

# Northwood Elementary School Handbook

926 W. 12 Mile Rd., Royal Oak, MI

248.541.0229 (main office) 248.541.4709 (FAX) www.royaloakschools.com

This handbook is intended to answer questions and provide information that may be helpful to you and your child. Please telephone the school if you have any concerns or questions not addressed in this handbook.

## AFTER SCHOOL PROGRAMS

**Young Oaks Latchkey** is a fee based program and is available for students before and after school. To register your student you must call the Jane Addams Early Childhood Center at (248) 288-3220.

**Acorn Kindergarten Enrichment** is a fee base program and is available for half-day kindergarten students. Please call the Jane Addams Early Childhood Center at (248) 288-3220.

## ANIMALS

Animals are not allowed in the school or on school property at any time. Many students suffer from pet allergies so we are asking that dogs not be brought onto school property.

## ARRIVAL & DISMISSAL PROCEDURES

### Daily Schedule

The Northwood Elementary daily schedule is:

- A.M. 8:40 . . . first bell; doors open;  
students admitted to building  
8:45 . . . second bell;  
morning session begins  
11:51 . . . morning session ends;  
lunch begins
- P.M. 12:39 . . . second bell;  
afternoon session begins  
3:45 . . . afternoon dismissal

Children should not arrive at school prior to 8:30 a.m. Your child cannot adequately be supervised before this time.

### Early Dismissal

On very rare occasions it may be necessary to dismiss school early. At the beginning of the school year, you will be asked to complete a form providing the school with emergency release information. It is very important that you identify someone who is available and living nearby to pick up your child in the event of an early dismissal from school. Please keep the school informed of any changes.

### Early Pick-up

In the rare instance that your child must be excused early from school during the school day, please come to the main office to sign the child out. The main office will call for your child from the classroom. If someone other than the parent/guardian will be picking up the child, please make sure this person's name is listed on the Emergency Contact Form kept in the main office, and provide written permission for the child to be released. Picture ID may be required before the child is called from the classroom. The instructional day ends at 3:45 p.m. We are requesting that students not be picked up from school early unless it is a necessity.

## ATTENDANCE

### Absences and Tardiness/ Safety Check

Good attendance is essential for student achievement and overall school success. The District has a formal policy regarding student attendance based upon Michigan law. Please make sure that your child arrives on time and is in attendance on a consistent basis. In the event that your child will be absent or tardy, please contact the main office using the 24-hour Northwood Safety Check System:

1. Call (248) 541-0229 before 9:15 a.m. the day of the absence. Follow the prompts to the absence line.

2. After the recorded message and the beep, leave the following information:

- Student name
- Teacher name
- Reason for absence
- Anticipated length of absence
- Your child's lunch order for the day of return

### **Please do not feel that telling the child's teacher of the absence is adequate.**

The main office must know of the child's absence from school. The Safety Check program is for your child's safety and your peace of mind.

For safety reasons, please send children to school as close to the bell time as possible. Please drop children off no earlier than 8:30 a.m., and pick them up promptly at the end of the school day.

### Make-up work during absence

Students may obtain any missed work due to an absence upon their return to school. In the cases of extended illness, when it is appropriate, arrangements may be made with the teacher to obtain work prior to the child's return to school. Teachers will need adequate time to prepare the work and have it available in the main office for pick-up. Taking students out of school for reasons that are not medically related or due to family emergencies is discouraged. Please understand that in these instances missed work will be available for pick up upon the child's return to school

## BEFORE/AFTER SCHOOL PROGRAM

Northwood offers a before and after school latch-key program. This program runs from 7:00 a.m. to 8:45 a.m. and again from 3:45 p.m. to 6:00 p.m. It is held in our cafeteria. For more information, please contact Jane Addams Early Childhood at (248) 288-3220.

## BICYCLES, SKATES, SKATEBOARDS

3rd, 4th and 5th grade students may ride their bikes to school with written parent permission and in observance of established safety guidelines. Written permission must be on file in the main office. The bike must be parked and locked in the bike rack. **Students must wear a helmet. The bike must be walked while on school property.** Bicycles are ridden to school and left in the bike rack at the owner's risk. All bikes must have locks. Skateboards, inline skates and scooters are not allowed on school property.

## BOOKS AND SUPPLIES

Books and some materials are supplied to the students. In some instances, teachers may make special requests for supplies to be used by your child in the classroom. Supply lists may be sent home in the early part of the school year. Please be sure to label your child's belongings, gym shoes, backpack, clothing items and any other personal items with his/her name.

All books and workbooks are loaned by the school district to the students free of charge. However, students are responsible for lost or damaged textbooks or media center books and are expected to reimburse the school district.

## BREAKFAST

Northwood offers breakfast from 8:15 a.m. to 8:40 a.m. in the cafeteria for any interested student. Students eligible for free or reduced lunch are also eligible for free or reduced breakfast. All other students will be required to purchase breakfast for \$1.25.

## BULLYING

Bullying is defined as: "The repeated intimidation of others by the real or threatened infliction of physical, verbal, written, electronically transmitted or emotional abuse, or through attacks on the property of another. It may include, but is not limited to, actions such as verbal taunts, name-calling and put-downs, including ethnically-based or gender based verbal put-downs, extortion of money or possessions, and exclusion from peer groups within school." Such conduct is disruptive of the educational process and, therefore, bullying is not acceptable behavior and will not be tolerated. Students engaged in bullying behavior are subject to the Discipline Policy of the School District, which may include suspension from school.

## COMMUNICATION PROCEDURES

Please look for announcements and other school information to be posted on the Northwood website in the Northwood e-folder. Flyers are posted weekly on this site.

## CONFERENCES

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

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

## CURRICULUM NIGHT

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

## DISCIPLINE

All discipline is carried out in accordance with the policies and procedures of the School District of the City of Royal Oak. The Northwood Elementary staff believes that parents need to be aware of disciplinary situations; yet the responsibility for the action must rest with the children. Discipline is carried out in a manner that allows children to accept the responsibility for their actions and learn why inappropriate behavior is harmful. Children will then work on a consequence that is a natural outgrowth of the original behavior. When severe behavior occurs that is harmful to the child or another person, steps that are more serious will be taken in accordance with School District Policy. Northwood is using the Community Circles, 7 Habits of Mind and the Bucket Fillers programs to build self-esteem and student responsibility.

## DRESS

The administration, faculty, and the PTA believe that student dress affects student attitudes toward learning. Parents are asked to help students distinguish between school clothes and play clothes. Especially in hot weather, it is tempting for students to dress very casually. Short shorts (finger tip rule), spandex shorts, tank tops including spaghetti straps (3 finger rule), shoes without backs, and bare midriffs are not allowed. T-shirts with inappropriate messages not permitted for school dress at any time. It is also recommended that shorts be worn under skirts. Tennis shoes or other closed toe shoe is recommended, as injury to feet is less likely. Clothing appropriate for school is expected, as well as outerwear suitable for the weather.

## DRUG FREE/ SMOKE FREE ZONE

Tobacco, alcohol, or illicit drug use by youth is illegal, wrong, and harmful and any use by students is considered to be abuse. This policy applies to school and school activities or whenever students are under the jurisdiction of the school or are representing the school in any off-campus activity. This includes all school property (including athletic fields), the neighborhood adjacent to the school, and the sites of off-campus activities and surrounding areas.

## ELECTRONIC DEVICES

District policy states that students are allowed to possess electronic communication devices on school property; however such devices shall not be used during the school day or in a manner that disrupts school activities or events.

Any device found to be used for any illegal purpose or used in a manner that violates the Student Code of Conduct may be confiscated pending parent conference. Where appropriate, police authorities may be contacted.

## FIELD TRIPS

Field trips are an extension of the instructional program and it is expected that children will participate. A field trip involves leaving the school, and written permission is required from the parent/guardian of every child.

Transportation may be by private car driven by parent chaperones. Parents must have car seat restraints (booster seats) for appropriate age students, which is required by Michigan Law. **Parent chaperones may not bring any siblings on field trips, use their cell phones (unless for an emergency), or smoke while on the field trip.** Parent chaperones must submit required paperwork to the main office one week prior to the date of the trip, including a copy of driver's license and proof of insurance. Failure to submit the necessary paperwork, in a timely manner, may result in an inability to participate on the field trip. Alternate educational experiences will be provided for students who do not participate in field trip experiences.

## HOMEWORK

The Board of Education recognizes homework as an essential part of the student's learning process that is initiated in the school setting. The assignment of homework to students by their teachers is expected and deemed to be an appropriate step toward achievement of instructional objectives. Assigned homework activities should be clearly defined and should reinforce important skills and knowledge being developed in the classroom. The nature, quality and frequency of homework may vary from level to level and from subject to subject.

Homework requires cooperation and understanding between home and school. The Board of Education expects communication from the teacher or instructor to students and parents regarding homework practices, expectations, and consequences. It is the responsibility of parents and students to budget time for completion of homework assignments and the responsibility of teachers to evaluate and return completed work. Communication with the student's home shall occur if persistent problems with homework exist.

## LOST AND FOUND

The Northwood Lost & Found is located in the cafeteria. Labeling your child's jackets, boots, gym shoes, hats, gloves, lunch box, backpack or other personal belongings makes it easier to return if lost. Lost eyeglasses and keys are usually turned in to the main office. After a reasonable amount of time, unclaimed items in the Lost & Found are donated to a charitable organization. Look in the Northwood News for announcements about Lost & Found donations.

## LUNCH PROGRAM

The supervised lunch period at Northwood begins the first full day of school. The classroom teacher takes lunch orders one day in advance. It has always been Northwood's policy to not call home if a child forgets his or her lunch. If a child comes to school without a lunch, a lunch will be provided for them. You will be charged the lunch price of \$2.25. You can send in the money the next school day. If a child is absent, and a lunch choice for the following day is not left on the Safety Check line, it will not always be possible to obtain the lunch of choice on the day the child returns to school. If school is only in session a half day, lunches for the next full school day are ordered on the last full day of school. Orders will not be placed if you call lunches in on the ½ day for the next school day. If a snow day is called, the lunch that was ordered on the snow day will be served the next school day.

Students are dismissed for lunch at 11:51 p.m. and are expected to be back in their classrooms for the afternoon school session by 12:39 p.m. Lunch options for Northwood students in grades 1-5 are:

- Bring a sack lunch to school. Milk is available for purchase. Please do not send carbonated beverages or beverages with red food dye (as it stains the tables).
- Purchase a hot lunch (free and reduced lunch applications are available at the school office). Monthly menus are sent home with the Friday notes. The monthly menus indicate the cost of a hot lunch and the price of milk.
- Leave the building with a parent/guardian for lunch. You must sign out your child in the office if you will be taking your child out for lunch. If you have made arrangements to take another child and your own child to lunch, a note from the other child's parent must be in the office. **NO CHILD WILL BE ABLE TO LEAVE FOR LUNCH WITH ANOTHER PARENT WITHOUT WRITTEN PERMISSION.**

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

Students leaving the building for lunch must schedule their return to school no earlier than **12:35 p.m.** They are not allowed to wait in the building entrance, nor are they allowed to go out onto the playground.

## Lunch Procedures

The following are rules for the lunch period:

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

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

## Discipline

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

- If a third report of the same type of incident is received, parents will be notified by telephone and in writing of a child's temporary suspension from the program.
- Fighting may result in immediate suspension.
- When behavior is highly disruptive or potentially injurious to self or others, the child may be permanently excluded from the lunch program. This would occur after discussion with the child and his/her parent.

The lunch hour is split into two 25-minute segments. One half of the students eat lunch while the other students are outdoors. Bells ring to designate when students switch. During days of inclement weather, the students will remain in the building. Games and activities are held in the classrooms instead of going outside. Lunchroom monitors supervise students in the lunchroom and during recess. The students are supervised at all times.

## MEDIA CENTER PROCEDURES

The Northwood Elementary Media Center contains a well-developed collection of books for assignments or recreational reading, covering many subjects. Students will be given time to come to the Media Center to check out books.

Students are responsible for all library books issued to them during the school year. All lost or damaged books must be paid for. All moneys collected are recorded or paid to the proper fund for replacement purposes. If a lost book is found before the end of the school year, money paid will be refunded.

Students are not allowed to check out books if they have overdue books.

## MEDICAL INFORMATION

### Emergency Information Forms

Each student must have an up-to-date Emergency Information Form on file in the office. The form will be referred to in case of a medical emergency at the school. It is the parent/guardian responsibility to update the phone numbers, e-mail addresses, and medical information when necessary.

## Health Guidelines

In consideration of your own child and others, please do not send a child who is ill to school.

**Attendance at school indicates that your child can participate in the full school program including recess and gym.** As a guideline, a child should not be sent to school if the child:

- has a temperature
- is vomiting or has diarrhea
- has green or yellow discharge from the nose
- has any contagious disease
- a child must be fever free for 24 hours

The Oakland County Health Division makes recommendations involving uncomplicated cases of communicable diseases. The recommendations are for use by school administration to exclude and re-admit children who are ill or are suspected of being ill.

## Immunizations

Upon enrollment in school, a student must have a physical exam form signed by a licensed physician or his designee certifying that the student has been immunized against diphtheria, pertussis, polio, measles, rubella and mumps.

## Medications

If your child requires medication during school hours, it will be dispensed by school personnel and only under the following conditions:

1. There must be a Royal Oak Schools form on file entitled "Request for Dispensing Medication" signed by parent/guardian.
2. An adult must bring the medications to school in the original pharmaceutical container. The container must be labeled with the following information:
  - child's name
  - name of medication
  - name of physician
  - physician's instructions for dosage and administration
3. Medication may only be dispensed by school personnel.

## **Pediculosis (Head Lice) Check**

To protect your child's health in school, a pediculosis/head lice check will be conducted on an as needed basis or after each school vacation of one week or more. School personnel and/or volunteers trained in this area will be involved in this procedure. Please contact the school if and when you discover or suspect head lice with your child so we can do follow-up checks.

## **Restricted Activities**

If a child returns to school with a cast or following an illness that temporarily restricts activities, please bring a complete statement from the attending physician:

1. giving permission for the child to return to school
2. stating activity limits

Please advise the school of allergies or chronic illnesses such as diabetes, asthma, rheumatic fever, etc., and supply definite instructions from the doctor for procedures in case of an emergency.

## **Vision and Hearing Checks**

Oakland County Health Department technicians administer vision and hearing tests. Vision screening is provided for children in the first, third and fifth grades. Hearing tests are administered for children in kindergarten and second grades. Parents will be notified if a student requires further evaluation

## **MISSION/VISION OF NORTHWOOD**

### **Mission**

Northwood Elementary School will provide higher-level learning opportunities for all students to maximize their potential in a safe, nurturing, respectful, and diverse environment.

### **Vision**

Northwood students will develop a love of life-long learning, become self-sufficient, responsible, adaptive problem solvers and maintain the ability to take risks in a safe and nurturing environment. Students will become respectful citizens who are proficient in many forms of communication, while making a positive contribution in their globally diverse society.

## **PARENT TEACHER ASSOCIATION (PTA)**

The Northwood Elementary PTA is a member of the Royal Oak PTA Council, Michigan PTA and the National PTA. The PTA Board functions as an advisory council to the membership. Meetings are held on the 2nd Monday of each month. All parents/guardians are welcome to attend.

All PTA-sponsored activities are supported through money earned by fundraising efforts. All families are encouraged to join and become active participants in the Northwood PTA.

The PTA publishes the monthly PTA Northwood News, which is included in the Friday efolders.

## **PARKING**

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

- Drop off area - one lane of "drop off and pick up only."
- Pull all the way forward to the end of the lane before dropping off or picking up children.
- Students should enter and exit on the passenger side of the vehicle only.
- Do not exit your vehicle, thus parking in the "drop off and pick up only" lane.
- Adults and students should remain on sidewalks and cross at crosswalks only. Do not cut through the shrubs in front of the building, it is difficult to see children in the parking lot between vehicles.

### **Parents who wish to park and escort students into/out of building**

- You may park in the visitor parking lot and walk your students to their entry door.
- If you would like to park on the street please consider parking on a side street other than McDonald Avenue. This will alleviate congestion on McDonald Avenue.

## **Options**

- In an effort to alleviate congestion near the school you may consider dropping your 3rd-5th grader off at the cross points of W. Houstonia and McDonald Avenue or W. Houstonia and Vinsetta. Safety Patrol students will be at W. Houstonia and McDonald Avenue. They will also be at McDonald Avenue and 12 Mile Road.
- Adult crossing guards will be at the Crooks Road and 12 Mile Road crosswalks.
- Carpooling reduces traffic congestion and helps the environment.

## **PARTIES**

### **School Parties**

#### **School District Policy limits the number of class parties to two per year.** A

"party" is defined as an organized classroom activity involving refreshments, games and/or entertainment. School parties are also limited to the last hour of the day only. Your child's teacher will let you know which holidays Northwood will be celebrating.

### **Party Invitations**

Please do not send party invitations to school for distribution.

### **Birthday Treats**

Occasionally, especially in lower grades, birthday treats are sent to school with children to celebrate this special day with their classmates. If you choose to offer a treat as a celebratory gesture, please keep food allergies in mind and send in just enough for your child's classroom. Birthday treats are limited to the last 15 minutes of the school day. It will not be necessary to send in additional treats for staff outside of your child's classroom. Non-edible treats have also become quite popular with children.

### **Balloons in School**

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

### **Food Restrictions**

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

## PERSONAL ITEMS

Students' personal items that should not be brought to school include anything of great value. Other items that should not be brought to school include: cell phones or other electronics which are potentially disruptive to the classroom, toys or other distracting items, trading cards or other items with numerous loose pieces and any other items that are not directly used in the classroom for instructional purposes.

## PICTURES

School photos are taken in early fall by a professional school photographer. Information is sent home regarding packages and pricing shortly after the school year begins. School yearbooks are often part of one of the paid photo packages. Please check for this information as it comes home. Spring photo packages are also available. These packages are offered as a convenience to families.

Teachers and parent volunteers often take photographs of the children for classroom projects, special school activities or field trip outings. Other photographs may be taken of children at Northwood by photographers who may be at the school for a special event to be publicized. Please inform the teacher if you do **not** wish for your child to be photographed for any reason.

## PLAYGROUND PROCEDURES

At Northwood, the safety of our students is our first priority. Following is a list of playground rules we expect students to follow when they are using the playground or playground equipment.

- One person to a swing in a sitting position only.
- Other students should keep a safe distance from the swings.
- Use slide in a sitting position only.
- Keep your hands and feet to yourself.
- Keep sticks and stones on the ground.
- Sliding is not permitted on ice.
- Skates, skateboards and scooters are not permitted on the playground.
- No snowball throwing.

- Tackle football and other contact sports are not allowed. Soccer may be permitted with adult approval and supervision.
- Students may bring books to read in a quiet area.

## REPORT CARDS

Report cards are distributed four times each school year to all 1st – 5th grade students. Kindergarten students receive report cards twice per year. The cards are sent home with the students. Parents/guardians must sign and return the envelope containing the report card to the student's teacher. If there are any questions concerning a child's progress, you are strongly encouraged to contact the child's teacher for a conference.

Students will be evaluated on their grade level performance and applied work habits in each of the core curriculum subjects. Other subject areas are further evaluated based on specific skill development milestones taken from the Royal Oak School District and State Curriculum guidelines. Personal behavior and social development will also be commented upon.

## SAFETY PATROL/ SAFETY SQUAD

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

The safety patrol schedule is as follows:

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

Fifth grade students are eligible to become safety patrol members. AAA and the Northwood PTA sponsor this program.

Fourth grade students are eligible to become service squad members. These students assist with routine classroom procedures under the supervision of a classroom teacher. A Northwood staff member coordinates and supervises safety patrol and service squad volunteers.

The service squad schedule is as follows:

Morning . . . . . 8:35 – 8:45 a.m.  
Afternoon . . . . . 3:35 – 3:45 p.m.

Fifth grade students who are members of the safety patrol are provided a safety belt and fourth grade service squad students are provided a button to wear as identification. All safety patrol and service squad students are required to wear their belts or buttons while "on-duty."

## VISITORS TO THE SCHOOL

### Parent/Guardian Volunteers and Visitors

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

### Student Visitors

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

## WEB SITE

Please visit the Northwood Elementary School website frequently. The site can be found at **www.royaloakschools.com** under the Schools pull-down menu. Updates, parent resources, and other useful information are readily available.