

# Hillside Elementary School

“Hand-In-Hand @ Hillside!”

Student/Parent Handbook, 2014-‘15



Hillside Elementary School  
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<http://www.lcps.org/hillside>



# Hillside Elementary School

## “Hand-In-Hand @ Hillside!”

As we begin upon Hillside’s seventeenth full school term, we are very excited about the possibilities that lie ahead for our students. The first sixteen years of our school’s existence have been met with great enthusiasm from the entire community. Hillside has earned a reputation as a school that truly works “Hand-In-Hand” with our parents and community.

This year, we anticipate having over 700 students at Hillside. Even with this number of students, we continue to foster the idea of family. It is important that all students feel welcomed and connected to their school. Our PTO assists in this endeavor by supporting our teachers and specialists with their academic programs. They also provide many great opportunities for our students through the after-school enrichment program and by their support of our cultural arts program. This past year, our PTO purchased 30 Chromebooks® in support of our science and technology initiative. Additionally, the PTO provides funds to support the beautification of the school grounds including the purchase of mulch and several new plants. Our school is very thankful of the PTO and their continued sponsorship of our school.

We appreciate the efforts and backing that our school community provides our students. Successful schools are measured by the partnerships and relationships they create with their parents. We strive to promote public involvement as this personifies our belief in promoting the success of our students.

Respectfully,  
*Gavett E. Brazina*  
Gavett E. Brazina  
Principal

### **A Few Words to Parents:**

The purpose of this handbook is to present and explain the policies and procedures of Hillside Elementary School. Our goal has been to write this handbook clearly and succinctly. We hope that we’ve achieved this objective.

### **Suggestion to Parents:**

We are honored to have your child(ren) attend this school. We take very seriously our role as educators, and we strive to create a learning environment that encourages students to do their best. We also work hard to prepare students for the opportunities and challenges that lie ahead in their educational careers and in their lives, in general.

### **You can help us in several ways:**

1. Be supportive of your child’s efforts.
2. Call your child’s teacher with questions, first, rather than the parents of other students. Be a positive part of the Hillside team!
3. Find a place in your home for your child to keep school materials, along with a quiet place in which to work and study.
4. Write your child’s name on his/her backpack, lunch box, clothing, and other belongings.

5. Teach your child to accept responsibility for his/her actions and to respect the rights and belongings of others.
6. Be supportive of the school’s programs and of the efforts of the parent organization.

### **Additionally, be certain your child knows the following vital pieces of information:**

1. His/her full name
2. Address
3. Home/cell telephone numbers
4. Full name of mother and father
5. How to get to school
6. How to get home from school
7. Full name and phone number of your child care provider
8. Emergency plan for early dismissals or closings of school

### **Hillside’s Mission Statement:**

The staff, students, and families of Hillside Elementary School are committed to excellence in education. We believe it is essential to provide each child with quality instruction in a safe and nurturing environment. Working in cooperative teams and problem solving skills are emphasized. We encourage individuality and personal integrity. We set high standards for personal responsibility and respect for the diversity among all members of our school community.

In accordance with this philosophy, the following objectives are set forth:

1. That each child will demonstrate competence, according to his/her ability, in the fundamental skills of reading, writing, listening, speaking, mathematics, and technology usage.
2. That each child will use logical, critical, creative, and independent thinking, according to her/his ability.
3. That each child will develop a curiosity and excitement for learning.
4. That each child will acquire consideration for others through cooperation, interaction, and teamwork, and will respect and appreciate the individual differences of his/her peers.
5. That each child will learn the values of fairness, honesty, and justice in his/her interactions with school personnel and with one another.

### **School Hours:**

<b>7:35 a.m.</b>	<b>Buses/cars unload</b>
<b>7:35 -7:45 a.m.</b>	<b>Breakfast</b>
<b>7:50 a.m.</b>	<b>Tardy Bell</b>
<b>10:50 a.m.</b>	<b>AM Kindergarten dismissal</b>
<b>11:35 a.m.</b>	<b>PM Kindergarten arrival</b>
<b>2:35 p.m.</b>	<b>Student Dismissal (Bus Riders)</b>
<b>2:40 p.m.</b>	<b>Walker/Car Rider dismissal</b>



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### **Absences and Attendance:**

Regular attendance is essential to a student’s success in school. Most subjects are taught in sequence, requiring the understanding of each concept in the order of its presentation. Persistent absenteeism creates a genuine hardship for a student and is regarded as a very serious problem.

All students have the responsibility to be in school on time (arrival between 7:35-7:50 a.m.) each day. Parents should set the example by stressing the importance of regular, on-time attendance and by planning vacations and appointments on weekends, holidays, and after school hours whenever possible. Hillside’s tardy bell rings according to the schedule above but students generally perform best when they arrive at least five minutes prior to the bell. Children should not be dropped-off at school before 7:35 a.m. @ Hillside because student supervision is not available until this time.

If your child will be absent due to illness or other circumstances, please call our 24-hour Absentee Call-In Line @ 571.252.2171.

Should you need to reach someone in the school office directly, please call between the hours of 7:30 a.m. and 4:00 p.m.

The Virginia General Assembly requires that a reasonable effort be made to notify the parent or guardian of any pupil who fails to report to school if school personnel have received no indication that the parent or guardian is aware of the pupil’s absence. Consequently, if you have not notified the school or left a message on the answering machine, the office staff will make a reasonable effort to contact you concerning your child’s absence. It is essential that parents provide up-to-date phone numbers to us whenever they may change. Please make sure that we have cell phone numbers, as well.

### **After-school Activities:**

Should a student need to stay after-school for special activities, or make-up work sessions, parents will be contacted for permission.

### **Late Arrival of Students:**

Students are not to arrive before the buses unload @ 7:35 a.m. When a student reports to school after the 7:50 tardy bell, he/she must be walked into the school office by a parent. A tardy slip will be given to the child. Student tardiness must be kept to a minimum. Students who are repeatedly tardy will have their parents notified by the principal and a notation will be made in their scholastic record. Even if you drove your children to school in the past, we strongly encourage you to allow them to ride the bus this year. It is the safest way for children to get to school, and they are sure to arrive on time if they take the bus.

### **Aiphone Security System:**

Like all LCPS schools, our exterior doors are locked immediately after the tardy bell signals the official start of the school day. We have a camera-monitored security system on our front doors (and at other points around the building). All visitors must show a photo ID upon admittance to our building. Parents arriving late with

students should be aware that they must show their ID and accompany their student to the front office, where the child will receive a tardy slip.

### **Bicycles (and other wheeled apparatus):**

We have a crossing guard directly in front of the school on Ellzey Drive to accommodate our walkers. We have a second crossing guard at Ellzey and Chickacoan Trail.

Skateboards, roller blades, and “Heelies” (shoes with wheels) are not permitted during any school activities.

### **Birthdays:**

A very special part of a young child’s life is the celebration of his/her birthday. All elementary schools in Loudoun County abide by LCPS guidelines which prohibit students from sharing cupcakes, cookies, or other food items with their classmates/ friends on their birthdays. These guidelines were developed as part of our healthful living campaign. These suggestions are offered as alternate ways in which we can join in your child’s birthday celebration:

1. Consider donating a new, hardback book to the school’s library in recognition of the birthday. The librarian can be consulted for Birthday Book Club suggestions. The names of students who contribute books to the library through this program are listed in each month’s school newsletter.
2. We will also recognize all children’s b-days by announcing their names on the Morning News program and by giving them each a birthday pencil.
3. Parents are invited to come have lunch with their children on their b-days.
4. Children’s feelings are easily hurt. Consequently, we ask that party invitations for celebrations outside of school not be distributed unless all of the students in your child’s class are invited.

### **Bus Routes and Bus Safety:**

Bus routes and stops are planned and established by the LCPS Transportation Department. Students are expected to maintain appropriate behavior while riding on their school bus.

### **Cafeteria:**

Hillside Elementary offers students a daily lunch program at \$3.10 per meal. Student breakfast can be purchased daily for \$2.10. Adult lunches cost \$4.10.

An open invitation is extended to parents to join their children for lunch. To ensure that a lunch will be available, we ask that you notify us by 9:00 a.m. of this intention. Pre-school aged children are also welcome to join us as long as they are supervised by their parent.

We encourage you to maintain a positive balance on your student’s lunch account. Money can be added to lunch accounts each school day or on-line. Checks for lunch accounts should be made out to “The County of Loudoun”.

Students are expected to conduct themselves appropriately in the cafeteria. Behaviors encouraged include: using “indoor voices”, remaining seated unless permission to move is granted by a supervising adult, using proper table manners,



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and remembering that lunchtime is intended to be enjoyable but should not be misconstrued as “playtime”. The trading, giving, and selling of food between students is not permitted for sanitary and other reasons.

### **Changes of Address/ Telephone #/ email address:**

It is important that every parent maintains an up-to-date address, telephone numbers, and email address(es) record at the school office. Notify the school immediately if you have a change of address or telephone number during the school year, so that we can reach you (parent or guardian) in case of an emergency. Please remember to keep us up-to-date regarding your work, cell phone numbers, and email address(es) as well.

### **Classroom Parties:**

The delivery of instruction is our first priority. Classrooms are permitted three parties during the school year. Usually, teachers request parent volunteer assistance with these parties. Generally, parties are held prior to Winter Break, on Valentine’s Day, and at the end of the school year. All parties will begin no earlier than 1:00 p.m. except in the case of morning kindergarten.

### **Conferences:**

Parent-teacher conferences are held at the end of the first nine-week grading period, and as considered necessary by parents and/or teachers. Conferences are very valuable to the overall educational program and to the progress of each student. We believe that ongoing communication between the school and home are essential for student success.

### **Blackboard Connect:**

Periodically, the school administration will use this phone and email messaging service to provide important reminders to our families about upcoming events and/or instructional initiatives. Typically, we send out Blackboard Connect reminders a couple of days prior to the actual event.

### **Curriculum:**

Hillside offers students a full program of elementary studies: Reading, English, Science, Computer Technology, Social Studies, Mathematics, Writing, Spelling, Spanish (Gr. 4 & 5), Health and Safety, gifted enrichment, Drug and Alcohol Awareness (Gr. 5), Music, Art, and Physical Education. Classrooms are “self-contained”; classroom teachers are responsible for the majority of classroom instruction; however, some instruction may be departmentalized within the grade level. Children are grouped heterogeneously in our classrooms. Our school utilizes the Pathways for Learning programs as the basis for our Language Arts instruction in grades K-2.

Students in grades one through five receive music, art, PE, guidance, library, gifted instruction, and technology instruction from specialists within the school. Classroom teachers and specialists are responsible for selecting and defining instructional objectives in each curricular area. They follow the Virginia Standards of Learning (SOL’s) and county guidelines and the Loudoun County Pacing Guide in implementing the curriculum. Teachers work together on grade level teams to discuss needs, plan the scope and

sequence of instruction, and determine available options in delivering the best possible instruction to students.

Teachers work hard to utilize grouping strategies and differentiation in meeting the varying needs of pupils.

### **Discipline:**

Hillside’s student behavior is generally very good. Students are expected to be Ready, Responsible, and Respectful about the business of learning. We utilize “Positive Behavior Intervention Supports” also known as PBIS. This is a behavior framework that focuses on the positive contributions of students and recognizes them through a variety of ways. Students having problems meeting the behavior expectations are handled individually with, we hope, full parent-school cooperation.

We always aim to be fair in our dealings with students. Should corrective actions be necessary for students who violate rules and regulations, every attempt will be made to “get the facts” from all involved parties before disciplinary action is taken. Unless School Board policy dictates a specific action for an offense, the administrative team will determine the appropriate measure in each disciplinary case. Examples of disciplinary measures are: counseling, reprimanding, denial of school privileges, removal from class, eating lunch in the office, denial of bus transportation, in-school restriction, and out-of-school suspension.

The Student’s Rights and Responsibilities booklet describes these and other measures in more detail.

### **Dress Code:**

The primary responsibility for students’ dress lies with the parents; however, the school must see that the dress is appropriate for the tasks of the day. Loudoun County School Board Policy 8-33 prohibits the wearing of any article of clothing that has a picture or printed matter advertising any drug, tobacco, alcohol products, or weapons. We also wish to ask for parental discretion with regard to clothing that is overly revealing. Clothing should not distract from the primary purpose of school: learning.

Students have physical education everyday. For safety reasons, proper footwear must be available to all students in order to participate. Sneakers or other rubber-soled shoes that hold the foot firmly are required. Students who prefer not to wear sneakers all day should bring them separately for physical education classes.

### **Emergency Drills:**

Fire drills are conducted once each week during the first month of school, and monthly thereafter. Building evacuation plans are posted in each classroom and in other areas of the school. Students are taught the correct procedures for use during fire drills.

School bus emergency exit drills are practiced by all students twice each year, with the first drill occurring during the first 30 instructional days of school.

Tornado drills are held on a periodic basis, and a procedure is in place to protect students and staff from unwelcome intruders. A “Shelter-in-Place” plan has also been adopted at



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our school as a short-term solution in case of an airborne emergency.

The school also has specific plans for emergency evacuation and relocation should an evacuation of the building for an extended period of time be necessary.

### Emergency Information:

In case of emergency, each student is required to have a file at the school office with the following information:

1. Parent(s) or guardian(s) name(s).
2. Complete, up-to-date address.
3. Home phone and parents' work phone numbers.
4. Emergency phone number of a friend or relative.
5. Alternate plan for students should school close early.
6. Physician's name and phone number.
7. Medical alert information.

### Enrollment/Registration:

Youngsters physically residing in Loudoun who will be five years old on or before September 30, 2014 are eligible for admission to kindergarten.

The following documents are required for enrollment:

- An original birth certificate
- Verification of residency
- A certificate of physical examination and evidence of all necessary immunizations.

### Field Trips:

Field trips serve as a means of enhancing the curriculum in ways which can not be attained in the classroom. The foremost concern of Hillside Elementary School is that the students remain supervised and safe during field trips. Generally speaking, a ratio of at least one adult to every ten students is preferable; however, certain trips require a greater or lesser amount of supervision.

Teachers decide how they will choose parent-chaperones for field trips. They may utilize a lottery system, first-come-first-served selection, or handpick the chaperones based upon specific needs. For some field trips, parents may follow along behind the school bus in their own cars and meet the class at the field trip site. However, we expect children to ride the school buses. Non-LCPS children are not permitted to use the County's bus transportation and should not be brought on field trips, as they may detract from the parents' ability to help with the supervision of our students. Students will have a label on their clothing with the name and phone number of our school. Teachers will carry copies of emergency care cards, student medication which needs to be dispensed, and a first-aid kit.

### Fund Raising:

The PTO and the school periodically hold fundraising activities in order to enhance the school's instructional program. Please be advised: Virginia law prohibits

elementary students from participating in any door-to-door solicitation or fund raising.

### Gifted Program:

Programs are available for gifted students at all grade levels in all schools in Loudoun County. Differentiated instruction is provided to gifted youngsters in grades K-5; the Search classroom resource program is part of the K-3 standard curriculum; and a county-wide, center-based program (FUTURA) serves certain eligible students in grades 4 & 5.

### Homework:

Homework is an important extension of the learning that takes place in school. Homework can provide practice and drill that reinforces classroom learning and can provide opportunities for independent study, research, and creative thinking. Parents can help their children by arranging a quiet, comfortable place for their children to work and by seeing that assignments are completed. The amount of homework that a teacher assigns will vary from day to day. As a general rule, primary-aged children should be expected to spend approximately thirty (30) minutes daily completing homework. Children in grades 4 and 5 can expect to spend approximately one-hour per day.

Of course, students work at different rates, so the time children take to complete homework varies. Students may also have additional classwork to complete which they did not finish during the school day. Long-range reports and projects are expected to take more time than the general guidelines listed above.

Parents should use their own discretion when their child has been working longer than the homework guidelines suggest. Please notify the classroom teacher if your child is consistently working at home longer than the suggested guidelines listed above.

### At Dismissal

Walkers will be dismissed after the school buses leave the school grounds. Teachers are instructed never to dismiss a student to any adult waiting in the hallway or outside the classroom door. If you wish to have your child dismissed early, please go to the office, and we will call for your child. Office personnel are authorized to ask for identifying information, if necessary. Your support in following this policy promotes greater security for all of our children.

### Internet Access:

The Hillside Webpage can be accessed at  
<http://www.lcps.org/hillside>

We will continue offering the school newsletter and other timely information to be sent directly to your home and/or office email address. Please take advantage of this opportunity. For many families, it is a more convenient way to learn about what is happening at Hillside. It is also a great way to conserve our paper supply and help the environment. The PTO keeps their information up-to-date on a link that you can find on the school website.



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### **Illness or Injury:**

In case of illness or injury, a student will be cared for temporarily by a member of the school staff, preferably the school health clinic specialist. The parents or authorized adults listed on the emergency card will be contacted to pick-up any student who is ill. If a serious illness or injury occurs, 911 will be contacted immediately prior to parent notification.

### **Library:**

The library is open daily and is supervised by the librarian and library assistant. Library classes are held for grades K-5 one time per week for the purpose of library instruction as well as for the enjoyment of materials and books. The library is also open to students, under the supervision of a classroom teacher, for the purpose of completing related assignments, such as independent study projects.

The library collection is constantly updated and expanded. Books are chosen for either their educational or recreational value. A variety of audio-visual materials are available through the library for teacher use in the classroom.

### **Lost and Found:**

All lost and found items are kept in the hallway outside the multi-purpose room. More valuable items are kept in the school office. At the end of each school year, unclaimed items are washed and given to charity.

### **Medication:**

If a student must take medication at school, the following requirements must be met:

#### **PRESCRIPTION MEDICATIONS:**

1. The parent must provide the clinic with the medication (students are not permitted to bring the medication to school) and written instructions from the physician to include:
  - a) student's name
  - b) name and purpose of medication
  - c) dosage and time of administration
  - d) possible side effects and measures to be taken if side effects occur
  - e) termination date for administering the medication
  - f) physician's signature
2. The parent is responsible for informing the principal and classroom teacher of any change in the student's condition or any change of medication.
3. The medication must be in the original container, with the prescription label.
4. Medical forms are available from the Health Clinic Assistant. This form must be on file for long-term medication.
5. Refrigeration is available. Medication will be kept in the clinic, unless specifically stated instructions from the doctor say otherwise.
6. Student medication to be administered will accompany the children on field trips.

#### **NON-PRESCRIPTION MEDICATIONS:**

1. Must be in the original container.
2. Must be clearly identified as to the name and type of medication and dosage instructions.

3. A note signed and dated by the parent giving the child's name, medication name, dosage instruction, specific dosage times, and other necessary instructions must accompany the medication. You can download a copy of this and other medical forms on the LCPS website, listed under "Health Services".
4. All medication, including cough drops, sun screen, and contact lens solution must be delivered to the Health Clinic Specialist by parents.

### **Students are not permitted to transport medicine:**

For the health and safety of all students, students will not be allowed to transport any medicine (prescription or non-prescription) to school or to return the medicine to home. Parents or guardians must deliver the medicine to the school clinic or office. They must also pick up any remaining medicine from the clinic or office.

Parents are also responsible for providing a completed and signed "Medication Form" (available in clinic and/or on-line) which has been signed by the physician or dentist who had prescribed the medicine before it can be administered. We will assure that the medicine is promptly locked in a secure location. We will count and record the number of pills upon receipt. When possible, we will do so while the parent is present. Certain students may be authorized to carry life-saving medicine in their backpacks, with written orders from the family physician.

### **Make-up Work:**

The school will provide make-up work for absences. Students or their parents are responsible for requesting make-up work immediately upon the student's return to school. If dates of a student's absence are known in advance, the teacher should be notified; and planned assignments may be given in advance. An appropriate period of time, based on the length of the absence, will be allowed for completion of make-up work. The school will not be responsible for preparing all work for absences exceeding one week (five days).

### **Newsletter:**

A school newsletter containing items of interest to students and parents will be distributed on a monthly basis. The newsletter will include a monthly calendar, student recognition, and timely information from the PTO. In addition, classroom and individual notices and reminders will be sent home regularly. Hillside's monthly newsletter will be sent to you electronically and posted on the school website.

### **Parent Volunteers:**

We consider our parent volunteers to be an invaluable resource. Parents are encouraged to help in the classrooms, as needed by individual teachers, and to assist the school in other areas. Letters are sent to parents at the beginning of each school year specifying the school's needs. Please take the time to respond. If you have time or skills to share, you can help to make our school a better place for students to learn and grow.



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### **Pets:**

Teachers may give special permission for pets to be brought to school as part of a special activity. Parents need to be present when any pet is brought to school. Please contact the school principal for clarification. Teachers may have classroom pets with administrative approval.

### **Pictures:**

Individual student pictures will be taken twice per school year. Class pictures and a fifth grade panoramic picture are also taken annually. A full color yearbook will also be available in the spring.

### **Parent Teacher Organization (PTO):**

Our parent organization, with elected officers, plays an integral role in the daily workings of Hillside. We aim to have 100% membership from our families and teachers.

### **Recess:**

In grades 1-5, recess is considered a part of the elementary curriculum. It is defined as a “daily, 15-minute, teacher-supervised, unstructured break from the teaching and learning routine.”

### **Release of Students:**

Parents are encouraged to arrange appointments, trips, and other activities so their children do not miss instructional time. Occasionally, it may be necessary to pick up your child during school hours. Please send a note to the classroom teacher on the morning of the early dismissal. Upon arrival at school, please report to the office to sign-out your child. The student will be called to the office. Unless there is a court order on file at the school specifying restrictions, students will be released to either parent or guardian. Please indicate on the emergency card if there are other adults who will care for your child in the event of an illness.

### **Report Cards:**

Report cards are issued to all students at the end of each nine-week grading period.

The Loudoun County primary grades report card is developmental in nature, providing parents with comprehensive information about important developmental milestones and learning stages for their young children.

The intermediate grades (3<sup>rd</sup>, 4<sup>th</sup>, & 5<sup>th</sup>) report card reflects the academic achievement of students through the traditional A, B, C, D, F grading process.

Interim reports are sent home mid-marking period for students whose achievement has dropped two letter grades, and/or whose achievement is poor (D) or failing (F) at that time. Some teachers choose to send interim reports to either all or part of their class to inform parents of their child’s progress.

### **Safety & Security:**

Cameras have been installed around the perimeter of the building and on all hallways and all major learning areas.

These can be monitored easily from the school office. As mentioned earlier, we also have the Aiphone security system in use each day during school hours.

All exterior doors are locked during the school day. Hallway classroom doors also remain locked to guard against unwelcome visitors.

### **School Closing/Delayed Openings:**

In the event of bad weather or other hazards, school may be delayed or canceled. If you are questioning whether or not school will be in session, please check:

**LCPS Web Page:** <http://www.lcps.org>

Parents are strongly encouraged to register for Loudoun Alert in order to receive the most up-to-the-minute information about school closings and other emergency information on their cell phones or via email. This is a great service that every parent should take advantage of. When schools are closed or there is to be a delayed opening, the LCPS Public Information Office will notify our families, via the Blackboard Connect telephone system.

**If school is delayed one hour** – all programs will operate as usual except that they will start one hour late. **Exception:** Afternoon kindergarten will begin **on time**.

**If school is delayed two hours**, the following programs will be altered:

1. **Morning kindergarten** classes will begin two hours late and last for two hours  
**Afternoon kindergarten** classes will begin one hour late and last for two hours, dismissing at the end of the normal school day.

### **Early Closings Due To Weather:**

Early closings of school may occur if weather conditions deteriorate once students are in school. If you suspect an early closing, stay tuned to your local TV or radio station and avoid calling the school. Phone lines must be kept open for emergency calls. Please check the LCPS webpage for updates regarding possible early closing.

It is suggested that parents set up procedures for early closing with their children at the beginning of the school year. If a student is to go somewhere other than usual in such emergencies, it is imperative that both the student and the school are informed.

### **School Screening:**

All children, within 60 administrative working days of initial enrollment in public school, shall be screened in the following areas: speech, voice and language, fine and gross motor skills, vision and hearing. All students enrolled in grades 3, 7, and 10 will be screened for vision and hearing defects. Those children failing a screening procedure or who are found to need more in-depth testing in any of these areas will be monitored and parents will be contacted. Complete audiological assessment, including tests which will assess inner and middle ear functioning, must be performed on each child who fails the hearing screening.



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## Special Education:

Special education services are available to eligible students whose physical, academic, and/or emotional needs cannot be met through regular classroom instruction alone. Parents should direct questions regarding special education programs and procedures to the building administrators.

## Student Conduct:

Students at Hillside Elementary School are expected to maintain the highest standard of conduct at all times. Students who have difficulty handling this responsibility will be dealt with individually.

The following types of conduct are not permissible:

- 1) Fighting
- 2) Defiance of school staff
- 3) Use of profanity
- 4) Refusal to complete assignments
- 5) Vandalism.

Teachers have the authority and responsibility to maintain discipline in the classroom. When a student is having a problem, the teacher may confer with the student; confer with the parent; use classroom disciplinary procedures; or refer the situation directly to the building principal.

The possession, use and/or threat of use of any weapon, as defined in School Board Policy 8-32, is a very serious matter and will result in disciplinary action. Also considered very serious is the use of alcohol, tobacco, and/or illegal drugs by Loudoun County students while on school property. A School Board policy manual is available for parent perusal in the school library, for further clarification.

## Student Council:

The purpose of the Student Council Association (SCA) shall be to develop good citizenship in each individual member and to provide opportunities to serve in the school and community. Students in grades 4 and 5 are eligible to become officers if they maintain acceptable conduct ratings. The S.C.A. will develop yearly goals and sponsor activities toward the accomplishment of these goals.

## Student Incentive Program:

Our school strives to recognize positive behavior and achievement. In addition to verbal praise, children are recognized in many ways. Our “Hawk-Eye Stickers” & “Fine Dining” programs recognize students’ positive citizenship. Teachers also have their own classroom behavior programs that recognize our students for appropriate behavior. All students are recognized for their positive contributions at Hillside Elementary at the end-of-year awards ceremonies and throughout the year.

## Student Records:

Cumulative records are kept in the school office for all students. These files contain scholastic records, standardized test results, health and physical fitness records, registration information, gifted and special education records, testing information, and transfer records.

Parents or legal guardians can review their children’s files and request copies at any time. Otherwise, only those persons with a vested interest in a student may review student records. This includes the principal, classroom teacher, special program teachers, secretaries, or education department officials at both state and federal levels.

## Substitute Teachers:

Students will occasionally be taught by a substitute teacher. Students are expected to be especially courteous to substitute teachers. Any misconduct in the classroom will be dealt with immediately. Substitute teaching opportunities are available to interested adults. Please inquire with the school administration.

## Vacation:

Families are strongly encouraged to schedule all vacations during breaks from school, so students do not miss important instruction. Sometimes family schedules or family emergencies dictate student absence from school. Please notify the teacher and the principal in advance, if possible. Students can keep a daily journal of their activities during a vacation and are expected to complete work missed during their absence. Students missing standardized testing due to a family vacation may not have the opportunity to take a re-test. If you are planning a vacation, please check testing schedules in advance with the school administration.

## School Calendar:

September 2	First Day of School for Students
October 13	Holiday (Columbus Day)
October 31	End of First Grading Period
November	3-4 Student Holiday (Planning/Records/Conference Days)
November	26-28 Holiday (Thanksgiving)
December	22-31 WINTER BREAK
January 1	Holiday (New Year’s)
January 2	WINTER BREAK
January 5	Classes Resume
January 19	Holiday (Martin Luther King Jr. Day)
January 23	End of Second Grading Period
January 26	Moveable Student Holiday (Planning/Records/Conference Day)
February 16	Holiday (Presidents’ Day)
March 27	End of Third Grading Period
March 30-April 3	SPRING BREAK
April 6	Student Holiday (Planning/Records/Conference Day)
May 25	Holiday (Memorial Day)
June 16	Last Day of School for Students/End of Fourth Grading Period

