

# Hugger Elementary Handbook of Policies and Procedures

## Rochester Community Schools Strategic Plan 2020

### **Global Awareness**

Rochester Community Schools will challenge students through dynamic cultural experiences, to be empowered global stewards, and inspire them to have a positive impact on their community, country, and world.

### **Curriculum/Instruction/Assessment**

Rochester Community Schools will develop innovative, self-directed learners who think critically, communicate effectively and persevere to positively impact the world.

### **Infrastructure & Technology**

Rochester Community Schools will ensure a world-class education by focusing resources on developing and enhancing assets which include people, innovative partnerships, state-of-the-art technology and facilities.

## Hugger Elementary School Purpose Statement

*The purpose of the Hugger Elementary Learning Community is to ensure effective instruction and learning for all.*

Marnie Barker - Principal                      mbarker@rochester.k12.mi.us                      248-726-3801

Audrey Smith - Secretary                      asmith1@rochester.k12.mi.us                      284-726-3802

### **Hours**

Full Day    8:10 am- 3:13 pm

Half Day    8:10 am- 11:25am



## **Lunch**

Student Hot Lunch or Salad Bar - \$2.80

Milk -\$.50

Water - \$1.00

Student Breakfast - \$1.30

## **Daily Lunch**

Students in Kindergarten through 5th grade will remain at school during the lunch hour. The students may bring their lunch or purchase a hot lunch. The procedure for ordering a hot lunch is:

- A menu is posted on the District web site each month.
- A lunch count is taken every morning.
- Each student has a lunch card, and parents are expected to maintain funds in the account so lunches can be debited from the account. You will receive notice if your account reaches +\$5.00. You can make online payments to My School Bucks: <http://www.rochester.k12.mi.us/pages/65366/online-payments>
- Students may qualify for free or reduced prices after the parents complete the financial information form.
- Milk and water are available for purchase by the students
- Students without a lunch, will be given a lunch, and a credit is placed on their lunch card.
- Students are supervised by para-educators hired by the school district. Students are expected to observe all lunchroom rules, and good table manners are expected.

## **Recess**

Elementary students have a daily recess as part of their lunch time. Lunch is 40 minutes long, and students have 20 minutes for recess and 20 minutes for lunch. Again this year we have implemented a recess before lunch format that is having a positive effect on the children's activity level at recess, the amount of food they are eating in the cafeteria and the calmness with which they return to class. If weather permits, children go outside for recess. We use local weather information to make decisions about when children should stay inside for recess. Precipitation, age of the children, wind chill factor, and playground conditions are taken into consideration when the decision is made. Zero degree Fahrenheit or colder is the wind chill factor we use for remaining inside. Teachers may also choose to take their students outside for a second recess.

### **Useful Phone Numbers**

RCS Administration Center	248-726-3000
Rochester Avon Recreation Authority (RARA)	248-656-8306
North Oakland YMCA	248-651-9622
Dinosaur Hill Nature Preserve	248-656-0999
Paint Creek Center for the Arts	248-651-4110
Rochester Community House	248-651-0622
Enrichment	248-726-3025
RCS Children's Programs	248-726-3023
Transportation Department	248-726-5925
Rochester Community Schools Website	<a href="http://www.rochester.k12.mi.us">www.rochester.k12.mi.us</a>



### **PTA Executive Board**

President:	Jeanette Helms
VP, Fundraising:	
VP, Membership & Committees:	
VP, Academics & Enrichments:	
Treasurer:	
Secretary:	

### **Attendance Information**

It is very important that every student be in attendance at school unless the child is ill. Although there are some assignments that can be completed later, there are many important activities that cannot be repeated. The responsibility of attending school and arriving on time is an important attitude for children to develop. Late arrival at school is a disruption to the classroom, the other students and to the late child. Please make every effort to arrive at school on time. Hugger utilizes an electronic attendance to report absences to the State of Michigan. We want to assist you if you are having difficulty with regular attendance or excessive tardiness.

**Absences:** If your child will be absent for a day or an extended absence, please call the Hugger Elementary Attendance Line at 248-726-3810 to report the absence. The line is in operation 24 hours a day to take your messages. Please give the child's name, date and reason for the absence. Please request homework by contacting your student's teacher via email. We ask that you call the attendance line by 9:00 the morning of the absence.

**Assignments for Absent Students:** If you would like assignments for your child who is absent for an extended period, teachers will be happy to provide missed assignments. We will send work home with a sibling/neighbor or have it in the office for you to pick up. It does take time for the teacher to prepare assignments, so it is expected that the parents will see the work is completed and returned to school. Extended vacations that do not coincide with the school calendar are discouraged. Teachers will not provide assignments for these absences.

**Late Arrival:** Please sign your student into school in the office if arriving late. Students will proceed to the classroom unescorted.

**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. Please ***do not leave early dismissal requests on the school absence line.*** Parents should go to the main office to sign out the child. Please do not go to the classroom. Upon returning to school, please sign in at the office.

**Dropping off items for students:** We are happy to make deliveries to students during the school day. There is a drop off area in the front office. Please be sure your child's name and classroom teacher is on the item to be delivered.

### **Health Information**

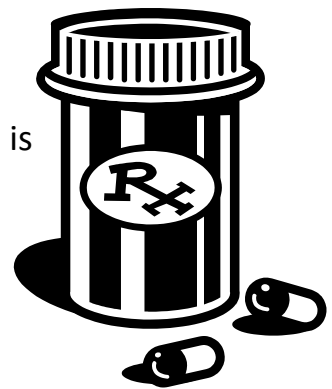
**Reporting an illness:** Please inform the school if your child has a communicable disease/illness. This information will be reported to the Oakland County Health Department as well as the classroom teacher.

**Returning to school after an illness:** It is recommended by the Oakland County Health Department that any child returning to school following illness should be

fever free for 24 hours without using fever reducing drugs. This courtesy reduces transmission of illness to other students and staff members. Keeping the building clean and disinfected is a priority at Hugger...a healthy learning environment is a priority for the entire community and optimizes student learning.

Please note when a student returns to school after an illness, a doctor's note is required to stay indoors during recess time. As a reminder, RCS District Policy is for children to have outdoor recess when temperatures are at Zero or above. Thank you for your partnership on ensuring your child is well dressed for the temperatures and healthy to return to school!

**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 online on the [www.rochester.k12.mi.us](http://www.rochester.k12.mi.us) website. All medications (prescription or over-the-counter) must be in the original container and clearly labeled with the child’s name. Medication must be brought to school by an adult. Please be advised that there are strict district guidelines regarding the use of medication at school which we are required to follow.



### **Arrival Procedures**



### **Bus Riders**



Kindergarten & 1<sup>st</sup> grade students who arrive by bus will enter through the lower level entrance door #5. 2<sup>nd</sup> grade students will enter into the rear lobby doors. All 3<sup>rd</sup>, 4<sup>th</sup>, & 5<sup>th</sup> grade students will line up outside the rear lobby doors in grade level lines. When the bell rings at 8:05 a.m., the doors will open and students may come in and go to their classrooms. Students arriving after 8:10 a.m. should enter through the main front door and be signed into the building by a parent. During inclement weather, students will

be permitted to wait inside the building by the doors. Paraprofessionals will supervise all doors.

If your child/children are the only students at a bus stop and will not require transportation for the day please notify the Transportation Center 248-726-5925. If your child/children do not ride for two (2) consecutive days without notification, the bus will not return until the Transportation Center is contacted requesting reinstatement.

### **Students arriving by car**

Cars must use the car drop off loop located in the front of the school. Cars are not permitted in the bus loop, this will be strictly enforced. Cars are asked to pull up in the loop as far as possible towards the recycling bin (without parking or exiting car) and drop off students at the sidewalk. Cars should proceed in single file following the car ahead. At 8:05 a.m. the doors will open and students will be permitted to wait inside the building. Kindergarten & 1<sup>st</sup> graders only will enter through the main lobby door #1. All 2<sup>nd</sup>-5<sup>th</sup> graders will enter through the lower front door #2. During inclement weather, students will be permitted to wait inside the building by the doors. Any student arriving after 8:10 a.m. must go to the office with a parent to sign in prior to going to the classroom.

## **Dismissal Procedures**

### **Bus Riders**

Students are escorted to the bus loop by staff at dismissal time. In the event of inclement weather students will remain in their classrooms until their bus route number is announced over the intercom and will be dismissed through the main lobby doors.

Students must ride home on the bus they are assigned to. In the case of an emergency situation, temporary transportation will be approved to an alternate address. Please go to the RCS website [www.rochester.k12.mi.us](http://www.rochester.k12.mi.us) to the Transportation link. There you will find an Emergency Service Request form that you

will need to complete and submit to the building principal prior to the date needed for transportation. **NOTES FROM PARENTS ARE NOT ACCEPTABLE!**

### **Parent Driven (pick up loop)**

Students being picked up by parents will be waiting outside by the flagpole and bench area. Cars should wait in line in the pick up loop and proceed around the circle after picking up your student to keep the line moving. Students will not be released to walk to parked cars in the parking lot. If your child normally rides the bus, but you need to pick him/her up you must send a note to the classroom teacher or contact the office. Please note that if we do not have parent authorization we will have to send your student home in the usual manner. All children **not** picked up by 3:15pm will be brought into the lobby area for a more secure environment until a parent arrives.



### **Important Information!**

In the event you need to pick up your child(ren) prior to 3:13pm, please report to the main office to sign your student(s) out. Office personnel will call the student(s) to the office.

### **Visiting Hugger – Assuring the Safety for All!**

Our main priority at Hugger 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:

1. All visitors must report to the office. This includes those parents coming to pick up children early, parents coming to join their children for lunch, or volunteers coming to help anywhere in the building.
2. Visitors will be asked to sign in at the office and to wear temporary badges.
3. For an early dismissal please, do not go directly to the classroom. Report to the office, and the children will be called up to the office and dismissed from there. Students will only be released to adults who are listed on the emergency card.

4. Late arriving students will report to the office with their parents to report their arrival and students will proceed to their classroom unescorted.
5. For dismissal procedures, we ask that parents meet their children in a designated spot. Please do not pick up children at their classrooms.
6. All outside perimeter doors will be locked during the school day. You will need to enter always thru the front entrance lobby doors. During school hours, you will be able to enter thru the RIGHT door once it has been released from inside the office.
7. When dropping off items for your child, please take the items to the main office and they will be delivered for you to the classroom. This helps minimize classroom interruptions and maximize student instruction time as well as being in compliance with the district safety precautions.

### **Dress for School**

Although the school has no specific dress code, students are expected to come with appropriate clothing. During warm weather, shorts may be worn but should be appropriate for school; skirts should be of appropriate length and bare midriffs are not appropriate. Remember, the building is air conditioned. During wet or cold weather, students need jackets, coats, and leg coverings. All students should also have boots or weatherproof shoes for the winter months. Students do go outside at recess and at the lunch hour, weather permitting. If the wind chill factor drops below zero degrees Fahrenheit, children stay inside. Items of clothing, particularly coats, jackets, and boots should be labeled with the student's name. Students who wear shoe boots to school must have a pair of shoes to wear in the classroom.

### **Hugger Elementary PAWS PRIDE (PBIS)**

The school PBIS (Positive Behavior Intervention Supports) is a system established to create a safe and positive learning environment for **all students**. All people (kids and adults) do better when they clearly know and understand what is expected of them and have the ability or skills to achieve those expectations. It is aimed at promoting prevention by teaching and encouraging social competence in all students. At Hugger, we have developed clear expectations for all students. They are encompassed on our matrix, which you will see displayed in our building. Our school theme of **Hugger Has P. A.W.S. Pride**— Do your **Personal** best, **Act** responsibly, **Work** and play safely and **Show** respect each day is also displayed in



each classroom and learning area in the building. These expectations have been clearly defined for each area of our building and will be actively and regularly taught by *all* staff through specific lessons. Expectations are worded in a positive (as opposed to negative) manner. Our P.A.W.S. plan emphasizes the importance of *teaching*. *Telling kids what not to do does not teach them what to do*. Stating expectations in a positive manner is the beginning of teaching them what to do. Please ask your students about the lessons they are doing in class to help us have PAWS Pride.

Basically, common sense guides rules for students. Proper behavior is expected at all times in the following areas:

- ✓ Playground
- ✓ Lunchroom
- ✓ Classroom
- ✓ Bathroom
- ✓ School Bus
- ✓ Assemblies
- ✓ After school or before school programs (including SAC)

Rochester Community Schools has updated the Student Code of Conduct. Please review these expectations with your children.

Additionally, teachers are expected to have behavior plans, expectations, and procedures in place that are explained to students early on in the school year. Teachers share these via our Curriculum Night presentations and through their classroom communication with parents.

### **Hearing and Vision Screening**

Each year, the Oakland County Health Department conducts a screening for hearing on all students in kindergarten, second, and fourth grade. Parents are notified if a student fails the screening.

Each year, the Oakland County Health Department conducts a screening for vision on all students in grades first, third, and fifth. Parents are notified if a student fails the screening.

## **Immunizations**

Children must have all childhood immunizations in order to attend school. Periodic checks of the files as well as upon new entrance to school may result in notification and possible exclusion from school until such time that records are brought up-to-date.

## **Pet Policy**



Pets are not permitted inside Hugger Elementary School unless pre-approved by the principal or his/her designee. Exceptions made for educational purposes, “student of the week” programs, or other circumstances may be granted. Parents are asked to contact their students’ teacher as the first step in obtaining pre-approval.

Pets are not permitted on school grounds (property) during school hours (8:10-3:13) 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.

## **Helping Your Child Adjust to School**

It’s the first day of school, and your child is too excited to eat breakfast. After the forced separation of family vacations and summer camps, she (or he) is about to start at her new school. As she leaps from the car, braids flying, you sigh with relief. You’ve survived the long summer....Your child is happy...Life is sweet. Fast forward six hours. Your daughter is hysterical, her porcelain skin’s scarlet as she climbs into the car. “I’m not going back,” she cries. “I hate school.”

Stress resulting from starting (a new) school is often a common occurrence for children. This can occur for a number of reasons: built-up anxiety, excitement, and anticipation; entering a situation where there are established “cliques” or relationships; feelings of unfamiliarity or differences; and feelings of loneliness. Keep in mind that each child is unique and may or may not experience stress.

Here are some ideas to help your child:

- ❖ **Always validate what your child is saying.** Telling a child who is left out “not to worry” doesn’t help. Saying “You must be feeling sad,” will help him realize that you understand and sympathize.
- ❖ **Try role playing.** If your child is nervous about a situation, act it out. You play the role of another child or adult while your child plays herself.
- ❖ **Build your child’s self-esteem.** Do all you can to help your child feel confident and competent. Help him realize his self worth.
- ❖ **Encourage friendships based on shared interests and activities.** Talk with your child about the true meaning of friendship. Encourage him to make friendships through sports, clubs, church and other mutual interests.
- ❖ **If you feel the situation is very serious, talk to school personnel.** A conversation with the teacher, school social worker, and principal can be very helpful.
- ❖ **Get to know a variety of children.** Encourage diverse and multiple friendships as opposed to “going for that one best friend.”
- ❖ **Tell your child that you believe in her coping abilities.** “With your imagination and strength, I bet you can come up with a few good solutions to this problem.”
- ❖ **Refer to past successes.** “Remember when you went away to camp you didn’t know anybody? What were some of the things you did to meet people?”
- ❖ **Take away the loneliness of stress.** “There’s nothing this family can’t deal with when we all pull together.”
- ❖ **Celebrate the coping.** “You really handled that well. I guess you are more resourceful than you thought.”

Adjusting to (a new) school and overcoming the stress associated with it can be a valuable lesson for a child. As adults, we are in new and different situations on a daily basis. The most important thing we can do as adults is to listen to our children, try to guide them through difficult times, not solve their problems for them, and to be there when they need us. Most children go through this very smoothly. At Hugger, we are here to help!



## Home/School Communications

### SCHOOL MESSENGER

Special announcements from the district and from Hugger are sent to parents emails via School Messenger. Weekly communication from Mrs. Barker is also sent out each Monday.

### TEACHER NEWSLETTERS

Some grade levels and individual teachers send home classroom newsletters. You can check classroom webpages for information or refer to information shared by individual teachers at Curriculum Night in the fall.

### HUGGER HUSKY HIGHLIGHTS

Our weekly newsletter is a combined effort between the PTA and the main office. We publish this electronically and send it to home email addresses provided by parents.

### WEBSITE & EMAIL

These technologies have enabled parents and staff to communicate much more efficiently. Please use them!

### CURRICULUM NIGHT/ ART OPEN HOUSE

Each building holds a September Curriculum Night which gives parents an opportunity to meet their child's teacher. This does not provide for an in-depth discussion about individual students but rather an opportunity to get acquainted with the teacher, the program and the school. Each building also plans numerous activities to communicate with and involve the parent community. The Spring Art Open House is an opportunity to view student art work that has been done over the course of the school year.

### REPORT CARDS

Report cards are posted online at ParentVue at the end of the second card marking period and at the end of the school year. Students receive a narrative conference report in November and in March/April at Parent/Teacher conferences. Parents are notified via School Messenger when report cards go live and are able to be accessed.

## PARENT/TEACHER CONFERENCES

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 and Spring. Evening and afternoon conference times are scheduled by individual teachers.

Conference schedules are included in the District Information Calendar and will be further announced through school newsletters during the school year.

## Critical Incident Team

At all Rochester schools, there is a Critical Incident Team in place. At Hugger, this team consists of the principal, learning consultant, social worker, psychologist, special education teacher, and the school secretary. This team meets periodically throughout the school year to review, rehearse, and plan for potential situations. The team takes action during a significant student injury, during a state or national situation (the 9/11 attack), and in the case of a local tragedy. The Critical Incident Team is first concerned with safety and then focused on helping children and their families deal with these difficult situations.

## Teacher Assignment

Most parents understand that student placement is and always has been the responsibility of the school. This is not to exclude parental input in helping to determine the proper placement of a child.

Each spring parents are informed of the process to be utilized in providing information to teachers and administrators regarding placement of their children for the next school year.

Class placements are not finalized until late August and children learn of their specific class placement just prior to the first day of school. This procedure is necessary for numerous reasons. There are times when teacher assignments are changed over the summer, enrollment at a grade level may cause for an added/reduced section or teachers leave the school unexpectedly, necessitating the

reassignment of students. Parents have always been very cooperative and understanding in this regard.

### **School Telephone Use and Cell Phones**

The school phone is available for student use on an emergency basis. We ask that you help your children develop the responsibility to bring their books, lunch, or money to school in order to limit the need for phone calls. Students are not permitted to call home to ask permission to go to someone's home after school. Such arrangements must be made in advance, and the school should be notified of the change. All classroom teachers have a voicemail phone number, and you may leave a message for them at any time. The teacher will return your call as soon as possible.

Although cell phones may be brought to school, they must be turned off upon arrival, remain in the child's backpack and then turned back on after school is dismissed. Wrist phones may be worn in school and used as a watch only. Phone functions may not be turned on during the school day. Failure to follow this procedure will result in the phone and/or wrist phone being confiscated by administration. Students must then pick up the phone in the office at the end of the school day. A second failure to follow the cell phone procedure will result in that child's phone no longer being allowed in school. Parents must then pick up the phone in the office.