



Hilldale School

K-8 Parent Handbook

2018-2019



The Hilldale School

79 Florence Street Daly City, California 94014

Phone: (650) 756-4737, Fax (650) 756-3162

www.hilldaleschool.org

Welcome!

It is with great pleasure that we welcome our students and parents to another fantastic school year! Our goal is to teach skills that will help children grow intellectually, physically, socially, and emotionally and to prepare them to succeed in a competitive world. Our "Commitment to Excellence" is our promise to you and our expectation of every student and parent in our school community. In order for everyone to gain the maximum benefits during the school year, a cooperative teamwork effort on the part of the teachers, classified staff, administrators, students, and parents is necessary. We especially encourage our students to make the most of their time with us by becoming active, involved, and by finding excitement in the adventure of life-long learning.

Up-to-date teaching strategies are used in order for Hilldale students to be prepared for the twenty-first century. We emphasize the basic fundamentals enhanced by technology, problem solving, cooperative learning, and critical thinking skills. Students will be encouraged to develop to their highest academic potential as well to integrate social responsibility and respect as a part of their daily lives.

As our global society becomes more interrelated, we must remain cognizant of the fact that getting along in the world begins with getting along "at home." While a student is at Hilldale, the School is "the home" for the child during the academic day. It is our goal to make sure that a challenging, nurturing, and enjoyable work setting is provided for all students. In order to create an atmosphere conducive to exceptional learning and exciting experiences, there must be structure, kindness, cooperation, and a common understanding of rules and procedures. Everyone—students, teachers, and parents—must realize that choices in words and actions result in consequences (positive or negative). At Hilldale, we want everyone to make thoughtful choices and to understand the consequences of inappropriate words and actions. Therefore, standards and rules enable the entire Hilldale community to have a common understanding of what is behaviorally acceptable so that everyone can have a safe learning environment. This Parent/Student Handbook has been developed so that the entire Hilldale community has an understanding of the School's policies and procedures. These procedures are guidelines, and the School reserves the right to interpret rules and policies as individual situations and needs arise. Please take the time, as a family, to go over the established standards and rules so that students are hearing and understanding these behavioral expectations both at home and at school.

Please understand that these rules and standards are not finite. It would be a major task to list every possible rule or standard in which a community believes. The four underlying philosophies behind all the basic school rules are:

Be Kind

Be Respectful

Be Safe

Be Productive

Our students will continue to grow and develop as challenges present themselves. By learning to be responsible for their actions in academics as well as in social settings, they will learn necessary skills. Being kind, safe, and productive will assist them in attaining goals that will nurture, challenge, and fulfill their lives as they participate and interact with others in the school and in the smaller and larger "home" communities of family, friends, and society.

Kathi and John Sittner, Owners

Hilldale School 2018-2019 Staff Directory

All staff can be emailed by using: firstname.lastname@hilldaleschool.org.

Phone: (650) 756-4737

ADMINISTRATION & OFFICE STAFF

Dept.	Ms./Mr.	First	Last	Ext.
Principal	Ms.	Sasha	Clayton	15
Vice Principal	Ms.	Nicole	Leonard	10
Office Manager	Mrs.	Jackie	Pousson-Cheng	11
Extended Care Director	Mr.	Garson	Lee	25
Information Technology	Mr.	Bernardo	Marquez	32

FACULTY & TEACHING STAFF

Dept.	Ms./Mr.	First	Last	Ext.
Transitional-Kinder Director	Mrs.	Marina	Voloshin	20
T-K Teacher	Mrs.	Nelly	Galvan	20
Kindergarten	Ms.	Gigi	Sanchez	14
Kindergarten Aide	Ms.	Elissa	Yakas	14
First	Miss	Hannah	Dreibelbis	13
Second	Mrs.	Savannah	Spurlock	16
Third	Mrs.	Kim	Valladares	23
Fourth	Mrs.	Nicole	Hergert	12
Fifth	Ms.	Miranda	Daniels	26
Mid Sch Specialist (Hmrm 6)	Ms.	Fetoun	Reda	18
Mid Sch Math/Sci (Hmrm 7)	Mr.	Ben	Yurman-Glaser	19
Mid Sch Humanities (Hmrm 8)	Mr.	John	Trapasso	17
Spanish	Mr.	Dan	Cohen	24
Art	Mrs.	Olga	Kleytman	24
Music	Ms.	Kitty	Rea	24
Technology	Mr.	Mike	Dela Cruz	31

EXTENDED CARE STAFF/ AFTER SCHOOL TEACHERS

Dept.	Ms./Mr.	First	Last	Ext.
Extended Care Director	Mr.	Garson	Lee	25
Kinder After School Teacher	Mr.	Jace	Marzan	
1 st Gr. After School Teacher	Ms.	Eliana	Carr	
2 nd Gr. After School Teacher	Ms.	Christina	Vasquez	
3-4 th Gr. After School Teacher	Ms.	Donna	Manuel	
5 th Gr. After School Teacher	Ms.	Danielle	Bolus	
6 th Gr. After School Teacher		TBA		
7-8 th Gr. After School Teacher		TBA		

Extended Care is available from 7:30-8:30 A.M. and 3:30-6:00 P.M. Please dial Ext. 12.

The Pre-Kindergarten classroom can be contacted at Ext. 20 between 7:30 A.M. and 6:00 P.M.

BUSINESS OFFICE: (801) 359-2000

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ABOUT US

HISTORY

Hilldale School is an academically accelerated, family-oriented, Pre-Kindergarten through Eighth Grade private preparatory school nestled against San Bruno Mountain in Daly City. It is nonsectarian and co-educational and is dedicated to the full development of the individual student in preparation for the challenges of higher education and life. As a non-religious school, Hilldale welcomes students of all races, religions, and national or ethnic origins. Families come in many variations, and Hilldale School welcomes all.

Founded in 1948 as the Kindergarten through fourth grade "Hill-Dale Primary," located in the upper building at 25 Florence Street, when it provided a unique and innovative, experiential educational program, complete with ducks, sheep, and a garden for growing their lunch food! It grew, and in the mid-1960's, the "new building" at 83 Florence Street was built to accommodate the overflow. It became "The Hilldale School" when it was purchased by Dr. Patrick A. O'Donnell in approximately 1986. As far as we can tell, it has served the educational needs of the community continuously since 1948. When the original owners moved out of their home at 79 Florence Street, this building was converted to an office and school building, eventually housing four classrooms. Hilldale is now owned and operated by Kathi and John Sittner, who purchased it in 2003 and who have transformed it into an academically accelerated school with high academic standards. Hilldale seeks to provide our culturally diverse student body with unique and innovative opportunities for learning in a small, family-oriented environment. Our non-traditional school facility fosters the intimacy of a nurturing home-school experience, while providing a quality accelerated education for bright and gifted students.

MISSION

"Rising to the Challenge!"

Our mission is to inspire and challenge each child to become a responsible, positive, self-disciplined individual who is a life-long learner and leader and to nurture, inspire, and challenge the unique academic, personal, and social growth of each child while instilling the values of respect, responsibility, self-discipline, and service to our community.

We seek to promote the enduring habits of intellectual curiosity, appreciation for the arts, physical fitness, international knowledge and understanding, environmental stewardship, and respect for self and others. Habits of inquiry, independent thinking, and imagination are fostered through a rich and rigorous academic program with high expectations that challenges students to maximize their abilities. The goal is for students to leave Hilldale strong in character, well prepared for further education, determined to fully develop their own gifts, and ready to share those gifts generously with the wider community.

PHILOSOPHY

We believe that children learn best in an environment in which they are challenged to maximize their abilities, where individuality and diversity are treasured and nurtured, where students are actively engaged in the learning process, and where they are encouraged to act with self-discipline and to care about and respond to the needs of others and the community. We believe each child is unique, with distinct interests and abilities to be affirmed, developed and shared. With this in mind, Hilldale School is committed to providing an outstanding educational experience which addresses the whole child, preparing our students for the world they face today and will face tomorrow, as successful and contributing leaders and members of society.

With a structured, well-planned program, Hilldale School prides itself on an exciting and challenging educational environment which provides for the maximum individual development of each child in a close-knit, supportive, non-traditional setting. Designed as a small school with a low teacher-student ratio, we ensure a high level of personal attention and guidance, accompanied by well-defined limits, an emphasis on behavioral standards, and nurturing of emotional and social maturity.

Academic achievement is valued and recognized, and academic excellence is our common goal. Central to the academic program is the belief that students should make every effort to explore and maximize their academic abilities and interests. The direct presentation and mastery of basic skills in reading, grammar, composition, spelling, math, science, geography, and history provide the necessary foundation for study in most, higher level academic disciplines. Inquiry-based or project-oriented learning and critical thinking and problem solving skills encourage further depth and breadth in this subject matter. With the help of the Hilldale curriculum, successful students should be prepared to enter and excel in the most demanding college preparatory high school programs and to meet whatever challenges they may face in the future.

Enrichment through the arts is viewed as equally important to being a well-rounded citizen. Specialist programs are used to extend and enrich the academic programs, as well as to provide creative outlets. In an effort to help students understand and appreciate the world's cultural heritage, specialist classes in Spanish, Art, and Music are provided to all students beginning in Kindergarten. Spanish is taught three times weekly, because languages are considered an essential part of learning to understand the diversity of our world. The techniques, history, and appreciation of art and music are taught and encouraged. The physical education and ethics programs offer a wide range of activities designed to increase motor skills as well as form knowledge of, and positive attitudes toward, one's body and self. These programs also teach students to work together and create healthy relationships with others. Drama, speech, debate, and character education experiences improve critical thinking and public speaking skills. Technology classes ensure that children possess the tools that permit them to meet the demands of a complex technological world, and help to broaden, accelerate, and enrich classroom learning. Field trips extend the curriculum by providing practical, cultural, and aesthetic experiences. During extended care times, workshops are offered so that children have an opportunity to stretch their skills and talents by learning to think clearly and creatively. Workshops vary from year to year and range from arts-related topics such as Drumming or Theater to life skills such as Cooking, Gardening, and Animal Care. Photography, Academic Chess, Yearbook, and STEAM/Science are available, as are more physical activities such as Basketball, Soccer, or Swimming.

We provide a comprehensive and challenging academic curriculum that ignites our young learners. With small classes and mentoring programs, we are able to provide individualized attention and an opportunity for all students to excel. We encourage a sense of world citizenship and social responsibility; we stress environmental understanding and encourage positive ethical values and critical thinking.

The Hilldale Habits of **Respect**, **Leadership**, and **Independent, Lifelong Learning** are a part of daily reflection and action. Teachers and staff provide tools and resources for students to practice these habits in daily interactions.

STAFF

The administration hires the best teacher candidates with a credential and experience. Teachers are continuously evaluated and are encouraged and afforded opportunities to seek and experience staff development.

CURRICULUM – GRADES K-3

Hilldale uses a PK-8 accelerated curriculum, enhanced by the Core Knowledge curriculum for Kindergarten through Fifth Grades, with specific goals set for each grade level. Because these goals are generally one or more years ahead of and far more in depth than state standards, the academic program surpasses the requirements of the Common Core curriculum. Hilldale meets or exceeds the Common Core State Standards.

The Core Knowledge sequence, established in 1986, is the result of research into the content of the highest performing elementary school systems around the world, extensive consensus-building among diverse groups of teachers, scientists, professional curriculum organizations, and experts, and over twenty years of testing and fine-tuning in schools around the country. It is meant to encompass about 60% of the total curriculum and is based on University of Virginia professor Dr. E.D. Hirsch's philosophy that all children can succeed and most can excel, no matter what their background, as long as they are presented the shared body of knowledge which is common to all educated Americans. The method of delivery is meant to be a combination of direct instruction and activity-based instruction, but is left up to each teacher as to how best to present the curriculum and reach individual students. This philosophy allows for a multitude of educational approaches, including the wisdom of addressing "multiple intelligences" (visual, auditory, or kinesthetic strengths) and the need for encouraging "critical thinking skills" and concept development. It allows for a maximum of educational freedom and creativity, as each teacher can use the methods and materials which best fit both teacher and students. It does not tell us *how* to teach, but rather states that, because knowledge builds on knowledge, and because students often miss things which they should have learned before completing their education, we need to offer students a coherent sequence of specific knowledge and skills which build year by year.

When delivered well, the Core Knowledge sequence provides to students a broad base of knowledge and a rich vocabulary, decreases learning gaps, motivates students to learn, creates a strong desire to learn more, provides the knowledge necessary for higher levels of learning, and helps to build confidence. For schools, it provides an academic focus, encourages consistency in instruction, promotes a community of learners, and becomes an effective tool for lesson planning and communication among teachers and with parents. For parents, it provides a clear outline of what children are expected to learn and encourages participation and pride in their children's education. Further information about the Core Knowledge curriculum, general sequences for each grade level, and online articles about the curriculum may be found at www.coreknowledge.org.

CURRICULUM – GRADES 4-8

Because the curriculum in Grades 6 through 8 is much more difficult to match with the Core Knowledge sequence, especially in the areas of social studies and science, Hilldale School has chosen to modify the sequence in these areas. We feel that this will provide an equally well-rounded background with a better flow of information from year to year, aligning more closely to the usual sequence of the national textbooks. It includes an academic curriculum with a strong focus on international understanding.

Students will receive direct instruction in some areas, and will engage in small group and project-oriented learning in others. They will continually be challenged to think critically about the subjects at hand, to apply their new knowledge to their daily lives, and to strive for excellence in everything they do. Parents can help by encouraging their child to do this at home, as well.

Hilldale instructs students explicitly in the foundations of critical thinking using the research of Dr. Richard Paul at the Center for Critical Thinking. These are integrated into every class, but explicitly taught in the humanities at the middle school level. Students are required to analyze, synthesize, and innovate addressing the elements of reason and the standards of reason in their written and oral work.

Sixth - Eighth Grade students participate in Contemporary Issues and Service Learning classes (Community Council) weekly. They discuss and research current events, determine areas in our community which need improvement, create an action plan to meet these needs, and take steps toward improving the situation they have deemed in need of attention. Students will go out into the community individually and also as a school to do community service. We seek to create a group of students who understand the power of their voices in matters of social justice, and who understand that they have a responsibility to improve the world according to the principles that guide them. All students participate in Service Learning projects. Students practice their Hilldale Habits of Respect, Leadership, and Independent, Lifelong Learning on a daily basis.

SCHEDULE

All class schedules are posted on the website's homepage.

School Hours:

7:30 - 8:25 a.m.	Extended Care (Meet on Playground)
8:25 - 8:29 a.m.	Arrival—lockers/cubbies
8:30 a.m.	Academic day begins; doors locked
9:30 - 9:45 a.m.	Recess (4 th - 8 th Grades)
10:00 - 10:20 a.m.	Recess (Kinder - 1 st Grades)
10:15 - 10:35 a.m.	Recess (2 nd - 4 th Grades)
11:45 - 12:05 p.m.	K-4 Lunch & 5-8 Recess
12:05 - 12:30 p.m.	K-4 Recess & 5-8 Lunch
1:15 - 1:30 p.m.	Recess (3 rd - 4 th Grades)
1:45 - 2:00 p.m.	Recess (1 st - 2 nd & 4 th - 5 th Grades)
2:00 - 2:15 p.m.	Recess (Kinder - 1 st & 5 th Grades)
2:45 - 3:30 p.m.	STEAM Groups—Wednesdays only
3:30 p.m.	Dismissal from academic day
3:30 - 6:00 p.m.	Extended Care (pick up at any time)

Extended Care includes:

7:30 - 8:25 a.m.	Free play on the playground
8:20 a.m.	Upper School students dismissed
8:28 a.m.	Lower School students line up & are taken to class by teachers
8:30 - 8:55 a.m.	Monday Assembly
<hr/>	
3:30 - 4:00 p.m.	Recess and snack break
3:45 - 4:30 p.m.	Creative Workshops if child is enrolled (session 1)
4:00 - 4:15 p.m.	Snack break (K-2 nd)
4:00 - 5:00 p.m.	Required Homework Club (3 rd - 4 th)
4:00 - 5:30 p.m.	Required Homework Club (5 th - 8 th)
4:15 - 4:45 p.m.	Required Homework Club (K - 2 nd)
3:45 - 4:30 p.m.	Creative Workshops if child is enrolled (session 1)
4:45 - 5:30 p.m.	Creative Workshops if child is enrolled (session 2)
4:45 - 5:50 p.m.	Recess or Games (unless specified otherwise)
5:50 - 6:00 p.m.	Clean-up & pick-up time

(Pick up your child in the office if you arrive after 5:50 p.m.)

ACCREDITATION

Hilldale School is accredited through the National Independent Private School Association (NIPSA).

ADMISSION and ENROLLMENT

Hilldale School typically serves families in the San Francisco, Daly City, and Northern Peninsula areas. We welcome families who reflect the diversity of the Bay Area and who desire a challenging academic environment for bright and gifted children, where students may excel from individualized attention and positive affirmation that only a small school can provide.

Applicants may request a complete information packet and sign up for a tour of the school. If interested, they may fill out an application, pay an application fee, and submit the required paperwork. Then, we will schedule an assessment and class observation for their child. Prospective students spend a morning or full day (depending on age) in class and are personally assessed by the teacher(s) and principal. Official grades and standardized test scores from previous schools, if any, and a recommendation from previous teachers are required to complete the application.

Entering students must be not only academically able, but also socially compatible in order to be accepted. If academic readiness is not at the grade level benchmark, tutoring may be recommended before entry, or a child may be placed in a grade that is more compatible academically. Incoming Kindergarten students must have a thirst for academic stimulus, a desire to learn, and a long enough attention span to handle the complexity and richness of the program at Hilldale; additionally, they must no longer be taking naps by the time they enter school in the fall. They should have adequate social, motor, and language skills to allow them to take part in the accelerated classroom activities. Academically, they should know the alphabet and the letter sounds (including vowels); be able to write their first and last names; know their colors; be able to draw a picture of themselves; be able to identify and write numbers up to 20; understand the basic concepts of one-to-one mathematical correspondence, shapes and sizes, and time and space; and exhibit a strong vocabulary. A child's aptitude will also be assessed to determine readiness for the accelerated curriculum.

Applications are accepted year round, and students may enter the school mid-year as long as space allows it. Re-registration information is made available to returning parents and guardians in February, with enrollment preference given to those with deposits paid by the specified deadline. New admissions decisions are made in March with preference given to siblings of enrolled students and to early applicants.

The following information is required for every student prior to enrollment:

1. School Health Form
2. Copy of child's birth certificate
3. Written record of immunizations signed by a physician
4. Incoming Seventh Graders must have a record of vaccination against pertussis (Tdap) on or after their seventh birthday.
5. In Grades One through Eight, records must be received from the past school.

Medical records of all new students are audited, and the immunization status is reported to the State Department of Health each year. If parents/guardians do not obtain the required immunizations and provide the office with proof by the designated deadline, the child's enrollment will be suspended until the requirements are met. California law requires that all children are immunized before attending school.

TERMS OF CONTINUED ENROLLMENT

We delight in working with our families to provide the best education possible at Hilldale; however, enrollment is a privilege. Hilldale School reserves the right to terminate enrollment for non-payment of fees, continued academic issues, unresolved behavioral concerns, lack of parental cooperation, or for any other reason deemed appropriate by the principal and administration.

TUITION PROCEDURES

PAYMENT AGREEMENT

All parents must fill out and sign a *Payment Agreement* upon enrollment or re-enrollment. Those who desire special consideration because of financial concerns may apply for financial aid by filling out an application. The annual tuition may be paid by choosing one of several payment options on the *Agreement*. No credit is given for absenteeism or partial attendance.

As an educational institution, Hilldale School is not in the finance business; however, as a convenience it allows payment of the tuition to be made in two, ten, or twelve payment plans. The two payment plan has an additional charge for finance and service costs of \$150. The ten- and twelve-monthly payment plans have an additional charge for finance and service costs of \$300, and in addition, payments on these two plans are required to be made using Hilldale School's direct debit authorization. If any payment required to be made by direct debit is made in any other manner, there will be a \$25 service charge.

All tuition and fees are due and payable by 6:00 p.m. on the due dates. A \$25 late fee will be billed on payments received after the fifth day past the due dates and on all returned checks. While we try to work with families in the case of a sudden financial hardship, in the case of nonpayment of tuition and fees, a student may be asked to leave.

Once paid, the \$150 enrollment fee, the \$500 yearly deposit, and the per-diem tuition charge are non-refundable. This includes those new students who come with "30 Days Satisfaction Guaranteed." If a student moves more than 30 miles from Brookfield, they will be released from the contract and will be asked to pay only for the time they attended or will lose their \$500 deposit, whichever is larger.

END OF YEAR CHECK-OUT

All parent accounts, including any assessed book fines or late fees, must be up to date and paid in full in order to receive final grades, standardized test scores, and letters of recommendation to other schools.

MEDICAL and EMERGENCY PROCEDURES

ILLNESS

If your child becomes ill at school, he or she will be sent to the office where an assessment will be made as to the severity of the child's condition. The administrator or office personnel may consult the parent. Situations in which a student would be sent home include: fever, vomiting, diarrhea, a chance of exposing others to illness, or severe discomfort. Please help your child understand that mild stomach aches, headaches, runny noses, and general malaise do not warrant going to the office or being sent home.

Children should be kept home when they are visibly ill or have a temperature greater than 99 degrees. It is especially important to keep a child out of school if he or she has a contagious disease, as "bugs" are so easily shared in a school setting. Students must be free of fever for 24 hours before returning to school.

Please call and let the office know when your child is ill and will not be in school. If it is a highly contagious condition (strep throat, etc.), please let the office know that, as well. If you would like to pick up your child's homework, you may arrange to do so with the office.

Students who are sent to school with a fever, stomach troubles, or who exhibit visible signs of illness will be sent home. It is crucial that parents or guardians respond promptly when sick children need to go home, and that emergency numbers are kept current, so that family members or friends may be contacted in the event that parents or guardians are not available. Because we need to attend to all matters of the school and all children, we cannot care for your sick child all day. It is necessary for your sick child to be picked up within an hour.

FLU AND OTHER IMMUNIZATIONS

IT IS NOW STATE LAW THAT THERE IS NO LONGER AN EXEMPTION FROM STATE-REQUIRED IMMUNIZATIONS BASED ON PERSONAL BELIEFS. WE ALSO STRONGLY REQUEST THAT YOUR CHILD AND FAMILY GET A YEARLY FLU IMMUNIZATION NO LATER THAN NOVEMBER 1ST IN ORDER TO KEEP OUR SCHOOL SAFE FROM WAVES OF WINTER SICKNESS. WHILE THE SHOTS CANNOT PREVENT EVERY STRAIN OF THE FLU, THEY WILL CUT DOWN ON THE FREQUENCY AND SEVERITY OF WHAT IS "GOING AROUND."

PANDEMIC ILLNESS POLICY

Our pandemic illness policy has been developed using information and recommendations from the Center for Disease Control (CDC) and our local Health Departments. The procedures that we will follow depend on the severity and the closeness of the situation to our student and staff population. They may be adjusted as the school or the local health department may feel is in the best interest of our school community.

1. If the CDC makes a Determination That A Public Health Emergency Exists (DTPHEE) due to a flu variant or other disease, meaning that they are staging anti-viral medications for possible treatment and other preparations, but there is no confirmed case in the county in which the school is located:
 - a. Parents will be notified of the potential of a local pandemic if the disease spreads
 - b. Parents will be asked to watch carefully for flu symptoms or other symptoms as we may suggest, and will be asked not to send any child to school showing multiple symptoms (any two or more symptoms).
 - c. Teachers will be instructed that they not come to school if they have multiple symptoms (any two or more symptoms).
2. If we have a DTPHEE and any confirmed case in the county in which the school is located:
 - a. All parents will be asked to notify the school immediately if any member of the family has symptoms of the flu or of the disease at issue.
 - b. Parents will be asked to not allow any child to attend school until the risk of contagion is past for all members of the family.
 - c. Teachers and staff will be instructed to do the same.

- d. The school will prepare a packet of work and homework for any student to do, if they are able, to avoid falling behind while out of school.
 - e. Any student or staff member who shows any symptoms of flu will immediately be removed from class, asked to wear a surgical mask, and sent home.
3. If the above and any student or staff member is sent home with any symptom of flu:
- a. The school will have every student and staff member thoroughly wash their hands for at least 20 seconds after every recess, lunch or snack time, or incident of person to person contact.
 - b. Each staff member and every student will use a disinfectant to clean their personal work area at the beginning and the end of each school day.
 - c. The school will have surgical masks and gloves available for any student or staff member who would feel more comfortable using these items.
4. If all of the above occur and we have a diagnosed case of the flu /disease in question at the school or within any family of a student or staff member:
- a. The school will be closed until at least one and one half times the incubation period.
 - b. The school will be thoroughly disinfected.
 - c. Each staff member and parent will be asked to affirm that no member of their household has shown any symptoms of flu for at least one and one half times the incubation period of the flu/disease.

These policies and procedures may be adjusted as the school or the local health department may feel is in the best interest of our school community.

INJURIES

Wounds are cleaned and cared for according to American Red Cross first aid procedures. Parents or guardians are notified by the office or extended care staff for all potentially serious injuries and for any head injury. In the event that a child sustains a serious injury and a parent cannot be reached, the family's doctor will be contacted, and if necessary, 911 emergency services will be called. The same procedures are followed on field trips.

ALLERGIES

It is imperative that we be informed of and updated about serious allergies or asthma and that we are told the procedures for care in the event of a problem. A list of these allergies will be made available to all school teachers and personnel and will be kept in every room. Food allergies are a serious concern and **food sharing is never allowed** to protect the safety of our students. Please reinforce this at home.

Hilldale is a NUT-FREE school. There are several students at Hilldale who have nut allergies ranging from mild to severe, even fatal. Students are naturally inclined to share food even though sharing food is not permitted. Therefore, it is imperative for the safety of all our students that no nuts are brought to school for any students. Peanut butter is not allowed. In cases of class parties, it is imperative that only foods which are nut free and not processed on equipment which processes nuts are brought to school. Please reinforce with your child the importance of not bringing nuts and not sharing food.

CONTAGIOUS CONDITIONS:

STREP THROAT, LICE, CHICKEN POX, RINGWORM, PINK EYE

There are a number of illnesses that are common to school communities, such as strep throat, lice, chicken pox, ringworm, and pink eye. As a precautionary measure, parents and guardians should check their students' hair and body periodically. Please contact the school office if you suspect that your student has any contagious infection or illness. Once reported, the entire school community will be alerted immediately for school wide health awareness and precautionary actions.

MEDICATIONS

Students are not to take medications on their own and are not to keep such medications in the classroom. Necessary medications or pills *must* be administered by the school office personnel. Parents should bring the medication in the original container to the office with written prior authorization and provide specific instructions for dispensing as needed. It is the obligation of the parent to inform the office personnel if a student is on any kind of on-going medications taken at home or at school and to inform us if the child has any notable health problems such as severe allergies, asthma, etc. Please be sure to update your child's information forms if a new health issue arises. Parents will be required to give written permission for dispensing of any over-the-counter medication as well.

GENERAL EMERGENCIES (EARTHQUAKE, FIRE, ETC.)

Hilldale School maintains disaster plans in case of earthquakes, fire, tornadoes, and intruders. In the event of an evacuation, our gathering place for an evacuation (i.e. fire) is at the Teglia Center; for a Lockdown/ Barricade situation involving an active shooter, the blacktop/multipurpose space will hold all children. Parents will gather on the playground and check out their child with school officials.

Teachers will account for and supervise the children in their classes in the event of an emergency. They will stay with the students until they are picked up by an authorized person. Non-teaching staff will assist as directed, including relieving teachers who may be needed for first aid. Office personnel will handle home/school communications via cell phone and email/ text, as available. Every attempt will be made to bring a speedy reunion between parents/guardians and children. Please be certain to sign your child out so that all children can be properly accounted for.

Hilldale School follows the San Mateo County "Big Five" emergency situation protocol. Administration and staff have been trained in proper protocol. "The Big Five" emergencies that we prepare our students and staff for are: Shelter in Place; Drop, Cover, and Hold On (earthquake); Secure Campus (a potential threat); Lockdown/Barricade (an immediate threat or active shooter); and Evacuation (including a fire).

Earthquake drills are held regularly; according to the earthquake guidelines of San Mateo County and the State of California, FEMA, and the USGS, children are taught to duck and cover with one hand over the head and face and the other holding onto a desk or table leg. Fire drills are also held regularly, and evacuation plans for each classroom are posted by the exits. Lockdown/Barricade drills are regularly held to teach children how to be safe in the unlikely event of an intruder/ active shooter. Every building and all fire extinguishers are inspected annually by the fire department, and each classroom is supplied with an emergency pouch.

If it is necessary to close the school due to an emergency, extended power outage, or crisis situation, we will place an announcement on the news radio stations KGO (810 AM) and KCBS (740 AM) in addition to using our own phone message system.

Hilldale maintains emergency supplies for each student containing: food bars, water, and blankets for use if an extended stay at school is necessary.

HONOR and BEHAVIOR CODES

The academic and social conduct of all students at Hilldale is governed by a Behavioral Honor Code. It is the responsibility of the student to comply with the rules of the school, to pursue the prescribed course of study, to respect and respond to the authority of the teachers and other school personnel, to arrive at school on time and attend all assigned classes daily, to be alert, and to respect the rights and property of others. Actions which will not be tolerated include: cheating, plagiarism, or other forms of academic dishonesty; stealing, possession, or sale of stolen goods or drugs; and lying, or any other form of dishonesty. It is expected that all students will be responsible for their own actions and for consequences arising from those actions. They should work diligently in an environment of mutual trust and respect. All students are expected to abide by the standards of conduct of the school.

BASIC HILLDALE RULES

In an effort to provide a campus-wide guideline, basic school rules have been developed which encourage respect for self, others, and property. Mutual respect is the underlying and guiding principle to be used in the classroom, in the hallways, and on school grounds. Students are expected to assist teachers in promoting a positive teaching environment in which *all* students can learn, and all children will be considerate to self, to others, and to property. The following quick-guide of school rules will be publicized, explained, and equitably enforced:

- Follow all Hilldale School guidelines as listed in the Parent/Student Handbook.
- Practice campus safety. Walk at all times, except during recess or otherwise indicated by the activity and teacher.
- Follow directions the first time.
- Remain seated during class time unless given permission by the teacher to do otherwise.
- Talk only with permission; raise your hand and wait to be called upon, unless otherwise indicated by the teacher.
- Keep hands, feet, and objects to yourself.
- Be courteous. Respect yourself and others.
- Respect school and personal property.
- Respect and care for our environment.

In an effort to more fully delineate these rules, the following Behavior Code is an expanded version of the above. It is very important that parents are familiar with these rules and talk about them with their children, so that unfortunate issues do not arise.

HILLDALE SCHOOL BEHAVIOR CODE

- I. I understand that all students have a right to learn in a safe environment and will make every attempt to show personal responsibility in allowing myself and others to accomplish this.
 - a. I will attend school regularly unless sick or specifically excused by the administration. If sick, I will stay home as needed in order to avoid exposing others to my sickness. My parents will provide a written or verbal excuse of my absence. When I return, I will complete all missed work within the same number of days as the absence (i.e. I missed two days of school, so I have two days to make up all the missing assignments).

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- b. I will arrive and depart from school as authorized by my parents and/or guardian. Except for regular departures with my parents/guardians or other authorized individuals, I understand that in order to leave the campus I must provide school officials with a parent's written consent.
 - c. I will be seated in my classroom with needed materials and be prepared to work promptly at my school's starting time. I will leave class only with permission. I will make good use of class time for all academic work.
- II. I understand that relationships with others are the basis of trust and a necessity for a wholesome community. We are all citizens of the world and members of our school community. I will participate in creating a positive school environment by following the school policies and procedures.
- a. I will not threaten the health and safety of others. I will not fight, push, shove, kick, trip, hit, throw objects at, or bring objects that might harm other students or the staff. I understand that any such action may be cause for immediate suspension and/or termination of my enrollment.
 - b. I will follow class rules which are set to create an orderly atmosphere.
 - c. I will be respectful of school personnel, fellow students, and parents regardless of religious, national, ethnic, or social origin. I will value diversity. I will not ridicule, ostracize, or demean others. I will use appropriate word choices, body language, and tone of voice which are free of profanity, anger, or sarcasm.
 - d. I will attempt to make responsible decisions, work together with others, resolve conflicts, and solve problems creatively.
 - e. I will be honest with others and myself. I will do my own work. I will not copy from other students nor allow others to copy from me. I will not plagiarize or cheat in any way. I understand that cheating may be cause for suspension from school.
 - f. I will respect the property rights of all. I will not take or in any way damage anything from another student, teacher, or the school which is not mine.
 - g. I will not participate in imaginary weapon or violent play.
- III. I understand that my environment is important for the well-being of myself and others and that we all have an influence over our environment.
- a. I will not deface, vandalize, or in any way damage the property of fellow students, the staff, or the school. If I notice damage to school property, I will tell an adult.
 - b. I will not at any time use, possess, sell, or encourage the use of drugs, alcohol, tobacco, or weapons on school property. I understand that any such action will be cause for immediate suspension and/or termination of my enrollment.
 - c. I will dispose of litter properly. I will help to keep my school grounds and classroom neat, so that we can all be proud of our school.
 - d. I understand that chewing gum is not allowed at any time on campus, and that eating and snacking are limited to supervised Extended Care hours, lunch, snacks, and parties.
 - e. I will try to conserve school resources such as water, electricity, heat, and paper products and will look for ways to recycle. I will compost.
 - f. I will come to school clean and neat in appearance, with clean clothing and shoes. I will come with combed hair and be clean in other areas of personal hygiene. I will abide by the Hilldale Dress Code and wear the specified Hilldale uniform.
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- IV. I understand that Hilldale School's goals include academic excellence, critical thinking, high ethical conduct, environmental stewardship, world citizenship, and social responsibility. I will strive to make these characteristics and actions a part of my everyday life because I understand that I have a large role in whether or not I become an educated person.
- a. I will complete all homework and class assignments in a timely manner and will strive to do them neatly and correctly.
 - b. I will listen attentively to my teachers and will participate in class discussions and learning activities to the best of my ability.
 - c. I will seek ways in which I cannot simply meet but exceed the minimum expectations. I will always strive for excellence.
 - d. I will celebrate the achievements of myself and others.
 - e. I will remember that learning comes from taking risks and making mistakes.

Additionally, the following specific topics may be helpful in understanding our expectations concerning more serious issues.

- **PROHIBITED ITEMS**
Sticks, knives, firearms, toy guns, pointed objects, swords, or other harmful objects or weapon look-alikes are not allowed on the school grounds.
- **TOBACCO, DRUGS, AND ALCOHOL**
The use of tobacco, drugs, and alcohol is strictly prohibited. Usage will result in disciplinary action up to and including expulsion.
- **FIGHTING**
Students involved in violence of any kind - before, during, or after school on school property, or in any area that will reflect negatively on the school - will be suspended and a parent conference held before re-admittance.
- **HARASSMENT**
It is the policy of Hilldale School not to discriminate in its education programs or employment on the basis of race, creed, national origin, sex, age, religion, or handicap, as required by Title IX. The school prohibits unlawful sexual or verbal harassment in any form of or by anyone on school property. If any student, staff, or parent feels that harassment or discrimination has occurred, contact the principal or directors immediately.

INTERNET ONLINE POLICY

The use of electronic resources is supported, provided that abuses do not occur. Access is a privilege that will be denied if used inappropriately. The following rules are part of Hilldale's **Acceptable Internet Use Policy**, which each student must sign and pledge to uphold at the beginning of the school year in order to be granted computer privileges.

- a. I will attempt to keep all Hilldale School computer equipment and resources in good working condition. I will not degrade, disrupt, or waste the network equipment, software, or resources.
- b. I will only activate sites with my teacher's permission. I will not attempt to gain access to restricted sites, servers, files, databases, etc. I will only use internet games which my teacher approves for educational purposes.

- c. I will tell my teacher right away if I come across messages, information, or a website which makes me feel uncomfortable.
- d. I will NOT access personal email, engage in instant messaging, or access online chat rooms (outside of school permitted use through Google Suite for Education/ Google Classroom). I will always do so with responsibility and respect.
- e. I will only use Google Suite for Education/ Google Classroom to save all files to the cloud. I understand that **flash drives are not permitted due to misuse**. I will not bring these to school.
- f. I will NEVER give out personal information, such as my name, home address, telephone number, my picture, or the name and location of my school without my teacher's permission. I will also not disclose confidential information about others. Information posted on the internet is not private, and I understand that such information could be used in a harmful manner.
- g. During homework club, I will only use the internet and computer for homework unless I have explicit permission from a teacher to do otherwise.
- h. I will always use good "netiquette." This means that I will treat people online with respect and kindness, will use appropriate language, and will not reply to others who do not act in a like manner.
- i. Plagiarism is a crime. I will not plagiarize information from the internet. I understand that I may use such information, but must rewrite it in my own words and thoughts.
- j. I will not download music or video files or any other files which are not directly related to a school assignment.
- k. I will not access or use services on the internet which impose fees or charges.
- l. I will not share my password with anyone, and I will only use my own password for its intended purpose for viewing my own information.
- m. I understand that internet use is a privilege, not a right, and that inappropriate use will result in a first warning and a phone call home; a period of suspension from using the computer; and/or a total loss of network privileges and disciplinary action.

PLAYGROUND RULES

- a. Students are not allowed on the playground without supervision.
- b. Students must use playground equipment in a safe manner. Students will go down the slide one at a time, feet first, and on their bottoms. Students will not climb up the slide or stand at the base of the slide. Students will use care on all ramps, stairs, and inclines.
- c. Students are to refrain from climbing on anything not specifically designed for that purpose. This restriction includes fences, gates, the roof, and trees.
- d. Throwing of sand, tan bark, stones, rocks, trash, blocks, toys, etc. is not allowed.
- e. Plants are not to be played with, pulled, or picked; rather, they are to be enjoyed!
- f. Conflicting activities should not take place in the same space. At their discretion, teachers may limit the number of activities taking place in one area.
- g. Students should avoid any inappropriate physical contact including, but not limited to, piggyback rides, wheelbarrow races, or picking up other students. Students may share hugs, but kissing is not allowed as it also shares germs.

- h. In the interest of safety, toy weapons, skateboards, and baseball bats are not allowed on the playground. Hard balls are allowed with a teacher's permission on the blacktop during PE only.
- i. Students are not allowed in any area where a supervisor cannot see them. They are not to wander to the office, their classrooms, or to the bathroom without specific permission. They are to return as soon as the task has been completed and to let their supervisor know that they have returned.
- j. Eating is only allowed at designated times - lunch time and recess. To teach good table manners, students must be seated in the lunch area for the duration of their meal. During lunch, they must be excused before beginning recess. At all times, they must dispose of trash, compost, and recycling items in the proper manner. Students may not share food as some students have severe food allergies.
- k. Students should follow proper communication rules. Directions are to be followed with a positive response.
- l. Physical and verbal aggression is not permitted at any time.
- m. No betting for money or possessions is allowed.
- n. Children should place lunch boxes and backpacks on their hooks. Backpacks should not be placed on the benches, but must be stored in designated areas.
- o. Dodge ball; "Get You" games; games involving violence, weapons (real, fake, or imaginary); and any other potentially harmful games are not permitted. At their discretion, teachers may call a stop to any game they feel is dangerous or inappropriate.

INDOOR RULES

- a. Children may be in the classrooms before and after class only with the permission and supervision of a teacher.
- b. The teacher's lounge/kitchen is off limits to students.
- c. Storage areas are off limits to students unless they are given explicit permission.
- d. Walls and furniture are to be treated with care. Standing or climbing on chairs, tables, desks, or bookcases is not permitted.
- e. There is to be no ball playing or throwing of objects indoors.
- f. Running and excessive noise are not allowed indoors.
- g. Students are to avoid pushing and unnecessary body contact.
- h. Bathrooms are private areas for taking care of personal bodily functions. Bathrooms are to be used in the appropriate manner.
 - 1. No food, papers, pencils, sand, etc. should be brought into the bathrooms.
 - 2. Students are to use the bathrooms during teacher-designated times and with a teacher's or supervisor's permission.
 - 3. Students must unlock stall doors prior to exiting stalls, rather than climbing under them with doors still locked. This inconsiderate behavior prohibits others from using the stall.
 - 4. Students will respect the privacy of others by limiting stall use to one student at a time—students will not violate another's privacy by looking under or over the top of a stall at another student.
 - 5. Students will keep their bodies safe, private, and to themselves.

6. Students will not waste water, soap, or paper towels.
 7. All trash will be placed in the trash bins, not on the floor.
 8. Students (especially boys) will carefully urinate in the toilet. Any messes should be cleaned up by the student immediately. Otherwise, the bathroom smells very badly for all the students.
 9. Students will always wash hands with soap and water for at least 20 seconds before leaving the bathroom in order to prevent the spread of harmful germs.
 10. If there is a problem with a restroom or with behavior in a restroom, students will tell a teacher or staff member immediately so that the problem may be quickly solved.
- i. Students should follow proper communication rules. Directions are to be followed with a positive response.
 - j. Physical and verbal aggression is not permitted at any time.
 - k. During class, all students are to follow the campus-wide guidelines.

DISCIPLINE PROCEDURES

Discipline based on respect, responsibility, and self-control is the shared responsibility of the home and the school. Students are taught appropriate behavior expectations in classrooms and in ethics (character education) classes, and they are given several written behavior guidelines to remind them of the expectations. They are expected to put forth their best effort and to conduct themselves in a manner that will promote a safe, productive, positive learning environment.

Parents/guardians are expected to support the school by encouraging positive behavior and by redirecting problematic behavior. They are to discipline only their own children, however; concerns about other children should be brought to the immediate attention of a staff member or the principal, who will investigate and take the appropriate action. Corporal punishment is not permitted.

Positive intervention, redirection, and preventative guidance are always the first courses of action for all children and all staff. Students are encouraged and afforded opportunities to make positive choices, self-regulate, and reflect upon their behavior before serious or repeated issues arise. Should redirection and other positive motivating techniques not be effective in a particular situation, consequences will be put into effect.

Discipline is handled on an individual basis with actions falling into two categories:

MINOR INFRACTIONS

All attempts are made to redirect students who are not following the code of conduct established in the classroom community by its members. Positive reinforcement techniques are utilized, and students are given opportunities to make choices that work for themselves and the school community. Furthermore, students are given an opportunity to self-regulate if extra time or space is needed to make better choices.

The adult in charge (teachers or supervisors) will handle the problem through one-on-one counseling with the student whenever possible. If redirection and opportunities for making better choices are not successful, minor infractions of rules usually result in a specific warning about the inappropriate behavior followed by consequences such as missing an activity, reflection time (natural consequences are discussed as a part of the reflection period), issuing an apology, or doing service work.

MAJOR OR REPEATED INFRACTIONS

In such cases, the student will be referred to the administration and/or the parents/guardians. Consequences for breaking campus-wide guidelines will follow a general protocol as follows:

- **Self-reflection (requires student to understand motivating factors, take responsibility, and make reparations for the behavior)**
- **Warning (may be skipped, depending on severity)**
- **Discussion with the principal and alert to the parents**
- **Loss of recess or privilege, written assignment, or school service activity**
- **Warning of suspension and loss of recess, event and/or activities with service requirement**
- **Suspension**
- **Expulsion**

In all cases, some steps may be skipped if deemed appropriate. In the case of serious infractions, students may be immediately suspended or enrollment may be terminated.

DETENTION

Detention may be assigned for missing three homework assignments in a semester, arriving tardy to school three times in a semester, or for a behavioral infraction.

If a child is given a detention, it is expected that the detention will be served on the day that it is incurred or on the first Friday following the assigned detention. Tardy and homework detentions are held on Friday afternoons. All others are held on the day of the behavior infraction.

If a child receives a detention, he/she may not leave school prior to serving the detention. If the child has an after school activity at school, it will be forfeited in order to serve the detention. If a child skips, forgets, or is picked up by a parent in lieu of serving a detention, a second detention will be assigned. The detentions will continue to be compounded until they are served.

With parent communication, support, and cooperation, we can all help your child to meet our standards for behavior, kindness, respect, and responsibility.

SELF-REGULATION & "THE UNTHINKABLES"

We encourage children and parents to get to know and learn how to defeat "The Unthinkables," created by Michelle Garcia Winner (<https://www.socialthinking.com>). These characters empower children to take their behavior into their own hands, learn their own behavioral patterns, and determine how to prevent difficulties in the future. Hilldale stresses empowering its students with tools, resources, support, and self-awareness. Hilldale students also practice our habits of: Respect, Leadership, and Independent, Lifelong Learning. Students are regularly charged to reflect on whether or not their choices echo the habits we are practicing daily.

If a student needs a break or "time-out," he or she can take a moment on one of the self-regulation (Larry Thompson's Respons-Ability) mats. Here students can have space to practice the skills of self-regulation which they have been taught through our social-emotional learning program. Once they have practiced their "chill skills" and are ready to think about what happened and how they feel and come up with a solution or idea, they move to the thinking mat. Finally, when they are ready to discuss the situation with the teacher or student, they move over to the final mat. This practicing of the steps of self-regulation provides students with skills and the habit to relax, think, and problem solve in all situations.

ATTENDANCE PROCEDURES

Student success in school is directly tied to attendance. There is no substitute for direct contact between teacher and student in the educational process. Students cannot derive the full benefit of the Hilldale experience unless they are in class and held fully accountable for meeting all of their commitments. It is for that reason that Hilldale will enforce attendance policies as strictly as possible. Please help your child be regular and punctual. Responsibility for attending class lies with the student and is supported by the parent.

ARRIVALS AND DEPARTURES

Students are expected to arrive punctually. On Monday Assembly days (or the first day of the school week), students should report directly to the playground at 8:30 a.m. On all other days, students should go to their lockers/cubbies and get settled in their seats between 8:25 -8:29 a.m. The academic day begins promptly at 8:30 a.m. Students should be prepared for class with all necessary materials including homework, lunch, paper, pen or pencils, their homework agenda, and Kleenex. Teachers will mark tardies for students who are not in their seats and prepared with the necessary supplies by 8:30 a.m. **Doors will be locked at 8:30 a.m. for student safety. Please do not knock for entry (as this teaches the children to open the door to strangers as well), but rather proceed with your child to the office to sign them in.** The office must correctly mark your child as present when arriving late, so that your child is accounted for in the event of an emergency.

With the exception of students in the before-school or after-school Extended Care Programs or those who are receiving special help or tutoring, students are not to be in the buildings before 8:25 a.m. or after 3:30 p.m. They are also not allowed in any area where a counselor or supervisor cannot see them. **There is no access to the upper building prior to 8:25 a.m. Children are not supervised, and their safety is not guaranteed.** All students who arrive prior to 8:15 a.m. **MUST BE SIGNED IN** by a parent or guardian on the playground. Students, who arrive without a parent, must have a permission slip on file that says they are permitted to sign themselves in (Grades 4-8 only). They then must sign in on the SIGN IN sheet every day. This policy allows us to know exactly who is present in case of a before-school emergency.

Morning Drop-Off is a courtesy provided by the school and the generous parent community. Morning Drop-Off occurs between 8:15 - 8:30 a.m. in front of the parking lot. Entrance and exit to and from the parking lot (except for teachers) is not permitted during 8:15 - 8:30 a.m. in an attempt to keep children exiting cars and walking to the school building as safely as possible. In order to expedite drop-off for all parents, please allow parent volunteers to open your child's car door, have all items at hand, and do not exit your vehicle. New parents are required to use the placard provided so that parent volunteers may accurately sign in your child. Additionally, please yield to oncoming traffic not participating in drop-off, and make your way up to the cul-de-sac at the top of the hill to turn around. Do not attempt a 3-point turn in the middle of traffic or back out of the driveway. All cars exiting the driveway must also use the cul-de-sac to turn around during this fifteen minute window. Follow all signs, stay within the cones, and be sure to give your parent volunteer a smile!

We take school supervision and safety very seriously and, therefore, ask that our families assist us in keeping safety at the forefront. **Please do not simply drop your child off outside if there is no attendant on call. Please do not park in the drop off zone during 8:10 - 8:30 a.m.** Please use your dropoff placard. Be prepared to show an ID card for identification if an attendant does not yet recognize you, and please be courteous to staff members, who are required to follow the drop off and dismissal procedures of the school.

All students participating in the morning care program must have their parents sign them in, or parents may opt to supply the school with a signed statement indicating that their child may sign him/herself in. All students must also have their parents sign them out. Students in grades 6 to 8 ONLY may be allowed to walk home or

take public transportation if a **Permission to Walk Home Release** is placed on file in the office in addition to the Sign In/ Sign Out Release form. In this case, the student must sign himself/herself out with an after-school teacher. It must be understood, however, that in this case, the school has no liability for supervision once the child leaves the school grounds. All sign-in/out records are used during emergencies and, therefore, are very important.

Students may not leave the campus during school hours without being signed out *in the office* by a parent or guardian or by someone who is authorized to pick up the student. Parents or guardians wishing to make any changes to normal pick-up routines must complete an *Authorized Pick Up* form. In an emergency, a parent may call and speak with the principal, vice-principal, office manager, or extended care director to arrange for the change and follow up with an email confirming the change. Voicemail messages will not be sufficient. As a reminder, these individuals should be prepared to present a photo id at the time of pick up.

The front gate will be open between 7:30 a.m. and 8:30 a.m. and 3:30 and 6:00 p.m. It is locked during regular school hours. Please enter and exit through the main gate or the lower gate. Please do not hop the fence! **It sets a dangerous example for students and passing strangers!**

Except with special authorization due to a physical handicap, ALL students are to be dropped off on the lower campus. If students are found upstairs without a parent prior to 8:25 a.m., they will be required to serve a detention. We cannot keep them safe if they are not accounted for. Please remember that parking is very limited at the upper building, adult supervision is not always available, backpacks are left there at your own risk, and the blind curve from the hill above can be dangerous due to cars coming around the curve up the hill. We require turning around in the cul-de-sac on the hill above the upper building.

We make an effort to keep the number of textbooks sent home very reasonable, and parents should talk with children about which books are truly required to carry back and forth to school. Students are expected to put away their belongings by themselves beginning in Kindergarten to promote independence, organization, responsibility and confidence. Help support your children by letting them learn these skills.

EXTENDED SCHOOL CARE

Students in after-school care may be found in one of three supervised areas: in a playground area, in a classroom for homework club, or in a workshop area. Workshops may be held in various classrooms or campus areas, in the swimming area, or even off campus. A schedule will be provided at the beginning of the session detailing where each workshop will take place, and if this changes, a sign will be placed on the classroom door. If there are any questions, you are welcome to ask any of our after-school teachers or our extended care director who have walkie-talkies and are able to locate your child within minutes (if not seconds).

It is imperative that you sign out your child when you pick him/her up. The sign out sheet will be in the care of the after-school teacher assigned to your child. Please be sure to sign out your child with your child's after-school teacher, or if he/she is conducting a workshop, have another after-school teacher call your child's after-school teacher to sign him/her out. It is the responsibility of the parent to make sure that his/her child is signed out. There are after-school schedules posted by the parent folder area to help you locate your child at all times.

Lunch boxes for after-school snacks and backpacks for homework are to be kept on the individual hook or designated area for middle school. Please help us to remind your children to follow this rule in order to avoid both a mess and skinned knees due to falling over items left in the path. Belongings must be picked up every day, or they will be taken to the lost and found. **Please also check your parent folder daily for special notices**

and work, located by the First Grade room on a weekly basis. Lost & Found items not claimed at the end of the week will be donated the following Monday morning.

ABSENCES

Hilldale follows state law mandates regarding attendance. **Excused absences** include illness, medical or dental appointments, a funeral of an immediate family member, quarantine, exclusion from school (5 days for lack of immunizations or as needed for contagious health problems), or personal reasons (family emergency, court appearance, religious holiday, etc.). Students are expected to attend a portion of the school day whenever possible and half days will be recorded. **Unexcused absences** include those in which the school has received no notification of illness or no prior arrangements for personal reasons. All absences, excused and unexcused, are recorded as absent on the child's report card.

If a student must be absent from class due to illness or another last-minute problem, parents are asked to call the office *each* morning prior to 8:30 a.m. to inform the school of the reason. If no one answers, you may leave a message on the office manager's phone line, option 2. For convenience, parents may also email the office manager. This safety procedure provides the school with the whereabouts of all students. A reason for the absence will be asked for if not provided. Upon return from an absence (longer than two days) due to sickness, parents should provide a doctor's note to the office on the first day of return.

Students leaving during school hours for illness or medical appointments must have the parent come to the office and sign the child out. If the student will be returning that same day, he or she must report back into the office upon returning and sign back in.

We will make every attempt to help students who are absent for legitimate reasons. When a student is absent, it is the responsibility of the child and parents to obtain missed class work and homework, to make up tests, etc., and all work must be made up within a reasonable time period. This should be closely coordinated with the individual teachers. Students are expected to complete make-up work *within the same number of days as he or she was absent*. Books and assignments can be picked up after school (3:45 p.m.) in the office, so that the student can complete at least part of the work at home if he/she feels up to it. Parents must call to request assignments no later than 1:00 p.m.

Parents are asked to refrain from planning trips and vacations during school days, and permission must be received from the principal prior to the absence. Due to the strain it puts on the teacher, student, and classmates, written work may not be provided to the student ahead of time. Tests that are missed during a vacation absence will receive a zero. Students who are on academic probation will not be allowed to take extended time off during the academic year for any reason.

Please understand that the school cannot show special consideration for situations in which the parent has not planned ahead to consider the teacher's schedule or has not made an attempt to plan vacations during vacation days. It should be expected that the student may fall behind and grades may suffer. The parent is, therefore, responsible for providing a tutor if needed.

PHYSICAL EDUCATION

If a student is to be excused from P.E. for health reasons, a written note must be sent to the office that day. Students are expected to observe class when they are not participating, even though they may be excused. Students who are too ill to observe should not be in school that day. Doctor's notes are required for extended excused activity (2 or more consecutive classes).

TARDINESS

Tardiness is a disruptive behavior to the teacher and other students, and it prevents the child from receiving academic instruction during that time. All doors will be locked at 8:30 a.m. for student safety. Please do not knock as it is disruptive to students and teachers and it is a dangerous practice for students and teachers to open outside doors during school time. Tardy students (those who arrive after 8:30 a.m.) must go to the office accompanied by their parent to retrieve the Tardy Key. Parents must accompany their children to the classroom and then return the Tardy Key to the office. Parents can sign up for and receive notification of tardies on the JupiterEd system. After three tardies in a term, students in Grades 5-8 will serve a detention. Lower school parents will receive notification. The detention for upper school students consists of repetitive writing by hand in his or her best cursive handwriting, writing a reflection on how to make more effective choices, or community service. Each detention is 20 minutes in length. Each tardy is also noted on the report card, which is a factor that high schools do consider and ask about in the application process. If there is a note from a doctor, dentist, or other such professional, or the parent indicates to the office in writing about an emergency situation, the tardy will be excused and will not show up on a report card. However, parents are asked to make all dental and medical appointments outside of school hours if at all possible.

EARLY/LATE EXTENDED CARE PROGRAM

The extended care program operates daily before school from 7:30 to 8:25 a.m. and after school from 3:30 to 6:00 p.m. Parents may use this program depending upon their needs. Before school care consists of outdoor recess or study time on the outdoor deck. After school care includes a recess and snack time right after school, a mandatory Homework Club time during which students must either do homework or read quietly, and special workshops for those who have signed up. Students should bring a reading book for those times when they finish homework before homework time is over. Parents must sign children in and out each day. Signatures are our way of tracking student attendance, and during extended care this is our only measure to ensure student attendance in an emergency.

PLEASE NOTE

LATE PICK-UP FEE POLICY:

Anyone who picks up a child after 6:00 p.m. is subject to emergency charges of \$20 for the first five minutes plus \$1 for each additional minute. As a courtesy, this fee may be waived once per family during an academic year. This fee is meant as both a deterrence to repeated late pick-ups and to cover the cost of paying a teacher or director to stay late with the child.

UNIFORM POLICY

DRESS CODE:

In order to maintain a sense of school spirit, decorum, and discipline, all Hilldale students are expected to respect the school's decisions regarding acceptable clothing and accessories worn during school hours. Parents are asked to support the standards so that exceptions do not occur. Students are expected to be in uniform each day except on "Free Dress" days. Parents may refer to the Uniform Requirements for specific information on the acceptable dress items. How the students dress will reflect on both the students and on the school.

"Full Dress" is required for picture day, special events, and whenever requested by the administration. Special requirements of "Full Dress" days include a jumper (K-4) and skirt (5-8) for the girls (no pants), pants for the boys (no shorts), a belt for the boys, the appropriate shirts, socks, dress shoes (dark, leather-like shoes for boys and dark flats for girls), and Hilldale sweaters with the embroidered Hilldale logo.

All classes will conduct **dress inspection** each morning. Students who are not satisfactorily dressed will be issued **Uniform Infraction Notices** via JupiterEd. If the infraction is minor, the students may remain in class. For major infractions, the child will be given clothes to change into, if possible, and then allowed to return to class. These clothes must be washed and returned. If these borrowed clothes are not returned, we will assume that you are buying them and send you a bill. Repeated or serious infractions of the dress code will result in the child being sent to the office until a parent can bring the appropriate clothing or pick up the student for the day. Parents will be notified of uniform infractions with each offense, and infractions will affect your child's character education grade on his or her report card.

Spare Clothes: All students in Kindergarten (and others on a case by case basis) should have a full set of spare clothes in their cubby for use in case of bathroom accidents or unintentional spills (these clothes can be Lands' End look-a-likes). If your child has an accident and needs to borrow clothes from Hilldale, clothing must be washed and returned. If these borrowed clothes are not returned, we will assume that you are buying them and send you a bill.

All uniform items **MUST** be purchased from our supplier, **Lands' End**, located at www.landsend.com. You may click the button on our website's homepage for easier use. Once at the website, choose the school uniform option and enter in Hilldale School or our school id: **900150855**. Choose the gender and age of the student in order to view the specific uniform options. Please look for the Dress Code Guidelines listed in smaller print for each item. **All students MUST purchase all uniform items from Lands' End.** If you are having financial difficulties in purchasing school uniforms from our supplier, you may contact the principal for a uniform scholarship. **NO CLOTHING SUBSTITUTIONS** will be allowed.

For Full Dress, ALL STUDENTS must purchase a RED school uniform BOY'S Fine or Performance Gauge V-Neck. (The former GIRLS' V-Neck Drifter Sweater will be allowed for the 18-19 SY as well.) The term "Girls" or "Boys" in this description is used for thread count and not style.

Boys' Full Dress:

Navy blue plain front chino pants, red V-neck sweater with the Hilldale logo, white interlock polo shirt (short or long-sleeved), standard or tailored fit, socks (white, black, or navy blue), clean, plain-colored shoes (solid colors: black or brown), and a dress belt (black or brown).

Boys' Options for regular non-full dress days:

Navy blue, flat front, chino shorts or pants; short or long-sleeved, white or red interlock polo (standard or tailored fit); red fleece; red cardigan; red vest; or red, zip-up sweater. Plain-colored (white, black, brown, or navy blue) socks and casual shoes (white, black, brown, navy blue, or red) or minimally striped sneakers. No fluorescent colors or laces.

Girls' Full Dress:

Grades K-4: Navy blue "Girls' Ponté Pleated Jumper," girls' white, knit, peter pan polo shirt (short or long-sleeved), red V-neck sweater with the Hilldale logo, tights or socks (above the ankle or to the knee in length, navy blue or white in color), and dress shoes (black, brown, or navy blue). No heels.

Grades 5-8: Navy blue "Girls' Pleated Ponté Skirt;" Feminine Fit Interlock Polo Shirt (short or long-sleeved); red V-neck sweater with the Hilldale logo; tights or socks (above the ankle or to the knee in length, navy blue or white in color); and dress shoes (black, brown, or navy blue). No heels.

Girls' Options for regular non-full dress days:

Navy blue, flat front, chino shorts or pants; Ponté button front skort, short or long-sleeved, white polo; red interlock polo (5-8th); short-sleeved, red polo dress; red fleece; red cardigan; red vest; red, zip-up sweater, navy blue, white, or black leggings which are worn in conjunction with the jumper; and plain-colored, casual (white, black, brown, navy blue, or red) shoes or minimally striped sneakers. No fluorescent colors or laces.

No other former uniform items or items from non-Lands' End stores are allowed. Students who wear uniform items from another company or local store will be considered out of uniform.

All students must purchase at least ONE, Short Sleeve, White Polo Shirt with the Hilldale School embroidered logo from Land's End for field trip purposes. **Hilldale T-Shirts** may be purchased and worn on "dirty" field trips and spirit days. Otherwise, the polo with logo must be worn. Teachers will inform families when T-shirts are allowed. **One T-shirt will be provided by the Family Association for each new student.** **Additional T-shirts may be purchased for children and adults by the parents.**

Other dress rules include:

- a. **All students must wear a complete uniform;** The Hilldale V-neck sweater is to be worn on "Full Dress" days. Students may substitute other Hilldale sweater styles or the fleece when they feel the need for a sweater while indoors on non-full dress days.
- b. **In the classroom, only Hilldale sweaters and fleeces may be worn over the uniform.** Outer garments are to be placed on coat hooks, in cubbies, or in lockers and may be worn during P.E., recess, lunch time, or outside during after school as desired. These items may not be hung on chairs or worn inside the buildings.
- c. **Sweatshirts, sweat jackets, and hoodies of any kind are not allowed** inside or outside of class (except on free dress days).
- d. In order to maintain a neat appearance, **shirts must be tucked in at all times** except during P.E. or recess. If a student doesn't tuck in his or her shirt on a reoccurring basis, he or she will receive a uniform infraction for each offense. Multiple infractions may be given in any one day.
- e. **Girls are allowed to wear Hilldale pants,** (and are encouraged to do so on P.E. days) **except on "Full Dress" days. On "Full Dress" days, girls must wear skirts or jumpers (shifts).** See the calendar for scheduled "Full Dress" days.

- f. **Girls' skirts and jumpers** should be no shorter than 1" above mid-knee cap.
- g. It is recommended that girls wear bike shorts or tights under skirts or jumpers for modesty and/or warmth. **Tights must be white or navy blue. Navy blue, white, or black leggings may be worn in cold months if they are free of embellishments such as lace, ruffles, buttons, etc.** These leggings do not need to be purchased from Lands' End, but are also available at Lands' End. Otherwise, tights should be substituted.
- h. **Pants** are to be appropriately-sized, worn from the waist, and purchased from Lands' End. No alternate styles or brands are allowed. Belts are optional except on "Full Dress" days.
- i. **Shirts** must be buttoned (except the top button - optional) and **tucked in** at all times. The only item which may be worn under a shirt is a **plain white undershirt** or a plain white undergarment.
- j. T-shirts may not be substituted for the polo unless specifically noted.
- k. **Shoes must be in a clean, attractive condition, of a plain color (solid colors: black, brown, white, navy blue, or red)**, and must be suitable for running and play. **For safety: flip-flops, or shoes/boots with heels, platform heels, open toes, or open heels are not permitted.** In inclement weather, students may wear rain or warm boots. In these cases, a change of shoes may be brought for the classroom. Minimal striping or colors are allowed on regular dress days.
- l. **All clothing items are to be clean and have no obvious holes or large stains.**
- m. **Jewelry may only be worn in very modest amounts.** Small, modest **stud earrings only**; plain colored watches that do not beep or make noise, and non-visible necklaces worn because of religious beliefs are acceptable. Nose, eyebrow, lip, or tongue jewelry is not permitted. Boys may not wear earrings. **For safety, girls may not wear dangling or hoop earrings.**
- n. **Hair should be neatly combed or brushed, trimmed, and attractive in appearance, and it is suggested that it be pulled back for girls (for safety).** Bizarre, extreme, or unusual hairstyles or **unnatural coloring** are not permitted. Bangs below the eyebrows are not permitted. Boys' hair must be neat, and preferably trimmed above the collar and ears. Rat-tails, facial hair, or shaved heads are not allowed. Long hair which covers a student's eyes is not permitted.
- o. **Girls' hair ribbons must be modest in style, size, and color.** Lands' End sells uniform headbands. Otherwise, hair accessories may be red, navy blue, or white.
- p. **No perfumes, colognes, make-up, tattoos, or other writing on the skin are allowed.**
- q. Hilldale provides monthly "**Free Dress**" Days (please see the calendar for exact dates, as certain months are omitted due to holidays or special dress days). On these days, uniforms are not required; however, clothing must be neat and practical for school. It should not be immodest or have printing that is vulgar or refers to sex, violence, drugs, tobacco, or alcohol. Sweatpants may not be worn, but sweatshirts will be allowed. **For safety, even on free dress days: flip-flops, shoes with high heels, platform heels, open toes, or open heels are not permitted. For safety, girls may not wear dangling or hoop earrings even on free dress days.**
- r. Sweatshirts are allowed on free dress days only.

PERSONAL ITEMS

Except with specific authorization from the teacher for special circumstances, students may not possess cell phones, toys, games, sports equipment, electronic devices, pets, gambling devices, trading cards, gang paraphernalia, or money on campus. These items should remain at home to avoid damage, loss, or distraction to the students. This list is not all-inclusive and serves only as a guideline. If such items are brought, they will be confiscated until the end of the day and released to a parent/guardian. Repeated incidents will result in student consequences and a parent conference.

LOST AND FOUND

All items left on the playground or in open areas will be picked up and placed in the Lost and Found closet, which is located near the red deck. Please *clearly label your child's clothing items, back packs, and lunch boxes*, and check frequently for missing items. Please also encourage your child to keep track of his/her things at all times. Items which have not been picked up before end of the day each Friday will be given away to charity on Monday morning.

GRADING, HOMEWORK, and ASSESSMENTS

REPORT CARDS

Report cards will be issued twice during the school year. They are important indicators of a child's academic progress and skill acquisition. Kindergarteners and First Graders receive E-G-S-P-L-N grades (Excellent, Good, Satisfactory, Progressing, Lacks Quality/Understanding, Needs Improvement), and Second through Eighth Graders receive letter grades based on their assessments and E-S-N (Excellent, Satisfactory, Needs Improvement) grades for those skills which are more appropriately graded as such. Letter grades are based on the following scale:

- A = Exceeding Expectations for Skill Acquisition/ Concept Mastery at Assigned Level**
The child has an *outstanding* command of the academic material presented at the assigned grade level. He/she can understand the significance or wider meaning of the material in relationship to the world and has made use of the material in a manner far above expectations.
- B = Meeting Expectations for Skill Acquisition/ Concept Mastery at Assigned Level**
This grade shows that the academic material is *well* understood and is applied with ease in multiple situations.
- C = Approaching Expectations for Skill Acquisition/ Concept Mastery at Assigned Level**
The child has a *basic* understanding of the material but has some small challenges in applying the material. This would indicate that the parents and child should attempt to make more use of the material in varied ways at home so that it becomes more familiar and easier to use.
- D = Below Expectations for Skill Acquisition/ Concept Mastery at Assigned Level**
The child has only a *rudimentary* understanding and usage of the skills or has not given adequate time and attention to the work requested. There are significant gaps which need to be addressed, and using the material is difficult for the child. This level would probably signal the need for remediation and ongoing tutoring support in whatever material was presented during that quarter, as building further learning upon a weak knowledge base is difficult.
- F = Failing**
The child has not gained an adequate understanding of the material. Needs significant improvement and ongoing tutoring. The causes should be sought in a parent/teacher conference, a plan should be laid out to address concerns, and progress should be constantly monitored.
- INC = Incomplete**
Issued only in cases of absence when work has not been completed. It is expected that the child will complete the work in a timely manner with the deadline set by the teacher and principal, at which point the grade will be changed.

During the week following the end of the semester, report cards are issued electronically to parents via JupiterEd. The report card is meant to be a private communication between teachers and the individual students and his or her parents.

Students who receive A's and B's in every subject on the report card will receive special recognition on the Hilldale Honor Roll at the end of each semester; students who receive all A's in every subject will be awarded placement on the Principal's List at the end of each semester. Students who are placed on the Honor Roll and/or the Principal's List for both semesters will receive a pin at the end of the year.

Students who cheat, plagiarize, or forge in connection with academic endeavors or school procedures will receive a zero on the assignment. Parents will be notified, and the student will be required to make up the work for no credit.

Grading a child's behavior can be subjective, but every attempt is made to ensure an accurate accounting for the parents. Students are expected to be generally positive and cooperative, to follow school rules, and to make an effort to do his or her best every day; this behavior would normally receive an "S" for satisfactory or a "G" for good, or above satisfactory. A student with superior behavior and attitude, one who inspires others with outstanding efforts and behavior, one who is considerate of classmates and respectful to teachers at all times, could earn an "E" for exceptional behavior. A student who is generally meeting expectations, but who might be struggling in a few areas and excelling in a few others, could also receive an "S" for satisfactory. If a child is steadily improving, he or she could receive a "P" for progressing. If a child's behavior is less than satisfactory, but effort is still being made, or if behavior is variable from day to day, the child might receive an "L" for lacks quality or understanding. Behavior that is a significant concern and shows a pattern could receive an "N" to indicate improvement is needed in order to qualify for the standard grade of "S." When an "N" appears on the report card, both the student and his or her parents should be concerned enough to learn why the "N" was given and what the student must do in order to qualify for the standard goal of "S."

Children receive grades for character education because developing strong, healthy moral character is a crucial part of a child's development. Seeing a grade can help children and parents understand which areas may need extra attention. Student receive grades for Ethics or Service Learning, G.R.I.T. (Generosity, Resiliency, Integrity, Tenacity), STEAM Buddy Groups (teamwork and leadership skills), each of the Hilldale Habits (Respect, Leadership, and Independent Lifelong Learning), and Progress Toward Personal Goals.

PROGRESS REPORTS

In the middle of each semester, teachers will provide a thorough progress report to the parents and students via JupiterEd. These reports are meant as an indicator to both parent and student about the current status of the child's mastery, skill acquisition, effort, and behavior. These progress report grades do not show up on the report card, which only report semester one and semester two final grades. Parent-teacher conferences are held after the progress reports are posted.

HOMEWORK

Homework is an essential part of school. The purpose of homework is to extend and reinforce what has been learned in class, to develop proficiency with skills and study habits, and to give a sense of responsibility and accomplishment. Assignments should reflect the material being learned in class. Long-term projects are beneficial to the learning process; therefore, we provide a mix of daily assignments, weekly assignments, and long-term projects. In this way, the information and skills needed for participation in class will be readily available to all students.

And yet, students at Hilldale work incredibly hard throughout the day, especially in comparison to many of their peers. They explore many subjects and go in depth through activities, discussion, and critical thinking. At the end of the day, many students need an opportunity to decompress, unplug, run around, or engage in imagination play. We also are aware of the importance of allowing children time and energy to explore extra-curricular activities both inside and outside of school. Therefore, we strive to seek a balance in the homework load.

The amount of homework assigned will be in direct relationship to the maturity and mastery levels of students in each grade. It will also vary daily depending upon how much the student is able to complete in class and after

school in the "Homework Club," the teacher or teachers' abilities to estimate what is reasonable and productive, and the child's ability to concentrate on the work at hand. It is understood when a parent enrolls a child that he or she is expected to cooperate fully with the study program. We appreciate this cooperation, and we promise to work with each family if there are any questions or concerns.

With JupiterEd, parents can adjust their settings to receive alerts when a student does not complete homework, forgets to turn it in, or does the work in an incomplete or poorly executed manner. If a student does not complete three homework assignments in a term, the student will receive a detention with the teacher. The detention will be served after school where the student will do homework or other tasks for a minimum of 30 minutes and will not be allowed to participate in after school recess or programs until the detention is completed.

Beginning in Kindergarten, students will often have some homework and always have reading, Monday through Thursday. Beginning in Second Grade, students often have additional homework or special projects to work on during the weekends. Guidelines for nightly homework include the following grade-level estimates:

Kindergarten	5-20 minutes of parent-directed or student-led reading
First Grade	~20 minutes plus 20 minutes of reading
Second & Third Grades	~30 minutes plus 30 minutes of reading
Fourth & Fifth Grades	~45 minutes plus 30 minutes of reading
Sixth Grades	60-90 minutes plus 30 minutes of reading
Seventh & Eighth Grades	90-120 minutes plus 30 minutes of reading

This amount of time includes the time spent in our daily after-school homework club. Additionally, teachers may send home suggested website links for weekend activities which would extend and strengthen your child's learning. Please be on the lookout for these, as they will be both fun and informative, and they are something that you can do together with your child!

If your child is regularly spending more time than the above guidelines on his or her homework but appears to be truly focused and working during the entire time, please discuss it with the teachers right away. They may make individual accommodations, if necessary. Those students who are not being challenged by the material may be given alternate enrichment assignments.

Homework should always be an assignment that the child can work on independently. While we would like parents to be involved in their child's education, their involvement should not be a nightly teaching or re-teaching of the day's lessons. However, children in Kindergarten will need help from parents in reading and understanding the instructions (in the beginning of the year); and, Kindergarten through Second Graders will need help with organizing themselves, completing all assignments, and arranging the completed work in such a way that it can easily be found and turned in the next day. Please help to monitor this and to train your child to have good study habits. By Third or Fourth Grade, your child should have mastered these basic techniques.

We request urgently that parents not do homework, reports, or special projects for their child. A first grade report should look like it was completed by a First Grader doing his or her best work. While some guidance and suggestions may certainly be made, work which is done by parents does not help the child in any way, either intellectually, organizationally, or in building of confidence. Additionally, teachers will not be able to provide

targeted help to a child if they cannot tell from the child's work whether or not the child understands the material at hand. If it comes to the attention of the teacher that a parent has done work for the child, the child will receive a zero on that assignment and be asked to complete it again.

Please help us to continually encourage your child to do his/her personal best in all class work, assignments, projects, and of course in his/her personal behavior and dealings with others, as well. Attention to grades is only one of the ways this can be done. Reading aloud daily 20-30 minutes to and/or with your child, encouraging him/her to find ways to make use of the things he/she is learning, and showing your fascination with what he/she is learning and with learning in general are other ways which can build your child's confidence and instill a true love of learning. This is true of students of all ages.

ASSESSMENTS

An Achievement Test will be administered at the end of the school year to Grades 3- 8. This standardized test is mandatory for all students and does not influence your child's grades; however, it does provide us with an assessment of our students' academic progress from year to year. While we do not believe that such norm-referenced tests are the only way to judge a child's knowledge and intelligence, because certainly some people have outstanding gifts in areas not tested and others truly have trouble with testing in general, but when combined with academic grades, performance assessments, and informal assessments, they do give a well-rounded indication of what a child has learned during the year and is capable of in the future. We believe, therefore, that they are *one* important indicator, that they can provide some important tracking information not available otherwise, and that they provide a guide as to which areas of weakness need extra attention. They are also an important preparation tool because most people must be able to score well on tests like these in later years, including in the application process for many high schools, colleges, and universities.

Results of the tests are given to the parents at the start of school and are made available to the teachers. This enables Hilldale administrators to compare its students' performances with a national sample at the same grade level. It also allows the school to target instruction for students who are low on the scale in particular subject areas. While Hilldale does not teach to the tests, they try to prepare students by providing the necessary general academic content and by helping them understand the testing methodology.

Please help your child do as well as possible by making sure he/she is well-rested and has eaten a good breakfast each morning of these tests. Also, please stress the importance of *listening carefully to the directions, concentrating on the questions, checking answers, and trying to do one's personal best on all tests.*

STUDENT ATTENDANCE RECORDS

A cumulative record file is maintained in the school office for each student. These files contain:

- **Report cards**
- **Academic Analyses**
- **Test scores**
- **Health forms**
- **Emergency information**
- **Signed forms such as Behavior Code, etc.**
- **Behavior management information**

Information in student files is considered confidential. The school will send copies of student files only when requested in writing by the parent or initiated because of transfer to another school. Financial balances must be completely paid in order for the records to be released.

BOOKS AND SUPPLIES

The school provides textbooks on a loan basis for all students and issues these to each student at the beginning of the year. This enables us to keep up with the best and most innovative teaching materials for each subject. Students are expected to take good care of them and to return them with minimal wear and tear. Textbooks which are lost or damaged as a result of student carelessness must be replaced at the parents' expense. Bills will be sent home during the final days of school and are to be paid in full before the end of school.

The school supplies various items for certain projects in all grades, including journals in Kindergarten and First Grade. The school also supplies an agenda for students in Grades 2-8. However, most general student supplies are to be provided by the student as requested by the teachers at the beginning of the year. Parents should check their child's agenda each night for assignments, notes, needed parent signatures, etc. Students in grades K - 5 are required to purchase school supplies from FirstDaySchoolSupplies.com. This ensures uniformity, allowing the students to use these supplies in a community-style. Fifth - Eighth grade students can choose to purchase identical supplies through the company or on their own.

MEALS and SNACKS

Since they are not cafeteria facilities at the school, children may bring lunches from home or may choose to take part in our school-sponsored hot lunch program. The school requests that parents pack healthy food and drinks which will build strong bones and healthy bodies and which will encourage good eating habits. Please remember that candy is discouraged as a part of student lunches, and candy and soda are not allowed on campus except when approved for special circumstances or a class party. Gum and glass containers are never allowed. Due to staff supervision requirements and the limited amount of time that K-4 students have to eat lunch, we are unable to microwave foods for lunch. The microwave may be used as a privilege by students Grades 5-8. It should be used by one student at a time.

Students may receive a hot lunch from School Foodies. Lunches are purchased from the company online (www.schoolfoodies.com). In order to avoid rush charges, purchase meals 72 hours in advance.

Since good nutrition, including an adequate lunch, is a part of an adequate learning environment, it is essential that every child have a proper lunch. Therefore, if a child forgets lunch, he/she may call parents during recess and request that a lunch be brought to school or may request that the school provide a basic lunch (soup or macaroni and cheese, fruit, and a drink) for a fee of \$6.00. We hope that this charge is a significant deterrent to having the office involved in stocking and preparing these items. Healthy snacks of fruits, vegetables, juices, or crackers may be brought for the after-school recess break. Chips, cookies, and sweets are discouraged.

Sharing food is always tempting for students but **never** allowed as some students have fatal food allergies. Hilldale is a NUT-FREE school, and no nuts or nut products may be brought to school for the safety of all students.

RECYCLING AND COMPOSTING PROGRAMS

Hilldale has a recycling and composting program. Please look for the blue recycling bins in all classrooms, the labeled containers on the play yard, and the green composting bins in the courtyard; help us to keep our world clean.

HOME-SCHOOL COMMUNICATION and INVOLVEMENT

Hilldale School's teachers, administrators, and owners are committed to open and clear communication and recognize that a strong home/school partnership will foster the children's development. All parents are encouraged to support the school and to participate in their child's education in the following ways:

STUDENT/PARENT DIRECTORY

A student/parent directory is given out after the first two weeks of school. Parents who do not wish for their information to be in the directory should indicate this on the Registration form check-box. This directory serves to keep everyone in our community connected so that they can develop friendships and support one another.

FRIDAY BULLETIN, PARENT FOLDERS, AND BULLETIN BOARD

In order to help keep everyone informed, a Friday Bulletin is emailed home each week with important reminders and notes for the week ahead. Please take the time to read through this information-rich report. The office makes every attempt to avoid multitudinous emails throughout the week. The Friday Bulletin is a compilation of all the week's news and reminders. After the initial bulletin, please look to the Parents' Corner on the homepage of the website for links to the information from the bulletin.

Additionally, a parent news area with a large bulletin board and hanging file folders for each student is located on the lower campus next to the First Grade room; this is used for teacher/parent communications not delivered via e-mail. It is important that you check this file weekly for student work. Parents/guardians and the Family Association members who wish to place something in the parent files or on the parent information board *must submit a copy to the principal for prior approval*. You may also find on the parent bulletin board certain reminders, important notices, calendar updates, the after-school schedule, and community events or programs posted by the administration.

SCHOOL-WIDE NEWSLETTERS

A quarterly newsletter will be issued by the principal, teachers, and administration in an effort to provide up-to-date information about school-wide topics. These newsletters contain articles written by the staff on a theme pertaining to the Hilldale experience, calendar updates, and special school awards. We encourage you to stay informed by reading these newsletters thoroughly when they are issued. A link will be sent home in the Friday Bulletin quarterly, and they are also posted to the website under "Newsletters & Information."

SCHOOL WEBSITE: WWW.HILLDALESCHOOL.ORG

Calendar, news, events, and homework information is updated regularly on the school website. The calendar on the website has the most up to date information and Hilldale Hoorays are posted in the "Parent Corner" and "News" sections of the homepage along with interesting news about our community's members. The Family Association also has a page with information about their events, and we have posted many other parent resources on the web. As much as we try to avoid it, dates and information changes from the publication and distribution dates of the calendars. Therefore, the website is your best source for current and accurate information. **Please subscribe to the calendar by going to the homepage on the website, clicking on the word *calendar*, and then clicking on the *subscribe* button on the upper right hand corner of the calendar page.**

TEACHER E-MAILS

Hilldale School administration, faculty, and staff members all have e-mail accounts which can be accessed by entering firstname.lastname@hilldaleschool.org. You are welcome to contact us at any time. Please see the first page of this handbook for a staff directory.

FACEBOOK PAGE

Hilldale also posts regular updates, reminders, Hilldale Hoorays, and fun pictures on our Facebook page: [Facebook.com/Hilldaleschool](https://www.facebook.com/Hilldaleschool). There is also a private Hilldale Parents' Facebook page designed to deepen connections and exchange fun pictures. Most grades also have their own Facebook pages. You cannot help but be connected!

PARENT SURVEYS

An end-of-the-year parent survey will be sent home with a request for comments and suggestions concerning Hilldale's programs, staff, facilities, and general operations. Parents/guardians are encouraged to complete the survey, as it provides valuable feedback and helps the administration and staff plan for and make improvements in the following year. Our goal is to keep the lines of communication open.

BACK TO SCHOOL NIGHT

During the first two weeks of school, after general rules have been established in the classes and the children have had a chance to settle into school routines, parents are invited to a "Back to School Night" event. The purpose of these events is to offer teachers an opportunity to introduce themselves and present an overview of the class curriculum and academic goals, a display of the educational materials to be used, and a review of expectations, grading scale, and procedures to be used in the coming year. Parents are asked to attend every year so that they can help support the teacher in giving the children a solid academic program and social-emotional support during the year. After an initial welcome, parents will attend two-three informational sessions that will last for approximately 25 minutes each. In the lower building, parents will see a presentation by the primary teacher and a second presentation offered by the Spanish, Music, and Art teachers. In the middle school, parents will meet with the Science/Math, Humanities, and Specialties teachers separately. Parents may also choose to hear the presentation by the Spanish, Music, and Art faculty. There are two events to better accommodate parents with more than one child in the program. Please note the specifics dates on the web.

Please note that child care is provided for this event. Additionally, Back to School Night is not intended to accommodate in-depth discussions of individual students. Parents are welcome to discuss concerns during Parent-Teacher Conferences, which are held after the first progress report, or they may schedule a special appointment as needed at any time.

PARENT-TEACHER CONFERENCES

Official, mandatory parent-teacher conference days are scheduled in the fall. On those days, school will end at 11:45 a.m., right before lunch, and the children may be picked up at that time or may be left in extended care. This conference is held shortly after the first progress report in order to provide parents/guardians an opportunity to discuss and influence student progress. Students may attend if the parent desires and the teacher agrees. The fall conference is required, and additional conferences are available in the late winter. Parents will sign up for the conferences through an online invitation, and it is the responsibility of the parent/guardian to make and keep the appointments in a timely manner. Parents or teachers may also request additional conferences with teachers or administrators at any time when there is a concern. They are also

encouraged to maintain open and effective communication regarding student progress or problems so that each student can be supported in developing to his/her full potential.

CLASSROOM VISITS

We both appreciate and encourage parent volunteers to assist with field trip organization, fundraising events, and classroom and school communication; parents are also welcome to help during certain subjects, parties, during before care and lunch supervision, and during special events. **Please also understand that teachers need to have last-minute planning and set-up time from 8:00 until 8:25 a.m., so classroom drop-in visits during that time are not possible.**

Frequent opportunities will be arranged for parents to visit the children's classrooms during the many special events which take place during the year. Some teachers may request more parent involvement than others. Please talk to your teacher to see how you can be involved! Please also know that classroom observations and appointments with the teacher can always be scheduled.

CLASSROOM OR SCHOOL-WIDE SUPPORT

There are times when parent support is sought and greatly appreciated. Teachers may communicate such opportunities in their weekly communications or via email. A parent with more availability can be a room parent, who helps with parties and field trips and communicates as needed to other parents in that class. Others may be able to help out periodically by providing transportation for a field trip or special class event or party. Parents who would like to be more involved can assist with after-school workshops or with general before- or after-school care. They can be an interviewer during our annual "Career Day Mock Interviews," cook for our annual "International Fair," or assist with office projects. Furthermore, parents can help the Family Association with fund-raising events and work actively with the Family Association to support the school. They can help with tours of prospective parents and with spreading the word in the community about the great education that Hilldale provides. And, of course, they can make sure that their child completes homework assignments and does nightly reading, and they can provide extra enrichment material about any or all of the topics being studied in class. Special parent guest speakers are encouraged and often sought-out. All of these are helpful to both the school and to the individual students, including your own child. If you would like to donate time in any of these ways, please let the office or teacher know or so indicate on the parent volunteer form.

SCHOOL-WIDE EVENTS

Many school-wide events are planned throughout the year by the administration, staff, and the Family Association. Parents/guardians are encouraged to participate and enjoy these events and are also asked to help to make them a success by getting involved.

FAMILY ASSOCIATION

The Family Association (FA) is comprised of all parents of students enrolled at Hilldale; however, there are no fees or dues required. The FA supports Hilldale by holding regular informational gatherings, which allow for parent dialogue and input, and by raising non-profit money for special school projects and fun events. Events include a Halloween Carnival, Talent Show and Auction, teacher appreciation, Field Day, field trips, special assemblies, and more.

The organization is run by the president(s) and board members who are volunteers elected in the spring and who serve for the following two school years. This team of parents plans and directs the regular association meetings and the parent committees responsible for individual events, and they assist in the home/school communication link. Parents/guardians who are interested in being considered as board members may contact the present board members or the principal.

Parents/guardians are also encouraged to volunteer in whatever ways they are most interested and able. Help will be most appreciated in any of these ways, and additional ideas are welcomed!

SHARE THE NEWS!

As members of a community that can only be stronger by attracting others, parents are requested to help out by spreading the news of what a great program Hilldale has. This helps to keep Hilldale strong and growing. We have brochures and fliers available for you in the office if you would like to pass these out or post them at work or in your neighborhood where children congregate. You can post your positive feedback on google.com, yelp.com, or greatschools.net!

If you are willing to help with prospective parent tours, please sign up for a few tour days in the office, as this is one of the very best ways to bring in new people. Let us know, also, if you are interested in helping in other ways. Your help will truly be appreciated!

ADVISORY BOARD

Each year, several parents are invited to participate in an Advisory Board, which meets with the school's principal and operations manager on a regular basis in an effort to provide forward-looking information and advice concerning the general school operations. The members of this group generally include the president of the Family Association, at least one parent representative from the lower and upper buildings, and the principal. All members must have been with the school for at least one year. Because the information shared in this group can be of a sensitive nature, it is generally not shared with the entire school community. However, the discussions are used in deciding what the school policies will be and how the school is run. Interested parents are encouraged to speak with the principal and/or operations manager about the possibility of joining this group.

MISCELLANEOUS INFORMATION

CELL PHONES, TOYS, ELECTRONIC DEVICES, AND SHOW & TELL

It is the school's policy that students may not have or use cell phones on campus. If absolutely necessary, cell phones may be left in the office to be picked up by the student upon departure. If a cell phone is seen out of a backpack or in use during school hours, or if it rings or makes noise during school hours, it will be confiscated and must be retrieved by a parent at the end of the day. Violations of the cell phone policy will lead to a detention.

Toys and personal belongings are not allowed at school except on Show and Tell days or when express permission is granted by a teacher. Unsolicited personal belongings will be confiscated by the teacher and must be retrieved by a parent at the end of the day. Show and Tell must remain in the child's cubby until the designated Show and Tell time. Violations of this rule may result in loss of Show and Tell privileges.

Show and Tell items should be educational and appropriate. An appropriate Show and Tell item is one that allows the student to relate an exciting or special personal experience or teach something new to the class. Weapons or objects relating to violence are NEVER appropriate for Show and Tell.

Electronic devices such as iPods, ipads, phones, kindles, and video games are never allowed at school, nor are they considered suitable items for Show and Tell. All electronic devices will be confiscated by the teacher and must be retrieved by a parent at the end of the day. The exception to this rule is that Eighth Graders may earn the privilege of bringing personal laptops with school and parent permission.

STUDENTS IN THE OFFICE/USE OF TELEPHONE

The office is a very busy place which handles a tremendous number of school-related business functions. Parents are welcome to drop off forms and payments with the office manager, and they may make appointments to speak with the principal or vice-principal. Due to our continued growth, **drop-in appointments with administrators are often not able to be accommodated.** Nevertheless, they will always find an amenable time for an appointment to answer any questions or address your concerns.

Students are not to linger in the office or come to the office without permission from the staff, except in an emergency. The school phone is available to students only by permission. Students may not telephone home for forgotten assignments; they should also not expect to copy workbooks or worksheets in the office after school. Getting homework from home to school and from the classroom to the backpack is the student's responsibility. Students should also not telephone home to change arrangements for pick-up from school or ask permission to go to a friend's house unless it is an emergency. Students will not be permitted to leave school with another parent unless WRITTEN PERMISSION had been sent to the office from the child's parent on or before the morning of the day of departure. Students are permitted to telephone home if they have forgotten a lunch, glasses, or other essential items, but they should do so with prior permission and with supervision. Students may not telephone from the classroom except in cases of an emergency.

INCLEMENT WEATHER CONDITIONS

In the event of inclement weather, students will have lunch and recesses in their designated classrooms. In the event of hazardous weather conditions, when the entire Daly City Elementary School District closes, Hilldale School will close for the day. If only particular schools in the district close, Hilldale will remain open unless conditions are unsafe. If school has already started, parents will be notified by email, text, and/or telephone.

BIRTHDAY PARTIES AND INVITATIONS

If party invitations are distributed on campus, the school requests that *all* classmates be invited (or all boys/all girls) or that invitations be sent to children's homes in order to avoid hurt feelings and harbored resentments. Parents may also send a birthday treat for the entire class to be distributed during recess or at lunch if approved by the teacher and the items are completely nut-free and not processed on equipment which processes nuts. To avoid conflicts with field trips, school projects, and other birthday parties, parents should make such arrangements *in advance* with the classroom teacher.

PUBLICITY RELEASE

As part of the registration process, parents are asked yearly to sign a pro forma release granting permission for their child to be photographed, filmed, videotaped, or interviewed during the school year for the purpose of promoting and publicizing the school. This includes using pictures for Hilldale brochures as well as allowing the student's first name to be released for opportunities of positive recognition. First names will only be used. We will be very careful to make sure that names are only attached to pictures with your permission.

FIELD TRIPS

When a field trip is planned, a Field Trip Permission Slip will be sent home two to three weeks prior to the event (online via Google Forms). This form must be completed by the due date. In cases when no form is received, your child will not be allowed to participate in the field trip. Students may stay in the office and complete a self-study project provided by the teacher.

All students are expected to be in uniform -*wearing the polo with the school logo*- when going on field trips except when the school authorizes special dress because of a special circumstance. Those who are not in uniform must be sent home. Students should wear their red sweaters and red fleece jackets in an effort to maintain easy identification. Other-colored outside jackets make it difficult to identify the children en masse.

Transportation is in parents' or teachers' cars, on foot, by BART, or by chartered bus, depending upon the destination. The method will be detailed on the permission forms. Parents attending field trips as chaperones or drivers must provide copies of their driver's license and insurance to the office (once yearly, or whenever expired), and they must indicate their willingness to act as a chaperone, i.e. someone who also helps to supervise the students by reading and signing the chaperone duties and responsibilities letter. They should not bring siblings or friends of Hilldale students on the field trip. Parents must sign a release of liability for chaperones.

Students are expected to behave in a safe, courteous, and respectful manner at all times while on field trips. If the teacher feels that a student is unable to maintain appropriate behavior, parents will be contacted to pick up their child, and the student will not be invited on future trips.

Any parent who wishes to pick up his/her child from a field trip site must give 24 hour prior written or email notice to the office, discuss it with the teacher prior to the trip, and sign the child out upon departure (or call the office to sign out the child).

LOCKER GUIDELINES

In order to borrow a locker space on the upper school campus, students must abide by the following rules:

- a. I understand that I should go to my locker only during designated times, such as before school, during recess time, and at lunch, or with permission from a teacher. I should bring all necessary materials to class with me because I will not be excused from class to go to my locker.
- b. I understand that I should not go into anyone else's locker. I understand that if I break this code, I will be placed on locker probation and will risk losing locker privileges.
- c. I understand that the school encourages me to keep my locker locked at all times. All items that I place in my locker are my responsibility.
- d. My locker must remain neat. I will keep my lunch in my locker. I will be responsible for any food spillage or water damage to the locker and/or any textbooks and school supplies therein.
- e. Each morning I will empty the entire contents of my backpack into my locker and hang up my backpack.
- f. I will store my jacket in my locker or on designated coat hooks, not in the classroom. If backpacks are left in the hallway, students will receive a discipline notice, and backpacks may be confiscated.
- g. School policy forbids personal items, such as toys and electronic devices. However, pictures and small personal decorations that stay in the locker temporarily are permissible. There should be no permanent decorations, however, such as stickers or writing on the lockers.
- h. Lockers will be inspected (unannounced) by a teacher or staff member at random intervals. Recess will be contingent upon the cleanliness of the lockers and desks. If need be, I agree to clean my locker and desk during recess.
- i. Even though there are times for locker checks, I understand that I may be asked to show a teacher the contents of my locker at any time. I agree to open my locker when asked.
- j. I understand that I am responsible for repairing any damage to my locker. If there is damage, my privilege of having a locker will be revoked until the damage is repaired or compensated.
- k. I recognize that the locker area is tight, and I will be mindful of other students' personal space. Standard respectful treatment is a must!
- l. I understand that if I do not follow these guidelines, my privilege of using a locker will be revoked.

STUDENT AWARDS AND RECOGNITION

The Hilldale School has a recognition program which is designed to affirm and acknowledge student achievement, ability, and service as reflected in our mission statement, and to act as an incentive and motivation for excellence and growth. Twice-yearly Awards Assemblies will recognize students with outstanding achievement. Each area of distinction is awarded a certificate. Student awards may include:

- **Honor Roll/Principal's List** - All A's and B's/ all A's
- **Subject Area Awards** - For academic excellence and marked academic growth
- **Specialist Awards** - For outstanding performance or most improved performance in Art, Music, or Spanish
- **Attendance/Timeliness Awards** - No absences/ No tardies
- **Hilldale Habits Awards** - For noteworthy leadership, service, and dedication to the habits

In addition, certain Honor Awards are given for special events. These are special distinction awards for winners of events such as the Spelling Bee, Geography Bee, and Science Fair as well as for outstanding work on the Young Author Project. Parents are encouraged to attend these events!

Finally, each month every class works toward receiving the award for best class behavior. The class earns recognition for campus clean up, participation in the weekly assemblies, acts of kindness, acts of service, school spirit, good listening, clean lockers, cubbies, and rooms, and the fewest tardies and absences. Awards are granted to each member of the class and include free dress days and extended recesses.

Leadership tickets are given to students who demonstrate exemplary behavior. Each month the student with the most leadership tickets is recognized as the leader of the month. He or she gets to record the morning announcement for the month.

Each week the teachers and principal choose one student who is working hard to practice the Hilldale Habits of Respect, Leadership, and Independent Lifelong learning. This child is named the Student of the Week at the assembly and his or her picture is posted in the courtyard.

Each week one student's artwork is posted in the courtyard, and he/she earns recognition at the assembly as the Student Artist of the Week.

Growth awards may also be given to those students whose marked growth and development deserves recognition.

HILLDALE PROGRAMS & EVENTS

Assemblies

Assemblies are held for special events, guest speakers, and for awards. There is also a Monday morning assembly each week in which the principal greets the students, staff, and available parents on the playground and sets the tone for the week. Additionally, birthdays, holidays, school events, and world events are celebrated and discussed. The virtue and villain of the month are highlighted, and students are acknowledged for their good behavior. Each week, a new Student of the Week is chosen. Parents do not need to attend the weekly morning assemblies but are encouraged to do so. All announcements pertaining to parents will also be distributed via e-mail, the Friday Bulletin, and posted on the website and on our Facebook page.

Back to School Breakfast, Registration, & Opening Day Assembly

Parents and students meet in the courtyard to get forms, make payments, ask questions, and mingle, while sharing a breakfast and an assembly welcoming everyone to the new school year. Leaders of the Month from the previous year offer tours to incoming Kindergarteners and their parents, as well as any new students. The Family Association provides breakfast for all.

Back to School Night

During the second week of school, parents are invited to the school to meet with the principal and their children's teachers in order to acquire information about the class, homework, and expectations for the upcoming year.

Back to School Pool Party and Pot Luck

Students, parents, and teachers are invited to bring a dish to share for the potluck and enjoy the pool as we visit with old friends and make new ones.

Book Fair

Run by a parent coordinator in conjunction with the administration, the book fair is sponsored by Scholastic. Hundreds of books for all ages of readers and nonreaders are available for purchase. A portion of the proceeds benefits the school and is kept in a special fund to purchase books and curriculum materials of the teachers' choosing.

Career Day

Students are exposed to the community's leaders through presentations from local professionals—doctors, lawyers, artists, fire fighters, police officers, writers, programmers, actors, etc. Seventh Graders are also asked to write an essay and participate in a mock interview in preparation for high school.

Celebrate Reading Week

In March, a variety of reading-oriented activities are scheduled together in order to celebrate the student body's excitement for reading. The week often coincides with the end of the Young Author Project program. Celebrate Reading Week includes special dress up days such as Dr. Seuss' Day, Science Fiction/ Fantasy Day, Little House Day, Shakespeare Day, and Favorite Book Character Day specific to the classes. Among other events, classes visit a library, enjoy a read-a-thon, participate in an all-school assembly with their Buddy Groups and middle school students plan for and participate in the YAP character clash! The Book Fair is also held during or around this week.

Earth Day

On Earth Day, students participate in conservation-related games and relays. Additionally, students participate in writing and science activities on our backyard mountain, create nature-inspired artworks, and attend a nature movie.

Extended and Overnight Trips

Beginning in the Fourth Grade, students engage in extended day or overnight trips to further their studies, have bonding experiences, and meet students from other schools. Fourth-Fifth Graders enjoy a three-four day outdoor education Science camp (Web of Life, Motherlode, etc.) focusing on Biology, Ecology, environmental awareness, and team-building. The Sixth Graders trek to Ashland, OR to experience the Shakespeare Festival and Crater Lake. Seventh Graders backpack the Sierra Mountains for a week, learning about their world and themselves in a profound way. Eighth Graders visit Washington, D.C. and Colonial Williamsburg to experience the marriage of the past and present. Parents and teachers chaperone the trips, and the backpacking trip includes hiring a naturalist who is a certified wildlife first responder. Trips are coordinated with the school calendar and chaperones are required to sign a commitment of responsible supervision and undergo a background check. Unlike all other field trips, the cost of these trips are not included in the tuition, so students and staff create fundraisers which help to offset the costs.

Family Association Dinner

Once a year, all families are invited to dine together at a local restaurant. It is a great time to get together, and a portion of the total dinner sales are donated to the Family Association.

Field Day

Field Day is held on the last day of school. It is a school-wide athletic and social event designed to enhance school spirit and a sense of school community. Field day activities include games, a school-wide picnic, and a super-soaker event. Parents and guardians are invited to join the students and faculty on this day of fun and recreation.

Geography Bee

The Geography Bee is sponsored by the National Geographic Society and is held in late fall. Only Fourth through Eighth Graders can participate in this exciting event. Winners are given a qualifying test and, if they pass, can compete at the state and national levels!

Grandparents Day Tea

The Grandparent Appreciation Tea is a time for students to share their school experiences with their grandparents (as available). While not all children will have special guests, all will welcome those who are able to attend. Together all students and guests enjoy tea and cookies, participate in an assembly, tour the classrooms, and experience Hilldale!

Halloween Carnival

Each year the Family Association and the Hilldale School Community Council host a Halloween Carnival complete with games, prizes, contests, food, and a haunted house. Proceeds go to the Family Association and the students. The Halloween Carnival is typically held on the weekend before Halloween.

International Fair

During International Fair each class gives a culminating presentation about a country they have chosen to study through research, study, drama, and enrichment activities. The experience encourages knowledge of other places in the world, promotes creativity, and helps our students join together in an enjoyable experience of sharing, learning, and appreciating different cultures.

Make A Difference Days

Twice a year, parents are asked to help out with miscellaneous fix-up and clean-up projects around the school campus. This is a great way to show support for the school and to get to know other committed parents at the same time. Those who are on financial aid will receive credit for the hours they spend during these volunteer days.

Mentor Families

New parents are partnered with a mentor family, who has been at the school for at least a year, so that they have support as they begin a new school experience. Mentor families are available to answer questions and help introduce new families to others in our Hilldale family.

Morning Joe

Available parents gather on Friday and Monday mornings to come together as a community and enjoy a cup of coffee on the lunch deck. Coffee and treats are provided by the participating parents.

Operation Cratchit

During December, the school creates a child-led, holiday giving program. Whether a toy-drive or a sponsor-a-family program, this program teaches kids to connect with those less fortunate than they are.

Parent & Alumni Night

In early Spring, parents are invited to attend an evening at Hilldale where they will have the opportunity to view their children's work, meet with teachers, and mingle with other parents, all while enjoying a decorated school. Alumni are invited back to share their experiences and see what the school has been up to!

Picture Days

School photos are taken annually early in the fall. Various packages are available for purchase as mementos of the school year. Specific information is sent home prior to the scheduled days. Students are to be in *full dress uniform* for their pictures, including dresses and skirts for girls, belts for boys, school sweaters with patches, and appropriate socks and shoes.

Pool Parties

During the beginning of school, all new and returning parents are invited to attend a potluck and pool party held on a Saturday. This is a great way to reconnect with friends and meet new parents and students. Additionally, during the last week of school, every class has the opportunity to enjoy the pool for a class pool party. Pool parties are supervised by a Red Cross certified Lifeguard.

Principal Birthday Lunches

The principal hosts a special monthly lunch for those whose birthdays are in that time period. These dates are on the calendar. This is a fun time for the students to have one-on-one time with the principal and for the principal to get to know the children even better.

Reach for the Stars Talent Show

The Talent Show Festival is typically held in March or April. It is a fun event during which the entire Hilldale family gets together to enjoy good food and fun. It usually includes a meal, a talent show, raffle prizes, a silent and live auction, and great conversation.

Science Fair

In an effort to ignite interest in scientific discovery and the scientific method, students participate in an all-school Science Fair. The Kindergarten through Second Grade classes complete a group science project so that they can learn how to do a science project well, practice supporting each other in their investigations, and learn how to cooperate. Students in Grades Three through Eight must do individual projects to fully understand the scientific method.

This is a long-term assignment which is explored and scaffolded for the students at school. Parents are asked not to do the experiment or the display for the children, but to lend support by helping to obtain needed supplies, asking questions to get the children to think about their chosen subject, and making general suggestions on how to best display the results. **It is important, however, that this be the CHILD'S WORK, not the parent's, and that the child understand and be able to describe the process and results of his or her experiment.**

Awards will be given to those students in each grade with the most outstanding project and presentation which has been conducted at an independent level. Selected works will be sent to the local science fair for competition at the county and state levels.

Service Learning/ Community Council

All students participate in two school-wide community service events. Students in grades 6-8 will have a weekly gathering (Community Council) where they use research to put together an action plan and subsequently take action to make a positive difference in our community. Additional required community service hours are conducted outside of school for Sixth through Eighth Graders.

Each class also participates in a service project of its own choosing. Whether focusing on collecting coats for those in need, raising awareness and items for animal protection and care, or identifying an important and topical need, teachers and students will work together to educate themselves and make a difference in the lives of others.

Spanish Market Day

In the spring, students will set up a Spanish marketplace where they will sell food and drink to students and parents. Upper school students will lead activities in Spanish and which are culturally relevant. All transactions will take place in Spanish. The event culminates in taking a swing at a piñata and a candy treat!

Spelling Bee

The Spelling Bee is held in the fall and is a great opportunity for students to show off their spelling skills! Students will be given a list for preparation, and the winners will be recognized on a plaque in the office. Winners are also encouraged to participate in the local and state bees! The Bee is open to First through Eighth Graders.

Spirit Days

Spirit Days are held throughout the year to foster school pride and a sense of community. Students are invited to participate by dressing in the theme of the day, which includes themes such as Wacky Dress day, Pajama Day, Fancy Dress Day, Pirate Day, Mustache Day, and Sports Day.

Young Author Project

Students in First -Eighth Grades will write their very own book, complete with illustrations, an author's page, and a cover! Guidelines are provided and designed for each grade. Winners at each grade level will be acknowledged at the final awards ceremony.

Winter Program

Just before the winter break, a school-wide program showcases some of the curriculum the children have worked on during the first half of the year, primarily in music class. The performance may also include dance, drama, Spanish, and art. This is a very special event, and everyone is encouraged to attend.

80th Day

On the 80th day of school, Kindergarten and First Grade classes celebrate with "80's Day" activities. The whole school gets to dress up in 80's-gear.

100th Day

On the 100th day of school, Kindergarten and First Grade classes celebrate with "100th Day" activities.



The Hilldale School PK-8

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