

Hillpoint Elementary School



2022-2023 Student Handbook

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Hillpoint Elementary School

1101 Hillpoint Road
Suffolk, VA 23434
(757) 923-5252

Kristal Taylor,
Principal

Leticia Rouse,
Assistant Principal

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 dynamic learning environment 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 engaging and equitable 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,

Kristal Taylor

Kristal Taylor, Ed.S.
Principal

School Vision

All Hillpoint students will exhibit proficient skills in the content areas of Reading and Math.

School Mission

We exist to provide dynamic learning experiences that lead to student success.

Core Values

- Respect: We treat others the way we want to be treated.
- Focus: We foster values that focus on the whole child to ensure we are meeting all student needs.
- Integrity: We strive to hold each other accountable to ensure the best possible climate for teaching and learning.
- Excellence: We give 100% in all that we do to ensure student success.
- Teamwork: We unite as a community of constituents to provide a quality education to all students.

Hillpoint Administrative Team

- Principal, Kristal Taylor
- Assistant Principal, Leticia Rouse
- Dean of Students, Karitta Page
- Academic Coach, Christy Fowler
- Administrative Assistant, Holly Martie
- Bookkeeper, Susan Pendleton
- School Nurse, TBD
- Guidance Counselor, Robbin Riddick
- Guidance Counselor, Patricia Grant
- Cafeteria Manager, Joyce Jones
- Head Custodian, Charles Johnson

PTA

We are currently seeking involvement for the 2022-2023 PTA board. If you are interested in becoming an active board member, please contact the front office at 757-923-5252 or via email Principal Taylor at kristaltaylor@spsk12.net.

- PTA President
- PTA Vice President
- PTA Secretary
- PTA Treasurer

PTA dues are \$8.00. PTA meeting dates and times will be posted on the school website.

Social Media

- School Website: <http://hes.spsk12.net/>
- Twitter: @HillpointHusky

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.**

Parents will no longer enter the building for everyday pick up students. Everyday pick up will now follow the Tag Pickup procedures. 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 will be distributed and should be displayed on the rear-view mirror. The tag will contain a number that will match the student tag which 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 join the outside pick up line
- Be prepared to show a photo ID to designated school personnel or office staff
- Sign the student out and wait for him/her in the designated waiting area

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.

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

Parents who are interested in receiving approval for students to walk **must complete the SPS Notice of Disclaimer form annually.** Parents make this request against the advice of school personnel and understand the risk associated with having his/her child walk to and from school. Students who do not live in the immediate area of the Hillpoint Farms neighborhood will not be granted approval. **Please note that parents who do receive approval are agreeing to having students released from the building without supervision. Staff escorts for walkers will not be available and parents/guardians understand that neither Suffolk Public Schools nor the Suffolk City School Board shall be held liable upon parent completion of the designated form.**

Cafeteria

Hillpoint will be participating in the National School Lunch and School Breakfast Programs called Community Eligibility Provision (CEP) for the 2022-2023 school year. All students enrolled at Hillpoint are eligible to receive a healthy school breakfast and lunch at NO CHARGE for the 2021-2203 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.

Parents are not permitted to send meals via Door Dash, Grubhub, or any other food delivery service for student lunches or snacks.

Clinic

The school nurse 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 October 10, 2022 and February 15, 2023; 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.

Students **are not permitted** to bring toys, games, gaming devices, mp3 players, cellphones, iPods, sports cards, pets of any kind, Pokémon items, or wear Heelys (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.

As stated above, cell phones are not permitted for students. Any cell phone found on a student by staff will be confiscated and turned into the front office, and will only be returned through parent pick up.

Positive Behavior & Intervention Supports (PBIS)

The mission of the Hillpoint PBIS team is to provide students with the knowledge to demonstrate appropriate skills, behaviors, and attitudes in order to remain on task. Students demonstrate these skills, behaviors, and attitudes on a consistent basis by following the school-wide expectations to **be respectful, be responsible, and be safe** at all times.

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

Our school-wide expectations are displayed around the building and are detailed in the matrix below:



Hillpoint Elementary



Expectations	Bus	Cafeteria	Playground	Hallway	Restroom
Be Respectful	<ul style="list-style-type: none"> • Hands, feet, and objects to self • Inside voice • Use kind words to students and driver • Be aware of personal space 	<ul style="list-style-type: none"> • Enjoy your own food • Quiet voices to shoulder buddies • Follow all Hillpoint Staff directions • Use kind words and manners 	<ul style="list-style-type: none"> • Share equipment • Take Turns • Use kind words • Include others 	<ul style="list-style-type: none"> • Single, straight, & silent • Follow teacher directions • Be mindful of bulletin boards and displays • Let classes you pass learn without disruptions • Use silent greetings 	<ul style="list-style-type: none"> • Wait your turn • Keep eyes, hands, feet, and objects to yourself • Be aware of others' personal space • Use quiet voices
Be Responsible	<ul style="list-style-type: none"> • Keep belongings in your backpack • Follow directions first time given • Get off at right stop • Know your route number 	<ul style="list-style-type: none"> • Get everything you need before sitting at your seat • Know your lunch number • Clean up your area 	<ul style="list-style-type: none"> • Line up with all belongings when teacher signals • Put equipment away when done using 	<ul style="list-style-type: none"> • Keep hands to your self • Keep up with your class • Go directly to your destination • Carry your materials nicely 	<ul style="list-style-type: none"> • Flush toilet • Wash hands • Throw all trash in garbage • Report any damage to teachers or staff • Use assigned bathrooms, unless instructed otherwise
Be Safe	<ul style="list-style-type: none"> • Bottom to bottom, back to back, facing forward • Keep aisle clear and backpack under seat • Sit in assigned seat 	<ul style="list-style-type: none"> • Remain in your seat • Raise your hand • Wait patiently & quietly with your hands by your side in the lunch line and while waiting for teacher pick-up • Walk throughout the café 	<ul style="list-style-type: none"> • Stay in assigned areas • Use equipment appropriately • Keep your hands to yourself • Be watchful of where you are walking 	<ul style="list-style-type: none"> • Walk at all times, on the right hand side • Stop at each BE sign • Hold the railing and take your time on the stairs • Eyes facing forward and pay attention 	<ul style="list-style-type: none"> • Use toilet, soap, sinks, and paper towels appropriately • Return to class quickly • Use walking feet and keep your feet on the floor

PBIS Recognition

Students as well as staff members are recognized for their outstanding demonstration of following the HUSKY MOTTO: Be Respectful, Be Responsible, and Be safe. Throughout the school day students have opportunities to earn tickets when they consistently demonstrate behaviors which follow the school-wide expectations. Students also have the opportunity to earn GOLDEN tickets on the school bus for following the expectations evidenced within the PBIS Bus Matrix (posted in the front of each school bus). Along with tickets, students and staff members can receive Positive Behavior Referrals for being respectful, responsible, and safe during the school day. When individuals receive a Positive Behavior Referral, they have the opportunity of being selected for the SPOTLIGHT of the MONTH. Along with tickets and positive behavior referrals, students can earn their way to quarterly parties utilizing their tickets for admission. Students may also save their tickets to shop at the HES PBIS Store. There they can find all sorts of prizes and goodies to spend their tickets on. How we recognize our students and staff members exhibiting the Husky Motto is very important to us!

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. Robbin Riddick, guidance counselor, 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:

- **Interim Reports**
- October 6, 2022
- December 16, 2022
- March 7, 2023
- May 15, 2023

- **Reports Cards**
- November 18, 2022
- February 8, 2023
- April 21, 2023
- June 15, 2023

Communication Folders

Communication Folders will come home every Wednesday 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 Tuesday and send it back the following day. The school will send important memos and flyers through the Tuesday Communication Folders when possible. Student 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.

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. Julie Curling, administrative assistant. 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 Ms. Sarah Mohr at sarahmohr@spsk12.net or Ms. Jocelyn McCloud at jocelynmcloud@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.

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.
- **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*.

Awards Ceremony

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.

