



PARENT & STUDENT HANDBOOK

Elementary Programs



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CONTACT INFORMATION

ELEMENTARY TEACHERS:

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2/3	Meghan Bertrand-Zacok meghan@hillsideacademy.com
4/5	Leah Schug-Stettler leah@hillsideacademy.com

STAFF CONTACT INFORMATION

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

Kim Gilreath, School Director

kim@hillsideacademyduvall.com

Emily Heintz, Registrar

emily@hillsideacademy.com

Holly Rogers, Director of Auxiliary Programs

holly@hillsideacademyduvall.com

Heidi Bournique, Office Manager

heidi@hillsideacademy.com

HILLSIDE FOUNDATION

Welcome to Hillside Academy, where learning begins in preschool and continues on through 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 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, 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.

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)

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 may be dropped off for the school day between 8:20-8:30am. 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 who arrive after 8:40 am must check in with our front office where they will receive a tardy late slip that they

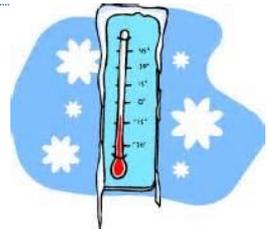


must give to their teacher. Attendance will be taken every day by your student's teacher. Should your child receive 5 (or more) tardy "late slips" per semester, your account will be charged \$5 per tardy after five.

Students are expected to leave campus once the school day is completed at 3:10pm; or at the conclusion of their participation in school-sponsored or school-supervised activities. A 10 minute grace period is given after the school day ends for picking up your student(s). The student's account will be responsible to pay for extended care at the hourly rate of \$10/hour for the first 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. Our After Care flat rate of \$25/day will be applied for any time beyond the 1st hour. Students enrolled in 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, students are expected to attend class each school day. Teachers will keep an accurate record of absences and tardiness, including documentation of students' excused absences. If you know in advance your student will be absent, please complete and submit a **Request for Excused Absence Form** to front office (form available on our website as well. Look under Parent Resources).

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 makeup day for each day of *excused absence*. In 'participation-type' classes, such as music, art, creative movements, physical education and field trips, 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. If a student misses more than 5 days per semester due to illness, a doctor's note may be required in order for future absences to be excused.*
- *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-in or written excuse does not meet the excused absence policy or criteria.*

All absences must be verified by the parent and/or guardian. 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 5th, 10th, and 11th absence. After the student's 5th unexcused absence in a quarter, 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 8:30a.m.

If your student(s) will be absent due to medical or dental appointments, parents should email the classroom teacher in advance to notify them.

If you know in advance that your child will be absent from school complete and submit to the front office a Request for Excused Absence Form (located on the website) at least 1 week in advance of an anticipated absence by a student (excluding extreme emergencies). 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 thru 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. Parking in this area will not be available the 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 POLICY

If you need to pick up your student prior to the end of the school day, please notify both teacher and front office via email of the time that he/she will need to be excused. The front office staff will notify the classroom teacher when you have arrived to excuse the student to the front office.



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.

ACADEMIC 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)

FIELD TRIPS

Field trips for our Elementary students are considered mandatory as they are an extension of the curriculum studied and the learning students are doing in the classroom. 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.

ACADEMIC SERVICES



Academic excellence is the goal at Hillside Academy and for some students that will require additional one-on-one tutoring. If you would like information regarding Academic Services, please contact our front office at info@hillsideacademy.com.

PARENTS

EXPECTATIONS

- Participate actively in your student's education.
- 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 are expected to attend parent conferences and parent meetings.
- Parents are expected to treat all Hillside Academy personnel with courtesy and respect at all times.
- Parents are expected to enforce the attendance rule policy with their child/ children and have their child/ children at school no earlier than 8:20 am and no later than 8:30 am.
- Parents are expected to pick up their child/ children by 3:10pm. Children who are not picked up by 3:20 pm will be taken to after school care and their account will be charged at a base rate minimum of 1 hour of care.
- Parents are expected to provide positive learning conditions at home and to assure that their child's home assignments are completed in a timely, appropriate manner.
- Parents who have questions or problems concerning their children are expected to communicate with the school in the following manner:
 1. Parents should first contact the teacher or staff member in whose area the question has occurred. They should make every effort to resolve their question at that level.

2. In unusual circumstances, when the teacher or staff member has not been able to resolve the situation, parents should contact the School Director.

RESPONSIBILITIES

- Parents will provide a written note to the school office if they designate someone other than the parent/guardian to pick up their child. Photo ID must be provided by designated person for pick-up.
- Parents will provide a Certificate of Immunization or a signed Exemption form 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 child's growth and learning.
- Parents will make tuition payments as agreed upon by the first of every month. The parent or individual who signs the financial contract is responsible for payment.
- Parents will pick up the child on time. (Hourly childcare will be charged for any extra time, past the 10 minute grace period with a minimum charge of one hour). The fee is \$10 per hour.
- Parents will pay for damages their child causes to the school or to other's belongings.
- Parents will not send sick children to school or to school activities. For more information see Illness Policy.

PAYMENT TERMS & CONDITIONS

- Tuition is due on the **first** of each month. If the **first** falls on a weekend or holiday then tuition is due the last business day **before** the first of the month. We depend on tuition to pay our overhead and teachers. Help us pay our bills by having your tuition turned in on time. A \$35 fee will be charged for any NSF checks.
- All Hillside families are required to have a credit card on file with the school. If your tuition is not received by the **5th** of the month, you are considered late and your credit card on file will be charged plus an additional late fee of \$35.00. If tuition is continually late we may ask to put your account on an automatic payment plan.
- Parents sign an Enrollment & Financial Contract online in RenWeb during registration.
- Full annual tuition paid by July 1st for the upcoming school year will receive a 5% discount.
- Your tuition account must be current for a student to start school.
- Any alternate tuition payment plan must be submitted in writing and approved by the Office Manager.
- Students who remain at school more than 10 minutes after school has ended will be charged for a base rate minimum of one hour of childcare (\$10/hour) for the first hour; after which time the rate defaults to our base after care rate of \$25/day.
- Withdrawal conditions apply. Refer to your **Enrollment & Financial Contract** for conditions for withdrawal.

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.

STUDENTS

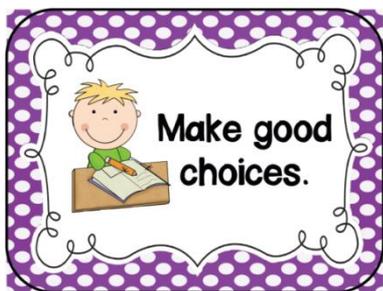
STUDENT RETENTION

It is our goal at Hillside Academy to provide a healthy and safe environment for all students to learn and grow.

Behavior that is disruptive to others and their ability to learn will not be tolerated. Students who continue to be disruptive

will be removed from the classroom and asked to meet with the School Director. A meeting may be scheduled with the student and parents to discuss this behavior and means to correct it. Hillside Academy has the right to terminate enrollment of any student for

cause at the discretion of the school's administration. Refer to our discipline policy for additional information.



HALLWAY & OUTSIDE STAIRWELL 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

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.

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.

RECESS BEHAVIOR

On the playground students will avoid rough play (play fighting, wrestling, pushing, kicking, and so on), speak kindly to others, take turns on the playground equipment, immediately stop all play and leave the playground at the end of recess, line up quickly and quietly to return to class at the end of recess and respond immediately, with respect and courtesy, to instructions from adults who are in charge. Students should dress appropriately for outdoor recess, bring rain gear (jackets, boots), winter gear, and so on and be ready to play outdoors daily.

EXPECTATIONS

HILLSIDE ACADEMY 'WILDCAT' PRIDE STATES:

- 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.

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 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 Wildcat 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.
- 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 and class field trips, when applicable. 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 midriiffs, 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.
- 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.
- Students must dress in conformance with one's biological sex.

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

RECESS ATTIRE



Living in the Pacific Northwest means we will experience all types of weather throughout the school year. Students should dress appropriately for bad weather and should wear rain gear and winter gear during rainy/cold weather.

Students will play outside at all recesses regardless of the weather. Currently, we do not have a covered outdoor play area.

HEALTH & SAFETY

ILLNESS POLICY

Children 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.

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).

OBLIGATION TO REPORT

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

PHYSICAL PRIVACY

Bathrooms, locker rooms and cabins are designated by 'biological sex' and 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

SNACKS & LUNCH



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(s). Students will receive 2 slices of pizza, fruit and vegetable for \$4. Payment for 'hot lunch' is as such:

You can pay online through ParentsWeb on RenWeb under the designated "Lunch" category or you can submit cash/check to the front office for the amount to be deposited into an account for your child. Notices will be sent via RenWeb should your child(s) account become due. 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.

CREATIVE MOVEMENTS & PHYSICAL EDUCATION

Our elementary students participate in Creative Movements and PE classes. On occasion the P.E. teacher may elect to have P.E. outside at Cherry Valley Elementary fields. PE classes for elementary students are held every Monday & Friday. Please have your student(s) dress in appropriate shoes as NO FLIP-FLOPS are allowed.



REGISTRATION FOR NEXT SCHOOL YEAR

Reenrollment for the upcoming school year will begin in late January. If you have any questions about registration, please email emily@hillsideacademy.com. All enrollment is done online via your ParentsWeb account.



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.

SCIENCE & LEADERSHIP CAMPS



At Hillside Academy elementary students attend overnight science camp in second and third grade and day camp in Kindergarten and first grade. Our fourth and fifth grade students will stay a few extra days at a Christian leadership camp. Camp focuses on the science and/or leadership curriculum related to their grade. Students who are unable to attend camp will need to find care for those days while their class is at camp. Notify your homeroom teacher if your student will not be attending science camp. Outside classroom homework may be given to supplement the curriculum missed during the science and/or leadership camp. Additional camp information will be provided by your class-room teacher.

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, Spring 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.

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.



Upper elementary 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.

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.

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.

SEXUAL CONDUCT

Students will abstain from all sexual conduct.

DISCIPLINE

HARASSMENT, INTIMIDATING & BULLYING

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.

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:

- Say “no” or “stop” in a loud, clear voice.
- Tell an adult.
- If it happens again go to the school office to file a harassment form report.

BEHAVIOR PLAN – TRADE-A-CARD

At Hillside Academy the philosophy on discipline is one of guidance and direction. It is not a policy of punishment or physical force. We use the Behavior Modification: “Trade A Card” Plan in our classrooms to assist in encouraging appropriate behavior.

We believe that discipline is a process that is learned over time through clearly set boundaries and gentle reminders of the appropriate behaviors that are expected of the child. We kindly explain to the child what behavior was not appropriate and discuss alternate ways that the child may have handled the situation. Following this discussion, we move forward with caring and loving interaction.

If necessary, to avoid further conflict, children will be gently redirected to other separate activities. In addition, with social skills and taking responsibility of one’s behavior being a

large part of a child's development process, we are continually encouraging the child to use his/her words and not their hands to resolve issues with others.

In the event that there is an on-going behavioral problem with a child, a meeting may be arranged between the parent, teacher and the School Director to discuss the matter and work out a positive action to remedy the situation. If, when the child visits the school again, the behavior is still occurring the School Director will assist in making appropriate arrangements that would best benefit the child, the class and Hillside Academy.

The goal of the Trade-A-Card plan is to empower students in the decisions they make regarding their behavior and to reward those students who try hard to make good choices or who work to change their behavior. It also allows for weekly communication with parents and establishes clear expectations and guidelines to help foster a community of respect and responsibility.



A **GREEN LIGHT** at the end of the day indicates that they have made choices during the day that are appropriate and that have allowed them to work to their highest level of success. Not all children stay on green all day long, but the goal is to end the day on green and if they do, they will be positively rewarded. **Example:** *Staying on task, working hard, helping others, not keeping others from learning, and being respectful to classmates and adults.* Green cards are the status quo in the system. When children have a visual reminder and know that they will be positively rewarded for their hard work and efforts in controlling their behavior, they do so.



A **YELLOW LIGHT** at the end of the day indicates that your child made some choices that made it difficult for them-selves or others to learn. This color is a warning, just like it is on the stoplight. It indicates a need to slow down and show some caution as they proceed with the remainder of their day. **Example:** *The child makes a bad choice regarding their behavior and has a difficult time changing their behavior back to a more appropriate level.* Once in a while a child will remain on yellow and not be able to turn their color back to green by the end of the day. Losing out on the reward that their peers are receiving is definitely enough of an incentive to improve the following day.



RED LIGHT at the end of the day indicates that your child has had ongoing challenges throughout the day with making good choices and that some sort of a consequence needs to occur to remedy the situation. A red light means **STOP** and that their behavior has become disruptive to themselves and others and that they have not made any effort to change or control their behavior throughout the day. **Example:** *Disruptive behavior with unwillingness to change, or the accumulation of a number of incidents where their behavior has become an issue for themselves, other students or adults in the classroom.* Red cards in this program are rare, and when they occur, you will receive a note detailing the choices your child made that caused them to end the day with a red card, as well as their plan to improve their behavior the next day.

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.

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 himself or herself. All Hillside students will be expected to show **WILDCAT PRIDE** at all times. **WILDCAT PRIDE** states:

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

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.

HILLSIDE ACADEMY 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.

- 2 **Red Cards** per week = one Recess 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 Recess Time Out.

Recess Time Outs per Quarter

- 2 Recess Time Outs = one half day office time out
- 4 Recess Time Outs = one day office time out

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.

At Hillside Academy we aim 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.