

# Upton Elementary School Handbook

4400 Mandalay Avenue, Royal Oak, MI 48073

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This handbook is intended to answer questions and provide helpful information for you and your child. Please visit our web site or telephone the school if you have any concerns or questions not addressed in this handbook.

## MISSION/VISION OF SCHOOL

### PURPOSE Statement

The purpose of Upton Elementary School is to ensure high levels of learning for ALL students.

### VISION Statement

The Upton School community will be a place where the...

Curriculum aligns to the district and state standards and benchmarks;

Instructional strategies reflect best practice to promote engagement and achievement of all students;

Assessment is an instructional tool to ensure quality student learning and to encourage staff self-evaluation;

Culture celebrates citizenship, continuous learning, cooperation, collaboration, and compassion for self and others.

### At Upton Elementary, We BELIEVE:

Education builds a foundation for all future achievements.

Education is most effective with a strong home, community and school partnership.

All children have a right to develop as children in a safe and positive environment.

Everyone has a right to learn in different ways at different rates.

We believe we can reach and teach each child every day.

### MOTTO

Every Child – Every Chance – Every Day

## AFTER SCHOOL PROGRAMS

### Young Oaks (Latchkey) Program

The Latchkey program at Upton is operated by the School District of Royal Oak. The program is held from 7:00 a.m. until 8:40 a.m. and from 3:45 p.m. until 6:00 p.m. The program utilizes the Gym and Playground. Latchkey programs are also offered on half days and school breaks and held at various Royal Oak Schools. Please do not drop children off earlier than 7:00 a.m. as there will be no one to supervise them. If you would like further information about registration, fees, etc., please contact the Latchkey Coordinator at the Jane Addams Early Childhood Center at (248) 288-3220.

## ARRIVAL & DISMISSAL

8:40 a.m. . . . First Bell; Students enter the building

8:45 a.m. . . . Second Bell; Classes begin  
11:51 a.m. . . . Lunch begins

12:39 p.m. . . Lunch ends

3:45 p.m. . . . School Dismissed

Students should not arrive at school before 8:30 a.m. because there is no direct supervision provided on the playground areas. For safety reasons, students should go directly home after school.

Students are assigned specific doors to enter and exit. These doors are determined by their grade-level and teacher. Kindergarten students will enter and exit the doors located in the back of the building in the north parking lot off Samoset Avenue. All other grade levels will enter and exit through the doors in the front of the building.

If you are planning to park for an extended period of time, parking is available on Mandalay Avenue, Mankato Avenue and in the north parking lot off Samoset Avenue. Temporary parking and drop-off is available in front of the building.

It is requested that all adults who are arriving and departing from the school be particularly cautious and mindful of the children and adult pedestrians in the school vicinity at all times. The safety of our entire community depends upon the care and concern of all of us.

Please follow these safety precautions in the circle drive:

- Drop off area - one lane of "drop off and pick up only."
- Pull all the way forward to the end of the lane before dropping off or picking up children.
- Students should enter and exit on the passenger side of the vehicle only.
- Do not exit your vehicle! NO parking in the "drop off and pick up only" lane.

**Remember – use patience and courtesy while operating your motor vehicle. The safety of our children is the top priority! Let us promote a positive atmosphere for our Upton community!**

# ATTENDANCE

## Reporting Students Tardy and Absent

Students should be in their classrooms by the second bell. Any student arriving after the second bell is tardy. All late students must be signed in at the main office before going to class. Tardiness disrupts the classroom and students coming in late miss directions for the day. All absences should be called in to the Safety Check number. Absences that are not reported are considered unexcused.

### Safety Check number (248) 549-4968 Option 1

If your child will be absent, please follow the procedure below:

1. Call the Safety Check before 8:30 a.m. on the day of the tardy or absence. Messages can be left on the Safety Check line 24 hours a day.
2. When recording your message, please leave the following information:
  - Student's first and last name
  - Student's teacher
  - Nature of your child's absence and anticipated length of absence (morning only, today only, two days, etc.)
  - Lunch choice for the day of return (if ordering a school lunch)
3. If your child is not accounted for, we will call all available telephone numbers you have supplied us for emergency purposes.

## EARLY DISMISSAL PROCEDURE

### Emergency Arrangements

It is imperative that all children know where they are to go in case of an emergency school closing. There are rare occasions when it is necessary to release children ahead of schedule because of inclement weather or other emergencies. The following procedures will be used in case of an early dismissal:

- Information provided on each student's Early Release Emergency Form will be used to contact parents.
- Students will not be dismissed until a parent or listed designee picks them up from school.

## Children Being Released Early - During School Hours

- If you want your child excused early, please plan ahead and send a written note. These notes should be given to the teacher.
- All students being excused at any time other than the regular dismissal time, must report to the office before leaving the building.
- Parents must meet the child in the office and sign him/her out.

## BICYCLES, SKATES, SKATEBOARDS

Third, Fourth, and Fifth grade students may ride their bikes to school with written parent permission and in observance of established safety guidelines. Written permission must be on file in the main office. The bicycle must be parked and locked in the bike rack. Students must wear a helmet. The bicycle must be walked while on school property. The school is not responsible if a bicycle is stolen. Skateboards, inline skates and scooters are not allowed on school property.

## CURRICULUM NIGHT

This fall event provides an opportunity for parents to meet their child's teacher(s) to discuss the goals and objectives of the academic year. Individual conferences are not held on Curriculum Night, nor are children present for this evening. A copy of the Elementary Curriculum for the School District is available in the school office and online at [www.royaloakschools.com](http://www.royaloakschools.com).

## ELECTRONIC DEVICES

Students are allowed to possess electronic communication devices on school property; however, such devices shall not be used during the school day or in a manner that disrupts school activities or events. Any device found to be used for any illegal purpose or used in a manner that violates the Student Code of Conduct may be confiscated pending parent conference. Where appropriate, police authorities may be contacted. The school is not responsible for lost or stolen electronic devices.

## BREAKFAST PROGRAM

Breakfast at Upton is available from 8:15 a.m. - 8:40 a.m. each morning. Price is \$1.25 and milk or juice is included. Menu includes choice of a hot or cold breakfast.

## LUNCH PROGRAM

The supervised lunch period at Upton Elementary begins the first full day of school. The classroom teacher takes lunch orders one day in advance. If a child is absent, a lunch choice must be left on the Safety Check line by 10:00 a.m. If school is only in session a half day, lunches for the next full school day are ordered on the last full day of school. Orders will not be placed if you call lunches in on the ½ day for the next school day.

Students are dismissed for lunch at 11:51 a.m. and are expected to be back in their classrooms for the afternoon school session by 12:39 p.m. Lunch options for Upton students in grades K-5 are:

- Bring a sack lunch to school. Milk is available for purchase for 40 cents. Please do not send carbonated beverages or beverages with red food dye (as it stains the tables).
- Purchase a hot lunch for \$2.25. Free and reduced lunch applications are available at the school office. Monthly menus are included with the Monday notes. The menu may also be found on the District web site [www.royaloakschools.com](http://www.royaloakschools.com).
- Leave the building with a parent/guardian for lunch. You must sign out your child in the office if you will be taking your child out for lunch. If you have made arrangements to take another child and your own child to lunch, a note from the other child's parent must be in the office. **NO CHILD WILL BE ABLE TO LEAVE FOR LUNCH WITH ANOTHER PARENT WITHOUT WRITTEN PERMISSION.**

Students staying at school for lunch must remain at school for the entire lunch period.

Students leaving the building for lunch must return to school by 12:39 p.m. They are not allowed to wait in the building entrance or go out onto the playground. Students must be signed back in at the main office.

## Lunch Procedures

The following are rules for the lunch period:

1. Appropriate language is expected at all times.
2. Children must remain in defined areas of the playground and the lunchroom.
3. Food will be handled properly, the eating area cleaned up, and trash disposed of properly.
4. Children will avoid causing physical or emotional harm to one another.
5. Children are expected to respond appropriately to directions given by the lunch monitors.
6. Children will enter and exit the cafeteria and the building in a safe and orderly fashion.
7. All equipment that is taken outdoors will be returned to its proper place.

All students are expected to participate in scheduled outdoor recess daily unless a doctor's note is supplied (or indoor recess is called). The doctor's note must specify the length of time that the child may not participate in outdoor recess. Please dress your child for the current weather conditions. Rainy, extremely cold weather or excessively muddy playground conditions may prohibit children from being outdoors for recess. In these circumstances, students will remain indoors for recess.

## Lunch Discipline

- Inappropriate and/or chronic behavioral incidents during the lunch program will be reported to the principal by the lunchroom monitor. The principal will discuss the report with the child in an attempt to correct the behavior problem.
- If a second report concerning the same type of incident is received, parents will be notified of the behavior problem and possible suspension. The principal will discuss the behavior with the child in a second attempt to correct the problem.
- If a third report of the same type of incident is received, parents will be notified by telephone and in writing of a child's temporary suspension from the program.
- Fighting may result in immediate suspension.

- When behavior is highly disruptive or potentially injurious to self or others, the child may be removed from the lunch program. This would occur after discussion with the child and his/her parent.

The lunch hour is split into two 24-minute segments. These segments are divided between eating lunch and recess. Bells ring to designate when students switch. During days of inclement weather, the students will remain in the building. Games and quiet activities are held in the classrooms instead of going outside. Lunchroom monitors supervise students in the lunchroom and during recess.

## MEDIA CENTER PROCEDURES

### Overdue Library Books

If a book has not been returned within (3) weeks of checkout, it is considered "overdue." An overdue list is prepared each week and given to all classroom teachers, listing the name of the students with an overdue book(s) and title of the book(s).

Students are not permitted to check out a new book until their overdue book is returned, replaced, or payment is made. An appropriate amount will be charged for a book that is lost or destroyed and parents will be notified. If a missing book is found and returned before the end of the school year, the fee will be refunded.

## PARENT-TEACHER CONFERENCES

The District schedules Parent Teacher Conferences three times per year. Conferences may also be arranged with your child's teacher. Teachers may be contacted by phone, prior to the start of the school day, or by email (last name and first initial @royaloakschools.com). The goal of any conference is the achievement of a better understanding of the child and his/her learning. Parent involvement is crucial to success at school. Scheduled dates for Parent-Teacher Conferences will be announced at the beginning of the school year, in the school calendar, in the school newsletter, on the school web site, and the online school calendar ([www.royaloakschools.com](http://www.royaloakschools.com)). Parent/guardians may request additional conferences at any time. Conferences should be informal, pleasant, and constructive.

If further questions remain regarding your child's progress in school after a meeting with the teacher, conferences may be set up between the principal and/or school support personnel. Contact the school office to make these appointments.

## PARTIES

### School Parties

School District Policy limits the number of class parties to two per year. A "party" is defined as an organized classroom activity involving refreshments, games and/or entertainment. School parties are also limited to the last hour of the day only. More specific information will be available from the teacher.

### Party Invitations

Please do not send party invitations to school for distribution.

### Birthday Treats

Occasionally, especially in lower grades, birthday treats are sent to school with children to celebrate this special day with their classmates. If you choose to offer a treat as a celebratory gesture, please keep food allergies in mind and send in just enough for your child's classroom. Birthday treats are served during the lunch session time of the school day. It will not be necessary to send in additional treats for staff outside of your child's classroom. Non-edible treats have also become quite popular with children.

### Balloons in School

Due to student and staff allergies and difficulties with the HVAC system, balloons are not allowed in the building.

### Food Restrictions

If you volunteer to bring food to a school party or event, please be aware of food allergies and food restrictions that may be present. See the teacher for specific guidelines. Please avoid peanuts and peanut products.

## PICTURE DAY/ PICTURES

School photos are taken in early fall by a professional school photographer. Information is sent home regarding packages and pricing shortly after the school year begins. School yearbooks are available to order and purchase in the spring. Please check for this information as it comes home. Teachers and parent volunteers often take photographs of the children for classroom projects, special school activities or field trip outings. Other photographs may be taken of children at Upton by photographers who may be at the school for a special event to be publicized. Please inform the teacher if you do not wish for your child to be photographed for any reason.

## PLAYGROUND PROCEDURES

All students are supervised while on the playground. Students must behave in a safe and appropriate manner while at recess. Playground equipment must be used in the manner with which it was intended. Students will be respectful to any staff member supervising them. Staff will discuss rules and appropriate playground behavior with the students. Upton does not allow hard balls due to safety reasons.

## PTA

The Upton PTA meets once a month. Meetings are open to the members of the Upton community. Parents are invited to take part in the different committees the PTA sponsors that benefit the students and the school. PTA memberships are also available for \$5. Upton's PTA school directory is provided to each person who purchases a membership.

## PTA OBJECTIVES

To PROMOTE the welfare of children and youth in home, school, and community.

To RAISE the standards of home life.

To SECURE adequate laws for the care and protection of children and youth.

To BRING into closer relation the home and the school that parents and teachers may cooperate intelligently in the education of children and youth.

To DEVELOP between educators and the general public such united efforts as will secure for all children and youth the highest advantages in physical, mental, and social education.

## SAFETY PATROL/ SAFETY SQUAD

Safety patrol members help children cross the street at designated points surrounding the school. It is important that all children follow the directions of the safety patrol. Parents/guardians can help by constantly reminding their children to follow good pedestrian safety rules. If a problem develops because of a safety patrol member, please contact the school.

The safety patrol schedule is as follows:

Morning . . . . . 8:30 – 8:45  
Afternoon . . . . . 3:45 – 4:00

Fifth grade students are eligible to become safety patrol members. AAA and the Upton PTA sponsor this program. Fourth grade students are eligible to become service squad members. These students assist with routine classroom procedures under the supervision of a classroom teacher.

Fourth and fifth grade students who are members of the service squad and safety patrol are provided a service squad / safety patrol belt to wear as identification. All safety patrol and service squad students are required to wear their belts while “on-duty.”

## SCHOOL SUPPLIES

Standard school supplies are provided for your child. All third, fourth, and fifth grade students will be provided with one Daily Assignment Book. From time to time teachers may request supplies for special projects. School bags are an easy way for children to carry supplies and papers to and from school. You should be aware that the dimensions of the school lockers are 59” h x 12” w x 10-1/2” deep. Avoid excessively large school bags/backpacks that do not fit within the locker dimensions indicated above. Gym shoes must be worn in physical education classes.

## VISITORS TO THE SCHOOL

### Parent/Guardian Volunteers and Visitors

Upton is fortunate to have many volunteers and visitors to our school. We welcome our many volunteers and visitors. All visitors to the building must sign in with the main office and be provided with visitor's pass, which is to be displayed at all times while in the building. All visitors must enter and exit the building using the main entrance doors. Visitors are generally not allowed in classrooms during instructional time. Students will not be released to minors under the age of 18.

Please contact the PTA Volunteer Coordinator for information about volunteering opportunities at Upton. You may also contact your child's teacher for information. Royal Oak School District Policy states appreciation for school volunteers, but does expect that all volunteers working within the school are here to support the educational environment.

### Student Visitors

Students from other schools are not allowed to visit Upton during the school day.

## WEB SITE

Please visit the Upton school web site at:  
<http://www.royaloakschools.com/portal/upton>