PTO Meeting (6:30PM – 7:30PM)
- TBD – Roller Skating
- TBD – Dining Out
- 30<sup>th</sup> – Talent Show Auditions

#### **February**

- TBD – Dining Out

#### **March**

- TBD – COSI event
- TBD – Dining Out
- 6<sup>th</sup> – Talent Show
- 19<sup>th</sup> – PTO Meeting (6:30PM – 7:30PM)
- TBD – 50<sup>th</sup> Anniversary Jubilee Celebration

#### **April**

- TBD – Dining Out
- 11<sup>th</sup> – Family Bingo Night (6:00 PM)
- 16<sup>th</sup> - PTO Meeting (6:30PM – 7:30PM)
- 16<sup>th</sup> - Teacher Appreciation Week
- 25<sup>th</sup> - Secretary Day
- 30<sup>th</sup> - Principal Week

#### **May**

- 4<sup>th</sup> – School Fair
- TBD – Dining Out - Hungry Howies
- 21<sup>st</sup> – PTO Meeting (8:45AM – 9:45AM)

#### **June**

- 12<sup>th</sup> – Dining Out - Zoyo's

All parents are members of PTO! The PTO Board and many volunteers have been busy planning many events this year but we still need your assistance!!!

Our theme for this year is "GIVE BACK!!!"

Our first big event this year is the FUN RUN!! Please look for more information on this at the beginning of the school year.

If you are new to Wattles or do not know much about the PTO, please come to a meeting which are held at Wattles each month and babysitting is available at the evening meetings.

PTO raises money for the students! We were able to purchase all of the bulletin boards that you see around the school and much of the new playground equipment outside. We also raise money so that your children have bus rides to events, participate on field trips, support COSI to come in for a spectacular science day, and many other events that go on around the school.

In order to have all of this great support, we need volunteers! Please consider just reaching out to any of us to see if you can help on one event or sign up through SignUp Genius as those get sent out to you!!

THANK YOU from the PTO Board and we are looking forward to a fantastic year!

All the best,

Lori Sisk, PTO President, [sisklori@gmail.com](mailto:sisklori@gmail.com)

Becky Henry, Co- Vice-President, [beckyhennyschool@gmail.com](mailto:beckyhennyschool@gmail.com)

Adina/Bob Schneeweis, Co-Vice-Presidents,  
[adinaschneeweis@gmail.com](mailto:adinaschneeweis@gmail.com), [rschneeweis@gmail.com](mailto:rschneeweis@gmail.com),

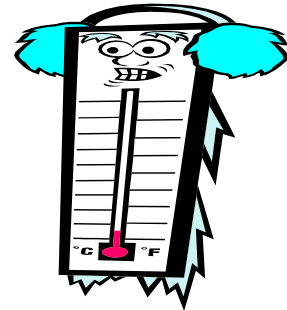
Steve Henry, Treasurer, [steve.henry@talascend.com](mailto:steve.henry@talascend.com)

Elizabeth Lyons, Secretary, [elizabethlyons08@gmail.com](mailto:elizabethlyons08@gmail.com)

## RECESS

All children are expected to participate in recess periods. We believe that participation in vigorous play and exercise helps develop fitness and is important to the total well-being of the child.

Outside recess will not occur during inclement weather or EXTREME cold (District policy states that there will be no outdoor recess when temperatures are below 15° Fahrenheit; and, if temperatures are between 15° and 20° Fahrenheit, the wind-chill factor will be considered.) **It is important that children have boots for use in snowy or muddy weather and dress appropriately.**



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.

Parents are asked to keep requests for their children to be kept indoors for recess to a minimum. 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 for more than one day without a doctor's note.

## SPECIAL CLASSES/SERVICES

Students in grades K-5 participate in art, media (library), vocal music, gym, Spanish, and computer lab. Please be sure your child has a pair of tennis shoes for gym class. Fifth graders participate in instrumental music and vocal music.

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

## TARDIES

It is important your child arrive to school on time. If your child arrives after the bell rings at 8:40 a.m., you must accompany them into the office to sign in and receive a tardy pass. Students are considered tardy if they are not in their classroom at the start of the school day. Parents of kindergarten and first grade students are allowed to escort tardy students to individual classrooms.

## 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.

In order to ensure the safety of the children, all **school visitors are asked to stop in the office to sign in the visitor's book and pick up a visitor badge.**

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 I-Chat form which is accessible on the Wattles website. 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 at recess. If an accident does happen, children are brought to the office and parents are notified. Emergency cards are used to determine who should be contacted in the event that the parents cannot be reached. It is imperative that your child's emergency card contains up-to-date information and at least two other phone numbers 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.

In the event that both parents are out of town, it is important that you 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.

In the event a child becomes ill during the school day and/or has a temperature above 100 degrees, the 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.

### **EMERGENCY SCHOOL CLOSINGS/SCHOOL MESSENGER/HOME ACCESS CENTER**

Occasionally, school emergencies occur which require the closing of a school prior to normal dismissal time. Examples include a broken boiler, the loss of power, or a severe snowstorm. Should it be necessary to close school prior to 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, School Messenger. 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 have always encouraged 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 published in the newsletter.

## 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 them home. A student who has a fever is contagious and when a student comes to school with a fever, it spreads the illness quickly.

If your child is ill, please do not send him/her to school. A student who contracts a contagious disease or condition, such as pink eye, chicken pox, ringworm, impetigo, or pediculosis (head lice) will be sent home from school and must remain home until the student is recovered.

In the event a child becomes ill during the school day and/or has a temperature above normal, the 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.

## 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 into the school office and it will be kept in a secure location.

Please do not ask us to make exceptions and violate this policy, which was written to protect everyone.

## 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 which 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 in their First Day Folders. If parents are interested in purchasing this insurance, they should fill out the form and return it by the required date.

## SCHOOL VISITORS

All school visitors must report to the office upon arrival in the building. **ALL visitors are required to sign in and obtain a nametag before they proceed anywhere else in the building.** Your cooperation is appreciated to help insure building security and the subsequent safety of our children.



## **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. Work for the Common Good.
2. Pursue Excellence.
3. Choose Kindness.

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: [www.troy.k12.mi.us/about/codeofconduct.pdf](http://www.troy.k12.mi.us/about/codeofconduct.pdf)

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/or lead teachers and parents will be notified.

In addition, students should:

1. Leave wooden/metal bats, tennis rackets, hockey sticks, hardballs, rollerblades, and skateboards at home.
2. 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. This includes baseball cards, I-Pods, etc.

### **BEHAVIOR IN CAFETERIA**

It is the objective of the school district to provide students with an opportunity to eat their lunch in the friendly and enjoyable atmosphere in the school cafeteria. Students are expected to display good manners and to follow the guidelines below:

1. Students should walk in the lunchroom and should not push or shove their neighbor.
2. Students are to remain seated.
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.
6. Food is to be eaten in the cafeteria and not taken back into the classroom or onto the playground.
7. Students must obey the cafeteria supervisors at all times.
8. Students are encouraged to use proper table manners 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. Bicycles will not be ridden at any time during the school day.
5. 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 purposes 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, poles, or backstops. In general, students should use common sense on the playground. Most accidents can be prevented. Children are to observe the following rules on the playground:

1. Stay on the playground at all times. If a ball or equipment goes off the playground, children must find a person on duty to retrieve it.
2. Keep the playground clean. All the eating is to be done in the cafeteria.
3. Do not throw snowballs, gravel, stones, wood chips, or any sharp or dangerous objects. If it 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. 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. When playing softball/kickball:
  - a. Use equipment properly.
  - b. All spectators must stand behind the backstop.
  - c. Play on the assigned field.
  - d. Do not throw the bat
  - e. 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 to 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 proper signal.
5. Watch for turning cars.
6. Never go into the roadway from 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 8:40 a.m. and after school from 3:32 p.m. to 3:47 p.m. to assist students across intersections. 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 prior to 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 on 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 time.
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 at 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 which 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 American's with Disabilities Act (ADA) provides that no otherwise qualified handicapped individual shall, solely by reason of his or her handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

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

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

In accordance with Federal regulations, Troy School District has appointed Mr. Jordan Harris Executive Director-Personnel Services, as Title IX and Section 504/ADA Coordinator for employment and personnel matters. Kathy Jagels, 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  
Assistant Superintendent, Employee Services  
Title IX and Section 504/ADA Coordinator  
Troy School District  
4400 Livernois Road  
Troy, Michigan 48085  
Telephone: (248) 823-4000