



PARENT & STUDENT HANDBOOK
Middle School



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www.hillsideacademy.com

Hillside Academy does not discriminate on the basis of race, color, national or ethnic origin in administration of our educational policies, admissions policies, scholarship programs, and other school administered programs.

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HILLSIDE CONTACT INFORMATION

TEACHER CONTACT INFORMATION

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Leah Stettler-Schug leah@hillsideacademy.com	4/5 Teacher
Jena Brown jena@hillsideacademyduvall.com	Middle School
Cindy Griffin cindy@hillsideacademyduvall.com	Middle School

STAFF CONTACT INFORMATION

As Hillside Academy grows, so does our staff. Below is a list of who to contact when you have a question.

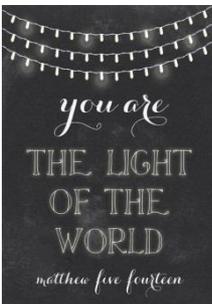
Kim Gilreath kim@hillsideacademyduvall.com	School Director
Emily Heint emily@hillsideacademy.com	Registrar
Holly Rogers holly@hillsideacademyduvall.com	Dir. Of Aux. Programs
Heidi Bournique heidi@hillsideacademy.com	Office Manager

HILLSIDE FOUNDATION

Welcome to Hillside Academy, where learning begins in preschool and continues on through elementary and middle school. Our goal is to provide our elementary families with a fantastic learning experience in a loving and supportive atmosphere that upholds our motto: **Inspiring Passion in Learning.**

MISSION STATEMENT

Our mission is to inspire passionate, confident, and creative students in an individualized, hands-on learning environment that integrates Christian values while striving for academic excellence. In order to succeed in our mission, we focus on developing students in five distinct, but overlapping areas: **Knowledge, Creativity, Problem Solving, Social Skills and Faith/Character.**



OUR OBJECTIVE

Matthew 5:14-16 "You are the light of the world. A city on a hill cannot be hidden. Neither do people light a lamp and put it under a bowl. Instead they put it on its stand, and it gives light to everyone in the house. In the same way, let your light shine before men, that they may see your good deeds and praise your father in heaven."

Our goal is to help students decipher the messages of our world, and to help each student recognize their God given abilities, which they can develop for the betterment of our community and our world. We focus our Christian education on modeling and teaching about who God is, who we are called to be through the fruit of the Spirit and how we can use our God given abilities to show God's love to others in our community and in our World.

KEYS TO SUCCESS



By definition, success is the attainment of one's goals, the favorable termination of attempts or endeavors. While individual goals may vary, as educators, we want to see students learn and develop the skills they need to go out into the world and make a difference, to work hard and achieve prosperity in their endeavors. While this is not a new focus for education, the landscape of the global society is changing what skills it takes to be successful in America. It is no longer enough to have rote knowledge or a specific set of skills.

To be truly successful in the new economy of America, you need to be a creator of new ideas. America has shifted most of its manufacturing to other countries, where people are content to work at factory style jobs for a lower wage, and machines or robotics are on the verge of replacing even more of the jobs that are repetitive in nature. So where does that leave our students? American public education, in its drive to assess student, teacher, and school success has created a broken system that focuses on teaching and testing students on rote knowledge.

The result of using standardized tests to determine whether or not schools and teachers receive funding has focused our education system on an antiquated set of skills. At Hillside Academy, we understand that to develop a student who will be an innovator of new ideas and products, you must teach to the whole child. At every level, we have identified key learning objectives for these five areas, and we have built our instruction and activities to strive for success in obtaining these goals. Research has shown that early childhood preschool education is the largest factor in overall school success. Our elementary program builds on that foundation the skills that students need to have in Reading, Math, and Writing so that by Middle

School, they can create and present their work to parents and experts in the field.

STATEMENT OF FAITH

Romans 3:22 “This righteousness from God comes through faith in Jesus Christ to all who believe. There is no difference for all have sinned and fall short of the glory of God, and are justified freely by his grace through redemption that came by Jesus Christ.”



We believe that man was created by God and in God's image, and that every child is a gift from God. We believe that God created each of us with a purpose, to live in community with Him. We have all sinned, and have been separated from God, by our sin. We believe that we have an enemy that seeks to keep us separate from God, by distracting us from truth. We believe that God sent His son, Jesus Christ, to redeem us from our sin, to bring us back into relationship with God through faith, and to teach us how to love like God loves through the Holy Spirit. We believe that the Bible is the Word of God and is a relevant and essential part of understanding truth today.

PRINCIPALS OF CHRISTIAN EDUCATION

Romans 1:20 “For since the creation of the world God’s invisible qualities, his eternal power and divine nature have been clearly seen being understood from what has been made, so that men are without excuse.”

As educators, we have been given a special position in children's lives to teach them truth. As we teach children about truths in academic subjects, we believe that we are also called to teach truths about who they were designed to be as the image bearers of God, and to help them recognize that our world is one of intelligent design.

NON-DISCRIMINATORY STATEMENT

Hillside Academy admits students of any race, color, national and ethnic origin, to all rights, privileges, programs, and activities generally accorded or made available to students at the school. Hillside Academy has a policy to make reasonable accommodations to physical or mental limitations of any otherwise qualified disabled child. We do not discriminate on the basis of race, color, national or ethnic origin in administration of our educational policies, admissions policies, scholarship programs, and other school-administered programs.

Our school reserves the rights and protections granted to it in the areas of admissions and employment practices by applicable laws and constitutional provisions of its religious objectives.

No handbook serves to contractually bind the school in any way; Hillside Academy's Board of Directors reserves the right to change the handbooks without notice.

OPERATIONS, POLICIES, PROCEDURES

HOURS OF OPERATION

Hillside Academy opens at 7 am for Before Care and Full Time Preschool.

**Our school front office is open from
8:00am–3:45pm, Mon-Fri.**



Hillside Academy will be closed on the following holidays:

- MLK JR. Day (Full time preschool remains open)
- Veterans Day (Full time preschool remains open)
- Memorial Day (HILLSIDE CLOSED)
- Independence Day (HILLSIDE CLOSED,
- Labor Day (HILLSIDE CLOSED)
- Thanksgiving Day & day after (HILLSIDE CLOSED)
- Christmas Eve - New Year's Day (HILLSIDE CLOSED)
- Also: The last full week of August for building maintenance.

SCHOOL DAY

Our school day begins at 8:30 A.M. and ends at 3:10 P.M.
Students who arrive after 8:40 A.M. MUST check in with our secretary in the front office where they will receive a tardy “late slip” that they must give to their teacher.

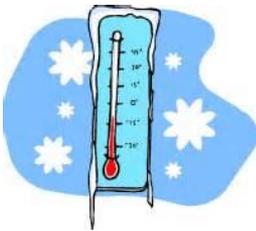
Attendance will be taken every day by your student(s) Teacher. Should your child receive 5 (or more) tardy “late slips” per semester, your account will be charged \$5 per tardy after five. Time is extremely valuable to our teachers here at Hillside and we want to support and encourage

learning for all and this starts by being on time and ready to start each day.

Students are expected to leave campus immediately after the school day ends or at the conclusion of their participation in school-sponsored or school-supervised activities. The student's account will be responsible to pay for extended care at the hourly rate of \$10/hour, for any time that the student remains in the school after the class day ends, with the minimum charge of one (1) hour applying to anything over a 10 minute grace period. Students enrolled in our after school activities should report to the after-care coordinator upon conclusion of their school day to begin their after-care activities. Parents of after-care students will need to sign out their student(s) at time of pick up.

SCHOOL CLOSURES DUE TO WEATHER

Hillside Academy follows the Riverview School District school closures due to inclement weather. If school is delayed (late start) due to weather, our morning preschool classes will be cancelled.



Elementary and middle school classes will begin at the time noted by the Riverview School District. If school is closed early or cancelled for the day any after school activities (**including After Care**) will be cancelled. A notice of school closures or delays will be sent by email via our **RenWeb** system to all

families. If opted, parents will receive text alerts of school closures and emergencies.

ATTENDANCE POLICY

At Hillside Academy students are expected to attend class each school day. Teachers/school staff will keep an accurate record of absences and tardiness, including documentation of students' excused absences. If your student will be absent please complete and submit an Absentee Form (available online) and give it to your classroom teacher. Assignments and/or activities not completed because of an excused absence or tardiness may be made up in the manner provided by the teacher. A student will be allowed one make-up day for each day of excused absence. In participation type classes, such as music, art, creative movements and physical education, the student may not be able to achieve the objectives as a result of absence from the class.

The following are valid excuses for absences and tardiness:

- *An illness, health condition, or medical appointment, including but not limited to, medical, counseling, dental or optometry.*
- *A family emergency, including but not limited to a death or illness in the family.*
- *A religious or cultural purpose including observance of a religious or cultural holiday, or participation in religious or cultural instruction.*

Note: *The School Director has the authority to determine if an absence meets the criteria for an excused absence. Unexcused absences fall into three categories:*

- *Submitting a signed excuse which does not constitute an excused absence as previously defined.*
- *Failing to submit any type of excuse statement signed by the parent or via telephone communication prior to the start of the school day. This type of absence is also defined as truancy.*
- *The school determines or has sufficient reason to believe that a phone call in or written excuse does not meet the excused absence policy or criteria.*

All absences must be verified by the parent and/or guardian. Parents are requested to contact their teacher on the day that their student is absent from school. All absences not reported to the teacher will be considered unexcused and will result in a phone contact. After 48 hours, absences are considered unexcused. Attendance concern letters will be mailed home following the fifth, tenth and eleventh absence. After the student's fifth unexcused absence in a month, the school will enter into an agreement with the student and parents/guardians that establishes school attendance requirements, refer the student to a community truancy board or file a petition and affidavit with the juvenile court alleging a truancy violation. Our office can provide parents with an individual student attendance profile upon request.

ABSENTEE INFORMATION

If your child will be absent from school, notify your teacher prior to 8:15 a.m. Attendance phone calls will be made if we have not heard from you. Students who will be absent due to medical or dental appointments should email their classroom teacher in advance to notify them of the time you will be picking them up or dropping them off.

If you know in advance that your child will be absent from school complete and submit to your classroom teacher a **Request for Excused Absence Form** (located on the website). State school law requires a verification of all absences.

It is the responsibility of the student(s) and parent(s) to work with the classroom teacher for any missed work in class and make-up work that needs to be completed while the student was absent. A student will be allowed one make-up day for homework for each day of excused absence.

STUDENT DROP OFF AND PICK-UP AREA

A designated area will be available for a drive-up drop-off and pick-up area for the elementary and middle school students. This will **ONLY** be available at drop-off and pick-up times. This area will not be available for parking 15 minutes before the start of school and 15 minutes after school. Signage will be posted in this area. Staff will be on site to assist students getting out of the car and into the school building.



EARLY STUDENT PICK-UP PROCESS

If you need to pick-up your student prior to the end of the school day, please send the student to school with a personal note of the time that he/she will need to be excused. The front office staff will notify the classroom teacher when you have arrived. At which time you will be asked to sign your child out on the appropriate sign-out sheet.

ACADEMICS

RENWEB

Hillside Academy currently uses RenWeb as a database for our student records. Teachers and staff will use RenWeb to manage students' academic progress, lesson planning, calendar, attendance, input homework assignments, create report cards, and much more.

RenWeb's ParentsWeb is a private and secure parents' portal that will allow parents to view academic information specific to their child. To access RenWeb, visit www.renweb.com, click on ParentsWeb login, and enter your

email address and password. This will give you access to teacher and school related information. If you have forgotten your password, please contact our School Registrar.

ASSESSMENTS



At Hillside Academy we use assessments as a guide in helping to determine where our students are academically. Kindergarten-Middle school students will be given a writing assessment a minimum of twice a year. We use the MAP (Measures of Academic Progress®) testing program in the 4th quarter to help our teachers with goal setting for each student. New students are tested as part of our candidacy program and the test results will help give our teachers a base-line of information. We are not required to conduct assessment testing nor do we teach to the test.

The information that we gather is used to help determine which students need additional assistance, goal setting and where there may be gaps in our curriculum.

“Understanding each student’s academic level gives teachers the power to help them excel. MAP computerized adaptive assessments are the tools that make it possible—providing educators with the detailed information that they need to build curriculum and meet their students’ needs, one child at a time.” (www.nwea.org)

SNACKS & LUNCHES

Students should bring a sack lunch to school on a daily basis. Guidelines will be established in the classroom for students with nut products for their snacks/lunches.



We will offer hot pizza lunch on Thursdays that you can purchase for your child. Students will receive 2 slices of pizza, fruit and vegetable for \$4. Payment for 'hot lunch' will be handled differently this year.

You can submit a pre-payment amount in RenWeb which will be deposited into an account for your child. Should your child want to purchase pizza lunch on an individual Thursday, you will need to send into school that day \$4.00 (per child) to cover their lunch.

FIELD TRIPS



Middle school students will participate in field trips throughout the year that relate to what they are learning in the classroom. This serves as a hands-on opportunity to learn what they have been studying. These field trips may be walking field trips or require the use of vehicle transportation, school vehicle and/or parent vehicles. Your students' teacher will provide information about upcoming field trips along with permission forms and payment information. Make sure to note on your permission slip if you are interested in driving and/or chaperoning a field trip. Submit all completed permission slips and field trip payments to your classroom teacher.

PARENT RESPONSIBILITIES AND INFORMATION

PARENT RESPONSIBILITIES:

- All Parents are required to volunteer at Hillside throughout the school year, per the sign enrollment contract. K-8 families must meet a 20 hour volunteer requirement or pay the \$18 cash offset fee.
- Parents will provide a written note to the school office if they designate someone other than the parent/guardian to pick-up their student(s). Photo ID must be provided by designated person for pick-up.
- Parents will provide all required enrollment and health forms as needed by the Department of Health or have a Certificate of Exemption on file prior to the start of the school year.
- Parents will notify the office of any change of address, phone, or other information as indicated on the enrollment agreement.
- Parents will maintain open communication with the Hillside Academy director, staff and teachers and provide any information that might contribute to your student's growth and learning.
- Parents will make tuition payments as agreed upon by the 1st of every month. The parent or individual who signs the financial contract is responsible for payment.
- Parents will pick-up the student(s) on time. (Hourly after care will be charged for any extra time, past the 10 minute grace period with a minimum charge of one hour).
- Parents will pay for damages your student(s) cause to the school or to other's belongings.
- Parents **will not** send sick student(s) to school OR to school activities. For more information see Illness Policy.

TUITION RESPONSIBILITIES

Your annual tuition is based on a 10 month schedule. You can pay the full amount all at once or you can pay your tuition in 10 equal payments beginning September through June. Each month, an invoice via RenWeb will be available to you (around the 15th of the month) for the next month's payment for tuition. Hillside Academy offers several methods of paying for your child(s) tuition:



- Pay online through RenWeb.
- Drop off a check in person to our front office. We are open Mon-Fri, 8:00 am to 3:45 pm.
- Mail a check to: **Hillside Academy - PO Box 1344 - Duvall, WA 98019**
- Use your banks bill payer online system to set up automatic payments to Hillside Academy. Please Use the mailing address listed above, not our physical address, in setting up this service.
- Use your credit card on file each month; keep in mind there will be a processing fee added. Please contact our front office if this is the way you would like to pay for your tuition.

PAYMENT TERMS & CONDITIONS

- Tuition is due on the 1st of each month. We depend on tuition to pay our overhead and teachers. Help us pay our bills by having your tuition turned in on time.
- Full annual tuition may be paid by July 1st for the upcoming school year and receive a 5% discount if paid by cash or check.
- Your tuition account must be current for a student to start school.
- Tuition is due on the first of the month. If the first falls on a weekend or holiday then tuition is due the last business day **before** the first.
- Per our Payment policy: All families are required to have a credit card on file with the school. If your tuition is not received by the fifth of the month, the credit card on file will be charged plus an additional 3% credit card processing fee. If the credit card on file is declined, payment is considered late. A \$35 late fee, in addition to tuition, plus the 3% credit card processing fee will be charged.



- If tuition is continually late we may ask to put your account on an automatic payment plan.
- A \$35 fee will be charged for any NSF checks.
- Any alternate tuition payment plan must be submitted in writing **and** approved by the Operations/Business Manager.
- Students who remain at school more than 10 minutes after school has ended will be charged for one hour of childcare. The rate is \$10 per hour. After the first hour the normal rate of \$25 per day is charged.
- Withdrawal conditions apply. Refer to your **Enrollment & Financial Contract** for conditions for withdrawal.

STUDENT BEHAVIORS, EXPECTATIONS & RESPONSIBILITIES

BEHAVIORS

CLASSROOM BEHAVIOR

Students are expected to be active participants in the classroom. They should make sure they have all of the supplies with them in the classroom and ready to work when class starts. Students are also expected to be respectful when the teacher or another student is talking. They should raise their hands to speak if they have a question or comment and wait until they are called upon before talking. Students should take the responsibility to notify the teacher in charge whenever an issue arises so they are made aware. Parents should empower their child to advocate for themselves first before intervening.

BATHROOM BEHAVIOR

While in the bathroom students will use appropriate voice levels, respect the privacy of others, use healthy hygiene habits, and help keep the bathrooms clean and safe.

HALLWAY BEHAVIOR

When in the hallways or outside stairwell, students need to be respectful of other classes and businesses. Students using the outside stairwells need to go from one level to the other in a timely manner and need to check in with their designated teacher upon arrival.

SCHOOL CHAPEL BEHAVIOR

On a regular basis we gather as a school community to participate in a variety of entertaining and informative assemblies. During our school chapel times students will enter the room quietly, show appropriate listening behavior by sitting up and looking at the speakers and show appropriate appreciation by clapping. Upon conclusion of the assembly, students will exit quietly, watching for directions from their teacher.

EXPECTATIONS

WORK ETHIC EXPECTATIONS

Produce quality work and correct mistakes as needed

- Be prepared
- Take ownership of work & supplies
- Advocate for yourself
- Have intrinsic motivation for long term success
- Maintain a pace that meets grade level expectations

Goals of our Hillside Academy Middle School Program is to train the next generation of Christian leaders and equip them for a life of service to their Savior, homes, churches, vocations and communities. We aim to provide a safe, creative and innovative learning environment that focuses on the spiritual growth, encourages students to love learning, prepares students for high school, and inspires students to pursue college degrees and careers in innovative fields.

HILLSIDE ACADEMY “WILDCAT PRIDE” STATES THAT:

- Wildcats will be POLITE
- Wildcats have RESPECT for self, others and school property
- Wildcats demonstrate INTEGRITY by telling the truth
- Wildcats will be DISCIPLINED by being on time, being prepared and showing self-control
- Wildcats are always ENCOURAGING to ourselves and others

Parents and students are required to sign the Wildcat Code of Christian Conduct and turn into their teacher each school year.

STUDENT PRIVILEGES

Students at Hillside Academy are exposed to numerous opportunities and privileges such as recess activities, classroom celebrations, and school assemblies, class/school field trips, before/after school activities, enrichment activities, science camp, art/music/dance program, school musical performances, accelerated learning programs, and technology in the classroom. We are excited to be able to offer these privileges and special programs to our outstanding students at Hillside Academy.

RESPONSIBILITIES

STUDENT RIGHTS & RESPONSIBILITIES

Students at Hillside Academy have **the right to:**

- Receive a strong academic and Christian education
- Attend a safe school where they can feel free to be themselves
- Physical safety and protection of personal property
- Not be discriminated against
- Privacy of personal information
- Fair and just treatment by school staff and teachers

Students at Hillside Academy **are responsible for:**

- Following the Christian Code of Conduct.
- Working within the religious mission of the school, and acting according to the social and moral norms of the Christian environment they have freely chosen.
- Saying daily prayers, participating in morning worship and Bible instruction and attending chapel.
- attending school on a regular basis and being on time
- completing all academic work as assigned by their teacher
- bringing appropriate materials to class
- obeying school/classroom rules
- respecting the rights of others
- their own actions
- using appropriate language and behavior
- respecting school property
- complying with the request of school employees
- dressing appropriately for school

DRESS CODE

Appropriate attire is needed to preserve the learning environment and assure the safety and well-being of our students at Hillside Academy. Dress for success attire will be required on expo days, visiting speaker days or class field trips. In dealing with dress-related issues, parents may be contacted to assist in resolving the problem. Alternative clothing items may also be provided for the day.

- Bare midriffs, net shirts and clothing bearing inappropriate logos (drugs, alcohol, tobacco, or pictures/statements that could be deemed inappropriate to our Christian values) will not be permitted at school.
- Hats may be worn at recess and to and from school but are not allowed to be worn in class.
- Safety refers specifically to appropriate shoes. Tennis shoes should be worn on physical fitness and creative movement days. Students should wear closed toe shoes to recess & PE.
- Heelies are not allowed at school. For the first offense, wheels will need to be removed. For the second offense, wheels will remain at the school office until parents pick them up.
- Shoes and/or socks must be worn at all times. NO BARE feet allowed on campus.
- Students must dress in conformance with one's biological sex.

Note: Hillside Academy reserves the right to modify this dress code as needed.

HEALTH & SAFETY

MEDICATION POLICY

Medication is given only with prior written consent of the student's parent/legal guardian. Medication is stored in a lock box at the school office. If medication is needed during school hours, students will need the following:

- Completed Hillside Academy Medication Authorization Form with parent/guardian signature (available on the website or in the school office)
- Doctor's signature
- Name of the prescription medication or over-the-counter medications
- Medication must be in the original bottle/package
- Time the medication is to be dispensed
- Amount of medication to be dispensed



If student needs to take the medication during the school day he/she will be sent to the school office to receive their medication. If the student takes medication that would be required while on a field trip or science camp, parents should provide the necessary medication for the trip. The staff will record the distribution of medication on the Medication Distribution Log sheet each time the medication is distributed. Middle school students needing to take over-the-counter medications, i.e., aspirin, mild allergy medications and so on, will be allowed to carry and reasonably and responsibly self-administer such medications. If any questionable behavior or other staff concerns are noted regarding taking oral medication, or any questionable drug substance, the parent/guardian will be contacted immediately by school authorities to resolve such concerns.

ILLNESS POLICY

Students **will not** be allowed to come to Hillside Academy with any of the following symptoms:

- Diarrhea (three or more watery stools or one bloody stool within 24 hours)
- Vomiting within 24 hours
- Open or oozing sores, unless covered with cloths or bandages
- For suspected communicable skin infection, such as pinkeye; the child may return 24 hours after starting antibiotic treatment
- Lice or nits. Students should not return to school until they are nit free
- Fever of 100 degrees Fahrenheit or higher or also have one or more of the following conditions: earache, headache, sore throat, rash, or fatigue that prevents participation in regular activities



If a student becomes ill during the school day, the student may be sent to the school office, where they may remain until either the parent/guardian is contacted or they return to class.

Hillside Academy reserves the right to contact a parent or guardian if there are ANY questions or concerns regarding a child's health while in our care. Hillside Academy reserves the right to refuse service to anyone if there is a question or concern regarding the health and well-being of a child to ensure a healthy environment for all of the children in our care.

OBLIGATION TO REPORT

Hillside Academy teachers, staff and volunteers are required by law to report all cases of child abuse to Child Protective Services.

COMFORT KITS

In case of an emergency, such as an earthquake, flooding, campus lockdown, etc. we ask that you provide a comfort kit for each student. ***Each student is required to bring a comfort kit to class the first day of school.*** If the comfort kits are not used, they will be returned at the end of the school year. The comfort kit should be in a gallon size zip lock bag labeled with your child's name and filled with the following supplies: one bottle of water, non-perishable **NUT FREE** snacks that your child likes such as granola bars, fruit snacks, jerky, or trail mix and a comforting note from parents, picture of family, and so on. Include a 3x5 card with the following information: name of student & parents, address, home and cell phone numbers, emergency phone numbers, and any medical alerts (allergies, regular medication, and so on).

PHYSICAL PRIVACY

Bathrooms, locker rooms and cabins are designated by 'biological sex' not 'gender identity'. Students will use the restrooms, locker rooms, and changing facilities conforming with their biological sex. Accommodations will be made whenever possible to allow all students the privacy they need or desire.

GENERAL & MISCELLANEOUS INFORMATION



SCHOOL COMMUNICATION

Hillside Academy communicates to our parents in multiple avenues such as our monthly community newsletter, weekly teacher emails, Facebook and school wide communication through RenWeb. Parent forms and other school related resources are available at our website at www.hillsideacademy.com.

If you are new to Hillside Academy or have not been receiving a Hillside Academy newsletter, go to our website and register to receive it. Hillside Academy posts regularly on FACEBOOK various current events and daily happenings.

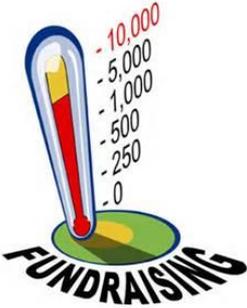
REENROLLMENT

Registration information for the upcoming school year will be available late January. If you have any questions about registration, please email emily@hillsideacademy.com.



FUNDRAISING

Hillside Academy strives to keep our tuition at a reasonable cost. **Tuition does not cover all of our operating expenses.** Hillside Academy is a non-profit institution.



We conduct several different fundraising opportunities throughout the school such as Walk-a-thon, Scholastic Book Fair, Costume Bowl, Auction, Scrip and so on. Because we are a 501-3c non-profit several companies will match any monetary donation that is given.

Your assistance in procuring of donations, volunteering of services, purchasing of items that your family can use or would buy anyway or giving money as a tax deductible donation, is greatly appreciated. Our goal would be to raise support in the amount of approximately 5% per student's yearly tuition. For additional information please contact our front office, who will put you in touch with our fund raising coordinator.

MIDDLE SCHOOL EXPOS

Our project based learning curriculum provides opportunities for students to display and present their work. There will be four expos (1 per quarter) throughout the school year. An expo is a showcase of the students' work solving the problem that they have been presented. The expos will integrate the various content areas to create a presentation for the subject matter. The expos will be student lead and judged/critiqued by outside resources. Students will need to dress for success. They will present their information to a panel of professionals where they will receive feedback as part of their grade.

GRADING SCALE

Middle school grades will be calculated on a traditional grading scale. Homework is viewable on ParentsWeb. Report cards will be available at the end of each semester.

ELECTIVES

Students will be able to select their electives for each semester. Electives may include classes such as Photography, Set Design, Cyber Security, Outdoor Education, Newspaper, Yearbook, and Music Composition. Classes will vary based on teacher availability.

AFTER SCHOOL ACTIVITIES/HOMEWORK CLUB

Students are not to congregate on/around school property after school hours. Homework club is for students in our middle school program. If a student participates in an after school activity or tutoring they are to check into their activity and with school staff. Homework Club will be provided as teachers are available. Homework club will end promptly at 4:40pm, at which time Hillside Academy will no longer be responsible for your student.

BAND AND SPORTS AT TOLT MIDDLE SCHOOL

As a student in the Riverview School District, Hillside Academy students are eligible to participate in extracurricular activities at Tolt Middle School. Parents will need to contact TMS to determine schedules and availability. Hillside Academy is willing to accommodate schedules whenever possible.

CREATIVE MOVEMENTS & PHYSICAL EDUCATION

Our middle school students will participate in Creative Movements and Physical Education classes on-site at Hillside Academy. On occasion the P.E. teacher may elect to have P.E. outside at Cherry Valley Elementary fields. Please have your student(s) dress in appropriate shoes as **NO FLIP-FLOPS are allowed.**



SKATEBOARDS, IN-LINE SKATES

Students may ride their skateboards, long boards, in-line skates, and so on to and from school; however, they must store them in their lockers. Students are not allowed to use these items on campus grounds other than for traveling to and from school.

EMERGENCY SURVIVAL SUPPLIES



Each year Hillside Academy purchases supplies for our Emergency Preparedness Survival Kits in the event that there would be a natural emergency or a campus lockdown. The Emergency supplies include items such as LED flashlights, lanterns, survival blankets, batteries, water jugs, dust masks, first aid kits, safety gloves, etc. in the event that there would be a natural emergency or a campus lockdown.

SMOKING, DRUGS, ALCOHOL

Illegal drugs, prescription drugs, alcohol, cigarettes, tobacco, or lighters are not permitted at Hillside Academy. Students who are in violation of this policy may be suspended, referred to a social agency and/or law-enforcement authorities.

INTERNET ETIQUETTE/ELECTRONIC DEVICES

Student computers and computer network are the property of Hillside Academy and are made available for student's use. The network and its files, including student files and emails, will be subject to inspection and/or deletion at any time that the school feels it necessary to be inspected or deleted. Middle School students have each been given a Hillside Academy email address which should be used solely for school use. Students using this email for any other purposes may lose their email account.

During school hours, electronics and music devices may be used only as allowed during class time or lunch hour as an educational resource. Cell phones should be turned off and left in the student's locker during school hours and may be used **ONLY** with the teacher's permission. Music being played at lunch time, must be from an approved listening list. An approval criterion consists of positive message, teacher discretion, and appropriate language. Songs may be submitted to teacher for approval.

SEXUAL CONDUCT

Students will abstain from all sexual conduct.

STUDY HALL

A Study Hall will be given second semester, instead of an elective class, to students who do not receive passing grades in their first semester. Students can arrange with their teachers for additional help, as needed, for before and after school assistance.

WEAPONS

State Law (RCW 28A.600.420) prohibits the possession of firearms and weapons at school. Possession of firearms on school property will result in a one-year mandatory expulsion, subject to appeal, with notification to parents and law enforcement.

STUDENT BEHAVIOR & DISCIPLINE

WILDCAT CHRISTIAN CODE OF CONDUCT

Hillside Academy recognizes that to implement its mission, the school and parents must enter into an alliance. To be productive partners in this alliance, parents must understand and accept the school's mission and also the means by which this mission is carried out. Our Mission Statement is: We inspire passionate, confident, and creative students in an individualized, hands-on learning environment that integrates Christian values while striving for academic excellence.

In order to ensure that each student receives a quality education at Hillside Academy we have developed discipline plans that will help each student take responsibility for him or herself. All Hillside students will be expected to show **WILDCAT PRIDE** at all times.

HARASSMENT, INTIMIDATING & BULLYING

Bullying exists in all schools and we recognize the detrimental impact it has on children and young people's lives. All of us working with students need to challenge behavior and attitudes which lead to bullying before incidents do arise. When incidents do arise, it is important there are proper procedures in place to ensure the appropriate action is taken. At Hillside Academy we pride ourselves in personally knowing our students and what is going on in their lives. We have a zero tolerance for Harassment, Intimidating or Bullying behavior.

WA State Definition of Bullying:

Harassment, intimidating or bullying means any intentionally written message or image, including those that are electronically transmitted, a verbal or physical act, including but not limited to one shown to be motivated by any characteristic such as race, color, religion, ancestry, national origin, gender, sexual orientation, or mental or physical disability, or other distinguishing characteristic, when an act:

- Physically harms a student or damages a student's property or
- Has the effect of substantially interfering with a student's education or
- Is so severe, persistent or pervasive that it creates an intimidating or threatening educational environment or
- Has the effect of substantially disrupting the orderly operation of the school

If your student has experienced any of these, bring this to your classroom teacher immediately and the School Director will be informed of the situation.

If a student is being harassed, he/she should:

1. Say "no" or "stop" in a loud, clear voice.
2. Tell an adult.

HILLSIDE ACADEMY MIDDLE SCHOOL DISCIPLINE PLAN

RED CARD REPORTS

A child will be given a RED CARD if he/she is misbehaving, talking at inappropriate times or off task, or does not follow the PRIDE code of conduct.

- 2 **Red Cards** per week = one Lunch Time Out and parents will be notified from school by the student.
- If a child receives **Red Card** at recess or in a specialist class such as Music, Spanish or PE it is an automatic Lunch Time Out.

If behavior continues to be a problem, further disciplinary action will be discussed with parents.

Lunch Time Outs per Quarter

- 2 Lunch Time Outs = one half day detention
- 4 Lunch Time Outs = one day detention

If behavior is not resolved, a behavior contract may be required for student to continue to attend Hillside Academy.

Hillside Academy has the right to discipline or ask a student to withdraw for any reason. Failure to comply with expected standards of conduct will subject the student to potential disciplinary actions, up to and including expulsion or dismissal.

A *Character Counts Lunch* is being offered as positive reinforcements to all students. This is a reward for demonstrating Hillside PRIDE, in which students have a special lunch with the Ms. Kim. This will occur on a monthly basis. Awards are being given in each classroom for students who are modeling Hillside PRIDE, and there is an all-school reward at the end of the year for students with positive behavior. Thank you for discussing this plan with your child. Hillside Academy

aims to give your child the best educational experience possible. We believe that consistent discipline procedures provide a more productive and positive learning environment for **all** students. We look forward to a great year with your child.

No handbook serves to contractually bind the school in any way; Hillside Academy's Board of Directors reserves the right to change the handbooks without notice.

Middle School Student(s) & Parents Acknowledgement Page

I have read and understand and agree to the guidelines set forth in the **Hillside Academy Middle School Parent-Student Handbook.**

Student Signature: _____

Student Signature: _____

Student Signature: _____

Parent Signature: _____

Parent Signature: _____

Please sign this page and return it to school with your student