



Welcome to Hillside Elementary School

SY 2021-2022



**43000 Ellzey Drive
Ashburn, VA 20148**

Main Office: (571) 252-2170
Fax: (703) 858-0504
Website: lcps.org/hillside

**School Schedule:
7:50 a.m. – 2:35 p.m.**

**Bell Schedule:
7:30 a.m. – arrival begins
2:35 p.m. – dismissal begins**

**Office Hours:
7:30 a.m.-3:30 p.m.**

Administration

Principal
Chris Mills
chris.mills@lcps.org

Assistant Principal
Brian Peppiatt
brian.peppiatt@lcps.org

Special Education Dean
Katie Armstrong
katie.armstrong@lcps.org

Front Office Staff

Registrar
Cathy Salter
catherine.salter@lcps.org

Financial Technician
Karen D'Amato
karen.damato@lcps.org

Health Clinic Specialist
Margaret Strange
margaret.strange@lcps.org

**“Here at Hillside, we SOAR to excellence!”
We are . . . READY,
RESPONSIBLE,
and RESPECTFUL.**



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ParentVue (PVUE) is LCPS's online tool for parents to access student schedules, assignments, grades and more. LCPS encourages all parents to each have their own ParentVue account with individual email and phone contact information. This will enable both parents to receive updates and the ability to view and edit student and family information.

In addition, ParentVue will be the tool parents will use to report attendance changes (absences, tardies, early dismissals, dismissal changes, etc.)

Please review your ParentVue account to ensure that the school has access to the most up-to-date contact information for you and your student/s. LCPS will be sending out instructions at the beginning of this school year for each parent to complete the Online Verification of the information that is contained in each ParentVue account.

Upon registration, each parent is provided an activation code to set up a ParentVue account. Should you not have access to ParentVue, please contact the front office for instructions to set up your account.

ParentVue Resources: <https://www.lcps.org/Page/154534>

We encourage all parents to visit the LCPS ParentVue page to review frequently asked questions and quick user guides for information regarding accessing PVUE by computer and by mobile app.

LCPS Communication

Email is the primary communication mode used by LCPS School district and Hillside Elementary School to disseminate information sent to LCPS families. In addition, you may also receive mass notifications by phone in the event of a school delay or cancellation.

Visit the LCPS District site at <http://www.lcps.org> and use the "Find it Fast" icon to search the LCPS website for valuable information.

Visit our Hillside Elementary website to view announcements, important events, access links for reporting absences, view lunch menus and much more: <https://www.lcps.org/HILLSIDE>. In addition to our website, Mr. Mills will send out weekly updates with important reminders and information regarding upcoming events.



Regular attendance is essential if students are to benefit fully from the educational opportunities provided them. Unless excused by their principal, students are expected to be in school and on time every day.

The Loudoun County School Board has established that the following reasons, accompanied with appropriate documentation, will be labeled as excused absences:

- personal illness
- death of a family member
- medical or dental appointments
- court appearances
- religious holidays

Absence from school for any period of time will result in loss of learning; it is important for each student to be present whenever possible to take full advantage of the educational opportunities offered by the school. All students who are absent will be required to make up all significant work missed, except as provided by the principal for suspension absences.

More information regarding the attendance requirements may be found in the LCPS Student' Rights and Responsibilities Handbook.

Reporting An Absence, Tardy or Early Dismissal

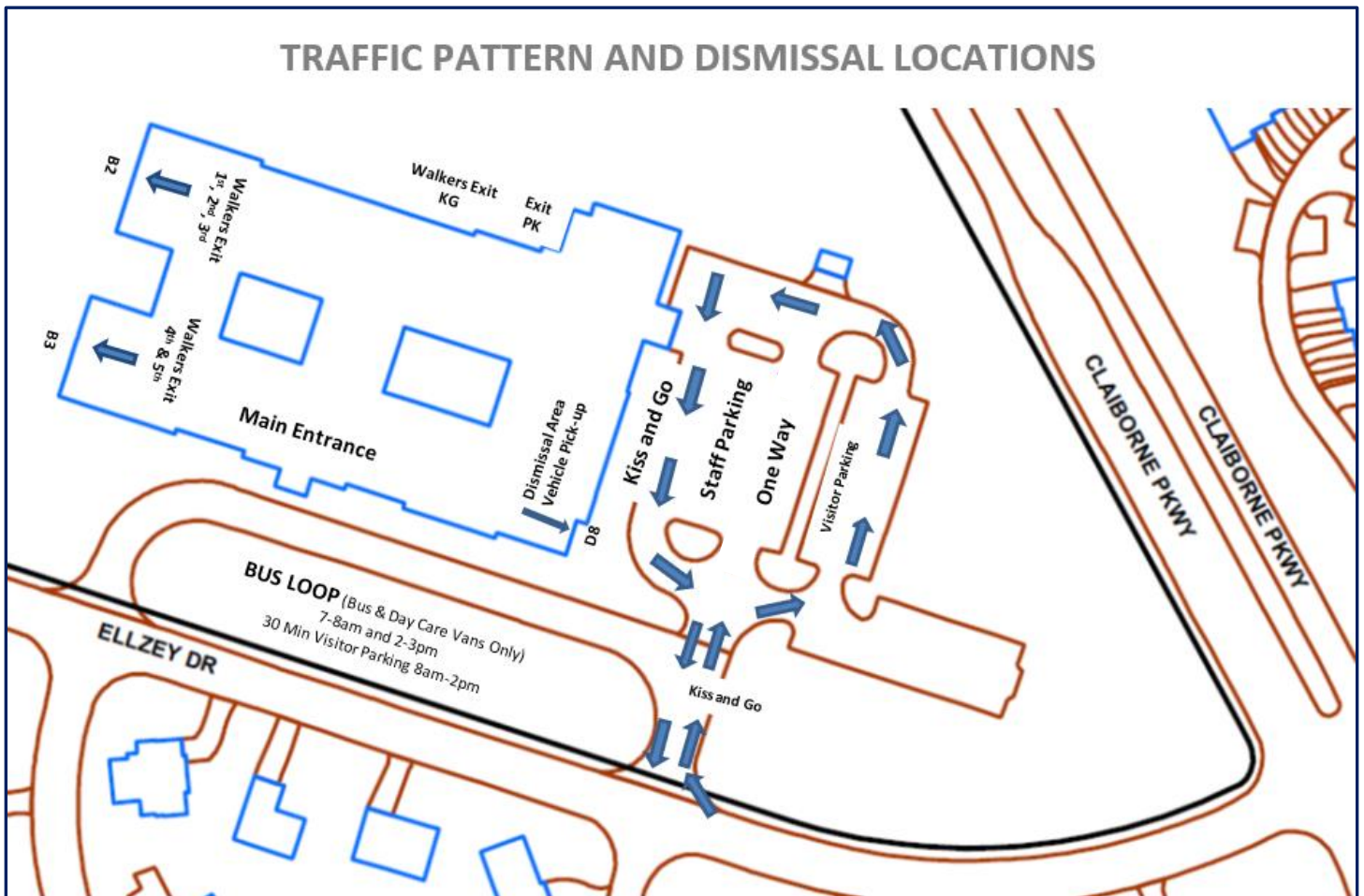
LCPS schools use ParentVUE as our primary tool for families to communicate student absences, tardies, and early dismissals. You will find the Report Attendance option in both the mobile app and web version for all your children. Note that this function only reports attendance to the front office - teachers will not see the notes submitted through this process. You may report absences, tardies and early dismissals in advance through PVUE.

Click on this link for instructions on reporting an attendance change in PVUE:

<https://www.lcps.org/Page/233478>



Arrival Procedures



Arrival

Students may arrive to school beginning at 7:30 a.m.

- Walkers will enter through the Main Entrance doors.
- Bus Riders and Van Riders will arrive in the Bus Loop and enter through the Main Entrance doors.
- Parents of 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.

School begins promptly at 7:50 a.m. Students arriving after this time will need to be escorted to the Main Entrance and ring the buzzer for entry. Students arriving after 7:50 a.m. will be marked tardy.



Dismissal

Students will begin to be dismissed at 2:35 p.m.

- KG Walkers will be dismissed at the outside KG doors.
- Walkers whose classrooms are in the back hallway (1st, 2nd, and some 3rd graders) will be dismissed at Door B2 (left side of the building back by the playground)
- Walkers whose classrooms are in the front hallway (4th, 5th, and some 3rd graders) 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.
- Car Riders will be dismissed from the Door D8 (gym door) 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 last name and grade.
 - ✓ 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.
 - ✓ Please move slowly and be aware of those around you.
 - ✓ Always follow staff directions.

Safety Reminders

- If you have authorized someone other than a parent to pick up your student from school, you must notify the front office or send in a note with your child and that individual will need to show ID upon pick up.
- Cars are not allowed in the Bus Loop between 7:00– 8:00 a.m. and 2:00-3:00 p.m. (This lane needs to 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. It is not safe to park on Ellzey Drive, walk over the hill and across the bus loop when dropping off or picking up your student.
- 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.



Early Dismissal

Students may need to leave school early for appointments, from the health clinic due to illness, or family obligations.

In the case of a planned early dismissal, we request that parents report the early dismissal ahead of time in ParentVue. You can do this by completing the following steps:

Scan me



1. Once you have logged into ParentVUE click on the **Report Attendance** button for the student.
2. Choose the Early Dismissal reason from the **Select A Reason** dropdown menu.
3. Enter the general reason of dismissal and include the time you need your student. If it is right now put the current time.
4. Click **Save**. The attendance report is submitted to Attendance for processing.
5. Once you have arrived to school, ring the buzzer at the front doors, show your ID and state that you are here for an early pick-up.

Helpful Hints for Early Dismissal

- Notify the office prior to 2:10 p.m. if possible, as classrooms are beginning to prepare for dismissal.
- If you arrive to school after 2:10 p.m., you must either park in the parking lot, or along Ellzey and walk to the front door as the bus loop must remain free of traffic as LCPS busses arrive.
- Notifying the school by reporting your student's early dismissal ahead of time in PVUE will allow the front office staff to be proactive in contacting the teacher and preparing your student for dismissal.
- If you are authorizing any adult other than a parent/guardian to pick up your student, you must provide the name of the individual coming to pick up the student in the Notes section of PVUE and that individual must provide an ID at the front door prior to releasing your student.



Temporary Change of Dismissal

Any change of dismissal should be reported to the front office staff. To change the way your child is dismissed for the school day (walker, carline, bus, or after school care), a parent/guardian will need to do the following:

- Call the front office staff to report the change – 571-252-2170, or
- Send a signed note for your child to give the teacher when they arrive to school

A student may be picked up by an adult that is not the parent/guardian only under the following conditions:

- A parent/guardian must notify the front office staff prior to dismissal by calling the front office or sending a note in with your child at the beginning of the day.
- The individual must be over 18 years of age and the name must be provided by phone or note by a parent/guardian.
- The adult you have designated to pick up your child must present a valid government-issued ID (e.g. driver's license, passport) to the Hillside staff member releasing your child.



Students will not be released to any person other than a parent/guardian if the above conditions are not met. Hillside Staff will supervise the student in the front office until a parent/guardian can be reached to provide consent or come to school to pick up their child.



It is recommended that any change of dismissal is made prior to 2:10 p.m. to allow front office staff time to notify the teacher of the change. The front office staff may not be able to accommodate changes of dismissal after this time.

Permanent Change of Dismissal

A permanent change of dismissal must be made in ParentVue. Instructions may be found at the following LCPS webpage:

[https://www.lcps.org/cms/lib/VA01000195/Centricity/domain/17270/parentvue%20pxp2%20files/PVUE Weekday Transport PXP2 ENG.pdf](https://www.lcps.org/cms/lib/VA01000195/Centricity/domain/17270/parentvue%20pxp2%20files/PVUE%20Weekday%20Transport%20PXP2%20ENG.pdf)



Health Office

In the event your student does not feel well at school or sustains an injury, the teacher will send your child to the health office to meet with Margaret Strange, our Health Clinic Specialist.

Should you need to pick up your student early from school as a clinic dismissal, you will need to follow the same steps in reporting the early dismissal in ParentVue prior to picking up your student from school.

Should you have any questions regarding LCPS Health Services, please refer to the Student Health Services site at LCPS.org: <https://www.lcps.org/StudentHealthServices>.

Inclement Weather

Inclement Weather Information

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

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/page/14>.

Technology Assistance

For additional information on how to use the Chromebook, including tips and tricks, please visit our Hillside Family Site at <https://sites.google.com/lcps.org/hillside-family-resources/home>.

If you are having an issue with your child's Chromebook, please contact our Digital Experience Specialist, Luke Darnell, at luke.darnell@lcs.org.

Directions for purchasing a replacement charger:



Technology Purchasing Instructions
This web store has been established so that staff and families may purchase replacement accessories for LCPS issued devices.

- STEP 1** Visit the MySchoolBucks website @ <https://bit.ly/MySchoolBucks>
- STEP 2** Log in with your existing account or create a new account
- STEP 3** Enter the "Technology Store" by clicking the Digital Innovation logo
- STEP 4** Find the correct accessory and make your purchase. Purchased accessories will be shipped to the address provided