



40 Preston Lane

East Flat Rock, NC 28726
(828) 697-4782

Parent-Student Handbook

2016-2017

Jenny Moreno- Principal
Kyle Barker- Lead Teacher

Welcome

The staff of Hillandale Elementary are pleased to welcome you to another exciting school year. We take great pride in the nurturing academic and social environment we offer to our students.

Hillandale Elementary follows and implements the Common Core standards for math and reading while using the NC essential standards for science and social studies. We seek to provide a wide variety of learning opportunities to assist the students learning. Our goal is to see growth in all areas to develop students into self-assured, self-confident and self-reliant citizens. We are committed to maintain strong parent to school communication as a primary means of supporting your child's learning experience.

This handbook is available to help some basic questions regarding day-to-day routines and operations of our school. It will assist you as you support your child's learning, but please do not hesitate to ask a staff member if you have any questions/concerns. Thank you in advance for all the work you do to help make the 2016-2017 school year a success for your child.

Mission Statement

Hillandale is a safe, nurturing community where leaders learn and grow.

Vision

Every student will love learning and be a caring, confident, and contributing citizen.

Core Values

- *We value learning.
- *We embrace diversity.
- *We foster character development.
- *We encourage collaboration.
- *We celebrate academic excellence.

Calendar

The school calendar can be found by following this link to the Henderson County Public Schools website: <http://www.hendersoncountypublicschoolsnc.org/calendar/> Please remember this schedule can change due to weather cancellations.

School Day Times

Drop off students: 7:30-8:10am

Universal Breakfast: 7:30-8:10am

School starts at 8:15am (students in room ready to learn)

Pick up time: 3:00pm

There are early release dates built into the schedule on these days pick up will be at 12:00(noon)

Early Dismissal or School Closing: In the event the school closes or lets out early for weather the local radio and TV stations will announce the event. You will also receive a phone call from School Messenger(automated telephone system) to alert you of the closing. We ask that you keep the school up to date on any changes in phone number so we can ensure that you receive these important calls. We request that you rely on these resources and not call Henderson

County Public Schools or the school to garner information.

Attendance

Good attendance is essential to the academic success of students. HCPS Attendance Policy 405 ([link here](#)) states that elementary students must be in attendance for a minimum of 164 days to be considered for promotion to the next grade. This limits the number of absences for students in elementary schools to 16 days per year.

Attendance at school is important every day of the school year. For a child to do their best, he/she must be present at school. Please do not schedule vacations during the school year.

Educational vacations are not lawful absences.

When your child is sick, we certainly do not expect him or her to attend school, but please make every effort to have your child in school each day possible.

1. If your child has a chronic illness or is hospitalized for an extended period of time, please

submit medical verification to the principal.

2. Please keep the teacher and school informed by note by the third returning day of the reason each time your child is absent from school. Parents must provide the school with a note identifying the reason for the absence within three (3) days of their child returning to school. If we do not receive a note explaining the child's absence then it will be coded as unlawful. The note should be dated and specify the reason for the absence.

An unlawful absence is defined as a student's willful absence from school without the knowledge of the parent or guardian, or the student's absence for any reason other than illness or injury, quarantine, death in the immediate family, medical or dental appointments, court or administrative proceedings, or religious observances.

Tardies:

Students arriving after 8:15 a.m. are tardy and must report to the office and be signed in by their

parent for admittance to class. Students should not leave school prior to 3:00 p.m. except for appointments or emergencies. Tardies cost your child valuable educational instruction. Tardies also interrupt the learning process for other students. Be considerate of other students' education. Excessive tardies may result in a referral to the Henderson County Public Schools' attendance counselor, required conferences, and/or required after school make-up time.

Early Pick-up:

Parents are requested not to pick up a child before the regular dismissal time. This is an interruption of the educational process, not only for your child, but other children as well. If a child leaves before 11:30 am and does not return, he/she is marked absent for the entire day. However, any portion of the day a child can attend is to their benefit. Please provide verification for medical appointments. Please schedule these as near the beginning or end of the day as possible so your child can be in school.

Students leaving early must be signed out in the office and be dismissed only to a parent or approved family member as determined by the student's emergency card information. This procedure is for your child's protection – please keep information updated to facilitate this function, especially in emergency situations or early weather related school closings.

Car Riders

AM:

Traffic on W. Blue Ridge is very heavy in the mornings and afternoon. Please plan your departure time from home so that you will be able to have your child at school no later than 8:10.

Car riders should plan to be at school between 7:30 a.m. and 8:10 a.m.

1. Unload at the front of the building by stopping in the lowest available number.
2. Allow your child to get out of the car only when you are in the circle where the adults are standing.
3. Be ready to unload immediately. Money and instructions, etc. should be taken care of BEFORE you arrive in the drop off area.
4. Visitor parking is limited. Do NOT park in the bus parking lot. It is UNLAWFUL for cars to be in the bus parking area. All students should enter through the front doors for safety and security reasons.
5. Help your child to gain experience and independence of walking to class alone as soon as possible. Adults monitoring the front door and walkways will assist them.
6. Do not park in the driveway or on W. Blue Ridge as it creates unsafe situations.
7. Students eating breakfast should arrive by 7:55 a.m.
8. Students arriving before 7:30 a.m. will need to enroll in PSAM. Students arriving between 7:30 – 7:50a.m. and not eating breakfast will be supervised.

PM:

A dismissal procedure has been developed to provide student safety at car rider dismissal. Your continued cooperation is appreciated to keep our students safe. Upon arrival on campus, cars will form a line around the parking lot to minimize cars stopping on W. Blue Ridge.

1. Student names will be called as listed on the car tags provided at the front office. If anyone arrives to pick up a student without a car tag, they will be asked to park and come into the front office to proceed with the dismissal.
2. Cars will be directed to a numbered spot in front of the school.
3. Once all cars have come to a complete stop, students will be directed to load.
4. Once all students have been loaded, the cars in the circle will be directed out and the next line will be directed into the circle.

All students are loaded in cars by 3:25. Please plan on arriving by then to pick up students. All parents are asked to refrain from parking on W. Blue Ridge or in the bus parking lot as they are unlawful and create unsafe situations.

Your cooperation is appreciated as we continue to seek ways to monitor student safety!

Bus Riders

Riding a school bus is a privilege – not a right. All busses are under the authority of the bus driver. Students must obey the driver and the bus rules. School bus misbehavior will be reported to the principal who will take appropriate action to correct the problem.

1. SAFETY is the utmost concern on our busses. The bus driver may assign seats if necessary. Cameras may be used on the bus for periodic monitoring of bus activity.

2. Students must sit on their bottoms and facing forward while riding the school bus.
3. Students need to remember to avoid loud talking and yelling.
4. Students must get off at the same place everyday unless they have a note from their parents which has been signed by the teacher or principal.

Expectations

Students are expected to show respect for themselves, others, property, and learning. Please refer to the Henderson County Public Schools Student Code of Conduct for additional information.

School - Wide Rules

Listen to and respect all adults and students

Keep your hands and feet to yourself

Use polite and kind words

Arrive at school promptly, prepared to learn, and no earlier than 30 minutes before the start of school

Balls, toys or other personal game paraphernalia are NOT allowed at school

Playground Rules

"Freeze" when you hear an adult calling

Line up when instructed

Use all play equipment and balls appropriately

Students must stay in designated play areas. Students must get teacher / staff permission

before leaving playground area

Snack and popcorn must be eaten in the designated area. All garbage must be thrown away in the trash.

All games must be played correctly and follow the specific rules to that game.

No football or any contact games (such as tag) are allowed.

Hallway Rules

Walk at all time. Running in the hallway is not allowed.

Always have a hall pass

Keep hands and feet to yourself.

Walk quietly and do not disturb other classes and students.

Cafeteria Rules

Walk quietly into the cafeteria

Eat lunch with your best manners

Food and drinks must stay in the cafeteria

Classes are expected to clean up before being dismissed

Restroom Rules

Have a hall pass

Use the bathroom properly and in a timely manner

Wash your hands with soap and water. Throw paper towels into the trash.

Playing in the bathrooms is not allowed.

Assembly Rules

Be respectful

Pay attention to the speaker(s)

Sit properly so that others may also enjoy the assembly.

Cell Phones

Students may use the office phone in the case of an emergency with a note from their teacher. Students may bring cell phones to school for the purposes of safety only. Use of cell phones during the school day may disrupt teaching and the learning environment. They are to remain turned off, and inside backpacks. Cell phones are not allowed to be used while the child is in the custody of the Hillandale Staff unless given specific permission by a staff member. This time period starts at the beginning of the school day (on bus or arrive at school) and extends to the time the student arrives home. These guidelines will be followed during after school activities, field trips, and during bus time.

If a cell phone rings or if a student is using one without permission, Hillandale staff will follow this protocol: confiscate it, send it to the office, file a discipline referral. After the first infraction: the student may pick up item at the end of the school day; second infraction: a parent must pick up the item; third infraction: the item will be stored for pick-up after the last day of school in June.

The school will not be responsible for any lost, stolen, damaged, or confiscated phones, or for usage fees resulting from such confiscation.

SCHOOL BUS STUDENT RULES

1. Student will obey driver at all times.
2. Do not eat or drink on the bus - keep the bus clean.
3. Be courteous! No profanity, loud talking, rude gestures, or fighting.

4. Keep all parts of your body - and all objects - inside the bus and to yourself.
5. Remain seated with feet on the floor while the bus is in motion.
6. Keep noise to a minimum; no yelling or screaming.
7. No throwing objects while on the bus.
8. Do not litter, write on, or damage the bus.
9. Student will listen to the driver in case of an emergency.

Remember: If you follow above rules you will have a safer, more enjoyable ride.

Wait for your bus in a safe place - 10 feet off the roadway.

Be at stop 5 minutes before pick up time.

For your own safety, do not distract the driver through misbehavior.

Bus Incident Plan

First Offense- Bus driver will talk to student and explain to them what rule was violated and the child will sit in the front seat for 3 days.

Second Offense- Referral to administrator.

Third Offense- Bus Suspension

* Depending on the severity and nature of the violation the administration may alter this plan to ensure that all students on the bus are in the safest environment possible.

*Assigned seats may be given by the driver or administration to ensure all students safety.

Communication

1. Send a note to the teacher if your child's after-school ride situation changes. Be specific as to what your arrangements are for the child to go home.
2. Send a note if your child is going home with another child. All parties involved will need to send notes. The notes should be approved by the teacher. Please reference the information above about bus capacity.
3. Please advise the school of any telephone, address, or other vital information changes. We need this information as soon as possible so that we may have effective communication between school and home.
4. If you have custody papers for your child, be sure they are on file with us. We cannot enforce agreements without court documents.
5. If your child is having a problem in school, please schedule a conference with the child's teacher. Please give the teacher an opportunity to assist you with solving the problem. If you need additional assistance, please contact the principal.
6. Conferences should be scheduled before or after school. Schedule conferences in advance when possible. Mondays are generally not available as they are designated staff meeting days.
7. Sometimes the teacher may be able to return your phone call during their planning time. Please do not request that a teacher leave the class to take a phone call. Leave a message and they will return your call as soon as time is available.

8. Please extend the courtesy of making an appointment to speak with school staff.
9. Work with your child on responsibility for carrying messages back and forth between you and his/her teacher and getting information home such as parent memos, school notices, teacher notes and other important communications.

Food Service

Well-planned meals are served in the cafeteria. Parents are encouraged to eat with us and enjoy time with your child. If you visit your child for lunch, please notify your child's teacher to be sure enough food is prepared by the cafeteria staff.

Children will not be allowed to charge for their meal if they accidentally forget his/her lunch money. An alternate lunch will be provided in this case. Please plan to pre-pay to avoid charges.

Students may pay for lunches daily or may prepay for lunches. Lunch and breakfast prices are as follows:

Breakfast: All Children will be able to receive free breakfast from 7:30-8:15am

Lunch: full cost \$2.40, reduced \$ 0.40, adult \$3.25; extra milk \$0.50

Link to [HCPS lunch menus](#)

Food to Classroom

Due to the increase in food allergies and food-borne illnesses, home-produced items are prohibited from being used as part of school-based parties and celebrations. Foods for these events must be commercially prepared, packaged and labeled.

Student Health Concerns

To administer medicine, we must have a special release form filled out by a physician. You may obtain these forms from our school office. We must also have the medicine in the original packaging.

Please do not send your child to school if he/she has a fever, lice, pink eye, or other obvious illness.

We have basic first aid supplies for minor scratches and scrapes. Parents will be contacted to assume responsibility for decisions regarding serious injury or illness.

We do take temperature readings and in the event of a fever, you will be contacted to come for your child. **IT IS IMPERATIVE THAT WE ARE ABLE TO REACH SOMEONE IN CASE OF EMERGENCY; BE SURE WE HAVE CURRENT PHONE NUMBERS WHERE YOU CAN BE REACHED.**

Hair Lice can be a common problem in elementary school. Should nits or live lice be detected, you will be called to take your child home. Your child may return to school when the hair is free of nits. Upon return, an adult must accompany your child to the office for a check before re-admittance.

We have a wonderful school nurse at Hillandale. However, call the school and leave her a message if you have questions.

Students must be in compliance with all state laws with regard to immunizations and health assessments.

Lost and Found

Lost and found is located just outside the office area. Students who have misplaced jackets, sweaters, shirts, etc. should always check there for such items. Parents are asked to clearly label all materials belonging to their child. This makes it easy to return the lost item.

Parent-Community Involvement

The PTO provides parents the opportunity to work together with teachers in a cooperative effort to provide students with an effective and positive learning environment. We encourage all parents to participate in the PTO, helping to provide the support and involvement necessary to make Hillandale an inviting educational environment. Working together we will be successful.

Volunteers are an essential part of any successful school. Hillandale Elementary welcomes parent/community involvement. We need volunteers to share their time and talents to enhance our school programs and curriculum. [Volunteer Info](#)

Websites

Here are some links with helpful information for parents.

[HCPS Parent Page](#)

[HCPS educational websites](#)

PSAM/PSPM

Public school AM/PM/PLUS are optional before, after, and all day care child services designed especially for the children of Henderson County Schools and their working parents.

The program operates on a self-sufficient basis.

Fees are kept as low as possible yet provide the necessary revenues to pay staff salaries and supplies.

PSAM/PSPM is licensed by the North Carolina Department of Human Resources, category 5 star rating, as well as the Department of Public Instruction. Inspections are state conducted on a regular and annual basis to maintain this license. The staff of PSAM/PSPM at each site includes a director, who is in charge of the program, and one or more assistants to provide quality, individual care for the children. All staff receive regular training and are certified in First Aid and CPR. Eligible Students Henderson County students in grades K-6. Middle school students at an active participating site only.

Hours of Operation

PSAM....6:30-7:50 AM

PSPM....from school dismissal to 6:00 PM

PSPM 1/2 Day....dismissal to 6:00 PM

Safety and Security

Student safety is a paramount concern of parents and teachers. For this reason, all visitors must enter school only by the OFFICE ENTRY.

1. Go by the office to check in and get a visitor or volunteer badge. Teachers are required to ask that anyone who comes to their door without a badge return to the office for proper sign-in.
2. Please have the courtesy of making an appointment if you plan to visit or observe during the instructional day.
3. If you plan to join your child for lunch, please notify the teacher by sending a note to the teacher. This will help us plan to have enough food ready each day.
4. All exterior doors will be kept closed and locked at all times. For our students' safety, we ask everyone to please enter at the main office.

Emergency drills

We work closely with local law enforcement and first responders to create a safe learning environment for each individual.

1. Fire drills are held at least once a month.
2. Tornado drills are held periodically.
3. Lock down and emergency procedure drills also will take place periodically.

Dress Code

For all students—School dress should be appropriate and proper so as not to cause disruption in the learning process. Clothing which advertises drugs, alcohol, tobacco or violence or has an inappropriate phrase or logo is prohibited. On days your child has PE, please wear appropriate shoes for physical activity.

1. Hats and sunglasses must be put away while in the building.
2. Pants should be worn properly around the waist.
3. Flips flops are not allowed on PE days and shoes with cleats or wheels are not allowed at any time.
4. Grades 3 – 5 Boys: shirts with sleeves; Girls: shoulder straps must be at least 2 inches or more and the length of shorts, skirts or dresses must not be shorter than fingertips when standing with arms at sides. Boys and girls: underwear must not be visible.

Confidentiality and Accesses to Records

Henderson County Public Schools comply with the Family Education and Privacy Act of 1974 (FERPA), under which parents or otherwise authorized persons may inspect and review, contest the accuracy of, and control access to student educational records. Student educational records are made available within 45 days to the student's parent, eligible students (those 18 or older), and school officials who have a legitimate educational interest in seeing the records. Student educational records may be released to others only in accordance with stated legal guidelines. A copy of the complete policy pertaining to confidentiality and access to student records may be obtained at each Henderson County Public School and from the office of the superintendent. Complaints regarding alleged failure to comply with FERPA may be brought to the attention of

the Office of the Secretary, Department of Education, and Washington, DC.

Internet Safety for Parents

The Internet has drastically changed the way that children interact with the world. They have access to in-depth knowledge, tools to express their creativity, and people from all over the world. Yet along with offering a new way to connect with the world, the Internet also offers new risks:

- Cyber bullying
- Exposure to inappropriate material
- Online predators
- Revealing too much personal information

Learning to recognize the warning signs of these risks will allow trusted adults to intervene and lessen potential negative impacts. By acting as a resource, parents and guardians can help make the Internet a safer place for their families. As a parent or guardian, you should stay well-informed about current issues to understand what your children are experiencing on and off the Internet. If they are social networking, instant messaging, using webcams, or blogging, help them use these tools safely by learning how to use them yourself. Children whose parents and guardians regularly talk to them about personal safety are more likely to exhibit responsible behavior on their own.

NetSmartz ([link](#)) invites you to learn about the issues surrounding your children's online lives. Then use the discussion starters to help you begin a dialogue about safety with your children.