

Welcome to Hill Middle School



2015 – 2016

Parent Handbook

Hill Middle School

1836 Brookdale Road

Naperville, IL 60563

Michael Dutdut, Principal

Patty Brand, Assistant Principal

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Scott Pedersen, Guidance Counselor

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Main Office: 630-428-6200

Hill Website: <http://hill.ipSD.org>

District Website: www.ipSD.org

TABLE OF CONTENTS

PTSA President’s Welcome 1

History of Hill Middle School 1

Your Student’s Day 5

Arrival/Dismissal

Backpacks

Hot Lunch Program

Bell Schedule/Period Length

DLT (Differentiated Learning Time)

Lockers

LMC (Library Media Center)

Lunchroom Guidelines

Music

Restrooms

Physical Education

School Educational Teams

First Week Hints

School Policies 7

Attendance

Bus and Drop-Off / Pick-up

Dress Code

Early Dismissal

Field Trips

Health Issues

Hilltoppers

Homework / Online Gradebook

Electronic Devices at School / BYOT

Vacation

Extracurricular School Activities 9

Clubs and Activities

Competitive Sports

Music

Student Council

Communication 10

Communication from School

- District #204 Broadcast Message
- Hill Broadcast Message
- Hill Daily (e-mail to parents)
- School Directory
- Web Pages

Communicating with your Student at School

Communicating with the School/Teacher

Parent Teacher Conference

Parent Teacher Student Association (PTSA) 11

Monthly Meetings

PTSA Charter

PTSA Officers

Student PTSA

Volunteer Opportunities

- Ways & Means
- Educational Enrichment
- Service
- Social

District Organizations 13

BPAC (Bilingual Parent’s Advisory Committee)

CFAC (District 204 Citizens Financial Advisory Committee)

IPPA (Indian Prairie Project Arrow PTA)

IPPC (Indian Prairie Parents’ Council)

IPSN (Indian Prairie Special Needs PTA)

PDAC (District 204 Parental Diversity Advisory Council)

Area Information 14

Community Information

Shopping

Volunteering in the Community

Utility and Area Needs

Hill School Interior Map 15



*Updated – 8/18/15
Compiled by Hill PTSA*



Welcome from the PTSA Co-Presidents

On behalf of the entire Hill PTSA Board, we would like to extend a warm welcome to all Hill Middle School new students and their families. The Hill Middle School PTSA and Hill staff are providing this handbook to every incoming student as an introduction to the school. It contains a wealth of information on school policies, important dates to remember and volunteer opportunities within the PTSA.

We encourage you to keep this handy and use it often! Hopefully, this will help you and your child make a smooth transition from elementary to middle school. Hill is an exciting place with many opportunities for growth and participation for students and their parents. We hope that you will take advantage of all Hill has to offer. **Please join the PTSA** – it's a great way to get involved and stay connected while working together with other parents and staff to enhance your child's educational and social experiences here at Hill Middle School.

Have a wonderful school year! **GO BLAZERS!**
Susan Newhouse- PTSA Co-President
Heather Verthein – PTSA Co-President

History of Thayer J. Hill Middle School

Thayer J. Hill was a prominent educator in the Naperville area. He was instrumental in the formation of Indian Prairie Community Unit School District 204 and served as the first superintendent. His career encompassed 35 years as a teacher and administrator. In addition to high school students, Waubonsie High School accommodated students in seventh and eighth grades until **Thayer J. Hill Junior High** opened in 1981. On Sunday, November 22, 1981, Thayer J. Hill Junior High was dedicated and open for business. During the late 1980s and early 1990s, Hill underwent several remodeling and expansion projects, including conversion to the Middle School model of teaching. In 2011, Hill celebrated its 30th Anniversary!!



Your Student's Day

Arrival/Dismissal

When students arrive at school, they wait outside their grade-level door. 6th graders wait by Door 18 (door to the right of main door), 7th graders wait by Door 17 (far right door), and 8th graders wait by Door 4 (far left door). Students with an instrument are allowed to enter the building at 7:50 am (orchestra students through Door 1, band students through Door 3). All students may enter the building at 7:52 am, when the first bell rings. Students must be in their first-period class before the tardy bell rings at 8:00 am. On Wednesdays, band and orchestra students may enter at 8:10 am, and other students may enter at 8:12 am. Students receiving breakfast may enter the building at 7:40 am (Wednesdays at 7:50 am). In inclement weather, students enter when they arrive and wait inside until the bell rings. The 6th graders wait in the Upper Gym, the 7th graders are in the Commons, and the 8th graders are in the Lower Gym on these days. Bike racks are available, but please remember to bring a lock!

Backpacks

With the increased concern for student and school safety, ***backpacks are not allowed to be carried during the course of the school day.***

Students may bring backpacks to and from school. They can be stored in your student's individual lockers throughout the day.

Hot Lunch Program

On behalf of the District, Aramark serves all meals based on the USDA Healthier Choice Guidelines. Additional information is available on the Hill Website

Bell Schedule / Period Length

8:00 a.m.– school begins

3:00 – school ends

*On Wednesday (late start Wednesday), there is an alternate schedule as follows

8:20 a.m. school begins

3:00 p.m. – school ends

There are 10 periods in each school day that are 40 minutes in length, except period 1, which is 43 minutes in length. Passing time is 3 minutes between classes.

DLT (Differentiated Learning Time)

Differentiated Learning Time (also known as Advisory) is a regular-length period for all Hill students and is held on Wednesday afternoons. Activities during this period vary – teachers may extend learning time on a complicated lesson, support staff may present on a topic, or students may work collaboratively on a project or get individual help from a teacher.

Lockers

Students are assigned a locker (with a built in lock) at the beginning of the year. Coats and backpacks need to be left in the locker at the beginning of each school day. Locker locations are separated by grade.

LMC (Library Media Center)

Students will visit the LMC every few weeks with their class and can also check out books before and after school using their Student ID. They can also ask their teacher for a pass to visit the LMC. The LMC is equipped with computers for student use. The Library Catalog and Databases are available on the Hill website (LMC link). Students should refer to their LMC handout which includes "Home Access Information" with passwords.

Your Student's Day (cont'd)

Lunchroom Guidelines

Each lunch period is 30 minutes in length. Students do not need to carry more than \$3.00 - \$5.00 to school each day. It is OK to bring a lunch or partial lunch and then supplement with items from the snack/milk lines, which move more quickly than full meal lines. New students are encouraged to bring their lunch the first few weeks of school to get comfortable with the lunch room and how much time they have. Students get to pick their lunch table each semester. Students are asked to remain at their table during lunch unless they sign out to go to the restroom. No lunch is served on early dismissal days.

Music (Band/Orchestra/Chorus)

These curricular classes meet during the school day and are graded. As part of their grade, all music class members are required to perform in three evening concerts and the District 204 Fine Arts Festival in the spring. Band and Orchestra students participate in weekly small group lessons on a rotating basis. If they choose, students can participate in a Combo program allowing a Band/Chorus or Orchestra/Chorus schedule. As these classes meet at the same time, Combo students alternate rehearsal days to facilitate participation in both groups. A music program polo performing shirt is a required purchase and can be used for performances in one or all groups.

Restrooms

Facilities are located throughout the building. Students are encouraged to use the restroom during lunch and between classes. As needed, students can obtain a hall pass to use the restroom.

Physical Education

Students have gym every day, except for one quarter of Health Education each year. They are required to wear a separate shirt for PE, as well as shorts or sweatpants and gym shoes. There is no PE uniform. Each student is provided a gym locker. Students must provide their own lock. Valuables should be locked up in the locker **AND NOT LEFT OUT ON THE BENCHES**. Fifty percent (50%) of a student's grade consists of effort, participation, and being dressed for gym. Teachers have scheduled morning make-up classes outside of the school day where students can participate in a class and improve their gym grade. Encourage your student to **wear deodorant** and bring their gym clothes home to be washed on the weekend. Some students bring two clean shirts each week.

School Educational Teams

Each grade has three educational teams comprised of 100-150 students and a group of Core (LA Block, Science, Math and Social Studies) teachers. All Core classes for your student are with this team of teachers. There are ongoing team-building activities and competitions between teams.

First week hints:

- You won't need PE clothes or your instrument on the first day
- It's easier to pack your lunch the first week
- Save paper bags, which are preferred by many teachers for book covers.
- If you have locker trouble, just ask any adult (or go to the office). They will help!

Registration requirements (i.e. fees, school supplies, health/dental, immunizations and sports exams forms) are available at the Hill Office.

School Policies

Attendance

- Parents should call the school by 8:30 AM on each day their child will be absent.
- If an extended absence of one week or more is expected, only one call is necessary.
- If the school is not contacted by 8:30AM, a parent will be called.

Insider Tips ...

- When your child is absent, check the day's homework on Edline.
- If your child is not in school, he or she can't participate in extracurricular activities that day; the student must be present for a half-day in order to participate (cut-off time is 11:00).

Bus Drop-Off/Pick-Up

- Between the hours of 7:15 – 8:15AM and 3:00 – 3:15PM only buses are allowed in the circle drive in front of the school.
- Parents wishing to pick up or drop off their child during these times should enter the parking lot at the far southern entrance and proceed north to the curb next to the gym.
- **Unattended vehicles parked on the fire lane curb (painted in red) will be ticketed.**
- If the student is being dropped off, he or she should proceed to their appropriate grade level entrance unless there is inclement weather (if this is the case, they can then enter in the 8th grade doors).

Dress Code

Clothing must effectively cover the student's torso. Underwear must be covered. Bare midriffs are not permitted. Prohibited shirts include, but are not limited to: backless, one shoulder, and strapless or thin strapped shirts or blouses. Also prohibited is clothing with revealing holes or low-cut necklines. Shorts and skirts must come to at least mid-thigh. Refer to District Handbook for more details.

Early Dismissal

Parents are requested to write a note if their children need to leave early or arrive late (it should state times, date, and reason). The student should bring the note to the Main Office upon arrival to school so they can be issued a pass to leave class and school early. Parents will be required to sign the student out in the Main Office.

Field Trips

Each team plans field trips to enhance its core curriculum. The average team takes one to two field trips per year. No student will be left behind on any field trip due to inability to pay. The guidance counselor should be contacted if a field trip is cost-prohibitive. Parent chaperones are asked by either their student or via permission list. Parents can also call team teachers to express interest in attending field trips.

Health Issues

There is a registered nurse at Hill on a full-time basis. Parents will have the option of having district personnel administer medication or requesting that their child be allowed to self-administer. This choice must be clearly documented on health forms. The use of non-prescription drugs is to be strictly limited.

Hilltoppers

Hilltoppers are Friday night gatherings from 6:30-8:30 PM held approximately 4 times per year for Hill students only. Activities include sports activities, arts/crafts, a DJ, and games. Parents must sign one permission slip at the start of the year. Students IDs are required to enter, in addition to a \$3.00 fee. Students may not attend if they are absent that day or leave before 11:00 a.m. Due to heavy traffic, carpooling is recommended. For safety reasons, students leaving early must have a parent come in the building before they will be allowed to leave.

School Policies (cont'd.)

Homework /Online Gradebook

Assignment Notebooks – These are issued at the beginning of the school year for students to record daily assignments. Team teachers work with students daily to ensure they are recording their homework assignments in the book. Parents are encouraged to look at their child’s assignment notebook on a regular basis.

eschoolPlus Home Access Center – Grades and report cards are posted online here, as well as standardized test scores, daily schedules, and registration information.

Edline Learning Management System (EdLine) – Edline includes daily homework, worksheets, long –term assignments, class policies, links to external websites, quizzes, tests, blogs, and much more. Students should check this website daily!

Use of Electronic Devices at School

- Students are allowed to use electronic devices from 8:00 AM – 3:00 PM for BYOT (Bring Your Own Technology) purposes only.
- If a student is seen using an electronic device not for BYOT, the device will be confiscated by an adult and a consequence will be issued.
- It is recommended that electronic devices be kept locked in a locker when not in use.
- **INSIDER TIP:** Add “Find My iPhone App” password protect for all devices. **Be smart and lock it up!**

Vacations

- When a student is going to be absent due to a family vacation, a note should be sent to the office as early as possible informing the school of the dates the student will be gone.
- Upon the student’s return to school, teachers will provide the student with a list of work missed (one day of extra time is allotted for each day absent when scheduling make-up work). If there is a long-range assignment that is assigned prior to the student leaving, the student will still be required to turn it in on the required due date unless they are still gone (it would then be due immediately on the return to school).

Extracurricular School Activities



Clubs and Activities

3M	Peer Mediators
Art	Ping Pong Club
3R	Bowling
Running	Chess
STEM	Golf
Student Guides	Mind & Body
Newspaper	Student PTSA
Plastic Model	Yearbook
....and others!	

*Club information is available on the Hill Website and in the Hill Daily. Club updates are made during daily announcements. Open to 6th, 7th and 8th graders. Some sign-ups occur at start of school. Not all clubs are offered every year.

Music

- Blazing Strings
- Honor Band
- Jazz Band
- Jazz Ensemble
- Men's Chorus
- Spring Musical
- Women's Chorus
- Chamber Orchestra

details are provided by music teachers

Competitive Sports (7th and 8th grade)

Fall

- Boys' Soccer
- Boys' and Girls' Cross Country (no cut)
- Girls' Volleyball
- Boys' Football (no cut)

Winter

- Boys' Wrestling
- Boys' and Girls' Basketball

Spring

- Girls' Soccer
- Boys' and Girls' Track and Field (no cut)

*Sports information (including try-out schedules) is available on the Hill Website (Athletics) and on Edline (Athletics and Clubs).

Student Council

The Student Government organization is comprised of 6th, 7th and 8th graders. Representatives are elected in the beginning of the school year. The Student Council meets once a week (before school) and organizes Hilltoppers, Spirit Week, and many service projects throughout the year. Elections are held the first or second week of school.

Communication

Communication from School

- ***District #204 Broadcast Phone Message/email newsletter*** – these messages are sent periodically with pertinent district wide information (parents automatically signed up)
- ***Hill Broadcast Message*** – these phone messages are from Hill’s Principal informing parents of events, deadlines and important dates to remember (parents automatically signed up)
- ***Hill Daily (e-mail to parents)*** – this daily communication is sent from Hill’s Administrative office with regular updates on activities, deadlines and school news (parents automatically signed up)
- ***PTSA School Phone Directory*** – published in the Fall and available online. If parents choose, their student’s home phone and address are listed in the directory along with contact information for the administrators, teachers and PTSA Chairpersons
- ***Web pages*** –for both Hill and the District contain pertinent student and parent information.

Communicating with Your Student at School

- Students are allowed to use the phone in the office if they have permission before doing so.
- Students may use their cell phone in or near the office if they received permission by an adult prior to doing so.
- If items are dropped off to students during the day, the office will contact the classroom only during the 1st 5 or last 5 minutes of each class period, so as not to disturb the class. In some cases, items will be given to students during their lunch period.
- If there is an emergency, Hill Staff will call parents immediately.

Communicating with School/Teacher

- Ensure that you are receiving correspondence via school communication sources (above)
- Contact teachers via e-mail or phone (please allow 24 hours for a response)

Parent Teacher Conference

- There are two regularly scheduled conference times each year in **November** and **February**.
- Each Teacher Team makes a list of students requested to have a conferences and notifies parents.
- Parents may request a parent/teacher conference at the regularly scheduled time or at their convenience. The conference will be held with the entire team of teachers. Students should attend.

Parent Teacher Student Association (PTSA)

PTSA Charter

The Parent Teacher Student Association at Hill Middle School strives to promote parent, teacher, and student involvement in order to provide opportunities for all students, enhance a safe and positive educational environment, and develop a cooperative effort between home, school, and our community.

2015-2016 Monthly Meetings*

Monday, September 14	5:30-6:30pm (<i>before Empowering Parents</i>)
Tuesday, October 13	1:00-3:00pm
Monday, November 23	5:30-6:30pm (<i>before Empowering Parents</i>)
Tuesday, December 8	1:00-3:00pm
Monday, January 25	5:30-6:30pm (<i>before Empowering Parents</i>)
Tuesday, February 9	1:00-3:00pm
Monday, March 14	5:30-6:30pm (<i>before Empowering Parents</i>)
Tuesday, April 12	1:00-3:00pm
Monday, May 16	5:30-6:30pm (<i>before Empowering Parents</i>)

**All meetings will be held at Hill Middle School. Please note, all times are subject to change; check the Hill website for all PTSA meeting updates.*

Student PTSA

The Student PTSA is a group of students participating in a variety of activities, including community service projects, book groups, arts/crafts, and fun social activities. They meet on a monthly basis after school.

2015-2016 PTSA Officers

Susan Newhouse	Co-President	susan.newhouse88@gmail.com
Heather Verthein	Co-President	hverthein@hotmail.com
Jennifer Billadeau	1 st VP/Membership	jbilladeau@dstax.com
Pam Smith	2 nd VP/Volunteers	pamanddugal@gmail.com
Silvia Vega-Mitchell	Treasurer	lil.men12@gmail.com
Julia Ballant	Secretary	jtball7@yahoo.com

PTSA Volunteer Opportunities

Ways and Means

Apparel – Assist with selling, sorting & distributing Hill Spiritwear. (Fall & Spring)

Campbell Soup Labels/GM BoxTops – Collect & sort labels and collect BoxTops and then submit to the company. (Various)

Gingerbread Junction Craft Fair – Publicize the fair, set up, bake sale, kitchen, greet/collect admission and clean up are all part of this wonderful day! (First Sat. in Dec.)

Manna – Program that sells gift cards; collects orders and distributes gift cards.

Market Day – Unpack/sort food, collect orders. (Monthly)

School Kits – Assist with sale & distribution of kits. (May & August)

Sports Concessions Sales – Assist with purchase, setup and/or sale of concessions during Fall, Winter or Spring sports.

Educational Enrichment

7th Grade PrinciPALS Breakfast – Assist with organizing food /drinks for awards ceremony.

8th Grade Career Day – Assist with organization of speakers to learn about career paths. (March)

PDAC (Parent Diversity Advisory

Council) Liaison – Work to positively impact academic achievement of a diverse student population.

Serves as advisor to Hill and Student Council.

Reflections – Help organize, distribute information and publicize this National PTSA program. (Fall)

STEM Club – Organize and assist students who have an interest, to learn more about the Science, Technology, Engineering or Math fields.

Math Night – Assist with organizing this fun, educational night for students and parents.

Reading Night – Assist with organizing this fun, educational night for students and parents.

Newsletter – Parent helper for this student group, who learns about writing and producing a school newsletter.

Service

Book Fair – Assist in the sale or help with taking down the fair. (November)

Directory – Help proof read and distribute the directory. (Fall)

Hill Heroes Breakfast – Help set up the evening before breakfast, purchase food/serve food the morning of the breakfast. (Nov, Feb & May)

IPPC Liaison– (Indian Prairie Parent Council) Attend the IPPC monthly meetings and keep PTSA updated on events and information.

LMC Worker – Assist with library materials. (Flexible daytime hours)

IPPA Rep – (Project Arrow) Attend monthly PA PTA meetings and keeps our PTSA updated on events and information.

IPSN (Indian Prairie Special Needs) PTA – Attend monthly IPSN PTA meetings and keep our PTSA updated on events and information.

Annual Registration – Assist with registering students for the next school year. (May)

Audit Committee – Meet to review the PTSA financial books. (Spring/Summer)

Office/Copying Support – Assist Office Support Staff with copying and other needs.

Staff & Teacher Appreciation – Provide food for the various events to show how much we appreciate Hill's Staff & Teachers!

Social

Hilltoppers – Chaperone this school-sponsored social evening for students or assist with the craft room during one of these evenings. (Various Friday nights about 3 or 4 times per year)

6th Grade Social – Assist with the setup, serving & cleanup. (August – 7th & 8th grade parents preferred)

8th Grade Honors Breakfast – Help set up the evening before the breakfast or help serve food the morning of the breakfast. (May)

8th Grade Party – Assist with planning, help gather supplies, set-up and/or chaperoning of the 8th grade party. (May)

Variety Show – Help organize and execute our school-wide variety show. (Spring)

District 204 Organizations

BPAC (Bilingual Parent’s Advisory Committee)

School districts that have Transitional Bilingual Education (TBE) Programs are required to establish a Bilingual Parent Advisory Committee. The committee is comprised of parents of children in the TBE program and other interested community members. 2/3 of the committee members must be parents of children in the bilingual education program. The committee meets four times a year and participates in the planning, operation, and evaluation of the TBE program.

CFAC (Indian Prairie Citizen’s Financial Advisory Committee)

CFAC is a think-tank of business and financial professionals, charged with advising the District’s administration. The committee’s focus is to examine trends and decisions affecting district revenues and expenses, and identify ways the district can improve its financial health, with an emphasis on the district’s approach to funding activities and programs, and investigate innovative or creative ways in which other school districts, educational institutions, governmental bodies or business institutions have improved financial efficiency and performance.

IPPA (Indian Prairie Project Arrow PTA)

The goals of the Indian Prairie Project Arrow PTA are to:

- Work with the school district to provide the best educational experience for gifted and talented children and help them reach their full potential
- Provide a local community support group for parents, guardians, families and educators of gifted and talented children
- Inform legislators, school board members, educators, and the community about the unique challenges of giftedness and the importance of gifted programming
- Be a resource of information on gifted services and community programs

IPPC (Indian Prairie Parents’ Council)

The Indian Prairie Parents' Council is the umbrella organization for all 34 local PTA and PTSA units in District 204. They share a commitment to the goals of Illinois PTA and National PTA. The delegate body is comprised of the President and IPPC Representative from each local unit. They meet monthly to share information about issues affecting the education, health and welfare of children and youth in District 204.

IPSN (Indian Prairie Special Needs PTA)

The Indian Prairie Special Needs (IPSN) PTA is primarily a group of parents and caregivers who have children with special needs in Indian Prairie School District 204, which serves children from the communities of Aurora, Bolingbrook, Plainfield, and Naperville. Members have children with a wide range of ages, abilities and educational placements within and outside of the District's schools. The group welcomes all interested persons at their meetings.

PDAC (District 204 Parental Diversity Advisory Council)

Focused on student achievement, the mission of the Parent Diversity Advisory Council is to positively impact the academic achievement of a diverse student population through school-specific outreach efforts and initiatives that focus on and directly address disparate academic performance.

Area Information

Community Information

City of Naperville	630-420-6111	www.naperville.il.us
Chamber of Commerce	630-355-4141	www.naperville.net
Libraries (3)	630-961-4100	www.naperville-lib.org
Park District	630-848-5000	www.napervilleparks.org
Visitor's Bureau	630-305-7701	www.visitnaperville.com
YMCA (3 in Naperville)	630-420-6270	www.ymcachicago.org/kroehler/
City of Aurora	630-256-4636	www.aurora-il.org
Chamber of Commerce	630-256-3180	www.aurorachamber.com/community_aurora.asp
Fox Valley Park District	630-897-0516	http://foxvalleyparkdistrict.org/
Libraries (3)	630-264-4100	http://aurora-il.org/library/index.php
Visitor's Bureau	630-897-5581	http://www.enjoyaurora.com/
YMCA (Oswego)	630-551-0797	http://www.ymcachicago.org/locations?locator-zip=

Volunteering in the Community

DuPage PADS

<http://www.dupagepads.org/>

Feed My Starving Children

<http://www.fmssc.org/page.aspx?pid=276>

Habitat for Humanity

<http://www.dupagehabitat.org/>

Hesed House

<http://www.hesedhouse.org/>

Loaves and Fishes

<http://www.loavesandfishesministry.com/>

Shopping

Cermak Market
Costco
CVS
Garden Fresh Market
Jewel-Osco
Mariano's
Meijer
Sam's Club
Standard Market
Target
Trader Joe's
Walgreen's
Walmart
Whole Foods

Utility and Area Needs

Comcast/Xfinity (cable/internet/phone)	800-934-6489	www.comcast.com
City of Naperville (water/electric)	630-420-6059	www.naperville.il.us
ComEd (electric for Aurora)	800-334-7661	www.comed.com
Driver's License / Plates	630-369-9010	www.cyberdriveillinois.com
DuPage County (taxes/services)	630-682-4700	www.dupageco.org
I-Pass / Illinois Tollway	800-824-7277	www.illinoistollway.com/tolls-and-i-pass
Nicor (gas for Naper./Aurora)	888-642-6748	www.aglresources.com/nicor/index.html
Wide Open West (cable/internet/phone)	866-496-9669	www.wowway.com

Hill school interior map

