

A decorative border of colored pencils surrounds the text. The pencils are arranged in a rectangular frame with some overlapping at the corners. The colors include yellow, brown, green, red, blue, and light blue.

# *Hill Elementary School*



## *Student/Parent Handbook*

*Mrs. Shari Pawlus, Principal*

**Ms. Pam Mulligan & Mr. McEvoy, Head Teachers**

**Mrs. Stacey Bettelon, Principal Secretary**

**Mrs. Barb Pangle, Building Secretary**

A light blue cup filled with several colored pencils in red, yellow, blue, green, and brown.

## HILL ELEMENTARY SCHOOL

Troy School District  
4600 Forsyth Avenue  
Troy, Michigan 48085  
248/823-3500  
Attendance Line (248) 823-3501  
Fax: 248/823-3513  
<http://hill.troy.k12.mi.us>



Dear Parents:

We have provided this Student/Parent Handbook to acquaint or reacquaint you with policies at Hill School. For our new parents (transfer or first-time kindergarten), we are certain you will find some answers to questions as well as information you need. For our returning parents, perhaps you will notice that some procedures have been modified to suit the changing needs of our students, staff and community.

This Student/Parent Handbook is available on-line, with the intent to provide general policies, procedures and information related to Hill Elementary School and the Troy School District. Please review and discuss (where appropriate) the information in this handbook with your child(ren). It is very important for children, as well as adults, to have a clear understanding of the school's expectations. We will make every effort to see that this continues to be a productive and enjoyable year for your child.

The staff and I encourage you to be involved in school activities to be a part of our learning community. An involved parent plays a crucial role in a child's education!!

Sincerely,

Shari Pawlus  
Principal

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**2018 - 2019**  
**HILL ELEMENTARY SCHOOL DAILY SCHEDULE**



8:05 a.m.	Office Opens
8:15 a.m.	Preschool Begins (M-Th)
8:20 a.m.	Safety Patrol to Posts
8:34 a.m.	First Bell: Students Enter the Building
8:39 a.m.	Tardy Bell: Classes Begin
11:30a – 11:55a – 12:15p	Kindergarten – Lunch/Recess
11:40a – 12:00p – 12:20p	Grade 5 - Recess/Lunch
12:00p - 12:20p – 12:40p	Grade 4 - Recess/Lunch
12:10p – 12:30p – 12:50p	Grade 1 - Recess/Lunch
12:20p – 12:40p – 1:00p	Grade 3 - Recess/Lunch
12:30p – 12:50p – 1:10p	Grade 2 - Recess/Lunch
3:12 p.m.	Preschool Dismissed (M-Th)
3:37 p.m.	Students Dismissed
4:05 p.m.	Office Closes

***Half Day Dismissal 12:29 p.m.***

***Early Release Dismissal 12:39 p.m.***

## ***I. SECURITY***

### ***STUDENT SECURITY AND SAFETY IS #1***

A high priority of our staff is to ensure safety and security for our students. Precautions are designed to make Hill a safe, secure learning environment. Please help us in our efforts by following the security rules listed below:

1. All doors are locked during the instructional day. All visitors to the building must ring the bell by the front doors. Office personnel will ask for the visitor to identify themselves and reason for their visit. When identified and with office approval the visitor will be buzzed in the door.
2. Once the visitor enters the building they must directly report to the office to sign in and receive a visitor's badge.
3. Please make sure the classroom teacher has approved your visit; do not visit the classroom unannounced.
4. While in the building, please report any suspicious activity or any adult not wearing a visitor badge.

Your cooperation is greatly appreciated! These rules are designed as precautions for your child's safety, not as an inconvenience to you.

### ***PARKING LOT PROCEDURES***

#### **Drop-Off**

School starts at 8:40 a.m. You may drop your child(ren) off after 8:25 a.m. when 5<sup>th</sup> grade safeties are on their posts. The first bell rings at 8:35 a.m., students may enter the building at this time. The tardy bell rings at 8:40 a.m. The front doors are locked at 8:40 am. If you are dropping your child off after 8:40 a.m. you must park in the parking lot, walk your child to the front door, ring the bell to identify yourself and receive permission to enter the building. Office personnel will buzz you in and you are to report directly to the office to sign your child in. Your child will receive a tardy slip to proceed to their classroom. There is not adult supervision outside the building after 8:40 a.m.

#### **Method 1) Drop-Off Lane**

This is ONLY for children ready to get out of the car without their parent parking and getting out of the car. Have your child and their backpack ready to go. Pull up behind the other cars in the drop off lane. Have your child exit the car on the right hand side, closest to the school. This should be done quickly. They should enter onto the sidewalk, shut the car door behind them, and walk to their assigned waiting area for their class. Once your child has left the car, be ready to move your car forward and leave the drop-off lane. If you are motioned forward by staff members on duty, please follow their directions.

### **Method 2) Parking Lot**

Hill has two parking lots. The one behind the school is for staff members only. The one in front of the school is for parents who need/want to park and help their child with their backpack, instrument, etc. After parking please accompany your child to either crosswalk monitored by the 5<sup>th</sup> grade safeties. Do not cross between cars as this is extremely dangerous. You may accompany your child onto the school grounds.

From **Quincy**. Please wait in the line of traffic until your turn to enter into the drop-off lane, then move straight forward into the parking lot at the south entrance. Pull into the parking lot and park.

From **Forsyth**: Turn right into the parking area; follow down to the entrance of parking lot. Pull into the parking lot and park.

### **Pick-Up**

School dismissal is 3:31 p.m. on full days and 12:15 p.m. on half days. Please have a plan formed with your child for pick-up. You may pick your child up in the pick-up lane in front of the school, in the parking lot or at another predetermined spot. You may allow them to walk or ride their bikes home. Hill has 5<sup>th</sup> grade safeties monitoring many of the crosswalks in the subdivision. If you will be late picking up your child, please call the school office so that we can let your child know you are on the way. If your child is not picked up by 3:50 p.m. they will be taken to the office to wait for your arrival. You will need to park and come into the office to pick up your child at this time. If they are not picked up by an adult by 3:55 p.m. they will be taken to the after school CARE program and you will be charged.

### **Method 1) Pick - Up Lane**

Parents may enter the drop-off/pick up lane before dismissal time to wait. Please pull all the way up to the second crosswalk, put your car in park and turn it off if the weather permits. If you are pulling up behind someone else, pull up closely so that we can fit as many cars in the lane as possible. If you are too late to get into the lane wait behind the stop sign on Quincy. Once pick-up starts, you may move forward. If you have to wait on Quincy you may NOT park there. You must stay with your car, with it running, or you may receive a ticket from the Troy police. Students should wait on the sidewalk by the flower boxes in the front by the pick-up lane. They should wait for you to pull up to the waiting area. Have your child enter your car from the sidewalk side of the car; do not let them enter from the street side.

### **Method 2) Parking Lot**

If you are picking up your child in the parking lot, you may park before dismissal time and wait. Please exit your car and cross over (via crosswalks) to pick up your child at a predetermined spot, please do not ask them to find you car in the parking lot or enter the parking lot alone.

### **Method 3) Bike Path**

If you are picking up your child at the end of the bike path on Butler or Renshaw, please park legally. Keep your eyes out for children crossing the street as these are very busy areas. Please leave a good distance from the crosswalk so the Safety Patrol members can see the road clearly to cross students. Parking Violations as found on pages 100-101 in the State of Michigan "What Every Driver Should Know" handbook <http://www.michigan.gov/sos> states to Never Park:

Within 30 feet of a stop sign and/or within 20 feet of a marked crosswalk, or 15 feet of an intersection if there is no crosswalk.

### **Please Be Careful!**

Please above all else, be alert for children around your car, whether it is on school grounds or on your way home. Please be a considerate and watchful driver, obey traffic laws and stop signs. If you are walking with your child, stay off of your cell phone until you and your child are safely away from high traffic areas. Please hold hands of pre-school children for their safety. **ALWAYS CROSS IN THE CROSSWALK!** Do not cut between cars. Remember that on rainy, snowy days, there will be more traffic dropping off and picking up. We suggest that you leave the house 5-10 minutes earlier if driving your child to or from school on the bad weather days.

### ***VISITORS TO SCHOOL***

Hill School encourages parents and other visitors to visit the school. However, it is helpful to call ahead in order to assure that school personnel will be available for discussion, if necessary. **All school visitors must stop in the office to sign in and secure a visitor's badge in order to ensure all children's safety.** All outside doors are locked with the exception of the front doors. The front door is locked at the start of the day. You will need office personnel permission to enter the building during instructional hours (8:40 am -3:31 pm) Staff members will stop anyone without a visitor's badge.

Volunteers **must** sign in, even for field trips, and secure a visitor's badge. Volunteers will need preapproval from a staff member to proceed to the classroom.

### ***PARENT VOLUNTEER POLICY***

There are many opportunities to be of service in the work of the school. Parent leadership is valuable because each new project means telephone calls, organization, and an understanding of the job to be done. We encourage everyone to get involved. A parent volunteer sign-up sheet can be found in the "First Day Folder."

We appreciate parent interest and involvement in our school, and we depend on volunteers to enhance our instruction. Parent volunteers are by invitation only. When requesting to enter the building you will need to state what staff member has invited you as a volunteer. We would, however, appreciate it if you would do the following:



1. After office approval to enter the building, sign in at the office and get a visitor's badge to identify that you have been recognized by office staff and recorded your presence. If you are in the building helping a teacher and wish to talk with other teachers, you must stop in the office to get office approval to visit another classroom. You may also leave a note for other teachers in the office.
2. If you are bringing your child's lunch, money, gym shoes, etc., please drop it off at the table in the front hall with a note as to student and teacher. Students should check the table during the day for any items that may have been dropped off.

This will help keep our teaching and office time to a maximum and will also prevent students from being interrupted during tests, individual help, etc. It will also aid in our attempt to monitor visitors in the building.

### ***VOLUNTEER BACKGROUND CHECKS***

The Troy School District values the people who volunteer in our classrooms and schools. You provide critical support that enhances the learning and success of our students. The district appreciates your desire to share your time and talents with its students.

The School Safety Initiative, recently signed into law by the Michigan legislature, requires that local districts obtain fresh criminal history checks for all full-time and part-time employees before July 1, 2008. As an added safety measure, the Troy School District has decided to also run background checks on volunteers who interact with students in certain circumstances. This would include all volunteers who drive students on field trips, as well as volunteers who will be placed in charge of supervising small groups of students without a school district staff member being readily accessible.

A form must be completed giving the Troy School District permission to conduct a background check. Once the background check has been completed by our Human Resource Department and you have been approved, you will be permitted to volunteer in this capacity at any level (elementary, middle or high school) for one school year. You must complete this form to volunteer in this capacity.

Please return the completed form to your building principal. **All information will be treated confidentially and will be used only for the purposes stated above.** To safeguard the information you are providing, please return the form (*entire page please*) directly to the school office. Please note that a parent signature is required for volunteers under the age of 18.

If you have any questions or concerns, please contact your building principal.

### ***ARRIVING AT SCHOOL: DROP OFF***

Many tasks and meetings related to the school program take place every day before classes begin. These can be difficult to accomplish if it is also necessary to supervise students who arrive too early.

Therefore, children should be reminded to arrive at school no earlier than 8:25 a.m. They should report to their assigned waiting area. The safety patrol is on duty 20 minutes before school [8:20 a.m.] and 10 minutes after school [3:41 p.m.]. Make sure your child does not arrive at school too early.

If you are walking your child to school (with the exception of the first day), please give your hugs and good-byes at the outside doors and allow your child to experience his/her independence to proceed to

his classroom on his own. **DO NOT WALK YOUR CHILD TO HIS/HER CLASSROOM.** If there is a special circumstance (upon office approval) and the need arises that you must walk your child to his/her classroom, you will be required to sign-in and out at the office to receive a visitor badge for security reasons. Staff will ensure the safety and comfort of your child to the classroom. This will allow a smoother and timelier commencement of the school day.

When the temperature is below 15 degrees or there is rain, heavy snow, ice, sleet, or a strong wind, the children will be allowed to enter the building ten minutes before the start of school for indoor line up. There are designated areas for the students to line up with their classmates within the building. Teachers will review this procedure with students the first day of school.

### ***DISMISSAL AT END OF SCHOOL DAY***

If students are not walking home alone or going to C.A.R.E. Company, they are asked to meet parents outside on the playground or to walk around the building to meet parents outside at the front of the school. Parents should not wait in the hallways or outside classrooms. This is distracting to the students as well as the teachers. It is also hard to recognize strangers if there are several adults in the hallways. If there is a time that you need to speak with your child's teacher, pick up something heavy or fragile, or maybe your child just wants to show you his or her classroom, simply sign in at the office and come down **after** the bell rings and you have already met your child.

### ***Picking Students Up Late/Early Drop Off***

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(ren) from school or if they are returned by the bus driver: **At 3:40 p.m., students will be brought to the school office.**

- a. School personnel will make every effort to contact parents or persons designated on the emergency card and inform them of the fact that the child is still at school.
- b. After **3:40** p.m., parents must park the car in the parking lot and come to the office to pick up their child(ren).
- c. At **3:50** p.m., children whose parents have not arrived to pick them up shall be taken to the after school CARE program. A copy of the child's emergency card will accompany the child. 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 person listed on the emergency card.

In order to ensure the safety of the student, the same procedure will be followed when a student is dropped off before **8:25** a.m.

CARE Company will charge the family as follows:

First Occasion:	\$10.00 per hour, per child
Repeat Occurrences:	\$20.00 per hour, per child

## ***EMERGENCY AND DISASTER PROCEDURES***

In the event of fire, tornado, or other disaster, an emergency plan will be put into operation to assure the greatest possible protection for the children. The school has a weather monitor, tuned to the U.S. Weather Bureau station, to advise the school of impending dangerous weather conditions. In the event of such a warning, the following precautions will be taken.

### **Tornado/Weather Warnings/Drills**

When given the tornado-warning signal, children will go to pre-selected areas in the building that provide the safest conditions. They will remain with their teachers in this area until the "all clear" is given. Tornado drills are conducted annually.

During actual tornado alerts, it is recommended that children remain at school until the authorities give an official "all clear" signal. Please do not call the school so that we may keep lines open for emergency situations.

### **Fire Drills**

Fire drills are conducted periodically at least six times throughout the year. Students are provided with specific instructions regarding the proper procedures to follow. We encourage families to conduct **Exit Drills In The Home** (EDITH) on a regular basis to familiarize students with what to do and where to meet in the event of a fire emergency. We encourage you to change the batteries in smoke detectors two times yearly, each time we change to or from Daylight Savings Time.

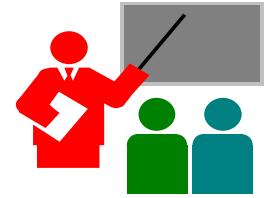
### **School Closing**

If a decision is made to close schools, the information will be communicated to you through School Messenger. **PLEASE DO NOT** call the Troy School District Administrative Center, radio stations, HILL SCHOOL or school officials' homes. Such calls merely tie up the phone lines and prevent school officials from making necessary calls. The closing of Troy Schools will be posted on most major TV Stations as well as on the radio stations. If Troy is NOT listed as one of the schools closed, you should assume that Troy Schools will be open and Troy buses will be trying to cover their routes. You may also go to the Troy School District website for emergency information: [www.troy.k12.mi.us](http://www.troy.k12.mi.us).

## ***II. ATTENDANCE***

### ***ATTENDANCE POLICY***

Troy Schools believe in the importance of regular attendance to maintain the educational process. Because classroom participation is an integral part of the educational experience and research has proven a positive correlation between attendance and achievement, daily attendance is an expectation.



Absence beyond ten percent is considered to be excessive. Excessive absences affect student performance, which may result in lower grades. We realize that there can be extenuating circumstances that cause students to go beyond the ten percent limit. If a child has a special medical problem that may cause him/her to be absent more than a day or two at a time, the school must be made aware of this.

The Troy School's Code of Conduct sets down the expectation that children will be in school each and every day unless the child is ill or there is a serious family problem. School personnel recognize that at times medical and dental appointments must be made during school hours and suggest that the child miss only the portion of the day required in order for the medical appointment to be kept.

In those cases where absence is not for legitimate reasons and where truancy is suspected or where parents are not meeting their legal responsibility to send their children to school, referrals will be made to Youth Assistance, Juvenile Court or to other appropriate person or agency.

### ***ATTENDANCE AND SAFETY CALL-IN PROCEDURES***



If your child is to be absent from school, please call the 24 hour absence line (823-3501) to leave a voice message. In the case of an afternoon absence, call before 12:30 p.m. The child's name, grade, teacher, reason for absence, and date of the absence should be given. If the absence is due to a communicable disease, this needs to be reported. If the absence is due to an extended illness, i.e. chicken pox, it is not necessary to call daily. Please call at the beginning of each week to keep us informed of the student's condition.

**As a safety precaution Office personnel will call the home of those children who are absent from school but have not been reported absent by their parents.** If parents cannot be contacted at home, we will attempt to call the parents' place of employment or contact persons listed on the emergency card. This procedure ensures the safety of your child. We do account for each child each day.

## ***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 prearranged appointment, a parent or other responsible person, designated by the parent, must call for the child. **Parents are asked to come into the office to sign the child out.** Please do not attempt to pick your child up at the classroom or on the playground. Office personnel will call the child from the classroom. Parents are requested to make dental and medical appointments for your child before or after school hours, whenever possible.

## ***AFTER SCHOOL ARRANGEMENTS***

If your child is going home with a friend on a bus other than his/her assigned bus, he/she must have a note from a parent; and this note must be signed by the office. The child is to give this note to the bus driver at dismissal. This applies also to a child who is visiting a friend who walks to school. Children are expected to go directly home each day by their usual means. **Any change in this daily routine must be acknowledged by the parent in a note written to the school.**

Students are to go directly home after school. They are not to play on the playground before walking home unless accompanied by a parent. We do discourage parents and their children visiting the playground directly after school as it makes it difficult for staff to monitor dismissal to see that the playgrounds have been cleared. Please discuss this with your child(ren).



## ***HOMEWORK DUE TO ABSENCE***



**One Day Absence** - Missed homework will be made up upon return to school. Please **do not** request homework from your child's teacher. If the teacher feels an exception needs to be made to this rule, you will be contacted.

**Absences of Two Days or More** - Homework should be requested by phoning the school office (248) 823-3500 prior to 9:15 a.m. Homework can be picked up **in the office** after 3:15 p.m. or sent home with a sibling or friend. As assignments are turned in, additional work may be requested. The child will have the same number of days that he/she was absent to make up missed work.

**Absences Due to Family Trips** - A special list of suggestions has been compiled to accommodate and enhance the extended absence due to a family trip. Please ask your child's teacher for a copy. We strongly discourage extended school leaves as students are unable to make up the instructional learning that they will miss.

### III. COMMUNICATION:

#### *SCHOOL MESSENGER*

School Messenger is the resource Troy Schools has chosen to use to communicate with parents through phone, e-mail and/or text messages. It is extremely important that all parents register on School Messenger and keep that information current. You can access School Messenger through a link off of the Troy School District Website ([www.troy.k12.mi.us](http://www.troy.k12.mi.us)). There are step by step directions on how to register. Registration gives you many options as to how you would like to receive important messages as well as our school newsletter, other district communications and emergency communication.

#### *COMMUNICATIONS AND THE SCHOOL NEWSLETTER*

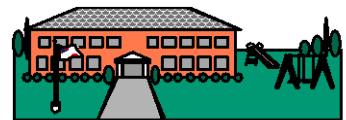
The school newsletter, the UpHill, is posted on Hill's website to inform parents of upcoming events and school news. Parents are encouraged to review pertinent information with your children. Every effort is made to keep parents fully informed regarding school activities.

Friday updates will be sent via e-mail to share reminders for the upcoming week.

Many teachers prepare their own classroom newsletter or information sheet. Newsletters are intended to help keep parents abreast of classroom activities.

#### *OPEN HOUSE /CURRICULUM NIGHT*

Curriculum Night is held in the fall of each year. This is for **PARENTS ONLY - NO STUDENTS**. Teachers will give an overview of the curriculum to parents. Curriculum Night is not the time to talk with the teacher about a child's progress, but rather a time to get acquainted with teachers, the educational programs, and the school.



#### *PARENT-TEACHER CONFERENCES*

Parent-teacher conferences are conducted each school year in November and again in March. Students are released from school, and appointments are arranged to provide each parent with the opportunity to meet with individual teachers in November. March conferences are on a limited basis. Not all parents will be offered a conference. In order to provide an effective educational program, we strive 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. Please contact individual teachers to determine when they are available.

## ***ACCIDENTS***

Although Hill School staff does everything possible to prevent accidents, they may occur. Children are supervised whenever they are at lunch or at recess. If an accident does happen, a child is brought to the office; office personnel will evaluate the child's injury and contact a parent when necessary. Many times, ice and/or a band aid is all that's needed to send a child on his merry way. Emergency cards are used to determine who should be contacted in the event that the parents cannot be reached. It is important that the emergency contacts on the emergency cards are local contacts in the event a parent cannot be reached. Please be sure your child's emergency cards contain up-to-date information.

## ***EMERGENCY DISMISSAL PROCEDURES***

It is the policy of the Troy School District not to send children home after school has started, unless there is an extreme emergency such as a mechanical failure in the building or when inclement weather develops after school is in session. **It is imperative that all parents discuss thoroughly with their children, the possibility of an early dismissal and make certain their children know where to go when their parents are not at home.** Parents will be alerted to early dismissal through Troy School district's Community Relations Office via School Messenger. It is extremely important that your phone numbers, e-mail address, and other contacts remain current. Contacts can be updated by visiting the School Messenger link on the Troy Website. It is also important to keep your Emergency Cards current in the school office.

Although attempts are made, it is impossible to ensure that all parents will be contacted in the event of early dismissal. It is strongly recommended that you discuss with your child whose house he/she should go if you are not available - the homes that you identify to your child should be the homes of people you have put on your emergency card and should be close to your home.

## ***SEVERE WEATHER AND SCHOOL CLOSINGS***

During the winter months, conditions may make it necessary to close schools prior to the start of the instruction day. School district policy, in general, is not to close down schools unless weather and road conditions are such that the possible hazards to the children's safety outweigh the educational values of that day's schooling. When conditions are too dangerous for buses to be on the roads, school will be closed. Parents will be informed of school closings by School Messenger.

## IV. STUDENT CONDUCT

### *STUDENT CONDUCT AT SCHOOL*

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

- Respect all persons and property.
- Refrain from abusive language or inflammatory actions.
- Assume responsibility for their school assignments.
- Conduct themselves in a safe and responsible manner.
- Abide by the classroom rules.

These student rules are described in the Troy School District's *Student Rights and Responsibilities Code of Conduct* booklet and apply to all schools in the district.

In addition, students should:

- Leave wooden/metal bats, tennis rackets, hockey sticks, hardballs, rollerblades, and skateboards at home. Only plastic equipment and Nerf or tennis balls are allowed on the playground.
- **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.

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 parents for further intervention.



## *HILL HIGH FIVE*

Hill's Respect and Responsibility School Improvement Team has determined five rules that all students must follow for a safe, secure learning environment.



With the Hill High Five we:

- ❖ Show respect for one another,
- ❖ Practice responsibility for our actions and behaviors,
- ❖ Promote a Hill School environment in which our students can experience the excitement of learning.

In the event one of these rules is purposefully or repeatedly broken, a Hill High Five Violation will be completed by a staff member. This violation will be sent home to inform the parent of the violation and the consequence assigned. Parents are to sign the violation and return the designated copy to the school. The signed copy will be kept in a file in the Principal's office for further reference, if necessary.

<b>High Five Violation Report</b> <b>Hill Elementary School</b> <b>Troy, MI</b>	
Student:	Date/Time:
Classroom:	Location:
Violation:	
Consequence:	
Student Signature	
Teacher/Staff Signature:	
Parent/Guardian Signature:	
<b>Copy 1-Office copy   Copy 2-Parent copy to sign &amp; return   Copy 3-Parent copy to keep   Copy 4-Teacher copy</b>	

### ***POSITIVE BEHAVIOR SUPPORT***

The Hill School staff has developed a school wide Positive Behavior Support program for students. The primary goal of a PBS is to help students be aware of their behavior. We know that when good behavior and quality teaching come together, Hill students will excel in their learning. As a staff we have established behavior expectations for all areas of the school. The premise of PBS is to reward good behavior and work to improve the negative behaviors. The staff will work together to teach, model, rehearse, reinforce and praise students for appropriate behavior.

### ***BUCKETFILLING SCHOOL***

We will continue supporting the concept of Bucketfilling and Bucketdipping. Below is a brief description taken from the website [www.bucketfillersforlife.com](http://www.bucketfillersforlife.com).

**"We all carry an invisible bucket. This bucket contains our feelings. When our bucket is full, we feel great, when it is empty, we feel empty. A bucketfiller is someone who says or does nice things for other people. By doing this, they are filling other people's buckets and filling their own bucket at the same time. On the other hand, a bucketdipper says or does things to cause other people to feel bad. This simple but profound philosophy applies to every aspect of life."**

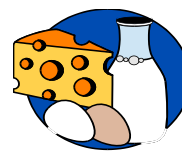
### ***CARE OF SCHOOL PROPERTY***

We expect our students to show respect for the school and school grounds. Willful damage to any school properties, or the property of a fellow student, will require repayment. Students and their parents will be responsible for restitution. Children are also responsible for returning all of their books or paying for lost books and/or materials.

## V. LUNCH PROGRAM



### *LUNCH PROGRAM*



Hot lunches, milk, juice and bottled water are available at lunchtime for children. Menus are posted on the Hill website or on the TSD website.

Children order lunches and pay on a daily basis. Lunches may be prepaid through the Troy School District's computer system in our cafeteria by sending cash or a check made payable to **Troy School Food Service**. Please label the envelope with your child's name and room number.

Student hot lunch	\$2.40 per day (includes milk)
Reduced hot lunch	\$0.40 per day (includes milk)
Milk (white or chocolate)	.35 each
Juice	.50 each
Dasani water	.50 each

A free or reduced lunch application has been included in the "First Day Folder." Please feel free to use this form at any time during the school year should your family's financial circumstances change. Title I services to the Troy Schools is based on this count. Additional forms are available in the school office.

### *CAFETERIA AND LUNCH CONDUCT*

In order to provide a healthy and pleasant lunch period, it is necessary to enforce rules and maintain order. Students will have recess (20 minutes) before they enter the cafeteria to eat lunch (20 minutes). Adult supervisors will see that students observe the following cafeteria rules:

1. Students will talk in normal tones and use acceptable table manners.
2. Students may choose where they wish to sit. Once seated, however, students will remain at their tables until they have finished lunch.
3. Students at each table are responsible for cleaning up of their trays or lunch boxes.

## VI: BUILDING SPECIFICS:

### *FEES AND SUPPLIES*

The school will supply everything your child needs for school except gym shoes. Every child must wear a pair of gym shoes when participating in physical education classes. The shoes may be left at school, if desired. In order to participate in physical education classes, students must return the physical education questionnaire (blue form) to school prior to the start of classes. We discourage the wearing of black soled gym shoes as they do mark the gym floors and school hallways.

Teachers have developed a **suggested** supply list that students may choose to bring supplemental supplies to school. These suggested supplies are not mandatory and are extra materials a child may want to bring to school.

### *SNACKS*

We are off to a HEALTHY start this year at school. Many teachers allow students to bring a snack each day. We have always encouraged HEALTHY snacks, such as fresh fruit, fresh vegetables, protein bars, or crackers, along with fresh water.

Again this year, we will allow ONLY healthy snacks such as those listed above. Brain research clearly shows that fresh, healthy foods and water are beneficial to learning, while unhealthy snacks can actually hinder learning.

We have many students with food allergies. This can be a life threatening experience for these students. Parents and students that share a classroom with a student that has a specific food allergy will be informed of the specific allergy. It is extremely important that students do not bring a snack into the classroom that will cause an allergic reaction.

By limiting the items permitted to healthy snacks and water, we also avoid sticky spills, mold potential, and other conditions that can hinder learning.

So, please remember - WATER ONLY, and HEALTHY SNACKS ONLY, such as those listed above.

### *LOST AND FOUND*

Lost articles are placed on the "Lost and Found" rack or clipped on the clothesline attached to the wall located just outside the cafeteria. Small items and valuables, such as jewelry and watches, are kept in the office. When an article is known to be lost, do not let time elapse before coming to locate it. We discourage children from bringing special items of value to school and cannot be responsible for their loss or damage. **Please take special care to mark outer garments.** Unclaimed items are donated to a charitable organization at the end of each semester. Lost items labeled with your child's name will be returned to your child. **THIS WILL HELP REDUCE THE NUMBER OF ITEMS COLLECTED IN THE LOST AND FOUND.**

## ***STUDENT PARTIES AT SCHOOL***

During the school year, each child participates in three parties: October's Halloween party, December's holiday party, and the 'end of the year' party. Kindergarten is an exception and will have a fourth party at Valentine's Day. Room mothers and classroom teachers will plan activities and arrange for refreshments. Dates for the holiday parties have been established. The 'end of the year' party must be held any of the four days during the last week of school. The designated room mother for each classroom should consult with individual teachers to determine:

1. The time and length of party.
2. Determine if siblings are allowed to attend.
3. The number of parents to attend.
4. Schedules.
5. Ideas.
6. ***Food Allergies.*** If a student has a food allergy in the classroom the food items that will be served at the party must be approved by the parent of the student with the food allergy. It is important that only the food approved by this parent is provided for the party. Do not send in additional items the day of the party, as an unapproved food item may cause an allergic reaction for that child.

***Parties must be held on the school grounds. These considerations are made for the safety of children and for the success of the party.***

## ***PARTIES OUTSIDE OF SCHOOL***



Parties can be an enjoyable time for all students! Many times throughout the school year, students wish to hold special event parties (i.e. birthday party) outside of school. If invitations to such parent supervised parties are distributed at school, please make certain that either all boys, all girls or all students in the class are invited.

Many times one or two students are left out of such events causing hurt feelings, tears, and low self-esteem. A student directory with names, addresses, and phone numbers will be available in late September if you wish to contact individual students outside of school.

## ***SCHOOL CLOTHING***

We want students to be as comfortable as possible while attending school, yet we request that their clothing be appropriate for a school environment. Please follow these guidelines in helping your child dress appropriately for school:

- Students should not wear short shorts, cutoffs, or high-cut athletic shorts.
- Students (boys and girls) should not wear halter tops or midriff tops. Sleeveless shirts should have at least one inch straps.
- Clothing that advertises alcohol, cigarettes, or that have inappropriate sayings or language are not to be worn to school.

- Students will be given alternative wear from the school office or parents will be called to bring alternate clothing if the child's dress is inappropriate.
- "Jellies," clogs and sandals are discouraged since they do not offer sufficient protection for the feet while children are playing at recess. Tennis shoes are required for gym. These should have white or light colored soles since dark soles mar the surface of the gym floor (even the so-called scuff proof shoes).
- Students are not permitted to wear hats inside the building - **except** on "special days" as announced.

During the winter months, children are expected to come to school with warm coats, hats, gloves and boots. These are needed since outdoor recess is a part of the regular school day. We ask that you consider buying coats and boots for younger children that are relatively easy to put on. **Please label your children's clothing and lunch box** with your child's name so that lost items can be returned to the owner.

### ***STUDENT USE OF SCHOOL TELEPHONES***



One of the goals of the staff at Hill School is to develop in each student a sense of responsibility. It is very important for children to take ownership of their behaviors; therefore, we discourage students from using the school phones to have parents bring them things they have left at home. Students may only use the telephones in emergency situations, basically those, which are of a health concern. We ask that parents also support our position on this issue and not "rescue" their children by bringing articles to school which were forgotten. Students need to learn the natural consequences of their actions in order to grow into responsible adults.

### ***BICYCLES***

If bicycles are ridden to school, they should be parked at the bike rack. Bicycles will be walked to the rack upon entering the school grounds. **Students need to lock their bikes.** Several unlocked bikes have been stolen during the school day. The route used for walking to school is the route that should be used when riding a bicycle to school.



For safety reasons, children are not permitted to ride double. Helmets are encouraged. Bikes should be walked on the sidewalks in front of the school and on the path to the Mt. Vernon subdivision, during arrival and dismissal times.

### ***SCOOTERS***

Students in grades 3-5 may ride scooters to school. Students are to fold up their scooter and carry it when they reach school property. Students will store their scooter in the classroom near the coat area. Students are encouraged to wear a protective helmet when riding a scooter.

Students in grades K-2 are not allowed to bring scooters to school. This is due to the lack of space to store the scooters inside the building. This is a safety issue in case of an emergency.

### ***SKATEBOARDS, ROLLERBLADES, SKATES***

The same rules apply as for scooters. Students are not to ride skateboards, rollerblades or skates on school property during arrival and dismissal times. "Heelies," shoes with hidden wheels, are greatly discouraged. The wheels are not to be used inside the school building, outside during arrival, dismissal and school hours.

### ***CELL PHONES & 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.

### ***RECESS AND WEATHER CONDITIONS***

Children are expected to participate in the recess periods. Recess is an integral part of the school's health program. Participation in vigorous play and exercise helps to develop fitness and is important to the development of strength and coordination. The opportunity to play outdoors increases work productivity during the day. This is also an excellent time for children to develop their social skills. If an unusual condition exists which allows a child to attend school but makes participation in outdoor recess inadvisable, a note is to be sent to the teacher who will make arrangements for supervision of the child during that time. These requests should be accompanied by a doctor's note.

**CHILDREN SHOULD COME TO SCHOOL PREPARED FOR OUTDOOR RECESS. A warm coat, a hat, gloves, and boots are essential during cold weather.** Students should have these items daily in consideration of weather changes during the day. During inclement or very cold weather, the children will not have outdoor recess. When the temperature is above 15 degrees, recesses will be held outside, considering wind conditions. If the temperature falls below 15 degrees, the children will stay inside or may go outdoors for a shortened period of time. We traditionally call this an "indoor/outdoor recess." Boots are essential in wet weather. Students will not be allowed off the blacktop during recess with wet conditions that are present without boots. **It is a good idea to keep a spare pair of socks in your child's backpack during wet conditions for student's comfort.**

A snowfall does not normally alter the above conditions unless it is a heavy and wet snowstorm. Rain or wet weather will alter the above conditions.

## ***FIELD TRIPS***

Teachers need parent volunteers in order to go on field trips. Based on limited space on buses as well as at the establishments that we visit, it is essential that only the parents who have been designated attend the field trips. It is also essential that parents do not bring younger siblings. As a chaperone, parents are responsible for a group of children that need your undivided attention. Younger siblings can also be disruptive during presentations. Driving separately and/or bringing younger siblings can be distracting to the students and can cause the establishments that we visit frustration if the number of people exceeds the original agreement.

**If the Field Trip is using parent drivers:**

**EFFECTIVE JULY 1, 2008, CHILDREN UNDER 8 AND UNDER 4'9" TALL MUST BE IN A CHILD RESTRAINT.** A child restraint can be a car seat with harness straps or a booster seat used with the vehicle's lap and shoulder belt.

For each driver, the following is needed:

- Copy of driver's license
- Copy of automobile registration
- Copy of automobile certificate of insurance
- Background check clearance
- Approved child safety seats, if appropriate, for the students' ages



## VII: IMPORTANT GUIDELINES TO REVIEW WITH YOUR CHILD:

### *SAFETY WITH STRANGERS*

Listed below are some suggested procedures to be used as guidelines for discussion with children regarding "Safety with Strangers." Troy School District staff has prepared these guidelines in cooperation with the Troy Police Department.

1. Do not accept candy or gifts from strangers.
2. Do not accept rides with strangers.
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 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 a suspicious character.

### *RULES FOR SAFE WALKING*

(from the American Automobile Association)

1. Cross at corners and crosswalks; keep to the right in the crosswalk.
2. Before crossing, look both ways; be sure the way is clear before you cross.
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 roadway, walk on left side, facing traffic.
8. **ALWAYS GO HOME DIRECTLY FROM SCHOOL. DO NOT STOP TO PLAY ON THE PLAYGROUND!**

## ***RULES FOR SAFE BUS RIDING***

The bus is an extension of our school. All students are responsible to follow the student conduct rules listed in the Troy School District's *Student Rights and Responsibilities Code of Conduct* booklet while riding the bus.

1. Be at the bus stop at least five (5) minutes prior to bus stop time.
2. Line up quietly and remain orderly at the bus stop. Refrain from going on residents' property.
3. Stay at least ten (10) feet away from the curb or road until the bus stops and the driver signals that it is safe to board the bus.
4. While on the bus, obey the bus driver and stay quietly in your seat. Once seated, there is no changing of seats, fighting, shouting, or eating.
5. Never throw anything on the bus or out of the bus windows.
6. Do not stick your head, hands, legs or any object out of the bus windows.
7. Keep aisles clear; put your belongings on your lap or under the seat.
8. Board and depart from the bus at assigned stops.
9. If you need to cross the street for boarding or departing the bus, do so at least ten (10) feet in front of the bus. Never cross behind the bus and always wait for the driver's signal to proceed.
10. Stay out of the school bus' danger zone. The danger zone area is the area within ten (10) feet of the bus around on all sides.
11. If you are not at the bus stop when the bus is departing from your stop, do not run after the bus.

### **IMPORTANT REMINDER**

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.

The intent of this policy is for the safety of our students.

## **VIII: ADDITIONAL SERVICES FOR YOUR CHILD**

### ***SPECIAL CLASSES***

Art, Media (library), Spanish, and Physical Education are part of the curriculum. They are taught on an eight day rotating schedule. Vocal Music is also provided to students in grade K-4 in our 8 day rotating schedule. Fifth graders participate in instrumental music, band or strings, twice a week.

### ***SPECIAL SUPPORT SERVICES***

Speech and Language Therapy, English Language Developers (ELD) service, Social Work, and the Student Assistance Planning (SAP) Team are available for your child here at school. Please contact the school office or classroom teacher if you want further information.

### ***READING RECOVERY***

A reading intervention program for first graders is available for eligible students. The reading specialist screens first graders and works individually with four to five students individually until each child is reading at the classroom level. Additional students are added throughout the year on an as needed basis. Small supplemental reading groups are also held.

### ***C.A.R.E. COMPANY***

C.A.R.E. Company (Before and After School Child Care) is available at Hill School. Call the Troy School District CARE Company at 823-5100 for information about enrolling your child.

## ***IX: HEALTH CONSIDERATIONS:***

### ***MEDICATION AT SCHOOL***

State law and 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 aspirin and cough medication. An "Authorization for Medication/Treatment" form must be completed; (a form is included at the back of this handbook and additional forms are available in the school office). The Troy School District Medication Procedures are listed below:

1. Medications must be brought to school by the student's parent or legal guardian.
2. All medications must be in the **original, labeled** container as prepared by a pharmacy, physician, or pharmaceutical company, clearly marked with the student's name, the name of the medication, the prescribed dosage and requested time of administration.
3. All controlled substance medications will be counted and recorded in the presence of the parent/legal guardian when brought to school.
4. Changes in dosage, frequency, or time of administration cannot be made without written instruction from a physician.
5. Designated staff will administer medication.
6. Administrators, counselors, teachers, and other appropriate staff will be made aware of your child's condition and need for medication.
7. The school will NOT distribute lunch or afternoon medications on half days.
8. Medication left over at the end of the school year or after a pupil has left the district shall be picked up by the parent/legal guardian. Any medication not retrieved by the parent/legal guardian will be disposed of within seven days of the student's last day of school and documented by the individual who is responsible for administering medication.

With a completed "Authorization for Medication/Treatment" form filled out and parental permission, a student may keep an inhaler or EpiPen in his/her possession.

### ***HEARING AND VISION TESTING***

Each year, the Oakland County Health Division screens students for vision and hearing. Vision screening is for preschool, grades 1, 3, 5, and special education students in the fall. Hearing screening is for preschool, grades K, 2, 4, and special education students in the spring.

## ***FOOD 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, 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 and only allows the use of non-food items (pencils, stickers, etc.) instead of food. This includes birthday celebrations.
- We encourage that only nut free items (peanut and tree nuts) be sent to school for snack or lunch.
- 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 thoroughly before coming to school.
- Teach your children to accept that all children are different and some cannot eat certain foods, but they are still our friends.

Our ultimate 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 the Hill Community. Thank you for joining us in being an *Allergy Considerate Community*.

More detailed information may be found entitled Parent Peanut Allergy Information in the Parent drop down menu on our Hill Web Page.

## ***COMMUNICABLE DISEASES***

Your child's communicable disease must be reported to the school office. This information is relayed to the Oakland County Health Division to keep them informed of developments within the school district and the county. When you call in an absence for your child, please report cases of strep throat, flu, pink eye, lice, impetigo, or other communicable diseases. If you are unsure if the illness is contagious, please contact the school office at 823-3500 or the public health nurse at (248) 424-7119.

## ***HEAD LICE***

Please be aware that head lice is contagious and is sometimes identified at school. Children with lice are excluded from school until the first shampoo treatment and the removal of all nits. It is very important to periodically check your child's hair for nits or lice. If a case is found at home, please notify the school so proper actions can be taken in the child's classroom. Not only are the two shampoos with a head lice shampoo important, but you must also perform all environmental actions after the first and second shampoos. These are:

1. Machine wash with very hot water all washable clothing and bedding (i.e., sheets, pillowcases). This includes hats, jackets, scarves and stuffed toys.
2. Items not washable should be dry cleaned or stored in sealed plastic bags for at least 14 days.
3. Combs, brushes, curlers, barrettes and any other items used in the child's hair need to be washed in lice shampoo or 2% Lysol for one hour or soaked for 5-10 minutes in hot water heated to 150 degrees or higher.
4. Upholstered furniture, pillows, mattresses, carpeting, cloth seats and cloth car interiors should be vacuumed thoroughly. The vacuum needs to be emptied.

It is highly important that environmental measures accompany the shampoos. Most re-infestation occurs when this is not done completely.

### ***IMMUNIZATIONS***

Michigan Law requires that every new student enrolling in a Michigan school be properly immunized, or have a signed waiver on file at the school. A parent notification letter may be sent regarding the needed immunizations. If the immunization record or signed waiver is not on file, the student, in accordance with the law, shall not be permitted to attend school. The Oakland County Health Division has a free immunization clinic available to all ages, including adults. The clinics are located in Pontiac, Southfield and Walled Lake, and are open Mondays, 12:00 noon to 8:00 p.m., and Tuesdays through Fridays from 8:30 a.m. to 5:00 p.m.

### ***SCHOOL INSURANCE***

The Troy School District provides the opportunity each year for parents to purchase, for a nominal fee, an insurance policy for their child that covers the child in case of an accident that is related to a school activity on or off the school grounds. There is also a rider available for dental coverage. Parents who would like to enroll their child should fill out the insurance form (located in the "First Day Folder") students brought home the first day of school and return it to the school office before the stated deadline.

## **X. DISTRICT POLICIES**

### ***BULLYING***

#### ***Troy School District definition of Bullying:***

Bullying has two key components: repeated harmful acts and an imbalance of power. It involves repeated physical, verbal, or psychological attacks or intimidation directed against a victim who cannot properly defend him-or herself because of size or strength, or because the victim is outnumbered or has psychologically resilient.

Bullying includes assault, tripping, intimidation, rumor-spreading, and isolation, demands for money, destruction of property, theft of valued possessions, destruction of another's work, and name-calling. In the United States, several other school behaviors (some which are illegal) are recognized as forms of bullying.

**Not all taunting, teasing and fighting among schoolchildren constitutes bullying. "Two persons of approximately the same strength (physical or psychological)...fighting or quarreling" is not bullying. Rather, bullying entails repeated acts by someone perceived as physically or psychologically more powerful.\***

All suspected bullying incident as defined above, must be reported to the building Principal for further investigation.

\*Bullying in schools, Rana Sampson, U.S. Department of Justice, Office of Community Oriented Policing Services.

### ***DRUG FREE SCHOOL NOTICE***

The Troy School District participates in the Drug Free Schools program, and as required by that program, this notice is to inform all students, staff and parents that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful.

### ***WEAPONS LAW***

According to Michigan Law, any student who brings a gun or knife (over three inches) to school must be expelled from school.

### ***AHERA NOTIFICATION***

AHERA law 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 reinspection. The AHERA Management Plan and the 1994 three-year reinspection findings for this building are located in the school office. They are available for review during regular school hours, Monday through Friday, any day that school is in session.

***POLICY OF NONDISCRIMINATION***

**STUDENTS, PARENTS AND CITIZENS OF THE TROY SCHOOL DISTRICT:**

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 the 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 the 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, Assistant Superintendent of Employee Service as Title IX and Section 504/ADA Coordinator for employment and personnel matters. Mrs. Kathy Jagels, Director of Special Education, has been appointed as the Section 504/ADA Coordinator for handicapped and suspected handicapped students. Any questions, suggestion or complaints should be directed to:

Mr. Jordan Harris  
Assistant Superintendent of Employee Services  
Title IX and Section 504/ADA Coordinator  
Troy School District  
4400 Livernois Road  
Troy, Michigan 48098-4799  
Telephone: 248-823-4000