

# VOLUNTEER HANDBOOK



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## CONTACT INFORMATION

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### ADMIN TEAM

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Suzanne Siko, Head of School  
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Janette Dahl, Office Manager  
[janette@hillsideacademy.com](mailto:janette@hillsideacademy.com)

Sarah Wilson, Registrar  
[registrar@hillsideacademy.com](mailto:registrar@hillsideacademy.com)

## HILLSIDE FOUNDATION

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Welcome to Hillside Academy, where learning begins in preschool and continues through middle school. We value you as a volunteer to our program. Your commitment to the students at Hillside is critical in reaching our goal, to provide our students with a fantastic learning experience in a loving and supportive atmosphere that upholds our mission to inspire passionate learners.

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### MISSION STATEMENT

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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: Critical Thinking, Creativity, Problem Solving, Social Skills and Faith/Character.

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### OUR OBJECTIVE

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*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 the 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 love to others.

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### NON-DISCRIMINATORY STATEMENT

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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.

## VOLUNTEERS

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### GREAT VOLUNTEERS

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- Participate actively in the student's education.
- Are friendly, reliable, and flexible.
- Engages with all students, not spending unbalanced time with one or a select group of students.
- Treat Hillside Academy personnel with courtesy and respect.
- Provide positive learning conditions in the classroom.

### ETHICAL & SAFETY EXPECTATIONS FOR VOLUNTEERS

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- Maintain the confidentiality of student and staff information.
  - Respects the confidentiality of the relationship with Hillside.
  - Ensures the students' work and behavior in school are held in confidence.
  - Confidentiality is not only a legal responsibility; it is essential for the protection of students and families.
- Share concerns with the school staff or director only.
- Shows respect for students and staff.
- Maintains physical boundaries between adults and students.
- Checks in at the school office and wears an identification badge.
- Does not provide personal contact information to students.
- Promotes and encourages students to follow Hillside PRIDE.
- Follows Hillside PRIDE.

# STUDENTS

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## STUDENT EXPECTATIONS

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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. The classroom teacher will work with students who continue to be disruptive. Please refer concerns to your supervising teacher.

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### HILLSIDE ACADEMY 'WILDCAT' PRIDE STATES:

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- Wildcats are **POLITE**
- Wildcats have **RESPECT** for self, others, and school property
- Wildcats demonstrate **INTEGRITY** by doing what they say and 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.

Please view our Student Code of Conduct on our website at:  
[hillsideacademy.com/familyresources/school-handbooks/](http://hillsideacademy.com/familyresources/school-handbooks/)

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## HALLWAY & OUTSIDE STAIRWELL BEHAVIOR

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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

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## BATHROOM BEHAVIOR

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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.

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## SCHOOL CHAPEL BEHAVIOR

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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.

# HEALTH & SAFETY

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## MEDICATION POLICY

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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.

If any questionable behavior or other staff concerns are noted regarding taking oral medication, or any questionable drug substance, the parent will be contacted immediately by school staff to resolve such concerns.

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## COMFORT KITS

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In case of an emergency, such as an earthquake, flooding, campus lockdown, etc. each student has a comfort kit.

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## OBLIGATION TO REPORT

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All injuries that occur while students are at school will be recorded and an incident report will be sent to parent(s).

Hillside Academy teachers, staff and volunteers are required by law to report all cases of child abuse to Child Protective Services pursuant to RCW: 26.44.030 which states the following:

*Upon receiving reports of abuse or neglect, the department or law enforcement agency may interview children. The interviews may be conducted on school premises, at daycare facilities, at the child's home, or at other suitable locations outside of the presence of parents. Parental notification of the interview shall occur at the earliest possible point in the investigation that will not jeopardize the safety or protection of the child or the course of the investigation. Prior to commencing the interview, the department or law enforcement agency shall*

*determine whether the child wishes a third party to be present for the interview and, if so, shall make reasonable efforts to accommodate the child's wishes. Unless the child objects, the department or law enforcement agency shall make reasonable efforts to include a third party in any interview so long as the presence of the third party will not jeopardize the course of the investigation.*



## GENERAL & MISCELLANEOUS INFORMATION

### INTERNET ETIQUETTE/ELECTRONIC DEVICES



Student computers and the computer network are the property of Hillside Academy and are made available for student's use. All student files, including student 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 laptop and email address which should be used solely for school use. Students using the device or email for any other purposes may lose privileges.

### 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.

### SEXUAL CONDUCT

Students will abstain from all sexual conduct.

### HARRASSMENT, INTIMIDATION & BULLYING

At Hillside Academy there is a zero

tolerance for harassment, intimidation or bullying or image, including those that are physical act, including but not limited to characteristic such as race, color, religion, orientation, or mental or physical characteristic, when an act:



tolerance for harassment or bullying.

means any intentionally written message electronically transmitted, a verbal or one shown to be motivated by any ancestry, national origin, gender, sexual disability, or other distinguishing

- 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 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.

Please see a detailed report of our bullying policy on our website at [hillsideacademy.com/familyresources/bullying-policy/](https://hillsideacademy.com/familyresources/bullying-policy/)

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### SMOKING, DRUGS, ALCOHOL

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

## DISCIPLINE

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### BEHAVIOR PLAN

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At Hillside Academy the philosophy on discipline is one of guidance and direction. It is not a policy of punishment or physical force.

We believe that discipline is a process that is learned over time through clearly set boundaries, practice 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, the supervising teacher will work with students who continue to be disruptive.

*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.*

Volunteer Handbook  
Acknowledgement Page

We have read, understand and agree to the guidelines set forth in the Hillside Academy Volunteer Handbook.

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Parent Name

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Parent Signature

Please sign this page and return it to school before volunteering

**Please print:**

Student's Name \_\_\_\_\_

Class/Teacher \_\_\_\_\_