

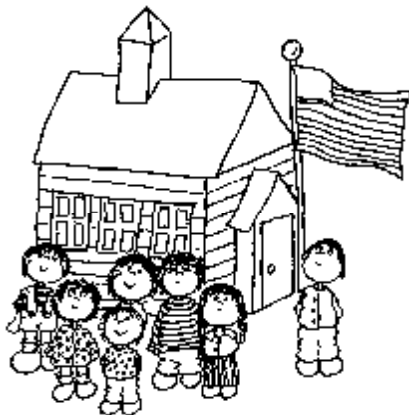
*Dear Northern Hills Students and Parents:*

Northern Hills is a National School of Excellence ~ not only because of our staff of wonderful, caring teachers, but also because of the support and cooperation of our students and parents. Our school is a place where people care for, respect and trust one another. It is the goal of our faculty that each student receives the kind of education best suited for him or her. Our goal is to provide a wholesome, stimulating and productive learning environment. We invite our students and parents to join with us in taking pride in our beautiful school and in helping us make Northern Hills a good place to learn and grow.

*Although school is a major source of learning for a student, learning at home is even more important to a child's development. A parent has an opportunity to make an enormous difference in how much and how well a child learns. You are your child's most important teacher and a valuable partner of your child's teachers in school.*

*This handbook has been prepared for you so that you will know more about our school. Please read and discuss it together as a family project!*

*Your visits, suggestions and questions are welcome. I look forward to working with you and your children.*



*Respectfully,*

*Nellie Sizemore  
Principal*

## Attendance Information

**Entrance Requirements** ~ Students must be five years of age on or before September 1 to be admitted to kindergarten. First grade enrollees must be six years of age before entering school. A birth certificate or other acceptable documentary evidence of birth, two proofs of residence and a record of immunization must be presented by students new to the district prior to enrollment. Proof of residence must be resubmitted each year thereafter.

<u>School Hours</u>	<u>Kindergarten</u>	<u>Grades 1-5</u>
Morning	8:35 – 11:05 a.m.	First Bell 8:30 a.m.
Afternoon	12:35 - 3:05 p.m.	School Starts 8:35 a.m.
		Dismissal 3:05 p.m.



**Arrival** ~ Students may arrive between 8:10 & 8:30 a.m. Children are asked not to arrive at school until teachers are on duty at 8:10 unless they are eating breakfast in the cafeteria at 8:05. Boys and girls gather on the playground on days when the weather is favorable. During bad weather students wait in the hallway outside their classrooms.

**Tardies and Absenteeism** ~ Promptness and regularity are essential.

Pupils arriving late or leaving early disrupt the entire class. Students who are tardy must check in with the office and pick up a late pass. Parents or guardians should contact the school secretary on days on which students must be absent. Parents of unaccounted for students will be contacted by the office. Permission slips must be signed and on file in the office before a child will be permitted to walk home for lunch. All students who are picked up during the day must be signed out in the office. See *EPS District Attendance Regulations*.

**Cafeteria** ~ Edmond Public Schools participate in the National School Lunch Program. Nourishing and balanced meals are served daily. Student lunch is \$2.05 and breakfast is \$1.20. Each child has a meal account and money may be deposited in any increment. Milk may be purchased separately for 40 cents and may be scanned from the account. Children from households whose income falls within the federal income guidelines are eligible for either free or reduced price meals. Applications may be picked up during enrollment or in the office. Personal lunch money loans are available only on an emergency basis and must be repaid the following day. Efforts will be made to notify parents of this debt. Parents are welcome to eat with their children. Guest lunches are \$2.85 and reservations need to be made by phoning the office before 9:00 a.m. (Prices subject to change.)

**Dress Code** ~ The way children dress greatly affects their attitude at school. Clothing should be appropriate, clean and inoffensive. The student dress code is based upon the premise of recognizing fashion without sacrificing decency, safety and appropriateness. It is the intent to restrict extremes and indecency which would detract from the main purpose of the educational program. *Elementary students are not allowed to wear extreme hair colors or styles which may be disruptive to the learning environment.* Hats or other headgear may not be worn in the school building unless for a special planned occasion. Shoes with rollers in the soles are not to be worn at school. *For general guidelines please see EPS District Dress Code.*

**Closing School** ~ Oklahoma's severe weather makes it necessary at times to close school. Area television and radio stations will alert the public when this decision has been made. Early dismissal is not a common practice in the Edmond School system due to the inconvenience it would cause working parents.

**Dismissal** ~ *If students must leave school anytime during the school day, parents or those designated on the enrollment card must check them out through the office.* Please do not go directly to the classroom.

## General Information



- 1 Parents are welcome to visit the school at any time. All visitors should sign in at the front desk, wear a visitor sticker. In order to protect instructional time, parents may not enter the classroom during class time without making prior arrangements with the teacher. Visitors should sign out before leaving the building.
- 2 *Students should not bring money to school unless it is for lunches or for a school request. Students may not buy, sell or trade items at school.*
- 3 It is very important for parents to notify the office any time there is a change of address or a new phone number for home or office. This is necessary in keeping records updated in the event of an illness or injury. Emergency numbers must be provided.
- 4 Accident insurance is offered to students. Enrollment forms are sent home with students at the beginning of each school year and are available in the office. The school system is not financially responsible for the cost of any accidental injury occurring from a school activity.
- 5 Please mark all lunch containers, backpacks, and clothing with the name of the owner. Unclaimed Lost and Found items will be given to a local needy organization.
- 6 District regulations allow three classroom parties at school each year. Homeroom Parents and teachers plan parties to celebrate Christmas, Valentines and the end of the school year. (See list of approved snacks on page 6.) *Birthdays parties are not allowed at school. Party invitations may never be distributed at school.*
- 7 Students must have a phone pass from their teacher before using the phone. Students are asked to make after-school plans prior to coming to school.
- 8 Students are responsible for textbooks or library books checked out to them. They must be paid for if damaged or lost.
- 9 Students must have notes from parents to remain inside during recess.
- 10 When moving, please contact the office ahead of time so withdrawals can be processed.
- 11 The Edmond School Board Policy book may be reviewed at any time in the office.
- 12 Because of the potential danger, students must never bring knives, guns (anything that could be considered a dangerous weapon) fireworks, etc. to school. Please read the District Dangerous Weapons Policy.
- 13 The school reserves the right to release to the press any recognition of honors and awards.
- 14 State Law (Section 23-102 of Title 70) provides that "Pupils shall not have any reasonable expectation of privacy towards school administrators or teachers in the contents of a school locker, desk or other property. School personnel shall have access to school lockers, desks and other areas of school facilities and may be opened and examined by school officials at any time and no reasons shall be necessary for such search."
- 15 No animals or pets should be brought to school without prior permission.
- 16 Parent input sheets for student placement will be available in the office on March 22<sup>nd</sup> and must be returned by March 29<sup>th</sup>. Requests for specific teachers will not be honored.
- 17 The cafeteria is available for Brownie, Bluebirds, etc., meetings after busses have picked up all kids. You must check with the school office to schedule a meeting time and day and to complete a Use of the Building application form.
- 18 Lost & Found items are placed in containers in the cafeteria. Please check for lost items. Unclaimed items will be donated to a charitable organization at the end of each nine week period.

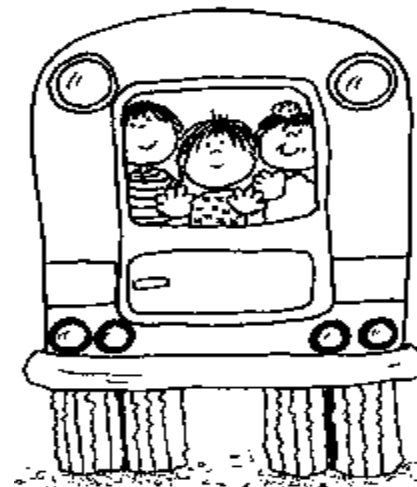
## Arrival & Departure Procedures

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### Bike Riders ~

- § Students in Grades 3-5 may ride bicycles to school. Because of safety concerns, kindergarten, 1<sup>st</sup> and 2<sup>nd</sup> grade students may not ride bikes to school.
- § Bikes should be walked on sidewalks and across cross walks and parked in the bike racks.
- § It is recommended that locks be used to secure bikes during the day. The school will make every effort to safeguard bicycles but cannot assume responsibility for them.
- § Students should not be around the bike area except to put away or pick up their bikes.
- § Scooters, skateboards, skates or roller blades may not be brought to school. Students should not wear shoes with rollers.

**Car Riders ~ Please watch for bright yellow notes from the office with our new plan for pick up. Our new plan will be made with input from district administrative and safety personnel. Our goal is for students to arrive at school and home safely. We appreciate parental assistance and cooperation in this critical matter.**



### ***Please help us with the following safety concerns:***

- § Permission to walk home must be signed by parent and on file in the office.
- § Please remind your children not to cross the parking lot.
- § Please remind children to use the crosswalk when walking home.
- § **If you choose to pick your child up rather than using the school bus service you MUST pull through the pick up lane. To keep our school secure we are asking parents not to park and walk over to pick up students.**

**Bus Riders ~** Elementary students are eligible for transportation services if they live one mile from the school by commonly traveled roads. Students may ride only their regularly assigned bus and get off at the regularly assigned stop unless emergency arrangements have been made with the Director of Transportation. Backpacks or sacks will not be allowed on the buses on the last day of school. *Please read EPS District Bus Rules on Page 14.*

# Instruction

*Currently popular games or toys that interrupt instruction or create problems among students will not be allowed.*

**Curriculum** ~ The curriculum at Northern Hills includes an integrated study of reading, math, language, spelling, social studies, science, technology, penmanship, music, art, health, and physical education.

**Assessment** ~ Teachers use multicriteria assessments when measuring student mastery of the stated objectives through projects, daily assignments, performances, tests, etc. Each child's progress is observed and recorded at regular intervals. Results are used to improve and individualize instruction.

**Grades** ~ The grading scales for the Edmond Public Schools are as follows:

<p><u>Grades 1-2</u>                  † Consistently Successful                  † Progressing                  * Having Difficulty</p>	<p><u>Grades 3-5</u>                  A Very Good (90-100)                  B Good (80-89)                  C Average (70-79)                  D Poor (60-69)                  F Failing (below 60)</p>	<p><u>All Students</u>                  S Satisfactory                  U Unsatisfactory                  N Needs Improvement</p>
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**Homework** Homework offers an opportunity to reinforce skills and concepts at school. Northern Hills students should not receive an excessive amount of homework. Most homework is assigned because of special projects, tests or unfinished assignments. All work is expected to be turned in on time unless a student has been absent due to illness or for other authorized reasons. Make-up assignments are due within a reasonable time as determined by the teacher and principal. A request for assignments missed due to illness may be made by phoning the school office before noon on the day on which the work will be picked up. Work cannot be picked up before 3:00 p.m. (See EPS District Homework Policy on [page 8.](#))

**Report Cards** ~ Report cards will be sent home the week following each grading period, usually on Friday. Please sign and return the envelope immediately.

<u>First Semester</u>	<u>Second Semester</u>
1 <sup>st</sup> Nine Weeks ends October 30	3 <sup>rd</sup> Nine Weeks ends April 2
2 <sup>nd</sup> Nine Weeks ends January 15	4 <sup>th</sup> Semester ends on the last day of school

**Student Retention** ~ State law allows a teacher to recommend that a student be retained at the present grade level. If a parent or guardian is dissatisfied with the recommendation, he or she may appeal the decision by complying with the District's appeal process. The decision of the Board of Education shall be final.



# Special Services

**Computer Labs** ~ Northern Hills maintains two computer labs as well as workstations in each classroom. Students are always monitored by a teacher when working in the computer labs.

**Counseling** ~ A counselor works with children needing individual counseling and coordinates all individual testing and placement activities. Classroom Guidance sessions are conducted in all grades on a regular basis. Areas of emphasis include: study skills, responsibility, self-concept, friendship, cooperation, decision making, anti-bullying and safety.

**Elementary Art** ~ An art teacher works weekly with all fifth grade students. Emphasis is placed on visual art techniques, appreciation and understanding.

**Enrichment Program** ~ An enrichment program is provided for students who qualify as intellectually gifted. The class meets for a half day each week.

**Health** ~ The school health program includes various activities directed toward the promotion of good health and fitness habits. Thirty minutes of health instruction per week is provided for students in grades one through four by the health teacher.

**Indian Counseling and Tutoring** ~ Personnel assist both teachers and children in meeting needs related to Indian education.

**Music** ~ Two thirty minute sessions of music instruction is provided each week for students in grades one through five. Emphasis is on general music as well as vocal music.

**Physical Education** ~ Elementary physical education classes meet for two thirty minute sessions each week. Emphasis is on motor skill development. The predominant activity focus is manipulative skills, gymnastics and expressive movement.

**Physical and Occupational Therapy** ~ These services are provided where special needs warrant.

**Reading Sufficiency** ~ Intervention plans are provided for students who are reading below grade level.

**Special Education Programs** ~ Specialists work with children who, after a series of tests and conferences, have been determined to have a mild or moderate disability. Children who qualify are placed on an individualized education program (IEP) to help meet their specific learning needs.



**Speech Therapy** ~ A speech/language pathologist provides services to designated children through a referral from teacher or parent.

**Testing** ~ School psychologists provide testing services for students referred for specific needs. Standardized tests are administered in the spring according to district and state mandates.

## Media Center



Northern Hills is fortunate to have a fully automated media center where children learn to work independently and together to gain knowledge. Every effort is made to provide the best quality in children's literature for both research and pleasure. A wide array of learning materials designed to support the curriculum are available including periodicals, filmstrips, video tapes, compact disks, models, records, charts, science equipment, calculators, cassette tapes, games, computer programs and internet access.

The following guidelines are established so that all students may have access to and share in the responsibility for materials:

**Media Center Hours** - The Media Center is open daily from 8:30 a.m. to 3:00 p.m. Students are welcome at any time with the permission of the classroom teacher. A full-time library media specialist and a half-time aide are employed to provide assistance.

**Checking Out Books** - Books are available for all students. Kindergarteners may begin checking out books during the month of October. Students in Kindergarten and first grade may check out one book at a time while boys and girls in second through fifth grade may check out two books. Books are checked out for a two-week period. Reference books may be checked out overnight for research projects.

**Overdue Books** - We are operating a no-fine check-out system. This no-fine system does not lessen responsibility for materials. A student who has an overdue or lost book is not allowed to check out materials. If a child has a book for three weeks, we will send a notice home informing you of the title of the book and its price. Students and their parents are responsible for the replacement cost of books which are lost or damaged.

**Donations** - Parents may donate ten dollars to the Media Center to commemorate a student's birthday. This permits the person honored to select a "Birthday Book" from a designated group of books to be placed in the media center. A book-plate with the child's name is fixed in the front of the book.

**Parent Volunteers** - Parent volunteers play a vital part in the operation of the Media Center. Volunteers assist with circulation and book maintenance, thereby allowing the media specialist more time to work with students. Please contact the Media Center for more information.

## Northern Hills Elementary Class Change Policy

Several intervention strategies must take place before class change can be made at parent request. First a parent needs to have had contact with the teacher so that they can work together over a period of time to resolve any difficulty. The parent may then conference with an administrator or counselor. Any concern must be in writing. The parent, teacher, counselor and administrator, and if needed the student, will meet to devise a plan. A final decision to change placement will be made by the administrator. Parents are not allowed to select their child's teacher.

An administrative change in classroom placement may occur if our numbers increase or decrease, most likely in the first few weeks of school. Parents will be notified in writing.

## Playground Rules



Outdoor play provides students with opportunities to develop large muscle skills, to learn to interact in socially appropriate ways with other children, and to express themselves freely. The following rules are designed to insure the safety of each person on the playground. In addition students are encouraged to use good judgment in playing on all playground equipment. The equipment is safe only when used properly.

1. Stay within designated play areas. Leave the school grounds only with the supervision of the duty teacher.
2. Limit throwing and kicking of objects to balls in games. Rocks, dirt, sticks, twigs and gravel should remain on the ground.
3. Respect the rights of others to use their own space. Avoid fighting, wrestling, shoving and games that may cause injury to others.
4. Remember that words can also hurt. Name calling and cursing are inappropriate behaviors at school and on the playground.
5. Basketballs and soccer balls may be brought to school. Balls should be clearly marked with the name of the owner. Games are open to all students desiring to play. Should playground sports become too rough they will not be allowed.
6. Leave toys, games, scooters, skateboards, roller blades, roller shoes, skates, baseballs and radios at home for use outside of school. (This includes tape/CD players, I-Pods, hand held electronic games, and all other electronic equipment.)
7. Students may not sell, buy or trade items at school.
8. Refrain from riding piggy-back on the backs of other students.
9. Eat food and candy before leaving the cafeteria. Gum chewing is not allowed at school.
10. Go to the restroom before going outside. Only return to the building in an emergency with the permission of the duty teacher. When returning to the building for restroom or a drink use only those facilities assigned to your grade level.
11. Only one person on a swing at a time. No pushing or twisting of swings.
12. To use the slide, be seated and go feet first.
13. Listen for special announcements regarding any safety hazards that may temporarily exist on the playground.

***Please read Edmond Public Schools District policies concerning Student Behavior, Sexual Harassment, Dangerous Weapons, Drug & Alcohol-Free Schools and Bus Rules in this handbook.***

## Parent/Teacher Organization

### *The Northern Hills P.T.O. welcomes you to our school.*

The following information will let you know what we do as a parent support group. If you are interested in being involved in any of these activities or in working on any committee, please contact one of our officers or call the school office at (340-2975).

The membership of this organization consists of the parents or guardians of children enrolled and attending Northern Hills and all administrators and teachers on the school's faculty.

The parent board meets once each month to discuss and recommend fund raising projects, special programs and school activities. Meetings are open to all. Please check the PTO website or contact the school office for the time and location of the meeting.

Many special activities, events and projects are supported and sponsored by the P.T.O. Some of these activities include: Back to School Night, Fall Fun Fest, Game Day, Book Fair, Newsletter, Children's Holiday Store, Family Bingo Night, Classroom Parties (three each year), Safety Patrol, Meet the Masters, and Student Directory.

There are many more activities sponsored by the P.T.O. for the benefit of our children and their school.

For more information you may visit us online at [northernhillspato.net](http://northernhillspato.net).

You are invited to join in the fun.



### Officers

President	Shelly Duke
Vice President	Michelle Guyer
Secretary	Jana Cheap
Treasurer	Laura Piatt
Assistant Treasurer	Ann Bonsteel & Misty Sisk

### Committee Chairs/Co-Chairs

Auction/Family Bingo Night	Jennie Allen, Tammie Brown & Lindsey Sherrer
Book Fair	Cindy Reicht, Lisa Robertson & Tammy Herring
Campus Improvements	Toni James & Ann Bonsteel
Community Outreach	Jill Smith & Jamie Nickels
Cut, Color & Copy	Leen Smith & Cyndi Leavitt
Directory	Amy Decker & Kelly Morales
Fall Fun Fest	Rhana Vickers & Jean Pruitt
Fundraising	Angie Smith, Keiko Wright, Kristen Egan & Elizabeth Barnes
Holiday Store	Shonda Wilson, Michelle Messner, Susan Foster, Janet Vaughan & Rachel Arstingstall
Homeroom Parents	Denise Mack & April Alsup
Hospitality	Traci Spencer & Meredith Exline
Landscape/Wetlands	
Media Center	Shirley Beckman & JoDell Rolfs
Meet the Masters	Beth Olson & Carmen Hancuff
Newsletter	Cindy Case & Kristy Ferrell
Publicity	Katrina Uhls
Pup Pal Readers	Amy Kessler & Melinda MacNaughton
Safety Patrol	Angie Bishop & Mark Nikkel
School Communications	Andrea Navarro, Carolyn Shelburn & Carie Lackey
Technology	Jamie Sparks
T-Shirts	Glori Fuller, Amelia Moncho, & Cara Fuzzell
Welcome Center	Vickie Wilson
Yearbook	Andrea Norris, Andrea Evans, Elesha Halko & Tammie Smith