Welcome to
HILLSIDE

HILLSIDE
ELEMENTARY

HILLSIDE ELEMENTARY SCHOOL

43000 Ellzey Drive, Ashburn VA 20148

School Phone: (571) 252-2170
Fax: (703) 858-0504

School Hours

Arrival - 7:40 A.M.

School Begins - 8:00 A.M.

Dismissal - 2:45 P.M.

🌐 **lcps.org/hillside**   🐦 **@HillsideLCPS**

"We SOAR to Excellence!"

Our Mission:
All students will have the opportunity to excel academically and achieve their personal goals.

Our Vision:
Parents and staff will work as partners to maximize learning for all students.

ADMINISTRATION

PRINCIPAL
Chris A. Mills
Chris.Mills@lcps.org

ASSISTANT PRINCIPAL
Katherine Armstrong
Katherine.Armstrong@lcps.org

ACADEMIC DEAN
Kristen Luxton
Kristen.Luxton@lcps.org

SPECIAL EDUCATION DEAN
Alison McLaughlin
Alison.McLaughlin@lcps.org

OFFICE STAFF

REGISTRAR/ATTENDANCE
Cathy Salter
Catherine.Salter@lcps.org

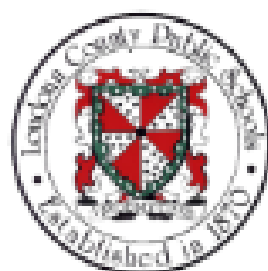FINANCIAL TECHNICIAN
Karen D'Amato
Karen.Damato@lcps.org

HEALTH CLINIC SPECIALIST
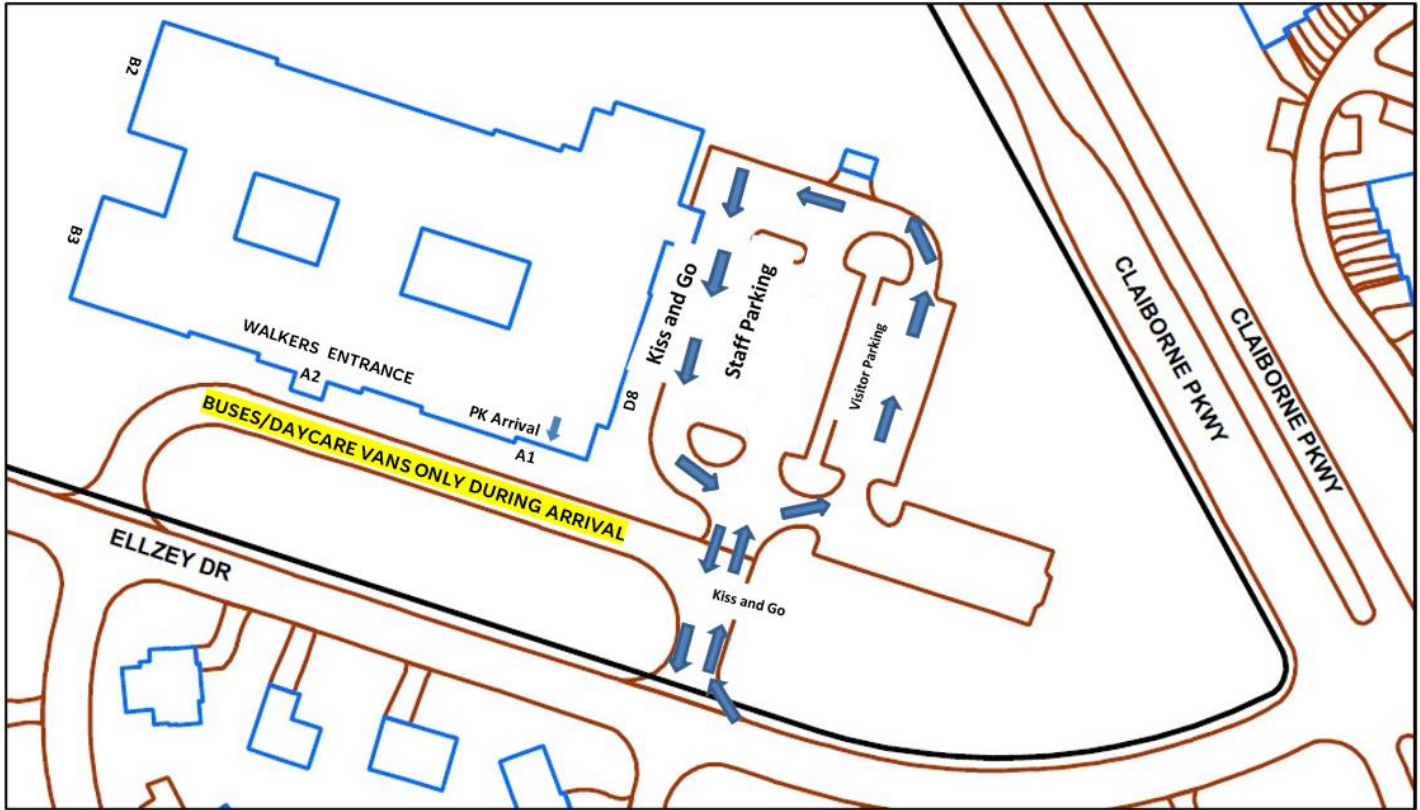Margaret Strange
Margaret.Strange@lcps.org

2023-2024 SCHOOL CALENDAR STUDENTS

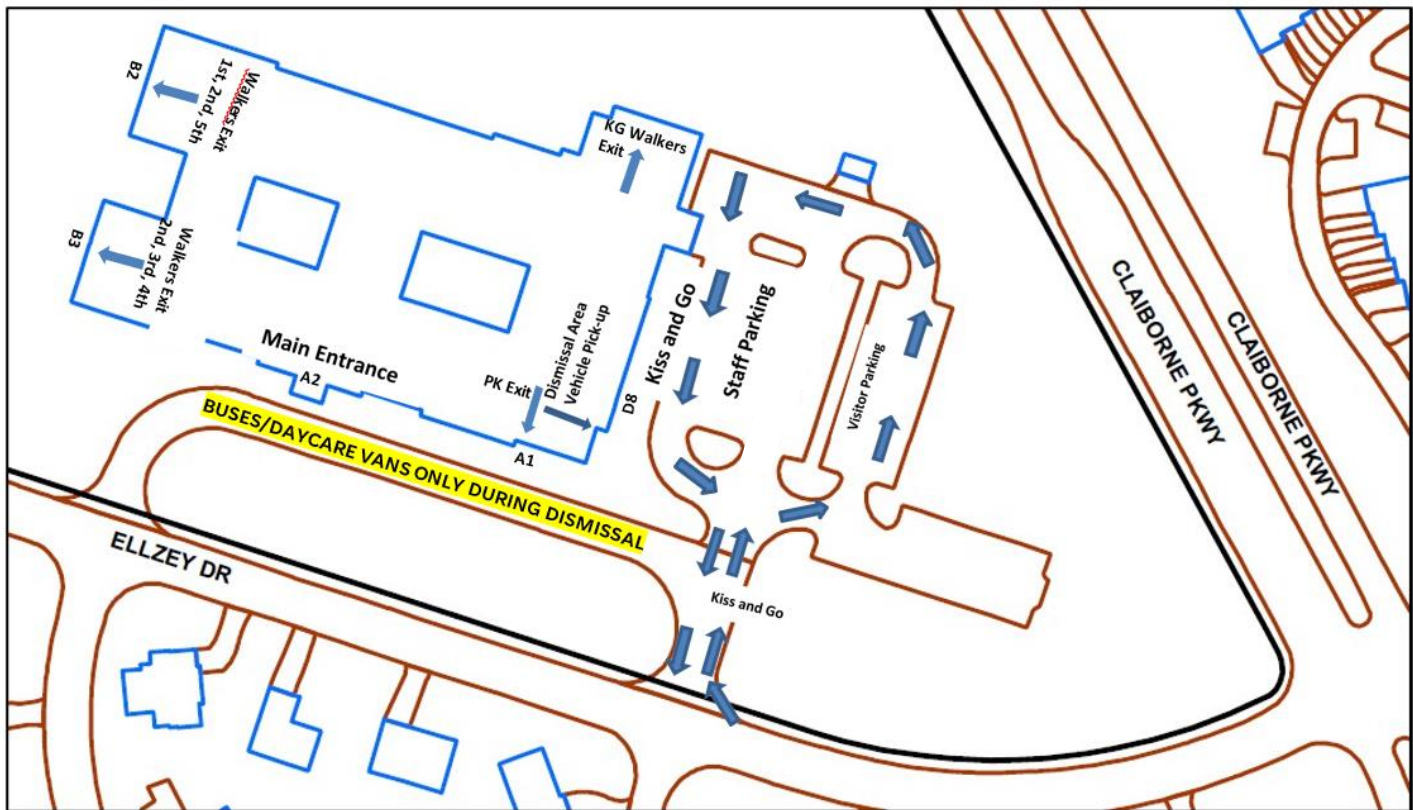|	
August 24	First Day of School
September 1	Student Holiday
September 4	Holiday (Labor Day)
September 25	Holiday (Yom Kippur)
October 9	Holiday (Indigenous Peoples' Day)
October 27	End of Grading Period
October 30-31	Student Holiday
November 7	Student Holiday
November 13	Holiday (Diwali)
November 22-24	Thanksgiving Break
December 21-29	Winter Break
December 25-26	Holiday (Christmas)
January 1	Holiday (New Year's Day)
January 15	Holiday (Martin Luther King Jr. Day)
January 19	End of Grading Period
January 22	Student Holiday
February 9	Holiday (Lunar New Year)
February 19	Holiday (Presidents' Day)
March 5	Student Holiday
March 25-29	Spring Break
April 4	End of Grading Period
April 5	Student Holiday
April 10	Holiday (Eid al Fitr)
May 27	Holiday (Memorial Day)
June 14	Last Day of School/End of Grading Period

TRAFFIC PATTERN - ARRIVAL

- **Walkers** will enter through the Main Entrance doors (A2).

- **Bus Riders and Van** Riders will arrive in the Bus Loop and enter through the Main Entrance doors (A2).

- **Car Riders** will follow the traffic loop around the school parking lot and drop off their student/s on the sidewalk next to the gym doors. Cars are not permitted in the bus loop during arrival and dismissal.

> **School begins promptly at 8:00 a.m.**
>
> Students arriving after this time will need to
>
> be escorted by a responsible adult to the
>
> Main Entrance doors (A2) and ring the buzzer

TRAFFIC PATTERN - DISMISSAL

- **KG Walkers** will be dismissed at the outside KG doors around the back of the school (C2, C3 or C4).

- **Walkers whose classrooms are in the back hallway** will be dismissed at Door B2 (left side of the building back by the playground).

- **Walkers whose classrooms are in the front hallway** will be dismissed at Door B3 (left side of the building towards the front of the school).

- **Bus Riders and Van Riders** will be dismissed through the Main Entrance doors (A2).

- **Car Riders** will be dismissed from the Gym Door (D8) in order of the parent's arrival in carline.

  - ✓ Place a sheet of paper on the passenger side of your front window that includes your student's 3-digit dismissal code.
  - ✓ Your student/s will enter and exit the vehicle on the sidewalk side.
  - ✓ Parents should not exit the vehicle at any time. Staff is on-site to assist as needed.
  - ✓ Move slowly and be aware of those around you.
  - ✓ Follow the arrows shown in the Traffic Pattern Map.
  - ✓ Do not pass other cars in the loop.
  - ✓ Always follow staff directions.

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SAFETY REMINDERS

Safety Reminders

➢ If you have authorized someone other than a parent/guardian to pick up your student from school, you must notify the front office through ParentVue, or send in a signed note with your child. That individual will need to show ID upon pick up.

➢ Cars are not allowed in the Bus Loop between 7:30– 8:30 a.m. and 2:00-3:15 p.m. The Bus Loop must be free of traffic to allow LCPS school buses and daycare vans to safely maneuver while loading and unloading students.

➢ Always use sidewalks and crosswalks when walking to and from school. Adults and students are not permitted to walk over the hill and across the bus loop at any time.

➢ When dropping off or picking up students in Car Line, please follow the arrows shown in the traffic pattern map. Do not pass the car in front of you at any time and follow all staff directions.

Help us to keep all our students,
staff and Hillside families safe!

ATTENDANCE

Daily attendance is taken at the beginning of the school day. Students who are not present in the classroom will be marked absent for the day. If a student arrives after 8:00 A.M. his/her attendance will be updated to tardy for the day.

Please be sure to let us know when your child will be tardy or absent by enter the information in ParentVue.

Online through ParentVUE

The quickest method for updating your student's attendance is through the ParentVue mobile app or online. You can report absences for one day, or multiple days, well in advance for multiple children (even if at multiple schools).

Not sure how to do this? Click here for step by step directions.

If you have multiple children attending different schools in the county, you must contact each school's attendance line separately.

LEAVING EARLY?

If your child needs to change their method of transportation home from school or will be picked up early, this information must be entered in ParentVue by clicking the blue button "Report Attendance" located to the right of your student's photo, select "Report Dismissal" and type a note providing details.

Changes of dismissal must be made by 2:00 p.m.

In cases of emergency, please contact the front office at (571) 252-2170.

WHAT'S FOR LUNCH?

NOTICE: TITAN Family Portal has relaunched as LINQ Connect!

The Linq Connect payment system allows students/families to put money on an account to purchase school meals or other food items in our school cafeterias.

- **If you are a new family to LCPS**, you will need to register LINQConnect.com

- **If you are a returning family** and were registered with the Titan Family Portal, you will just need to download the Linq Connect App and sign in using the email address and password you previously used with Titan. Once you attach your student/s, any remaining balance from last year will appear next to your student's photo ID.

Weekly Breakfast and Lunch Menus can be accessed on the Linq Connect website by visiting this link and then selecting "Loudoun County Public Schools" and then "Hillside" from the dropdown menus.

2023-2024 HLS Lunch Schedule

Kindergarten	10:20 AM – 10:50 AM
1st Grade	10:35 AM – 11:05 AM
2nd Grade	11:00 AM – 11:30 AM
3rd Grade	11:20 AM – 11:50 AM
4th Grade	11:45 AM – 12:15 PM
5th Grade	12:25 PM – 12:55 PM

MEET OUR
FAMILY LIAISON!

As Family Liaison, Mrs. Lunsford-Shenkman's role is to support our families by providing access to information and resources needed to promote the academic and social success of our students. Conversations with Mrs. Lunsford-Shenkman are strictly confidential so don't hesitate to email any questions or concerns you may have (patricia.lunsfordshenkman@lcps.org)

If you are a family who anticipates needing assistance of any kind this year,
please visit our website for more information or contact our Family Liaison directly.

SCHOOL SUPPLIES

School supplies and classroom
instructional materials are dependent on
the grade level of your student.

Visit our website
for the most up-to-date grade-level
supply lists.

HLS Website

Student Issued Chromebooks

All students in LCPS are assigned an Individual Learning Device.

This device will remain with your child while they are enrolled as a student in LCPS. Don't forget to sign the Device Usage Agreement (available in ParentVUE) within 10 days of receiving your device.

Please note: Intentional damage or lost accessories (i.e., charging cable) will NOT be replaced by LCPS and may result in charges. A link with instructions on purchasing a replacement charging cable is on our website.

Answers to questions regarding security, programs, and more can be found in the LCPS Student Device Handbook.

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Student Logins

- **Grades K-2:** Students may use their QuickCard that allows for easy login OR may login manually using their student ID number (lunch number) and birthday (MMDD) Need to print a new QuickCard? You can do so from your child's LCPSGo account!

- **Grades 3-5:** Students will login manually using their student ID number (lunch number) and the "strong password" they will set at school

- **Password issues:** During school hours, students may request help from Mr. Saravia, our Digital Experience Specialist. Outside of school hours, a parent must call the Technology Support Center at 571-252-2112, open Monday through Friday 7:30 AM-5:00 PM.

Hardware Repairs

If a student Chromebook is in need of repair, the student may visit our school's Digital Experience Specialist (DES), Mr. Saravia, while they are in the building. If the device needs to be sent out for repairs, students will be assigned a loaner device until theirs has been fixed.

Best Practices

- On regular school days, we recommend developing a plan at home to ensure your child's device is charged and ready to go for the next school day. *(Kindergarten students may leave their devices at school to charge)*
- As a reminder, student Chromebooks are intended for schoolwork only.
- Take care of your device by keeping it out of the sun, keeping food/drinks away from it, and always carrying it with two hands.

NOTE: Students will not be assigned a loaner if they forget their device at home, unless a Chromebook is required for an assessment.
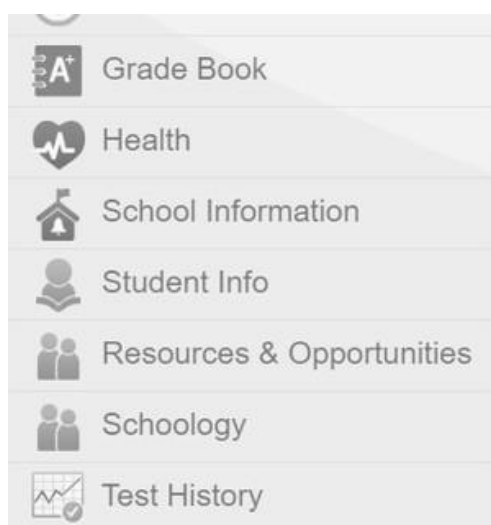
HELPFUL TIPS

TECHNOLOGY

ⓢ WHAT IS SCHOOLOGY?

Schoology is our online learning management system that offers a variety of tools students will utilize regularly. Students will be able to access assignments and other learning resources posted by their classroom teacher.

Parents can use the system to follow student progress, and preview student work.

PARENT ACCESS

Parents will access Schoology via ParentVUE. Once in ParentVUE, you can find the link to Schoology in the gray colored menu on the far-left side of your screen.

STUDENT ACCESS

Students will access Schoology via LCPSGo. Once in LCPSGo, they will click the Schoology. All of their current courses should be there when they login (allow up to 24 hours after enrollment).

Grade Book
Health
School Information
Student Info
Resources & Opportunities
Schoology
Test History

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Inclement Weather

When Loudoun County Public Schools experiences inclement weather conditions, the safety of our students and staff is the most important consideration.

The Public Information Office will announce school closures via telephone number of record of the parent or legal guardian.

School closures will be posted on the LCPS website and will be broadcast on local television news channels.

Decision-Making Process

The Loudoun County Public Schools (LCPS) Superintendent, or designee, will determine when schools and administrative offices observe a delayed opening, closing or early release in emergency situations, based upon the recommendation from the Assistant Superintendent for Support Services.

More information on how school closures are communicated and how to sign-up to receive alerts from Loudoun government can be found at https://www.lcps.org/InclementWeather.

IMPORTANT LINKS

LCPS District Site
The district site is where you can find a wealth of information about everything LCPS including policies and guidelines (see Quicklinks for Parents/Students). https://lcps.org

Hillside Elementary School
In addition to school-wide email and phone communications, our school website is a great place to stay up-to-date with information and resources! www.lcps.org/HILLSIDE

Hillside Elementary PTO
We love our PTO! If you're looking to meet community members, get involved, and plan/organize events that benefit our school and students be sure to keep an eye out for upcoming meetings. Hillside PTO Website

ParentVUE
From signing school forms, checking grades and viewing report cards, to accessing Schoology and reporting absences this website is one you will visit often. We recommend using a desktop or laptop to access ParentVUE as the app has some limitations. Having troubles? Call the school office.

LCPSGo
LCPSGo is something your child will soon become familiar with. This is a great place to start when students want to access a variety of learning tools and platforms that they will use in class including Schoology. Your child will learn how to login at school, but if you need assistance logging in at home, start by contacting your child's classroom teacher. https://go.lcps.org

SchoolCash Online
SchoolCash Online provides safe and secure management of school fees for field trips and other school related expenses. Schools post their items and activities and assign the relevant fees to your student, so you can then make purchases online using your credit card. Follow the link https://lcps.schoolcashonline.com/, click "Register," and follow the simple instructions to set up your account.

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