ROCHESTER COMMUNITY SCHOOLS

PRIDE IN EXCELLENCE

# HAMLIN ELEMENTARY SCHOOL HANDBOOK

## 2026-2027 School Year




**Hamlin Elementary School ensures successful learning for all students.**
**We Learn. We Grow. We Soar.**

***270 West Hamlin***
***Rochester Hills, MI 48307***
***248-726-3600***
***Attendance line – 248-726-3610***

August 16, 2026, v1

## School Hours

Full Day Schedule: 8:10 a.m. – 3:13 p.m.

½ Day Schedule: 8:10 a.m. – 11:25 p.m.

## Attendance, Early Pick-Up, and Late Arrival

**Absences:** There are two ways for you to report absences for your child.

- In **ParentVUE**, click on the **Attendance** tab found on the left side, then click on the **Report Absences** button, enter the date and reason for the absence then click on **Save** to submit the absence.
- Call the **Hamlin Attendance Line** at 248-726-3610 to report the absence by 8:30 a.m. Please give the child's name, teacher's name, date, and reason for the absence.
- Excessive absences as well as tardiness have a negative effect on learning. Truancy and tardy procedures will include notification and intervention process for the Hamlin staff to implement in collaboration with parents. As we do recognize the need for family travel due to Visa renewals, etc. we do encourage that these absences are scheduled during scheduled breaks when possible.

**Late Arrival:** If your child arrives late at school (any time after 8:10 a.m.), please accompany them to the Hamlin Front Office Vestibule, push the button to alert the office that you are here, and wait for instructions.

**Appointments / Early Dismissal:** If you need to take your child out of school early, please send a note to advise the teacher of your plans and/or call the main office at 248-726-3602. Please enter the Hamlin Front Office vestibule, push the button to alert the office that you are here to pick up your student, and wait for instructions. You will be asked to show a picture ID through the window. Upon returning to school, please accompany him/her to the Hamlin Front Office vestibule, push the button to alert the office that you are here, and wait for instructions.

- The office will not permit parents to remove **other** children from school early unless there is expressed, written permission from the child's parents.

**Important:**

- If dismissal plans change, call the office by 1:30 p.m. to notify us of the change. For example, if plans change where a student routinely takes the bus and the parent decides to pick up the child by car, we MUST be notified by the parent/guardian of this otherwise we will put the student on the bus.
- Do not come into the building to pick up your child at dismissal time. Grade levels will dismiss a few minutes apart: Kdg. & 1st first, followed by 2nd thru 5th.
- You **must** have written permission from a child's parent to sign another child out.
- It is office policy to ask for identification (ID) of people we do not recognize if they come in to sign a child out. Please do not be offended.

## Health, Wellness

**Medical Action Plans:**

Rochester Community Schools (RCS) is committed to ensuring the health and safety of all students. Updated Medical Action Plans (MAPs) are required at the start of every school year and expire on the last day of instruction. The MAP provides RCS with the required medical direction from your primary, licensed health care provider and allows staff to provide services, such as medication administration, medical interventions, and/or medical procedures. Safe and legal interventions (without prescriber orders) will be provided and include soap, water, ice, comfort, and adhesive bandages.

All medication must be in the original container or pharmacy prescription bottle, labeled with the student's name, dosage, and frequency to dispensing instructions. NO EXPIRED MEDICATION will be administered. All forms are posted on the RCS website and the link below. Click on the desired condition or subject and you will find the correct form and other resource information. In compliance with Section 504 law, all MAP forms include a notice of the procedural safeguards.

https://www.rochester.k12.mi.us/header-utility/familiescommunity/health-wellness

**Hygiene:**

Classrooms and work areas will be provided with adequate hand washing and hand sanitizer stations in hallways, lunchrooms, bathrooms, etc. Supplies (paper towels, soap, hand sanitizer, tissues, and trash receptacles) will be checked daily and restocked, as necessary. Hand sanitizer will be available in all classrooms and in the main office and will be supplied by RCS.

## Safety

Our number one priority is the safety of our students. School doors are locked at all times. During drop-off and dismissal, the doors are propped open with a staff member at each door and only students are permitted to enter the building. During the school day, only the main office entrance is used for entry (including staff). As noted in this handbook, if you are here to volunteer or pick-up/drop-off your student, you must enter through the Main Office vestibule entrance. All volunteers must also complete an RCS i-Chat form to be approved to work with students. We have cameras located throughout the hallways and outside of our school building. All RCS buildings are assigned to a police liaison. In addition to the safety practices in place, we practice several drills throughout the school year (fire, tornado, and lock-down. Students are taught to tell an adult if they see something questionable, and RCS uses the OK2SAY tip line through Michigan.gov so students can submit an anonymous tip. Our school property (i.e., playground) cannot be used during school days and hours typically, between 6:00 a.m. – 6:00 p.m.

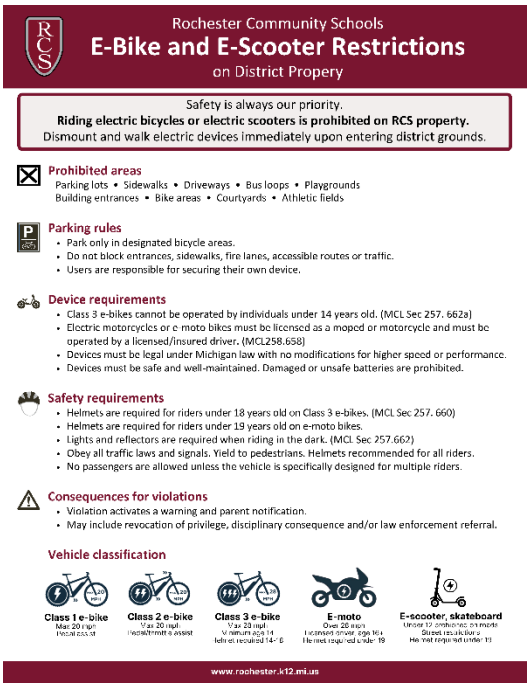
**E-Bike & E-Scotter Regulations**:

Rochester Community Schools has been monitoring the use of e-bikes and e-scooters on and around school property. We have also been following efforts by neighboring communities to develop regulations governing the use of these devices.

The district recognizes that many students choose e-bikes and e-scooters as a convenient mode of transportation to and from school. At the same time, we have seen an increase in accidents and near misses involving these devices. Arrival and dismissal times are especially busy, with students walking, riding bicycles, and traveling in vehicles, making safety our highest priority.

To help create a safer environment for everyone, Rochester Community Schools is requiring that e-bikes and e-scooters not be ridden on school property. Riders should dismount upon entering school grounds and walk their device until they leave school property.

We are also providing a one-page informational guide that explains this new expectation and summarizes important state laws and safety regulations related to the operation and purchase of e-bikes and e-scooters.




Our goal is to ensure that every student, staff member, and visitor can travel to and from school safely. Please remember: **"Walk It, Don't Ride It"** whenever you are on school property.

## Hamlin Technology Policy

**Personal Technology (Elementary) – Cell Phones & Watches:**

- Students are not permitted to use wireless personal communication devices during the school day.
- Students are not permitted to use wearable technology during the school day.
- Disciplinary actions for students who do not comply with the Rochester Community Schools wireless communications device policy, the following disciplinary actions will be taken:
    - First offense: A verbal warning or a directive to put the device away.
    - Second offense: Confiscation of the communication device by the teacher or administration until the end of the school day.
    - Repeated offenses: Confiscation, where a parent or guardian is required to physically come to the school to retrieve the device, a parent-teacher conference, and/or a Code of Conduct infraction.
    - See the RCS district website for more information.

**Chromebook Usage:**

- Students in Kindergarten thru 5th grade will be storing their Chromebooks in a cart located in their classrooms.
- Students should only use their own Chromebook and not lend it to others.
- Chromebooks should be used for school assignments only per the RCS Acceptable Technology Use Agreement.
- Proper Chromebook care is expected. No eating/drinking around the Chromebook, no writing on the device or damaging it in any other way.

**If a student's Chromebook is not working or damaged:**

- Students should take it to the school technology assistant (located in the building).
- If the technology assistant is unable to fix the Chromebook at Hamlin, students will be advised to make an appointment with the RCS technology department at the administration building.
- Appointments can be made with Technology Services.

**If a student loses their Chromebook:**

- The student should do a thorough check of their desk, cubby, and at home.
- If still missing, the student can visit the Media Center, and the Media Center team can look up who last used the Chromebook and the date it was used.
- If not found within 48 hours, the student or a parent/guardian should call 248-726-3099 to report the Chromebook as lost. The technology department can lock the device with a message to return the Chromebook.

## Visitors and Volunteers

We appreciate and encourage family interest and involvement in our school, and we depend on volunteers to enhance our school community. Look for volunteer opportunities to come directly from your student's teacher, specials teachers and the PTA. All volunteers much complete an RCS i-Chat form before they can work students. This year the i-Chat form can be found online at: https://www.rochester.k12.mi.us/about-us/departments/human-resources/volunteer-forms

For the safety and security of all students and to minimize disruptions in classrooms, please remember to use the main office to request early pick-up for your child or any additional siblings while you are in the building for any parties, field trips, volunteering, and other special events.

Parents who must drop off items for students can do so by leaving the item in the vestibule with the student's & teacher's names on it and notifying the school secretary using the intercom. Most forgotten items do not need to be delivered. We are asking that you only make emergency deliveries.

Visitor Management System: During the 2024-25 school year, the district adopted the Centegix safety platform, an incident response solution that supports emergencies, from everyday situations to the extreme.

When you arrive in the main office lobby and plan to enter the building you will be required to use the VisitU system. You will be required to complete the check-in on the screen, wear the badge, and then check-out when leaving. The system alerts staff if an individual has a background that could jeopardize a safe environment and provides building administrators with the ability to see if visitors are entering restricted areas. It also offers greater efficiency by providing a self-service kiosk for visitors, while eliminating the need for manual clipboards and check-in sheets.

**Please note that a driver's license or state ID will be scanned for all visitors entering any RCS building. The kiosk in the main office vestibule will provide simple, self-explanatory, step-by-step instructions.**

# Student Arrival and Dismissal

*Given the heavy traffic volume at arrival and dismissal, the following procedures have been developed. The cooperation of all students, parents, and staff is necessary for a successful process. At the beginning of the school year, all parents must communicate to their child's teacher the route their child will use for arrival and dismissal. If this information changes throughout the year, please notify the teacher in writing.*

Please review the following information carefully. Every child's safety is our number one concern.

## Arrival 7:50 – 8:10

A staff member, or police liaison, may be standing at the end of the loop lane, to allow intermittent traffic to flow out of the loop lane, with a stop sign for traffic arriving and leaving the back parking lot.

The first bell rings at 8:05 a.m. for students to walk to their classrooms, followed by the second bell at 8:10 a.m. for school to begin.

**Walkers**

1. Kdg. through 5th grade will enter through **door #20**.

2. Hamlin staff will be available to assist students to their classrooms.

3. Please do not arrive early, as students will not be allowed in the building prior to 7:50 a.m. and supervision is not available.

4. Do not cross in front/through the cars in the car drop off lane. Please use the west sidewalk and crosswalk for safety.

**Parent Drop-Off (Car Riders)**

1. No Cell Phone Use

2. Enter the Hamlin Road entrance to the loop.

3. Drive around the loop, stopping when prompted by Hamlin staff. Please keep the line moving **and do not block the crosswalk for the safety of our students & staff**.

4. We will begin directing students to start exiting vehicles at 7:50 a.m. **All car-ride students will enter through entrance #22**. See the map on the next page.

5. Please pull forward in line as directed by staff.

6. Please **do not exit your vehicle**.

7. Your child will **exit out the passenger side of the car** for their safety only at this entrance.

8. Students will enter the building, line up by grade level inside, and go directly to their classrooms with staff assisting, at the 8:05 a.m. bell.

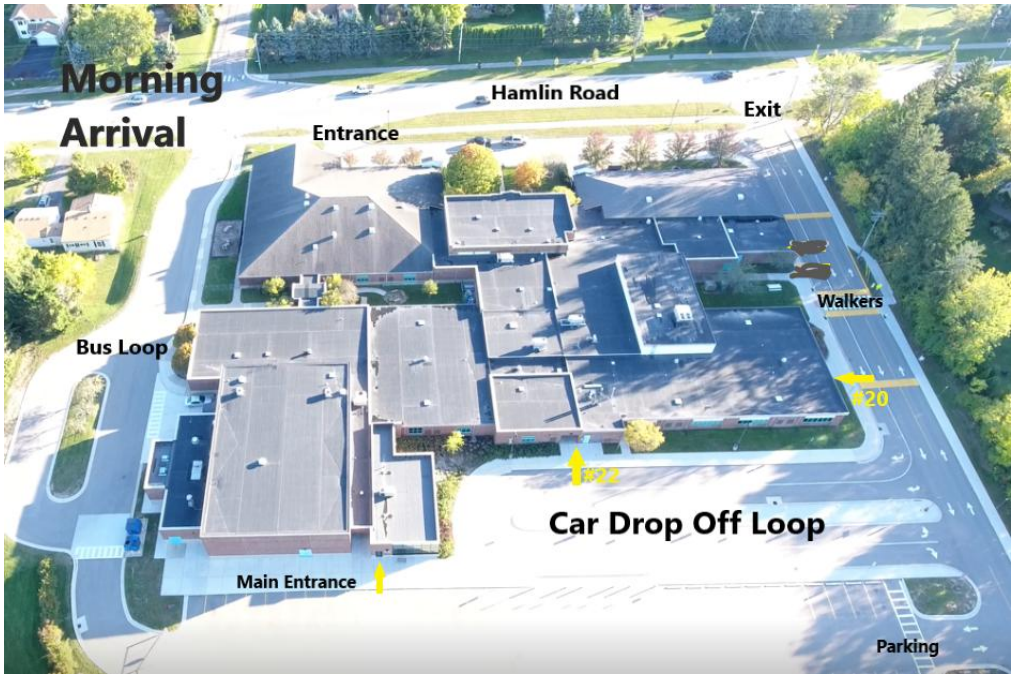
9. Please exit the loop via the Hamlin Road exit area.

10. Do not let your child(ren) exit the vehicle at the walker door area or anywhere in the moving car lanes.

**Bus Riders**

If your child is riding the bus, they will follow these procedures:

1. The bus will arrive at the east side of the building. Students will dismiss one at a time and line up, enter entrance 9, and walk to their classroom with the assistance of staff. There will be staff at each entrance, around the perimeter of the building, and hallways to help children find their classes.




Dismissal 3:05 – 3:13 p.m. [11:20 – 11:25 a.m. - half-day]

Please inform the office of any changes to your child's dismissal routine prior to the end of the school day. **Please do not email your student's classroom teacher as they are teaching and may not receive the message prior to dismissal or in the event of a sub, they may not get the message**.

**Parent Pick-Up (Walkers)**

1. All walkers will be dismissed through door #20.
    - K & 1 will begin dismissal first at 3:05 p.m. [11:15 a.m. on a half-day]
        - TK & Kdg. students will be kept on the east side of the crosswalk for dismissal. Family members must go across the crosswalk to meet their TK/Kdg. student(s).
        - 1st grade will cross the crosswalk and meet family members on the west side.
    - 2 - 5 will be dismissed at 3:09 p.m. (first bell). [11:21 a.m. on a half-day]
2. It is important that families pick up their students and promptly depart for the safety of all.

**Bus Riders**

1. Bus students are dismissed at 3:11 p.m. (second bell). [11:23 a.m. for a half-day]
2. They are supervised and escorted to their assigned bus.

**Parent Pick-Up (Car Riders)**

1. No Cell Phone use in line.

Place a student pick-up sign in your window so it is easily seen by our staff. (Student(s) name – first & last, grade, and teacher). **Please leave your sign in place until your student is in your car, as it helps the staff members to call names, and those that ensure your student is in your vehicle.**

2. Enter through the Hamlin Road entrance.

3. As you pull alongside the curb of the loop, please pull ALL THE WAY up to the front of the line (not past the orange cone indicating the first drop-off/pick-up point), so we can dismiss as many children at a time as possible and **do not block the crosswalk**.

4. Children will be waiting indoors by grade levels. Office pick-ups will **not be permitted** during dismissal.

5. Staff will use walkie-talkies to communicate which cars have arrived.

6. Your child will walk to your car and enter through the passenger side of the car with assistance from a Hamlin staff member.

7. Please **do not attempt to buckle your child during the arrival or exit your car to assist**. If you need to pull off to assist your child, please do so in the back parking lot.

8. No passing in the left lane.

9. Do not attempt to pick up your child outside of this designated area for their safety.

10. Students will be dismissed to vehicles beginning at 3:13 p.m. (last bell). [11:25 a.m. for a half day]




## School Lunch/Food

Healthy meals and snacks are encouraged. The sharing of food is also not permitted due to allergies and other food restrictions for some students. Gum is not permitted in school.

Snacks/Water: Please feel free to send a water bottle with your child daily. If it is reusable, please make

sure to include your student's name on the bottle. Please see your student's teacher's communication for further information about snacks. There are water fill stations in the school.

Lunch: Please make sure your student's name is on your child's lunch box/bag. Students with food allergies will have an allergy-free table to sit at during lunch. They may invite a friend with an allergy-safe lunch to join them for lunch.

The cafeteria food service (breakfast and lunch) is provided through Chartwell and will be available on regular school days. Daily meals are available to all students, and Menus can be found here.

Birthday Treats and Celebrations: Food **for birthday celebrations is not allowed** - see RCS Food Policy. Food for celebrations/parties is allowed following RCS Food Policy.

## Recess/Outdoor Breaks

Weather permitting, all students in elementary schools will participate in outdoor recess. At the teacher's discretion, additional outside breaks and recess periods may be added to our school day. Students WILL NOT have the option of staying inside when their class goes outside. Please send your students with the appropriate clothing for the weather/temperature. A doctor's note is required for your student to stay inside during recess.

## Classroom Schedules

Classrooms: Please see your child's teacher's communication about specifics to their classroom.

Specials: Specials (PE/Art/Music/Media) will be in their designated classroom areas.

## Home/School Communications

Home/School communication is vital for student success. Parents are always encouraged to communicate regularly with their children's teachers. With technology, this is made easier than ever before. Please do not wait until a little problem becomes a big one! If you have a question or concern, please go to your child's teacher prior to contacting the principal.

ParentSquare: Rochester Community Schools is committed to fostering strong partnerships with all vested parties to enhance student success. ParentSquare (for families) and StudentSquare (for middle and high school students) is an easy-to-use communication tool that combines multiple communication streams into one interface for families, staff, and students. ParentSquare will be the main tool for communication from teachers, buildings, and the district. Please see the ParentSquare page on the district website for more information and how to download to your mobile and/or computer.

Hamlin Happenings: This school news/event newsletter is sent out weekly – usually on Sunday afternoon (via ParentSquare).

Website, Email, Google Classroom, Facebook, and Voice Mail: These technologies have enabled parents and staff to communicate much more efficiently. Most staff prefer email communication as

they check it regularly. Please realize that there are occasions when they cannot access voicemail on a frequent basis.

Parent/Teacher Conferences: While parents are always encouraged to communicate with teachers concerning pupil progress, a framework for conferences has been established to ensure a discussion of a child's progress in school. Conferences are conducted each year in the fall (November) and spring (March/April – only as needed). More information is to come regarding conferences this year.

Useful Phone Numbers:

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|---|---|
| RCS Administration Center, 248-726-3000<br>Rochester Avon Recreation Authority (RARA), 248-656-8306<br>North Oakland YMCA, 248-651-9622<br>Rochester Youth Soccer League, 248-650-0113<br>Dinosaur Hill Nature Preserve, 248-656-0999 | Paint Creek Center for the Arts, 248-651-4110<br>Rochester Community House, 248-651-0622<br>Rochester Community Education, 248-726-3165<br>RCS Children's Programs, 248-726-3023<br>RCS Transportation Department, 248-726-5925 |