



# Parent & Student Handbook

## Elementary (K-5)



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Duvall, WA 98019

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[www.hillsideacademy.com](http://www.hillsideacademy.com)

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## Hillside Contact Information

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## Hillside Foundation

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Welcome to Hillside Academy, a preschool through 8th grade school where learning grows with your child. We aim to offer our families a wonderful educational journey in a warm and supportive environment, dedicated to inspiring passionate learners.

### Mission Statement

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Our mission is to build future innovators and leaders who are confident, passionate, and have a love of learning. We achieve this through an individualized, hands-on, and project-based environment that integrates Christian values while striving for academic excellence.

Teachers emphasize five distinct but interrelated areas: Critical Thinking, Creativity, Problem Solving, Social Skills, Faith & Character Development.

### 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.

### Keys to Success

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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 our modern society is changing what skills it takes to be successful. It is no longer enough to have rote knowledge or a specific set of skills, but to have 21<sup>st</sup> century skills.

To be truly successful in our world market, you need to be a creator of new ideas and utilize these three 21<sup>st</sup> century areas; learning, literacy, and life skills. At Hillside Academy, we focus on the whole child in these core areas of learning and life skills.

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 these key learning objectives, 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

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*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.

## Principles of Christian Education

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*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

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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.

### Hours of Operation

Hillside Academy opens at 7:00 am for Wildcat Club Members (extended care program).

The school office is open from 8:00 am-3:45 pm – Monday-Friday.

Hillside Academy will be closed on the following holidays:

- **Labor Day** 1st Monday in September
- **Veterans' Day** November 11
- **Thanksgiving Day** 4th Thursday in November, including the day before and after.
- **Christmas Break** December
- **New Year's Day** January 1
- **Martin Luther King's Birthday** 3rd Monday in January
- **President's Day** 3rd Monday in February
- **Good Friday**
- **Memorial Day** is the last Monday in May

### School Day

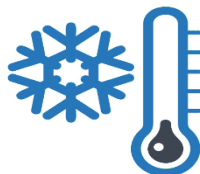
Our school day begins at 8:30 am and ends at 3:10 pm. Students may be dropped off for the school day between 8:20-8:30 am.

Time is extremely valuable and we want to support and encourage learning for all. This starts by being on time and ready to start each day. Students who arrive after 8:30 am must check in with our front office where they will receive a tardy slip that they must give to their teacher. Attendance will be taken every day. Unless your child is truly sick (fever, vomiting, or diarrhea), they should be in class.

Students are expected to leave campus once the school day is completed at 3:10 pm, or directly after they participate in school-sponsored or school-supervised activities. A 10-minute grace period is given after the school day ends for picking up student(s). The family's account will be charged for extended care at the hourly rate of \$12/hour for the first hour, for any time that the student remains after the class day ends, with the minimum charge of one (1) hour applying to anything over a 10-minute grace period. Our Wildcat Club (extended care) flat rate of \$25/day will be applied for any time beyond the 1st hour. Students enrolled in Wildcat Club should report to the Extended-Care Coordinator at the end of their school day. Parents of Wildcat Club students will need to sign out their student(s) at the time of pick-up.

## School Closures Due to Weather

Hillside Academy follows the Riverview School District's late start & school closures due to inclement weather. If school is delayed (late start) due to weather, our morning preschool classes and full-time preschool classes *will be canceled*. Elementary and middle school classes will begin at the adjusted late start time (i.e. 1 hour, 2 hours late) as determined by the Riverview School District. If school is closed early or canceled for the day any after-school activities (including Wildcat Club) will be canceled. A notice of school closures or delays will be sent via our FACTS system (text alert & email) and posted on Facebook.



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## Attendance Policy

At Hillside, students are expected to attend class each school day, and unless your child is really sick (fever, vomiting or diarrhea), they should be in class. Teachers will keep an accurate record of absences, including documentation of students' excused absences. If you know in advance your student will be absent, please complete and submit a Request for Planned Absence Form to the front office at least one week before the absence. The form is available on our website under Parent Resources: [www.hillsideacademy.com/planned-absence-request-form/](http://www.hillsideacademy.com/planned-absence-request-form/).

Assignments and/or activities not completed because of an excused absence 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, 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:

- *An illness, health condition, or medical appointment, including but not limited to, medical, counseling, dental, or optometry. If a student is absent more than 5 days per semester due to illness, a doctor's note may be required 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 that 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 before 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 5<sup>th</sup>, 10<sup>th</sup>, and 11<sup>th</sup> absences. After the student's 5<sup>th</sup> 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 and front office via email before 8:30 am.

If your student(s) will be absent due to medical or dental appointments, parents should email the classroom teacher in advance. Please attempt to schedule such appointments outside of the school day.

If you know in advance that your child will be absent from school, complete and submit to the front office a Request for Planned Absence Form (located on the website) at least one 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 is absent. A student will be allowed one make-up day for homework for each day of excused absence.

### Student Drop Off & 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 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 in getting out of the car and into the school building.

### Early Student Pick-Up Policy

If you need to pick up your student before the end of the school day, please notify both the teacher and the 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.

### FACTS (fka RenWeb)

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

ParentsWeb (part of FACTS) is a private and secure parents' portal allows parents to view academic information specific to their child. To access FACTS, visit [www.renweb.com](http://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 students are academically. Kindergarten-Middle school students will be given a writing assessment at least twice a year. We use the MAP (Measures of Academic Progress®) testing program for instructional planning and to help our teachers set goals for each student. New students are tested as part of our candidacy program and the test results will help give our teachers a baseline of information. We are not required to conduct assessment testing nor do we teach to the test.

The information gathered 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 needed to build curriculum and meet their students’ needs, one child at a time.”* ([www.nwea.org](http://www.nwea.org))

## Field Trips

Field trips for 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 vehicle transportation via the community van or parent vehicles.

Your student’s 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. Parent drivers must submit a transportation application and proof of insurance declaration page in advance. 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 requires additional one-on-one tutoring. If you would like information regarding Academic Services, please e-mail [info@hillsideacademy.com](mailto:info@hillsideacademy.com).

### Parent Expectations

Parents are expected to:

- Participate actively in your student's education.
- Volunteer at Hillside throughout the school year.
- Contribute to the fundraising efforts to meet budget requirements not covered by tuition.
- Attend parent conferences and parent meetings.
- Treat Hillside Academy personnel with courtesy and respect.
- Enforce the attendance policy and have the child/children at school no earlier than 8:20 am and no later than 8:30 am.
- Pick up the child/children by 3:10 pm. Children who are not picked up by 3:20 pm will be taken to after-school care (Wildcat Club) and the family's account will be charged at a base rate minimum of 1 hour of care.
- Provide positive learning conditions at home and ensure that their child's home assignments are completed in a timely, appropriate manner.
- 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 Director.

### Parent Agreements

Parents agree to:

- 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 a designated person for pick-up.
- Provide a Certificate of Immunization or a signed Exemption form before the start of the school year.
- Notify the office of any change of address, phone, or other information as indicated in the enrollment agreement.
- 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.
- 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.
- Pick up your 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 \$12 per hour.
- Pay for damages their child causes to the school or other's belongings.
- Ensure their child attends school unless the child is sick (fever, vomiting or diarrhea). Do not send sick children to school or school activities.

## 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 **fifth** 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 you 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 May 1 for the upcoming school year will receive a 3% discount.
- Your tuition account must be current for a student to start school.
- Any alternate tuition payment plan must be submitted in writing to the office manager and approved by the Director.
- Students who remain at school more than 10 minutes after school has ended will be charged a base rate minimum of one hour of childcare (\$12/hour) for the first hour; after which time the rate defaults to our base aftercare rate of \$25/day.
- Withdrawal conditions apply. Refer to your **Enrollment & Financial Contract** for conditions for withdrawal.

## Tuition Responsibilities

The annual tuition is divided into 10 monthly payments (June – March). You can make monthly payments or pay the full amount by May 1<sup>st</sup> and receive a 3% discount.

Monthly statements will be emailed to families on or around the 15<sup>th</sup> of each month for tuition that is due on the 1<sup>st</sup> of the following month. The links to these statements do expire so if you need them for tax purposes, please save a copy for your records.

There are several options to pay your tuition:

- Pay in person at the school office between 8:00 am-3:45 pm.
- Drop your payment in the tuition box located in the front office.
- Mail your check to 26423 NE Allen St, Duvall, WA 98019
- Use your bank's online bill payer system to set up automatic payments to Hillside Academy. Use your child's name as the "account number".
- Make payments on our website a [www.hillsideacademy.com/payments/](http://www.hillsideacademy.com/payments/). We do have to pass along the 3.5% credit card processing fee.
- Use your credit card on file to pay your tuition each month – we do have to pass along the 3.5% credit card processing fee. Please contact the school office if you are interested in this option.

## Students

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### Student Expectations

Our goal at Hillside Academy is 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 the means to correct it. Hillside Academy has the right to terminate the enrollment of any student for cause at the discretion of the school's administration. Refer to our discipline policy for additional information.

### Hillside Academy's "WILDCAT PRIDE" States:

- Wildcats are **POLITE**
- Wildcats have **RESPECT** for themselves, others, and school property
- Wildcats demonstrate **INTEGRITY** by doing what they say they will and telling the truth
- Wildcats will be **DISCIPLINED** by being on time, being prepared, and showing self-control
- Wildcats are **ENCOURAGING** to themselves and others.

Please view our Student Code of Conduct on our website at:

[www.hillsideacademy.com/wp-content/uploads/2022/08/Elementary-Student-Code-of-Conduct-2022-2023.pdf](http://www.hillsideacademy.com/wp-content/uploads/2022/08/Elementary-Student-Code-of-Conduct-2022-2023.pdf)

### Hallway & Outside Stairwell Behavior

When in the hallways or outside stairwells, students are expected to respect other classes and businesses. Students using the outside stairwells need to go from one level to the other promptly 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.

### Recess

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 promptly and the first time, 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 be ready to play outdoors daily.

## Student Privileges

Students at Hillside Academy are exposed to numerous opportunities and privileges such as recess activities, classroom celebrations, school assemblies, class/school field trips, before/after school activities, enrichment activities, science camp, art/music programs, 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.

## Student Rights & Responsibilities

Students at Hillside Academy have the right to:

- Receive a strong academic education.
- Attend a safe school where they can be themselves
- Have their personal property protected.
- Not be discriminated against .
- Privacy of personal information.
- Fair and just treatment by school staff and teachers.

Students at Hillside Academy are responsible to:

- Follow the Wildcat Code of Conduct
- Work within the mission of the school
- Attend school when in session and be on time
- Complete all work/projects as assigned by their teacher
- Bring appropriate materials to class
- Follow school/classroom rules
- Respect the rights of others
- Use appropriate language and behavior
- Respect school property
- Comply with the requests of school staff
- Dress appropriately for school

## Dress Code

Appropriate clothing is essential to maintain a positive learning environment and ensure the safety and well-being of our students at Hillside Academy. "Dress for Success" attire is required on Expo days, when we have visiting speakers, and during class field trips, when applicable.

If there are any dress-related issues, we may contact parents to help resolve the problem. We may also provide alternative clothing items for the day if needed.

- Bare midriffs, net shirts, and clothing bearing inappropriate logos (drugs, alcohol, tobacco, or pictures/statements that could be deemed inappropriate) 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 days.
- Heelies (shoes with wheels) are not allowed at school.
- Shoes and/or socks must be worn at all times.

**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 rain or shine, so it is important to dress for the weather. Students will stay in from recess only for extreme weather (thunder/lightning, smoke, extreme hot or cold).

### 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 infections, 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.



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If a student becomes ill during the 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.

### Medication Information

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 the medication to be dispensed

If a 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.

### Obligation to Report

All injuries that occur while students are at school will be recorded and an incident report will be sent home to parents.

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

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### Snacks & Lunch

Students should bring a sack lunch to school daily. Guidelines will be established in the classroom for students with allergies. Please contact your child's teacher and/or the school director.

### Physical Education

Our elementary students participate in PE classes. Occasionally, the PE teacher may elect to have class outside or at a community field. Classroom teachers will provide a class schedule and include when PE and other specialist classes are scheduled during the day. Please have your student(s) dress in appropriate shoes (**no flip-flops.**)

### Re-Enrollment

Re-enrollment for the upcoming school year will begin in late January. If you have any questions about enrollment, please contact the registrar at [registrar@hillsideacademy.com](mailto:registrar@hillsideacademy.com). All re-enrollment is done online via your ParentsWeb/FACTS account.

### School Communication

Hillside Academy communicates to our parents in many ways, such as weekly teacher emails, Facebook, and schoolwide communication through FACTS. Parent forms and other school-related resources are available at our website at [www.hillsideacademy.com](http://www.hillsideacademy.com).

Hillside Academy posts regularly on Facebook various current events and daily happenings.

### Science & Leadership Camps

At Hillside Academy elementary students attend science camp in second through fifth grade. Camp is an important part of our curriculum and attending is a priority. 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 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 classroom teacher.

### EXPOS

Our project-based learning curriculum allows students to display and present their work through Expos.

There will be three Expos during the school year. An Expo is a showcase where students present their solutions to a given problem. These Expos integrate various content areas, allowing students to create comprehensive presentations on the subject matter.

Expos are student-led, and students are expected to "dress for success." They will present their work to guests and receive feedback. Attendance at Expos is mandatory, as they are a critical part of our students' learning experience.

### Why Fundraising is Important

At Hillside Academy, tuition covers 80%-90% of our total operating costs. To bridge the remaining 10%-20%, we rely on the generous support of our community through various fundraising efforts throughout the year. Your participation in these initiatives helps us continue to provide an exceptional educational experience for all our students. By contributing, you are directly supporting the programs, resources, and opportunities that benefit every child at Hillside Academy.

Several fundraising opportunities take place throughout the school year, such as our Wildcat Hop-a-thon in October, Giving Tuesday in November, and a Spring fundraiser. As a 501(c)(3) non-profit organization, several companies will match monetary donations and some will even match volunteer hours. Your assistance in procuring donations, volunteering services, providing sponsorships, or giving tax-deductible monetary donations is greatly appreciated.

Thank you for your continued support and dedication to our school's mission.

### 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.

Grades 2nd-8th 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.

### Skateboards, In-line Skates

Students may ride their skateboards, longboards, inline skates, and so on, to and from school; however, they must store them outside. 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.

## Harassment, Intimidation & Bullying

At Hillside Academy there is zero tolerance for harassment or bullying.

Harassment, intimidation, 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 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 [www.hillsideacademy.com/wp-content/uploads/2022/08/Bullying-Policy-2022-2023.pdf](http://www.hillsideacademy.com/wp-content/uploads/2022/08/Bullying-Policy-2022-2023.pdf)

## Smoking, Drugs & Alcohol

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, or referred to a social agency and/or law-enforcement authorities.

## Student Behavior & Discipline

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### Wildcat 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 how this mission is carried out.

Our mission is to inspire future innovators and leaders who are confident, passionate, and love learning. We achieve this through an individualized, hands-on, and project-based environment that integrates Christian values while striving for academic excellence.

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.

### Child Guidance, Child Restraint, and Corporal Punishment

We will guide students using positive reinforcement, positive redirection, and modeling appropriate actions and conversation. Time outs, while rare, will only be used as a means to separate a child from a situation that needs more attention, and then, will be used as a teachable moment to help correct future events. This is done through conversation and open-ended questions that will allow a child to think through the event and encourage a self-driven solution.

A child will only be physically restrained if the child's safety, or the safety of others, is threatened. This restraint must be limited to holding the child as gently as possible, limited to the minimum amount of time necessary to control the situation, and be developmentally appropriate. We will never use corporal punishment to discipline a child. It is strictly forbidden.

### Expulsion

Unfortunately, there are sometimes reasons we have to ask that a child be removed from our program either on a short-term or permanent basis. We want you to know we will do everything possible to work with the family of the child(ren) to prevent this policy from being enforced.

#### **When a Child is Having a Problem in the Classroom:**

- Staff will try to redirect the child from negative behavior to positive behavior.
- Staff will reassess the classroom environment, appropriate activities, and supervision.
- Staff will always use positive methods and language while disciplining children.
- Staff will praise appropriate behaviors.
- Staff will consistently apply consequences for rules.
- The child will be given verbal warnings.
- The child will be given time to regain control.

- The child's disruptive behavior will be documented and maintained in confidentiality. (Parent/guardian will be notified verbally.)
- The parent/guardian will be given written copies of the disruptive behaviors that might lead to expulsion.
- The director, classroom staff, and parent/guardian will have a conference(s) to discuss how to promote positive behaviors.
- The parent will be given literature or other resources regarding methods of improving behavior.
- Recommendation of evaluation by professional consultation.
- Recommendation of evaluation by local school district child study team.

### **Schedule of Expulsion**

- If after the remedial actions above have not worked, the child's parent/guardian will be advised verbally and in writing about the child's or parent's behavior warranting an expulsion. An expulsion action is meant to be a period of time so that the parent/guardian may work on the child's behavior or come to an agreement with the school.
- The parent/guardian will be informed regarding the length of the expulsion policy.
- The parent/guardian will be informed about the expected behavioral changes required for the child or parent to return to school.

### **Parental Actions for Child's Expulsion/Termination of Services**

- A child's services may be terminated due to that child's parent or guardian's inability to meet the expectations and requirements of the school program. Expectations and requirements of the program include but are not limited to, unpaid bills, continual late arrivals, or a parent, guardian, or family member's inappropriate or unsafe behavior in or near the school space.

### **Child's Actions for Expulsion**

- Failure of the child to adjust after a reasonable amount of time.
- Uncontrollable tantrums/angry outbursts that cause harm to the child's self, staff, or other children.
- Ongoing physical abuse to staff or other children.

**Elementary**  
**Student & Parent Acknowledgement Page**

We have read, understand, and agree to the guidelines outlined in the **Hillside Academy Elementary School Parent-Student Handbook**.

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Student Signature

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Parent Signature

**Please sign this page and return it to school by September 13, 2024.**

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Student Name – *Please print*

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Student's Teacher