

Hillpoint Elementary Student Handbook



2019-2020

SCHOOL MISSION STATEMENT	2
VISION STATEMENT	3
BELIEF STATEMENTS	3
HILLPOINT ADMINISTRATIVE TEAM	4
HILLPOINT PTA	4
STUDENT HANDBOOK	5
ABSENCES AND TARDINESS	5
SCHOOL HOURS OF OPERATION	5
ARRIVALS AND DEPARTURES	6
TRAFFIC SIGNS AND PARKING	7
CHILD CUSTODY	7
BEFORE AND AFTER SCHOOL CARE	7
RIDING THE SCHOOL BUS	7
Permission to Ride a Different Bus:	8
STUDENTS WHO WALK TO SCHOOL	9
CAFETERIA	9
NON-SCHOOL FOOD ITEMS	9
CLINIC	9
CONFERENCES	10
DISCIPLINE	10
SCHOOL PBIS MISSION STATEMENT	111
HILLPOINT ELEMENTARY SCHOOL-WIDE EXPECTATIONS	11
CHARACTER TRAITS	112
DRESS CODE	12
HOMEWORK	12
VISITORS/INTERRUPTION – FREE INSTRUCTIONAL TIME	123
PARTNERS-IN-EDUCATION	13
PROMOTION POLICY	13
COMMUNICATION FOLDERS	134
HOME ACCESS CENTER (HAC)	14
VOLUNTEER PROGRAM	14
WEAPONS POLICY	145
BOOK FAIR	15
TEXTBOOKS	15
PICTURES	156
CIVILITY	156
SPECIAL RECOGNITION ACTIVITIES	15
Awards Ceremonies	167

HILLPOINT ELEMENTARY SCHOOL
1101 Hillpoint Road, Suffolk, Virginia 23434
Phone: (757) 923-5252 Fax: (757) 538-5442

Dear valued partner in education,

Welcome to Hillpoint Elementary School! If you are new to us, you just entered into a very special school-to-home partnership! Our goal at Hillpoint is to create a warm and caring educational atmosphere where every child is valued and will experience continuous improvement in learning. Although we strongly believe in academic excellence, we also feel that learning must be fun and rewarding for each child. Please realize that the Hillpoint staff will not be able to accomplish this task alone; we need your support.

Parents are always welcome at our school. We view parents/guardians as equal partners in providing our children with meaningful educational experiences. Further, we encourage you to become active participants in school programs and classroom activities. There are many ways to support your child, such as volunteering to help in the classroom, lunchroom, library, or in one or more of our many school programs. Also, we encourage everyone to join the PTA.

Among the most significant contributions parents/guardians can make to the educational progress of their children is to read to them at home, make sure there is an appropriate and quiet study space for them with sufficient time to do homework, as well as to be available to assist them with studying when necessary. As a result of your involvement, your child will see you as a significant other who truly values the educational process. Subsequently, he or she will more than likely demonstrate positive attitudes and behaviors toward school and learning.

By working together, students, parents/guardians, and staff can keep Hillpoint Elementary an exciting and enjoyable place to learn.

I am proud and honored to be the principal of Hillpoint Elementary School and I look forward to working with you and your child this school year. If you have questions concerning school, please feel free to call me or my assistant principal. We look forward to a great school year!

Sincerely,

Catherine Pichon, Principal

Taiia Clarke, Assistant Principal

SCHOOL MISSION STATEMENT

The mission of Hillpoint Elementary School is to prepare students to be productive and responsible citizens that have a positive impact on the world.

VISION STATEMENT

The vision of Hillpoint Elementary School is that all students will become lifelong learners; empowered with the skills, knowledge, and attitudes that will help them succeed in the 21st Century.

BELIEF STATEMENTS

We believe that...

- Every child learns best in a safe and caring environment, where high academic expectations, self-esteem, good character, healthy lifestyles, and an appreciation for the arts are promoted.
- A variety of teaching strategies, meaningful materials, and emerging technology should be used to maximize student potential and individual learning styles.
- Every child should be given a variety of opportunities to demonstrate achievement and application of learning.
- A quality education, continuous improvements, and positive communications are the shared responsibility of the school, home, and community.

HILLPOINT ADMINISTRATIVE TEAM

- Principal – Catherine Pichon
- Assistant Principal – Taiia Clarke
- Dean of Students – Nicole Duplain
- Academic Coach – LuAnne LaPoint
- Secretary – Alfreda Smith
- Bookkeeper – Susan Pendleton
- School Nurse – Norma Carter
- Guidance Counselor – Beth Boynton
- Guidance Counselor – Tiffany Duck
- Cafeteria Manager – Joyce Jones
- Head Custodian – Linda Williams

School Website: <http://hes.spsk12.net/>

Twitter: @HillpointHusky

HILLPOINT PTA

- President – Deanna Wyche
- Vice-President – Amanda Kovas
- Secretary – Cherie Brookman
- Treasurer – Nicole Duplain

PTA dues are **\$8.00**. PTA Meeting dates and times will be posted on the school website. For more information about becoming actively involved in the PTA, please contact Hillpoint Elementary PTA at hillpointelempta@gmail.com.

HILLPOINT ELEMENTARY SCHOOL

STUDENT HANDBOOK

ABSENCES AND TARDINESS

It is important that students be consistent and punctual in attendance. Regular school attendance is necessary for academic achievement. Excessive absences from school hinder such achievement. It is imperative that we also receive written documentation on every absence. Parent documentation for absences must be submitted to the teacher on the day the student returns to school, **or within a period not to exceed five (5) school days, immediately thereafter.**

Please note that school board policy states that elementary students who miss in excess of twenty (20) unexcused days a year may be retained in that grade.

SCHOOL HOURS OF OPERATION

- **Staff Hours:** 8:50 a.m. - 4:20 p.m.
- **Bus Arrivals:** 9:00 a.m.
- **Breakfast Served:** 9:00 a.m. - 9:24 a.m.
- **Student Hours:** 9:25 a.m. - 3:50 p.m.
- Students arriving after 9:25 a.m. should be signed in at the kiosk by a parent/guardian in order to receive a tardy pass. Parents are urged to pick students up no earlier than 3:40 p.m. (Tag Pick Up Time).
- **Early Dismissal:** 1:15 p.m. (**Lunch served**)
- **Bus Changes:** Without a written request (**no phone requests**) from parents, a child may not be permitted to ride a different bus to or from home.

ARRIVALS AND DEPARTURES

The instructional day begins at 9:25 a.m. Students may not arrive prior to 9:00 a.m.

If a student arrives after 9:25 a.m., he/she is considered tardy. Parents, it may help to set your clocks by school time here at Hillpoint. When bringing a child to school after 9:25 a.m., a parent must accompany the student into the building to sign him/her in. The student will be issued a tardy slip that he/she will need to be admitted to the classroom. Assigned personnel will be present when possible to control traffic in the morning and afternoon. Please do not park in front of the school. We ask that parents follow the directives of the personnel directing traffic in the morning and afternoon. The orange safety cones are placed in front of the drop-off lane. Please **DO NOT REMOVE THESE CONES FOR ANY REASON WITHOUT CONSENT OF THE SCHOOL.**

We will be phasing out Hillpoint Everyday Parent Pickup dismissal (parents parking and coming into the office to sign students out at dismissal time); however, we will continue to implement it this year, as we encourage Everyday Pickup parents to transition to Tag Pickup dismissal. The Tag Pickup process allows parents/guardians to remain in their vehicle while picking up their child. Parents are required to complete the AUTHORIZATION FOR DAILY PARENT PICK-UP and provide a picture ID. Once the form is complete, tags can be purchased for \$1.00 and should be displayed on the rear-view mirror. The tag will contain a number that will match the student tag that will be attached to the student's book bag. This car tag service is only available for those students who are picked up at the regular dismissal time on a daily basis. Any adult who **does not** have a student's assigned car tag on their rear view mirror will be required to do the following:

- Park their vehicle and enter the school
- Be prepared to show a photo ID to the kiosk personnel or office staff
- Sign the student out and wait for him/her in the main lobby

A lost or damaged car tag will be replaced for \$1.50 per tag.

Buses will start departing the building at 3:50 p.m. Children must ride the bus to which they are assigned. **Written notice is required for a student to change his/her bus or if the student will be picked up from school. Bus changes cannot be made over the phone.** If a student is to be picked up, he/she will not be called to the office until parents arrive in the building to pick them up. If someone other than the parent or guardian is to pick your child up from school, a note signed by the parent must be sent that morning to the teacher. The responsible adult must sign the student out in the office, and bring a valid picture I.D. All students will be put on their assigned buses unless we receive written notification. Parents are not to enter the bus parking lot at any time during the school day. A written note from a parent or guardian must be received before a child can be released,

to any adult, whose name is not on the Emergency Card. **It is the responsibility of the parent or guardian to keep the school updated on current phone numbers and pertinent information.**

TRAFFIC SIGNS AND PARKING

We are asking that you please obey all traffic rules and observe all **NO PARKING** directives. When you arrive on the Hillpoint campus you are required to park in a parking space. Our first priority is the safety of our students, parents, and visitors. Please watch your speed and be cautious of students who may dart out from behind stationary cars. The Suffolk Police Department will periodically monitor traffic and excessive speeding in the neighborhood. We are sorry for any inconvenience that this may cause; however, this is necessary to maintain a safe and orderly environment in which parents can safely retrieve their children.

Please remember that the speed limit is **25 MPH** on Hillpoint Road (the school is located on Hillpoint Road) and **35 MPH** on Hillpoint Blvd. Thank you again for your support and cooperation in this matter.

CHILD CUSTODY

If you have legal custody of your child through a court order (or deed of separation), please see that the administration (principal/assistant principal) have a **current** copy of this document. Please do not assume that school employees know about custody issues. Be sure we know if any family member is not to pick-up your child from school. Please make sure that this information is included on the school's Emergency Information Card.

BEFORE AND AFTER SCHOOL CARE

The YMCA provides School-Age Child Care for Hillpoint students. Their state-licensed, Before and After-School program provides 5-12 year olds with the chance to unwind, explore and experiment, discover new ideas, work cooperatively in small groups and enjoy large group activities. **If you have any questions concerning the YMCA School-Age Child Care Program in the city of Suffolk, please contact the YMCA at 757-934-9622.**

RIDING THE SCHOOL BUS

Riding a school bus is a privilege. This privilege can be suspended or revoked by the dean, principal, assistant principal, supervisor of transportation, or the superintendent for any child who does not conduct himself/herself in an acceptable manner. Because of the potential for danger involved in this part of the school day, violators will be dealt with severely and quickly (see Regulations for Pupils Riding School Buses in the SPS Handbook). All passengers are under the jurisdiction of the driver while on the bus. The driver is to control student conduct and report behavior problems to the dean, principal or assistant principal. Should any child be reported to the dean, principal or assistant principal, disciplinary action will be taken. Failure to comply with the policy dealing with school bus operations may result in suspension or termination of the privilege to ride a school bus. **Should a student be suspended from a bus, it becomes the responsibility of the parent to provide transportation for the child to and from school.**

PARENTS ARE PROHIBITED FROM BOARDING A SCHOOL BUS. Please call school administration for information or to express a concern.

School-wide expectations extend to the bus and bus stop. Specific bus expectations will be taught to students and shared with students and parents the first week of school.

Three suspensions from the school bus in one calendar school year could cause your child to lose the privilege of riding the school bus for 30 days and thereafter for the remainder of the year.

Permission to Ride a Different Bus:

A note signed by the parent/guardian must be presented to the teacher first thing in the morning or turned in to the office in the morning before 10:00 a.m. An example of the details that are needed in a bus note are shown on the following page:

Please allow my child, **(Student's Name)**, to ride **(Bus Number/Route)** to/from **(Address Where You Want Child Dropped Off and/or picked up)** on **(Days and Dates)**. I may be contacted at the following **(Daytime Phone Number)**.

_____ (Parent Signature)

If received by 10:00 a.m., the request will be sent to transportation by 11:00 a.m. in order to receive the bus pass to ride a different bus if space permits by 2:00 p.m. **NO student is to ride a different bus without an approved pass from the school office.**

STUDENTS WHO WALK TO SCHOOL

Some students walk to and from school daily. Parents who wish for their student to walk must complete PP-151 NOTICE OF DISCLAIMER FORM. Forms can be obtained from the front office. **It is strongly suggested that students utilize bus transportation instead of walking. Sidewalks in the Hillpoint Community do not fully extend from the neighborhood to Hillpoint Elementary School. Students are prohibited from riding bikes to school.**

CAFETERIA

Hillpoint will be participating in the National School Lunch and School Breakfast Programs called Community Eligibility Provision (CEP) for the 2019-2020 school year. All students enrolled at Hillpoint are eligible to receive a healthy school breakfast and lunch at NO CHARGE for the 2019-2020 school year. Your child will be able to participate in these meal programs without having to pay a fee or submit a meal application.

NON-SCHOOL FOOD ITEMS

The district Wellness Policy prohibits both parents and school staff from bringing snacks and beverages such as cupcakes into the school for student classroom parties. All snacks offered to students during the school day must be nutritionally sound. For specific nutritional standards, please refer to the SPS District Wellness Policy in the SPS Handbook and SPS Website.

CLINIC

The school nurse, **Mrs. Norma Carter**, will conduct vision, hearing, and dental screenings throughout the year. The clinic is open every day during school hours; however, parents must make arrangements to pick up sick or injured children. **Emergency cards are due in the office and must be updated as needed.** Parents, or emergency contact persons, will be notified in case of an emergency. All medication must be brought in by a parent, and picked up at the end of the year by a parent. If the student becomes ill during the school day, the school nurse will assess him/her and determine the best course of action. Upon determining the need to go home, the nurse or designee will make the proper arrangements by contacting the student's parents. If the parent cannot be contacted, other person(s) on the student's emergency card will be contacted.

The school does not have the staff or facilities to care for children who are sick. In case of illness or accident, parents will be contacted to arrange transportation home. We need your telephone number at home and at work, and the number of a friend or relative if we are unable to get in touch with either parent.

1. MEDICAL TREATMENT: When a student becomes ill or injured, the parent/guardian will be contacted that day by the school nurse. School personnel may not diagnose, give medication, nor administer treatment beyond basic first aid. A note will be given to any child who visits the office with a complaint of injury or illness. The child will be instructed to bring the note home to the parent.

2. MEDICATION: School employees may not administer internal medicine to a student. If routine medication must be taken by a child during the school day, it must be given to the school nurse, or designated office personnel. In these cases a medication form must be completed by the physician and signed by the parent. Do not send medication to school with your child. Over the counter medication such as aspirin, cough syrups, etc. cannot be given at school. ALL medication must be properly labeled with the student's name on the bottle.

CONFERENCES

Parent/Teacher Conference days have been scheduled for November 15, 2019 and February 18, 2020; however, parents are encouraged to contact teachers at any time throughout the year, when a conference is necessary.

DISCIPLINE

Discipline is the positive direction of behavior towards established standards of conduct, fully understood and based upon reason, judgment, and consideration of the rights of others. It is self-directed and self-controlled. Schools, community, and parents share the responsibility for helping students develop self-discipline.

When students are under school jurisdiction, they are expected to conduct themselves in an orderly, courteous, dignified, and respectful manner. In an effort to maintain an orderly atmosphere, the teacher's authority extends to all students, whether or not the teacher has the student in class. When self-control falters and self-discipline fails, disciplinary action must be imposed to protect the rights of others and to ensure uninterrupted instruction by teachers for students.

Disruptive student behavior is subject to disciplinary action by teachers and administrators. The action may take the form of reprimand, conference, notification of parents, discipline referral, in-school suspension (OnTASK), short-term out-of -school suspension (ten days or less), long-term out-of -school suspension (more than ten days), or expulsion. A discipline referral will be sent to the dean, principal or assistant principal when the teacher feels that the student's improper behavior cannot be corrected through teacher classroom management practices. After consultation with the student and the teacher (if necessary), the administrator will determine the course of action required to provide a safe, secure school.

SCHOOL PBIS MISSION STATEMENT

The mission of the Hillpoint PBIS team is to provide the students with the knowledge to demonstrate appropriate skills and attitudes to remain on task.

HILLPOINT ELEMENTARY SCHOOL-WIDE EXPECTATIONS

- **Be Respectful**
- **Be Responsible**
 - **Be Safe**

All school-wide expectations will be taught to students and shared with students and parents the first week of school.

Students are not permitted to bring toys, games, gaming devices, mp3 players, cellphones, iPods, sports cards, pets of any kind, Pokemon items, or wear Heely's (shoes with wheels or skates) to school. ***Toy guns and knives will be dealt with as real weapons.*** If items are brought to school, they will be confiscated and kept for parents to pick up. Loss of such items is the sole responsibility of the student. Students are strongly encouraged to leave excess money at home. It is difficult to recover money when it is either lost or stolen.

CHARACTER TRAITS

Specific character traits are emphasized during the school year. Special school wide activities and projects are held to highlight each character trait. The character traits are listed below by month.

- **September** – Respect
- **October** – Responsibility
- **November** – Self Discipline
- **December** – Kindness
- **January** – Perseverance
- **February** – Honesty
- **March** – Courtesy
- **April** – Cooperation
- **May** – Fairness
- **June** – School Safety

DRESS CODE

Please refer to the SPS Handbook and SPS Website for the student dress code policy. This policy will be strictly enforced at Hillpoint. Students that violate the dress code policy will have an opportunity to change (the office will attempt to contact the parent for a change of clothes). If a parent is unreachable or unable to bring the student a change of clothes, the student will spend the day in ISS (OnTask).

HOMEWORK

Homework extends learning activities beyond the classroom. It reinforces learning by giving a child an opportunity to use his or her knowledge. It also provides an opportunity for parents to become involved in the educational development of their child. Hillpoint teachers will follow the SPS daily time recommendations for homework (you can find these in the SPS Handbook and SPS Website). Homework will not be assigned on PTA nights or weekends (with the exception of an occasional project that may need to be completed over a weekend).

VISITORS/INTERRUPTION – FREE INSTRUCTIONAL TIME

All efforts will be made by the office to ensure that instructional time is uninterrupted. The following procedures will be observed:

A. Parents and visitors will be required to report to the kiosk/office when entering the building. Parents and visitors who are allowed in the building beyond the kiosk/office must wear a Visitor's Sticker. For security reasons, it is every staff member's responsibility to ensure that visitors without stickers are directed to the office. **If parents**

wish to visit the classroom during instructional time, they must make arrangements with the teacher or administration prior to the classroom visit.

- Students will not be summoned to the office except in urgent situations.
- Students will not be withheld from any scheduled class for punishment.
- Teachers will not be called to receive telephone calls unless it is an emergency. A message will be taken and placed in the teacher's box.

PARTNERS-IN-EDUCATION

Hillpoint Elementary is fortunate to have many business partners (current partners are listed on our school website). These partners work with us to enhance academic, instructional, and community programs. Hillpoint is always seeking new business partners. Please contact Mrs. Beth Boynton or Dr. Tiffany Duck, Hillpoint guidance counselors, if you or someone you know would like to become a partner.

PROMOTION POLICY

Please review carefully Suffolk Public School's Promotion and Grading Policy (found in the SPS Handbook and SPS Website). Report Cards are distributed every 9 weeks and Interim Reports are distributed every 4 ½ weeks before the end of each reporting period. Look for these reports on the following dates:

- | | |
|---------------------------------|-----------------------------|
| • <u>Interim Reports</u> | <u>Reports Cards</u> |
| • October 3, 2019 | November 15, 2019 |
| • December 11, 2019 | February 18, 2020 |
| • March 4, 2020 | April 24, 2020 |
| • May 13, 2020 | June 12, 2020 |

COMMUNICATION FOLDERS

Communication Folders will come home every Friday and are provided for every student in grades K-5. The Communication Folders will contain samples of your child's work and should give parents some tangible evidence of your child's progress. Parents are asked to review this folder every Friday and send it back the following Monday. The school will send important memos and flyers through the Friday Communication Folders when possible. One agenda will also be provided to every student in grades 3-5 at Hillpoint free of charge. Student agendas and communication folders serve as valuable

school-home communication tools. Lost or damaged Communication Folders may be purchased in the office for \$2.00 as long as surplus is available. Lost or damaged agendas may be purchased in the office for \$5.00 as long as surplus is available.

HOME ACCESS CENTER (HAC)

Suffolk Public Schools is offering a unique service to parents. Home Access Center allows parents to view their student(s) grades and attendance on-line. Grades that appear in HAC are drawn directly from the teacher's grade book and will provide an electronic progress report, available anytime. Parents who wish to sign up for Home Access should contact Mrs. Beth Boynton, guidance counselor. It may take up to 72 hours to activate.

VOLUNTEER PROGRAM

Volunteers are greatly needed and much appreciated. Volunteers are required to sign into the building at the kiosk/office. If you are interested in serving as a parent/community volunteer, please contact Mrs. Sarah Mohr, at sarahmohr@spsk12.net, or Mrs. Jocelyn McCloud at jocelynmcccloud@spsk12.net. You may sign up for the Volunteer Program online at Volunteer Connect on the Suffolk Public Schools webpage. The process has been made as simple as possible. Each volunteer will be required to complete an application and be screened for inclusion in the Sex Offenders and Crimes Against Minors Registry. The results of the background checks will be held confidential. Volunteers will need to complete a new application each school year. All new volunteers must be approved and must receive a clear background check prior to beginning volunteer work.

WEAPONS POLICY

According to School Board Policy, carrying, bringing, using or possessing any weapon in any school building, on school grounds, in any school vehicle or at any school-sponsored activity without the authorization of the school or the school division is prohibited. According to policy, weapons include all firearms and knives, toy guns, toy knives, toy swords, target pistols, starter guns, stun guns, chemical weapons, and items that have been modified to serve a combative purpose. Students possessing any of the above items, regardless of reason, will be subject to disciplinary action. Parents should make daily checks of book bags to ensure that these items are not being taken onto school property.

BOOK FAIR

A book fair will be held twice during the school year. Parents and students have the opportunity to purchase books, posters, and other items during this event. Profits from the Book Fair are used to purchase books and/or other school items that benefit the students of Hillpoint.

TEXTBOOKS

Textbooks are provided free to all students to be used during the school year. If a student has books checked out to them, they will receive a Textbook Distribution Letter explaining what books are checked out to the student as well as the price for each book. When books are distributed, they are scanned out to students based on their student ID number. At the end of the year, books are to be returned in reasonably good condition. If any books are damaged, a fine will be assessed according to the age of the book and the type of damage. Replacement costs will be charged for lost books.

PICTURES

School pictures are taken in the fall and spring of each year. The fall picture date is **October 8, 2019** (make-up date is **November 13, 2019**). The spring picture date is **March 18, 2020 (group & individual)**. Proofs will be sent home for parent approval. If parents wish to purchase pictures, checks are to be made payable to **Lifetouch Studios**.

CIVILITY

We encourage positive communication and discourage disruptive, hostile, or aggressive communications or actions. We expect our staff to be treated with courtesy and respect by parents and other adults. Any behavior which disrupts the orderly operation of the school will result in removal from the premises, contacting law enforcement, and/or termination of a meeting, conference, or telephone conversation.

SPECIAL RECOGNITION ACTIVITIES

Recognizing students' achievement is an important aspect of motivating students. Each student is given the opportunity to be recognized for his/her success and or achievement. Some of our special recognition awards for students are listed below.

- **Principal's List-** Students receive this award if they earn all A's (grades 1-5).

- **Honor Roll-** Students receive this award if they earn all A's and B's (grades 1-5).
- **Perfect Attendance-** Students receive this award if they have not missed any school days for the entire nine-weeks grading period.
- **Ruritan Award-** This award goes to the 5th Grade student with the highest academic average for the year.
- **The Hillpoint Award-** This award goes to the 5th Grade student with the second highest academic average for the year.
- **President's Award for Outstanding Academic Excellence (5th Only) -** Awarded to students who maintain A's all year and score a 500 or above on the reading or math SOL.
- **President's Award for Outstanding Educational Achievement (5th Only) -** Awarded to students who maintain A's and B's all year and score a 450 or above on the reading or math SOL.
- **B.U.G. Award -** After the first nine weeks students in grades 1-5 may earn the B.U.G. Award by Bringing Up their Grades. To qualify for the B.U.G. Award, students must raise one letter grade in at least one subject area without the other subject areas dropping.
- **Hillpoint Civility Award-** Awarded to students that demonstrate outstanding character consistently. These students are role models of school and community civility.

Awards Ceremonies

When time in the schedule permits, students will receive the above awards at an awards ceremony. Dates for the ceremonies will be posted on the school website and published in the Parent Newsletter. **Balloons are prohibited in the school building.**