

# North Hill Elementary School

## 2015-16 Parent and Student Handbook

2015-2016 School Theme

We are OWLS: Outstanding Wonderful Learners

School Motto

**“Success for Everyone”**

**1385 Mahaffey  
Rochester Hills, Michigan 48307**

**(248) 726-4300**

**FAX (248) 726-4305**

**Attendance: (248) 726-4310**

**[www.rochester.k12.mi.us/northhill](http://www.rochester.k12.mi.us/northhill)**

Dear North Hill Parents and Students,

It is with warmest wishes that I welcome you to the 2015-16 school year. Our theme for this year is *We are OWLS: Outstanding Wonderful Learners*. We have the ability to make a positive impact on every person we meet. A simple smile and small acts of kindness can make people feel very welcomed and safe. We need to realize that people may not remember what was said or what was done, but they

will remember how they were made to feel. We want every person who enters North Hill to feel that this is a safe and welcoming place that ensures success for everyone.

North Hill is a tremendous school. We are truly blessed to have wonderful students, staff, and parents. We are fortunate to be ranked among the 100 top schools in the state out of nearly 3,000 schools. This is based on a number of measures, including foremost, academic achievement.

As the principal of North Hill Elementary School I am extremely impressed by the staff, students, parents, and community. In reviewing achievement data, perception data, and meeting members of the North Hill family it is evident that we are a high performing school that operates on the guiding question, “Is it good for kids?” I look forward to working with all stakeholders to continue the success of North Hill Elementary School.

Please take the time to read our school handbook. Although not inclusive of all policies, it gives a thumbnail sketch of some important procedures and information. Remember, our home is your home. Please do not hesitate to contact us if there is anyway that we can help. I can be reached by email at [dmurphy@rochester.k12.mi.us](mailto:dmurphy@rochester.k12.mi.us), by phone at 248-726-4300, or just stop in!

“I believe our school ought to be like  
Harvard – with a strong academic curriculum  
Like West Point – with excellent discipline  
Like Disneyland – with organized, positive excitement for  
children.”

- John H Childs

Sincerely,

*David Murphy*

Principal

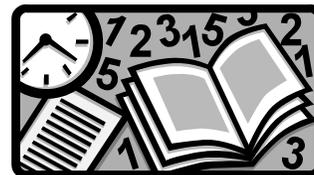
## 2015-2016 School Statistics

### Hours

First Bell Rings: 8:50 a.m. (doors open)

Kindergarten through Fifth Grade, 8:55 a.m. – 3:58 p.m.

Half-days, 8:55 a.m. – 12:10 p.m.



### Lunch/Breakfast – Through Chartwells Dining Service

Student Hot Lunch or Salad Bar, \$2.80

Reduced Lunch, .40 cents

Milk/juice, .50 cents

Semester Kindergarten Milk/juice, \$32.00

Adult Lunch, \$3.70

Student Breakfast, \$1.30

Reduced Breakfast, .30 cents



RCS uses what is called a point of sales (POS) system. Your child has a debit card that is kept at school. Cards are distributed prior to lunch. The account is charged every time he/she purchases something from the cafeteria (lunch, snacks, breakfast). Money can be added to the account by sending it in to the cafeteria or by using the pre-pay system on line, <https://www.myschoolbucks.com/> (information will come home on how to access this account).

### Elementary School Breakfast Program

The Rochester Community Schools Food Service Department offers school breakfast to all students during the 2014-2015 school year. The cost is \$1.30. A typical breakfast may consist of a bagel (muffin or other nutritious item) a piece of fruit, a fruit cup, or 100% juice, and chilled milk.

### *Who can receive school breakfast and when will it be eaten?*

Anyone may purchase a healthy breakfast for only \$1.30. Students who qualify for free, or reduced price lunch will automatically be qualified to receive a free or reduced price breakfast. All elementary school students wishing to have breakfast will go immediately to the cafeteria upon arrival at school then proceed to the classroom to eat.

### Lunches

- The Cafeteria menu meets meal patterns and nutrition standards established by the U.S. Department of Agriculture (USDA).

- Snacks sold and served by the cafeteria meet the Michigan Action for Healthy Kids Criteria.
- Parents/Guardians are encouraged to pack healthy lunches and avoid overly sweet foods (soda, candy, etc.). Compliance with allergy restrictions in certain classrooms is mandatory.

Note: District employees are discouraged from using food as a reward. District employees are discouraged from using food as manipulatives unless it meets healthy food guidelines.

## Attendance Information



**Absences:** If your child will be absent, please call the **North Hill Attendance Line** at 248-726-4310 to report the absence by 8:50 a.m. Please give the child's name, teacher's name, date and reason for the absence.

**Late Arrival:** If your child arrives late to school (anytime after 8:55 a.m.), please accompany him/her to the office for a late slip **prior to reporting to the classroom.**

**Appointments / Early Dismissal:** If you need to take your child out of school early, please send a note to advise the teacher of your plans. All students leaving school early should be signed out and dismissed through the office and NOT the classroom. Upon returning to school, please sign in at the office. The office will not permit parents to remove **other** children from school early unless there is expressed, written permission from the child's parent.

## Arrival Procedures



**Walkers:** Students who walk to school should not arrive prior to 8:40 a.m. When they arrive, they should line up at their respective grade level doors.

**Bus Riders:** Students who arrive by bus should report to their respective grade level doors, which are marked with signs. Paraprofessionals will assist students and line them up by classrooms. When the bell rings at 8:50 a.m., the doors will open and students may come in and go to their classrooms. During inclement weather or wind chill below 0°F, students will be permitted to wait inside the building by the doors. Any student arriving after 8:55 a.m. must go to the office to get a tardy pass

prior to going to the classroom. Paraprofessionals and Safety Patrol members will supervise all doors.

**Students Arriving By Car:** Cars must use the designated drop off loop. Drivers are permitted to pull up close to the building and drop off students along the sidewalk. Cars should then proceed in single file line following the car ahead. Drivers should never park in the drop off loop and leave their car. Cars are not permitted in the bus loop. All students arriving by car are to line up at their respective grade level doors. Any student arriving after 8:55 a.m. must go with an adult to the office to get a late slip. In these cases, please park in the lot and bring your child inside.



## **Dismissal Procedures**

**Bus Riders:** Students riding buses will be dismissed through the same doors as arrival. Paraprofessionals and Safety Patrol members will supervise and assist at dismissal. Typically, kindergarten and first graders are dismissed a couple minutes prior to the dismissal of the entire school.

**Walkers:** Students who walk home from school will go out their regular doors. Parents who want to escort their walkers should establish a regular meeting place outside (flagpole, playground, etc.).

**Car Riders (pick up loop):** Students being picked up by parents will be waiting outside by the car loop and will be dismissed from the building by school staff when the parents pull up close to the building. Drivers should place a large sign on the dashboard with their child's name. Cars should wait for their turn in line and after picking up their child at the door, they should continue around the circle to keep the line moving. Students will not be released to walk to parked cars. Please do not form a pick up loop in our parking lot!

**Note:** It is imperative that if a child's dismissal plans deviate from what the typical mode of dismissal is, we must have a signed note from a parent stating the change.

### **Important:**

- If dismissal plans change, call the office by 2 PM to notify us of the change!

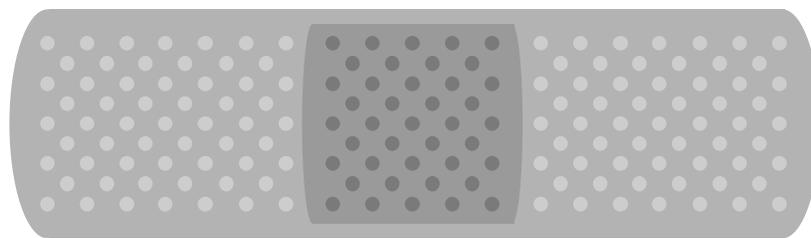
- Do not come into the building to pick up your child at dismissal time. We suggest that you make a meeting place outside of the building (flagpole, playground, etc.) if you want to meet your child immediately after school.
- Do not pick your child up directly from the classroom without first signing him/her out early. If parents need to pick up their children prior to the 3:58 p.m. bell, they should report to the main office to sign their children out. Office personnel will call the children down to the office.
- Never try to take another child from a classroom without checking in at the office. You must have written permission from a child's parent to sign another child out.
- It is the office policy to ask for identification (ID) of people we do not recognize if they come to sign a child out. Please do not be offended.

## Bicycles

Students in grades 3-5 are permitted to ride bicycles. Students should not arrive to school prior to 8:40 a.m. and should lock their bikes in the bike rack. They should line up at their respective grade level doors. If students in grades K-2 elect to ride bicycles to school, they must be accompanied by an adult. **Students must walk their bikes once on school property!**



## Health and Medical Management



**Medical Management Plans:** If your child requires special medical intervention or plans (i.e. asthma, severe allergies, etc.), it is imperative that the school office knows this. Forms for medical management plans are found on the school website and are available in the office.

**Use of Medication at school:** If it is necessary for your child to take medication at school, please be advised that you must complete an "Authorization to Administer Medication" form which is available in the main office. All medications (prescription or over-the-counter) must be in the original container and clearly labeled with the child's name. Medication sent to school in a baggie or envelope

cannot be given. Please be advised that there are strict district guidelines regarding the use of medication at school which we are required to follow. Children are not allowed to administer any medication, including over the counter. Please do not send in cough drops, aspirin, Tylenol, etc. with your child without going through the proper procedure, filling out the necessary forms, and bringing the medication to the office.

## Student Safety

Our main priority at North Hill is providing the safest educational environment possible for our children. To that end, the following procedures were developed to ensure that children are safe and secure.

**Pet Policy:** Pets are not permitted inside North Hill unless pre-approved by the principal or teacher. Exceptions made for educational purposes, “student of the week” programs, or other circumstances may be granted. Parents are asked to contact their students’ teachers as the first step in obtaining pre-approval. Pets are not permitted on school grounds (property) during school hours (8:40 a.m. – 4:00 p.m.) unless pre-approval has been obtained. Before or after school hours, a pet must be on a leash or cage and under control of an adult at all times.

**Visitors:** Please adhere to the following guidelines:

- All visitors must report to the office. This includes those parents coming to pick up children early, joining their students for lunch, attending field trips, volunteering in the classroom, etc.
- Visitors will be asked to sign in at the office and to wear sticker badges.
- Parents and visitors are not allowed on the playground at recess time for a variety of security reasons.
- For dismissal procedures, we ask that parents meet their children at designated places *outside* of the building. Please do not pick up children at their classrooms. Our hallways are very narrow and cannot accommodate many adults.

## Additional Safety Measures

- All outside perimeter doors will be locked.
- Please do not prop any doors open for convenience purposes.
- If there is a safety drill (fire drill, tornado drill, lockdown drill, etc.) being conducted, visitors must participate in those drills (follow staff instructions).

- Adhere to confidentiality procedures when volunteering in the classroom.
- Avoid cell phone usage in the school if possible!
- Bring any unusual circumstances or safety hazards to a staff member's attention immediately.
- Please leave student discipline issues to our staff to handle!
- Update any new information of your student's emergency card as needed!

## **Discipline and Behavior Management**



**Rochester Community Schools Code of Conduct:** All kindergartners and new students will be given a copy at the beginning of the year. Returning students and parents may access any revisions since the previous year by visiting the RCS website. All parents must sign an acknowledgment that they have reviewed the Code. Students with frequent and obvious violations will be placed on the “Step System” of progressive discipline up to and including suspension.

**Classroom Behavior System:** All classrooms have behavior management plans that the teachers have developed. Teachers spend time at the beginning of each year to “teach” the plan to the students. The plans are reviewed with students throughout the year. Typically, an office (principal) referral is the last step of a teacher's classroom behavior plan.

**Office Principal Referrals:** When a student is sent to the principal, a determination is made regarding the course of discipline. The following may occur: conversation with student, warning, informal behavior notice, parent phone call, or placement on the Step System (RCS Code of Conduct).

**The Pathway to Peace:** The Pathway to Peace guides our philosophy on citizenship at North Hill. The character attributes that define the Pathway serve as models for behavior:

- Acceptance: Welcoming all differences without judging.
- Respect: Treating people and property the way you would like to be treated.
- Responsibility: Taking the ownership for what you say and do.
- Cooperation: Working together to reach a goal.
- Honesty: Always telling the truth to yourself and others.
- Friendship: Being kind and caring to everyone

**Student Rules:** Common sense, the Pathway to Peace, and the Rochester Community Schools Student Code of Conduct guide student rules at North Hill. Students are expected to behave appropriately in the classroom, hallway, playground, bathroom, school bus, cafeteria, assemblies, bus stop, and before/after school.

**Appropriate Clothing:** North Hill adheres to District policy regarding clothing and respects the authority of parents to dictate clothing choices for their children. Students are requested to wear to school or school functions neat, clean, appropriate clothing that meets the standard of an educational environment. Any extreme in appearance or clothing that may disrupt the educational process of the school or is unsafe will not be acceptable. North Hill has established the following guidelines:

- Clothing must be appropriate and cover undergarment wear as well as private areas of the body.
- Clothing articles with inappropriate slogans, pictures, or abusive substances on them will not be permitted.
- Flip-flops and sandals deemed unsafe for outdoor play on woodchips will not be allowed.

## **Teacher Assignments**

In the spring, parents receive placement information for the following year. Input from parents is appreciated, but specific teacher requests will not be granted. Final placement is done in August and parents are notified by email regarding teacher assignment. Attempts are made to balance classrooms by gender, ability, etc.

## **Special Student Programs**

- Third/Fourth/Fifth Grade Choir
- North Hill Helpers
- Stoney Creek Schoolhouse experience for second grade
- Science Fair
- Boys and Books program for fourth/fifth grade boys
- Girls and Books program for fourth/fifth grade girls
- Girls Science Club for fourth/fifth grade girls
- AAA Safety Patrol
- Spirit Days; Field Day

- Math Pentathlon Program; Destination Imagination Program

## Useful Phone Numbers

RCS Administration Center, 248-726-3000

Rochester Avon Recreation Authority (RARA), 248-656-8306

North Oakland YMCA, 248-651-9622

Rochester Youth Soccer League, 248-650-0113

Dinosaur Hill Nature Preserve, 248-656-0999

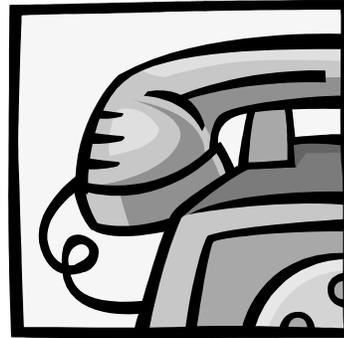
Paint Creek Center for the Arts, 248-651-4110

Rochester Community House, 248-651-0622

Rochester Community Education, 248-726-3165

RCS Children's Programs, 248-726-3023

Transportation Department, 248-726-5925



## North Hill PTA

It is our hope that you will join the North Hill PTA. North Hill boasts an incredibly involved and active Parent Teacher Association. There are many fine programs and committees that parents can join to help make our school better for its students. Fundraisers contribute greatly towards programs that enhance and enrich our students' education. The PTA balances its fundraising projects with programs to achieve wonderful goals.

### PTA Officers, 2015-16



<b>President</b>	Sharon Bosley	248-295-5865	<a href="mailto:bosley.sharon08@yahoo.com">bosley.sharon08@yahoo.com</a>
<b>Vice President</b>	Dana Meyer	248-726-1240	<a href="mailto:danajomeyer@gmail.com">danajomeyer@gmail.com</a>
<b>Vice President, Committees</b>	Michele LaPrairie	248-652-4114	<a href="mailto:mlaprairie@yahoo.com">mlaprairie@yahoo.com</a>
<b>Treasurer</b>	Nancy Carbone	248-651-0550	<a href="mailto:carbone1193@comcast.net">carbone1193@comcast.net</a>
<b>Secretary</b>	Kirsten Bradford	248-601-1278	<a href="mailto:bradford.a@comcast.net">bradford.a@comcast.net</a>

## **Home/School Communications**

Home/School communication is vital for student success. Parents are urged to communicate regularly with their children's teachers. With technology, this is made easier than ever before. Please do not wait until a little problem becomes a big one! If you have a classroom question or concern, please go to your child's teacher prior to contacting the principal. If problems cannot be resolved, it is very appropriate to contact the principal.

### **Suggested Modes of Communication:**

#### **NOTIFICATIONS FOR PARENTS**

Rochester Community Schools is excited to bring you myRCS Notifications! myRCS Notifications will allow you to opt-in to receive weekly updates via e-mail.

Grade Updates for current courses will be sent weekly on Thursday (secondary students only)

Low Grades notification for current courses will be sent weekly on Tuesday (secondary students only)

Low Lunch Balance notifications will be sent weekly on Monday and Wednesday (all students)

**TEACHER NEWSLETTERS:** Teachers are expected to send home classroom newsletters at the minimum of every 3 weeks.

**THE NORTH HILL NEWS:** We post this on our website and send it out through the School Messenger Program every Friday morning.

**WEBSITE, EMAIL, AND VOICE MAIL:** These technologies have enabled parents and staff to communicate much more efficiently. Most staff prefer email communication as they check it regularly. Please realize that there are occasions when they cannot access voicemail on a frequent basis.

**CURRICULUM NIGHT:** Curriculum night occurs in September. This is an opportunity for the teacher to provide a synopsis of the units of study, grade level curriculum, classroom procedures, and policies. It is strongly encouraged for all parents/guardians to attend.

**REPORT CARDS:** As part of the Rochester Community Schools Go Green initiatives, **ELEMENTARY** report cards will not be sent home any longer. Report Cards will only be available via myRCS for parents to view and print.

**PARENT/TEACHER CONFERENCE:** While parents are always encouraged to confer with teachers concerning pupil progress, a framework for conferences has been established to ensure a discussion of a child's progress in school. Conferences are conducted each year in Fall (November) and Spring (March/April – only as needed). Morning, evening and afternoon conference times are scheduled by individual teachers.

**PROGRESS REPORTS:** In addition to conferences, a child's progress may be communicated to parents through the child's class work, emails and notes from staff, phone calls and regularly issued formal report cards.

**PARENTS LIVING ELSEWHERE:** Occasionally, situations dictate that two sets of school information be distributed because of custody or divorce circumstances. When this is the case, please file an additional address with the Office of Student Enrollment for official school mailings and notify the teacher to make arrangements for classroom/school materials.

**OTHER SOURCES:** Parents can get additional information about the Rochester Community Schools by reading the Information Calendar and Annual Report distributed in the summer and Growing Together, a publication that is sent to all district homes throughout the school year. Local newspapers also cover school news. These newspapers include: Rochester Clarion Eccentric, Oakland Press and Suburban Lifestyles. Cable Channel 15 or 59 also provides parents with upcoming district and school events. The public is welcome to attend the Rochester Board of Education meetings at the Administration Center at 501 West University Drive. The Board meets at 7:30 p.m. on two Mondays of each month.