

# **RUTH HILL ELEMENTARY**



**Amy Carnie, Principal**  
**Amanda Hemenway, Assistant Principal**

## **Parent/Student Handbook 2016-2017**

**5230 Tipperary Trail**  
**Lincoln, NE 68512**  
**(402) 436-1142**



# 2016-2017 Student Calendar



Lincoln Public Schools  
Lincoln, Nebraska



Approved 1/15

**2016**  
**JULY**

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**2017**  
**JANUARY**

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29	30	31				

**AUGUST**

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**FEBRUARY**

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26	27	28				

**SEPTEMBER**

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**MARCH**

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**OCTOBER**

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30	31					

**APRIL**

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**NOVEMBER**

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**MAY**





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**DECEMBER**

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**JUNE**

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-  First and last days of class for students
-  Schools not in session
-  Students in elementary schools NOT in attendance (Plan Days)
-  PLC days-early dismissal (*Plan Days and PLC Days are subject to change*)

## Graduation Dates

**Thursday, May 25, 2017**

Bryan Community Focus Program (at East)

**Sunday, May 28, 2017**

LSW, LNS, LHS (at Pinnacle) | LNE, LE, LSE (at Devaney)



## Ruth Hill Elementary – Soaring to New Heights

5230 Tipperary Trail

Lincoln, Nebraska 68512

402-436-1142

402-458-3242 (Fax)

Office Hours: 7:30 a.m. – 4:30 p.m.

Amy Carnie, Principal

[acarnie@lps.org](mailto:acarnie@lps.org)

Amanda Hemenway, Asst. Principal

[ahemen@lps.org](mailto:ahemen@lps.org)

Dear Hill School Families,

The contents of this handbook serve to inform you of many of the policies and procedures in place for our school community. The school staff, children, and families believe that following consistent policies and practices enables our school to function efficiently and make our school an ideal setting for learning!

Providing an ideal education for all students and promoting success for all students in a community that encourages life-long learning is our mission. Our mission is evidenced in the high rate of student achievement, numerous projects and enhancements to our school program and high level of collaboration between school staff and families. At Hill School, we strive to offer the best education every day!

Thank you for reading the handbook and reviewing the contents with your child. Please pay special attention to the section that includes homework expectations for students. Appropriate use of homework at the elementary level is supported by Lincoln Public School District policy. Homework is designed to allow practice of skills learned in the class and all students at Hill School should expect daily homework. The handbook also features important information related to health issues, student pick-up and drop off guidelines, emergency/weather closing information, attendance policies, and school breakfast and lunch information.

Along with the entire Hill staff, welcome back to the 2016-2017 school year! I look forward to greeting you at our August 11th Open House from 5:30 p.m. to 6:30 p.m. and partnering with you throughout the school year!

Sincerely,

Amy Carnie  
Principal

# Ruth Hill Elementary – Soaring to New Heights

## GENERAL INFORMATION

The following information will be helpful to you while your child is at Ruth Hill Elementary School. Included are a variety of policies and procedures we use to operate a safe and effective school. Our goal is to educate your child and provide for his/her safety and well-being. Please read through this handbook and go over the contents with your child. It is important that your child understands that we will work together and that the teachers and parents support one another.

This Student-Parent Handbook states current practices and procedures for Ruth Hill Elementary School. These procedures are subject to change as dictated by state law, district policy or changing needs at Ruth Hill Elementary School.

### School Mission Statement

Our mission at Ruth Hill School is evident. . .”to promote success for all students in a community that encourages life-long learning.”

### SCHOOL HOURS

School dismisses at 1:33 p.m. on August 15th, 16th and 17th ONLY.

Grades Kindergarten through Fifth (daily)..... 8:15 a.m. – 2:53 p.m.

School will dismiss at 1:33 p.m. on the following dates so that teachers can attend Lincoln Public School Professional Learning Community meeting (PLC):

August 30, 2016

September 27, 2016

October 25, 2016

November 29, 2016

December 20, 2016

January 31, 2017

February 28, 2017

March 28, 2017

April 25, 2017

\*Parents volunteering are not to bring siblings with them while volunteering or supervising on field trips.

### METHODS OF COMMUNICATION

**School Newsletter:** Hill Hawk Newsletter

The Hill Hawk contains announcements, information, school events, etc. This newsletter is sent monthly through School Messenger and/or in Thursday folders as requested.

### WEEKLY COMMUNICATION FOLDERS:

Typically, school news will be sent home via Thursday folders. Please return the folder the next day including any notes to your child’s teacher. General information will be sent with the oldest child in the family attending Hill School.

## **COMMUNITY NEWS**

“Community News” is a newspaper distributed by Lincoln Public Schools, free to all elementary students the first week of every month from September through May. “Community News” replaces most informational flyers and can be used as a guide to community activities for students. The monthly school lunch menu is included in each issue of “Community News.”

## **SCHOOL WEBSITE**

Information is regularly updated on our website: [www.lps.org/hill/](http://www.lps.org/hill/).

## **PARENTVUE**

Parents may access communications, attendance information and more for their child through ParentVue. A “button” linking you to ParentVue can be found on our school website.

## **SCHOOL MESSENGER**

This district-wide communication system sends school and district emails, texts, and phone calls to families with important information. Please be sure the school has your updated phone number and email address.

## **FACEBOOK**

Check out school happenings on our Facebook Page! “Like” us at Hill Elementary School and Hill Hawk Nature Center for fabulous photos and updates of our school.

## **AFTER SCHOOL CLUBS AND ACTIVITIES**

Throughout the school year, there are a variety of interest clubs and activities that are sponsored by PTA, staff and community groups. Club and registration information will be sent home with students.

## **BEFORE AND AFTER SCHOOL CARE**

Family Services “School’s Out” program offers before and after school child care at Hill School for children in Kindergarten through fifth grade. Please contact Family Services at 402-441-7949 for registration information.

## **WALKING TO SCHOOL**

Students walking to school should walk on the sidewalk. Please stay off personal property and out of the puddles, mud and snow. Students should be extra careful crossing the streets. Students are to cross the busy streets only where there are crosswalks. Thank you for reviewing safe pedestrian practices with your child.

## **GETTING TO AND FROM SCHOOL SAFELY**

### **FOR STUDENTS:**

- Arrive no sooner than 8:00 a.m. and report to assigned grade level waiting area immediately upon arrival. Arrival time for students eating breakfast at school is 7:45 a.m. Report immediately to the MPR for breakfast when you arrive.
- Do not speak to strangers.
- Walk with a buddy or in a small group if at all possible.
- Use crosswalks and avoid crossing between cars and buses.
- Walk to school using sidewalks and keep off property belonging to others.
- Immediately report any concerns experienced on the way to school to a teacher or office staff.
- Report to home or daycare immediately after school.

## AS PARENTS:

- Help establish safe routes to and from school with plans for an alternate route.
- Notify the school office and your child's teacher if there is a change in the established "to and from school" plan.
- Occasionally review steps for safe walking and stranger danger with your child.
- Periodically check the Nebraska sex offender registry at [statepatrol.nebraska.gov](http://statepatrol.nebraska.gov).
- Monitor your child's route to and from school. . .ask, observe and expect safety both to and from school!

## STUDENT DROP OFF AND PICK UP PROCEDURES

The following procedures will be enforced in the front drive of Hill School:

- There will be **NO STOPPING** on either side of the center median. Parking is available in the marked spaces on the left side of the median. Vehicles are not allowed to park parallel to the median on either side. These areas have been repainted and are clearly visible. Cones will be placed along the median during drop off and pick up times as a reminder of our no parking areas.
- The right most curb lane will only be used for immediate loading and unloading. Vehicles should pull up as far as possible, load or unload their child(ren) and immediately pull back into the drive lane. This curb lane should **not** be used to park and wait for children. Parents who need to go into the school or walk their child to their designated waiting area must park in the designated parking area. **No car should be left unattended in the curb lane, nor should it be used for extended waits.**
- There will be **no stopping or parking** in the drive lane. Children are **NOT** to be dropped off from the drive lane.
- Parents who drop off their children from the main street or parking area, or whose children walk to school, must have their children use the crosswalks at all times to cross the drive. Parents and adults are asked to model this practice also.
- Exit from the drive should be to the **right only**. There should be no left turns on to Tipperary Trail at dismissal time. This is recommendation by LPS and the City of Lincoln.
- The parking lot is a **STAFF ONLY** parking lot (with the exception of handicapped parking) and **should not be used as a drop off or pick up area either before or after school.** Students need to be dropped off in the front and will walk around the building to their waiting area.

Although these rules, on occasion, can result in longer lines and a few more minutes needed to pick your children up from school, the tradeoff for convenience will be a much safer environment during the hectic after-school period. On extremely cold days, we will bring the children into the multipurpose room at the end of the day and have them watch for their rides through the big windows.

We continue to need active participation and cooperation of all Hill parents. As always, we will continue to re-evaluate these procedures. With a student population of nearly 600 students, everyone's cooperation is needed to make our school safe for all children and families.

***Thank you in advance for you cooperation on this important matter. We realize that this will be a little more inconvenient for some parents, but, in the end, the drive will be a much safer place for our children.***

Parents or neighbors concerned about issues related to traffic at or surrounding our school may submit their concerns on the LPS web site - [www.lps.org](http://www.lps.org), Parent Center, Business Affairs. You will find Report traffic issues around schools on the right side of the screen under You May Be Looking for...

## SCHOOL BREAKFAST PROGRAM

Hill School offers a before school breakfast program. Breakfast is served from 7:45 a.m. to 8:00 a.m. each morning. Cost of breakfast is \$1.30 for students and \$2.05 for adults. Breakfast can be purchased with your child's SNAP account or cash. Students riding the bus will be served breakfast upon arrival at school. After 8:10 a.m., students may eat their breakfast outside of their classroom area. All students are welcome to eat at school.

## SCHOOL LUNCH PROGRAM

The lunch period at Hill School is 30 minutes in length. Approximately 15-20 minutes of this time is for children to eat with a 15-minute recess. Those eating at school may purchase a lunch and milk or bring lunch and drink from home. Soda is not to be brought to school other than for special occasions. The cost of school lunch is \$2.35 for students and \$3.40 for adults. Reduced lunches are \$.40. Applications for Free and Reduced Meals can be obtained in the school office. Individual milk can be purchased for .50 cents. A lunch menu will be sent home on a monthly basis with the two entrees that are available each day.

Hill School uses a cash register system called SNAP to keep track of your child's lunch money. The cash register system is run by a computer that keeps track of your child's account balance and allows your child access to their account to pay for meals, milk, or ala Carte items. Each child will have a number that they will use to purchase their lunch. Students may pay cash or deposit money into their account. Money may be placed in your child's account for breakfast, school lunch meals, milk, and ala Carte food items. Each child will have their own account. Once check per family will be accepted. If you send one check, please designate which child's account it is to go to or how much should go in each child's account. A reminder will be sent home when a child's SNAP account is running low on funds. Money can also be deposited on the LPS website under 'Buy Student Meals'. Once you have set up an account you will receive an email when funds are under \$10.00. Free and/or reduced lunch application forms are available in the school office and also on the LPS web site. Eligibility for this program is determined by federal guidelines. Students are allowed to "borrow" if they do not have sufficient funds to pay for lunch, but it is recommended that a child not borrow more than one day and that they repay the loan the next day.

Parents and guardians are encouraged to have lunch in the school cafeteria with their children occasionally. Please call the office (436-1142) by 8:30 a.m. if you are planning on having a school lunch at school. To promote healthy habits and to follow health codes, we do not share food. If you are bringing food for lunch from home or a fast food restaurant we ask that you only bring food for you and your child(ren) and not to share with others.

Finally, the school cafeteria is a dining room away from home. Good eating habits and courteous behavior and conversations during the lunch period contribute to an enjoyable school environment. Parents, staff and students will work together in this regard.

### 2016-2017 Lunch/Recess Schedule

Grade	Lunch	Recess
Kindergarten	11:00 – 11:20	11:20 – 11:30
Grade One	11:20 – 11:35	11:35 – 11:50
Grade Two	12:05 – 12:20	12:20 – 12:35
Grade Three	11:35 – 11:50	11:50 – 12:05
Grade Four	12:20 – 12:35	12:35 – 12:50
Grade Five	11:50 – 12:05	12:05 – 12:20

## **Hill SCHOOL PTA**

The Hill PTA meets monthly throughout the school year to plan events and activities for children and families throughout the school year. Look for information about joining the Hill School PTA in the summer mailing, the PTA website ([hillschoolpta@yahoo.com](mailto:hillschoolpta@yahoo.com)) or by contacting the school office at 402-436-1142. The PTA provides two school parties during the year. The PTA provides a treat and activity for the students.

## **STUDENT EXPECTATIONS**

### **Arrival Procedures**

- Use sidewalks and crosswalks
- Arrive at school no earlier than 8:00 a.m.
- Use soft voices, kind words, and actions.
- Keep hands and feet to self.
- Walk bikes at all times on school property.
- Greet others in a friendly manner.
- Enter assigned door and proceed to classroom.
- Follow classroom arrival procedures.

### **Dismissal Procedures**

- Use sidewalks and crosswalks.
- Never walk between buses, vans, or cars.
- Walk bikes at all times on school property.
- Report any changes in dismissal plans to your teacher once you arrive at school
- Arrange to be picked up daily at dismissal time.

### **Restroom Procedures**

- Use Level I voices in bathrooms.
- Flush the toilet and wash hands.
- Dispose of paper towels properly.
- Respect property and each other's privacy.
- Return to class promptly.

### **Playground Procedures – Keep our playground a happy and safe place!**

- Include others in play.
- Treat all friends with respect.
- Keep hands and feet to yourself.
- Use "I" messages to help with problem solving.
- Follow directions of any adult supervisors.
- Play on and care for equipment properly.
- Report any problems that you need help handling to a supervising adult who will help you.
- Stay away from the fence.
- No tag games allowed during recess.
- Follow team assignments communicated by adult supervisors.

### **Assembly Procedures**

- Stay in line as you enter the MPR.
- Sit in the place your teacher assigns for your class. Enter and exit in line order.
- Sit flat with legs crossed.



- Use a Level II voice until presentation begins.
- Show that you are attentive and a respectful member of the audience – eyes on speaker or performer, voices off, hands in lap.
- Show appreciation of performance in a respectful manner.

### **Hallway Procedures**

- Walk single file and facing forward.
- Stay on the right side of the hallway always.
- Voices off – TAPS!!!!
- Keep hand to yourself and eyes on the front of the line.

### **Buddy Room Rules**

- Sit in your seat.
- No talking.
- Work quietly.
- Wait for the teacher to approach you.

### **PHONE USE AT SCHOOL AND CELL PHONES**

Students will be permitted to call home regarding school matters upon obtaining permission from the classroom teacher. Calls by students must be kept to a minimum, as there are a very limited number of phone lines in and out of school. Students are asked to make arrangements for participating in after school activities or going home with a friend before leaving home in the morning. During the day, office staff will be glad to take a message for a child or teacher. Telephone calls interrupt instruction and will not be transferred to classrooms while instruction is taking place.

We understand that many families are sending cell phones with students as a safety precaution. We ask that they stay in backpacks and turned off during school hours. If they are used during school hours, they will be treated as a nuisance item. Teachers will keep them and notify parents to pick them up in the office.

### **BULLYING**

If you feel that your child is being bullied by peers, please contact your child’s teacher or the building principal, Amy Carnie (acarnie@lps.org) or Holly Towers (htowers@lps.org). All reported incidences of bullying/unsafe behavior will follow the protocol outlined in Lincoln Public Schools Board Policy 5482: Anti-Bullying Policy.

Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time.

In order to be considered bullying, the behavior must include:

- Imbalance of Power: Kids who bully use their power—such as physical strength, access to embarrassing information, or popularity—to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.
- Repetition: Bullying behaviors happen more than once or have the potential to happen more than once.
- Hurtful aggressive physical and/or verbal behavior.

Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose.

As an added prevention piece, please discuss with your child adults in the building who they can talk to if they feel that they are being bullied or are in an unsafe situation. These people may include, but are not limited to, their teacher, the administrator, school counselor, school psychologist, school social worker or any other adult in the building that they have built a positive relationship with.

Students are taught about what bullying looks like and sounds like, along with how to advocate for themselves through the District's Second Step program.

## **ELEMENTARY SCHOOL TESTING DATES (TENTATIVE)**

**ELPS21:** February 16, 2017 thru March 3, 2017 (makeup week 3-6-17 thru 3-10-17)

**NeSA EMS:** March 20, 2017 thru April 28, 2017 (makeup week 5-1-17 thru 5-5-17)

**Iowa Assessments/CogAT:** October 31, 2016 thru November 30th, 2016

**CogAT (2nd grade only):** October 31, 2016 thru November 18, 2016

### **RGDE**

Fall: September 29, 2016 (makeup week 10-5-16)

Spring: February 22, 2017

### **WGDE**

Fall: October 24, 2016 (makeup week 10-24-16 thru 11-4-16)

Spring: March 20, 2017 (makeup week 3-20-17 thru 3-31-17)

**ACT:** April 19, 2017

Please note NeSA Writing has been eliminated and NDE is issuing an RFP for a college entrance exam as part of the state assessment system in high school. As a result, the ACT date (and test) is subject to change.

# HILL ELEMENTARY STAFF\*

(Add "lps.org" after name of staff for email address)

**Amy Carnie (acarnie)**  
Principal

**Amanda Hemenway (ahemen)**  
Assistant Principal

## MAIN OFFICE

Peggy Clagett, Exec Secretary (pclaget)  
Kelly Winkler, Secretary (kwinkle)

## SECURED ENTERANCE MONITOR

Cherie Birkel (cbirkel)

## HEALTH OFFICE

Cyndi Miller (cmiller8)  
Hollis Ramsay (halexan)

## STUDENT SERVICES

Whitley Hettenbaugh (whettenb)  
Psychologist  
Kelsey Rocker (krocker) Psychologist  
Ursula Vernon-Hansen-SW (uhansen)  
Tabitha Hill-Speech (thill3)  
Lana Anderson-Interventionist (lana)  
Holly Towers- Counselor (htowers)

## SPECIAL EDUCATION

Kristin Christensen (kchrste)  
Anna Runge (arunge)  
Hien Trinh (hnguyen5)

## SPECIALISTS

Lana Anderson-Reading Recovery (lana)  
Kelly Bjorkman-Computer Science (kbjorkm)  
Richel Jordan-Art (rjordan2)  
Veronica Rathman-Reading Recovery (vrath)  
Scott Rice-P.E. (rrice)  
Amanada Rickert-Vocal Music (arickert)  
John Scofield-Instrumental (jscofie)  
Julie Vorhies-ELL (jvorhies)  
Cari-Lynn Wenstrand-Strings (cjacobs1)  
Christa Yeackley-Librarian (cyeackl)  
Shawn Carlson – Instructional Technology  
Coach (shawnc)

## OT/PT

Millie Schenk (mschenk)  
Missy Sears (msears)

## CUSTODIANS

Brian Kailing-Bldg Supt (bkailing)  
Nancy Hatfield (nhatfie)  
Phil Spahn (pspahn)

## KITCHEN

Laurie Glock (lglock)

## KINDERGARTEN

Kelly Hoehn (khoehn)  
Jamie Shacklett (jshackl)  
Michelle Stoneman  
(mstonema)  
Amy Witte (awitte2)

## GRADE 1

Becky Johnson (rjohnso6)  
Karen Kennell (kkennell)  
Pam Mullins (pmullin)  
Cyndie Wiesen (cwiesen)

## GRADE 2

Sherri Day (sday)  
Justine DeBuhr (jdebuhr)  
Sarah Huenink (shuenin)  
Tara Lundy (tlundy)

## GRADE 3

Jill Ellerbrake (jillellerbrake31)  
Sue Hamilton (lhamilt)  
Jeri Hand (jhand))  
Jeremiah Majorins (jmajorin)

## GRADE 4

Bree Craddock (bcraddo)  
Wendy Leach (wleach)  
Paige Suiter (psuiter)  
Alex Trew (atrew)

## GRADE 5

Laura Brackhan (lclark)  
Heidi McInerny (hmciner)  
Taylor Rocke (trocke)  
Colleen Schreiner (cschrei)

## GIFTED FACILITATOR

Amy Carnie (acarnie)

## PARAEDUCATORS

Phylcia Barnes (probert2)  
Sue Dobson (sdoobson)  
Michele Dolson (mdolson)  
Niki Jarzyinka (oonuoha)  
Nichole McCoy (nmccoy2)  
Monica Marcelo  
Sanchez (mmarcelo)  
Rachel Peters (rpeters5)  
Jerilyn Robinson (jrobinso)  
Barb Stanczyk (bstancz)

## EARLY CHILDHOOD PROGRAM

Class Times 8:00-11:30 AM  
& 12:00-3:30 PM

## FAMILY EDUCATORS

Amy Edgar (aedgar)  
Kate Singsaas (ksingsa2)

## PARAEDUCATORS

Peggy Musick (pmusick)  
Kandy Wade (kwade)  
Rachel Freeman (rfreeman)

## SLP

Cindy Lefler (clefler)

## RESOURCE TEACHER

Anne Griffith (agriffit)

\*Staff list is not all-inclusive.

**LINCOLN BOARD OF EDUCATION** 5905 O Street • Lincoln, NE 68510



Barbara Baier  
Lanny Boswell

Kathy Danek  
Connie Duncan  
Don Mayhew

Annie Mumgaard  
Matt Schulte

Stephen C. Joel, Superintendent

5/15

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