

# HILL ELEMENTARY SCHOOL

A Recognized School of Excellence

## PARENT HANDBOOK



*Hill Elementary School*

2016-2017

### *Hill School Agreements:*

1. Attentive Listening
2. Mutual Respect
3. Appreciations/No Put Downs
4. Right to Participate
5. Dillo Best

*Learning Is For Life*



## WELCOME

Welcome to **your** school. At Hill Elementary, excellence is a 46-year tradition.

### TEXAS COMPULSORY SCHOOL ATTENDANCE LAW (CHAPTER 25 OF THE TEXAS EDUCATION CODE) AND AISD BOARD POLICY

The academic success of every student at Hill is important to us. Daily school attendance and arrival on time are critical to this success and should be the goal of every parent/guardian and child. It is the responsibility of the parent/guardian to monitor their child's attendance, require them to attend school, arrive by 7:45 AM, and stay through 2:57 PM. **Students must be with their teacher when the bell rings at 7:45.** Students who arrive after 9:30 a.m. are considered absent for the day. According to the Texas Compulsory School Attendance law, AISD **may** file a complaint against the parent/guardian in a justice court if a student is absent or arrives late **without a written excuse** on 3 or more days or parts of days within a four-week period. We **must** file a complaint against the parent/guardian in a justice court if a student is absent or late **without a written excuse** on 10 or more days or parts of days within a six-month period in the same school year. **Parents/guardians must present a note to the office explaining their child's absence or tardiness for any portion of a school day. Students/parents are expected to provide written documentation for each absence within 48 hours after the student returns to school.** When a student has an appointment with a health care professional, a note from the health care professional should be presented to the office upon the student's return to school.

We follow district guidelines pertaining to **tardy students, including those who come to school late and those who leave early.** Send a note to the office to explain absences and tardiness when returning to school, or send an email to the attendance specialist at [hill@austinisd.org](mailto:hill@austinisd.org).

**Teachers need at least 24 hours notice to prepare makeup work.**

**Religious Holy Days**--According to the State Board of Education, students shall be excused from attending school for the purpose of observing religious holy days when it is a tenet of their faith that they must be absent from school during such time, provided a **note** is sent by the parent or guardian, upon the child's return to school. This statement includes all religious affiliations. Students will be counted in attendance if required make-up work is completed satisfactorily.

**Religious Matters Policy**—All students and staff members are expected to be tolerant and aware of each other's religious views. Therefore, no particular religious belief or non-belief will be promoted or endorsed by the school or its employees, and none should be disparaged. Students and staff may request to be excused from participating in practices which are contrary to their religious beliefs in accordance with AISD policy. As religion is one aspect of any cultural heritage, and as Hill School has committed to providing a fully-rounded education, it recognizes that one

of its educational goals is to advance the students' knowledge and appreciation of the role that religious heritage has played in the social, cultural, and historical development of civilization, in an age-appropriate manner.

### CELEBRATIONS/INVITATIONS/PARTIES

A.I.S.D. policy does not allow individual **birthdays** to be celebrated at school. Birthdays are acknowledged each Wednesday at our morning assembly. Parents are asked not to send gifts, balloons, or flowers to students at school. **Items sent to a student for celebration will be kept in the office for pick-up at the end of the school day.** Teachers may provide ways to recognize individual children in the classroom on their birthdays. A.I.S.D. policy also does not allow individual party invitations to be distributed at school unless every child in the room receives one. Two classroom parties are allowed by AISD policy per year. Hill has chosen to have a Winter Party and a Valentine Party. Parents are asked to follow the teachers and school policy regarding nutritional requirements for food and decorations. Balloons shall not be part of the décor for the safety of all involved.

### CAFETERIA

Breakfast	\$1.50	Adult breakfast	\$2.25
Lunch	\$2.70	Adult lunch	\$3.50
Weekly	\$13.50	Additional milk/juice	\$0.65

**Breakfast** - For students who arrive before 7:40 A.M.

**Lunch** - Lunch may be purchased on a daily basis. A student's lunch money account may be replenished on a daily, weekly, or monthly basis. Only cash is accepted in the cafeteria. Checks will **not** be accepted. Parents may also use [myschoolbucks.com](http://myschoolbucks.com) to purchase lunches with a credit card. Additional milk, juice, or snacks may be purchased in the cafeteria. Do not send soft drinks or gum in your child's lunch. We expect children will:

- ◆ Talk quietly with their neighbors.
- ◆ Remain seated.
- ◆ Raise hand for assistance.
- ◆ Leave the table and surrounding area clean.

### CHILD CARE INFORMATION

Hill School provides a small after school Child Care Program. Please call Mrs. Bunde, (512) 414-4265, for more information. The names and phone numbers of other child care programs in the area are available at [hillelementary.com](http://hillelementary.com)

### DAILY SCHEDULE

7:35 a.m. Assembly in the cafeteria  
7:45 a.m. Classes begin  
Students arriving after this time must come to the office for a tardy slip.  
2:57 p.m. Dismissal time for all students  
The 7:35 a.m. assembly is a lively Hill tradition. It's a cozy, friendly way for each child to start the day. Students are seated with their class in the same location in the cafeteria every day. Please see to it that your child attends this celebration of learning.



## DISCIPLINE

Appropriate behavior is taught and expected. Respect lies at the heart of each school rule and expectation. Please refer to the AISD Student Code of Conduct for more details.

Hill is a TRIBES school, which values and appreciates diversity and inclusiveness. Students, staff and parents follow the Hill Agreements as our school code of behavior.

**I will respect myself...others...property.**

## EMERGENCY CARE INFORMATION

It is essential that the school have **current** home, work, and emergency numbers for each child. If a child is sick or hurt, we need to be able to contact a parent immediately. Help us keep these names and numbers up to date by emailing the school office at [hill@austinisd.org](mailto:hill@austinisd.org) with any changes or updates.

## DRESS CODE

Students are required to dress appropriately for active learning and play. Hill will follow the AISD dress code. Specific guidelines will be shared in grade level communications.

## LOST OR FOUND

Items are placed in the "Lost and Found" in the South/Gym hallway. Children and parents are encouraged to regularly check for items that are lost. Unclaimed items will be donated at the end of each semester.

## MEDICATION

In order for A.I.S.D. staff to administer medication, a parent must sign a Request for *Administration of Medication by School Personnel* form. Obtain these forms from the school office. All medication must be in the original container clearly showing the student's name. Students are responsible for coming to the office to take medication. Over-the-counter medication can be left on campus with parent authorization for two weeks only. If an OTC medication is needed beyond two weeks, a physician's note is required.

## PARENT INVOLVEMENT/PARENT CONNECTION

Here are some ways parents support learning:

- ♦ Join and participate in PTA.
- ♦ Volunteer in a classroom.
- ♦ Eat lunch with your child.
- ♦ Check the Wednesday folder every week, and go to [hillelementary.com](http://hillelementary.com) to subscribe to the weekly eNewsletter (Dillo Details).

## SCHOOL MESSENGER

Parents will receive an automated phone call from the District should your student be reported as not in school on any given school day. This may occur even if you have called the school office or the teacher. The District requires a written note from the parent or medical practitioner to substantiate or clear any absence.

## STUDENT SAFETY

Students depend on adults for safety. Please...

- ♦ Stop at crosswalks.
- ♦ Follow the ONE-WAY signs.
- ♦ Obey safety patrols.
- ♦ Follow posted speed limit in school zones.

- ♦ Do not use cell phones in the car line.

Also, please be aware that **all** doors will be locked during the school day, including the front door. A doorbell with intercom/phone capability and a camera has been installed at the front door. The bell rings in the office; we will admit you into the building. The front door will be unlocked during arrival time in the morning and at 2:45 p.m. for dismissal.

Hill uses the district mandated identification system, requiring parents/visitors to have their driver's license available when entering the building. All parents/visitors must report directly to the office to obtain a picture name-tag by enrolling their driver's license into the system.

## STUDENT SEARCHES AND SEIZURES

**Purses and backpacks:** Student purses and backpacks brought to school are subject to reasonable search by a school official (teacher, principal, assistant principal) when he or she has established reasonable cause to believe the student is violating or has violated a student code of conduct rule, school rule or law. *New Jersey v. T. L. O.*, 469 U. S. 325 (1985); *Coffman v. State*, 782 S.W.2d 249 (Tex. App. – Houston (14<sup>th</sup> Dist.) 1989). Parents should remind students not to bring items to school that are in violation of the AISD Student Code of Conduct (guns, knives, weapons, drugs, etc.).

**School desks:** School desks are school property and may be searched for contraband, overdue or missing books, stolen items, and spoiled food. As these are school property, the student and parent are on notice that there is a diminished expectation of privacy in the use of the desks. **Highly valuable items and those with sentimental value should remain at home, as the school is not responsible for the loss or theft of such items.** Any contraband found in plain sight will be confiscated and the student may be subject to disciplinary action.

## TELEPHONE

The school telephones are considered business phones. Students may use the phone only for an emergency. **Make social arrangements prior to coming to school.** Elementary students may possess paging devices and cell phones, as defined by law and this policy, while on school property or while attending school-sponsored or school-related activities on or off school property. However, phones and other electronic devices must be turned off and kept out of sight at all times while on school property. Elementary students who violate policy may be subject to disciplinary measures. District employees may confiscate any cell/paging devices, iPods, cameras, or electronic gaming devices found on school property that causes a distraction to other students. The parent/guardian must pick up the confiscated cell/paging device and a \$15 administrative fee may be charged.

## TRANSPORTATION

Riding the bus is a **privilege**, not a right. Children are responsible for their behavior on the bus. Students must remain in their seats while on the bus. In case of hazardous weather, **listen to local radio stations for school closings and bus information.**



**Additional Parent Parking Information:** Parking at Hill is very limited. Please do not park in the teacher parking areas during school hours. Parents may use the designated visitor spots in in the circle drive. All other parking spaces, including the entire north and south lots, are for staff. Parents may park on the street. However, please do not block driveways of neighbors, and follow the instructions on the posted signs for parking hours and restrictions.

#### **End of Day Dismissal Procedure**

If picking up your child from school at the end of the school day, please drive through the front circle drive where your child will be waiting. To pick up students inside the school, parents will be let in for dismissal beginning at 2:57, and must proceed to the cafeteria to meet their child(ren). **Please do not congregate** by the Yellow Brick Wall, in the front hallway, outside classrooms, or outside the office to wait for the 2:57 bell.

Austin Independent School District does not discriminate on the basis of race, creed, color, national origin, sex, disability, or English language skills in its programs and activities.

Hill Elementary School believes all students should receive an education in an environment free from bullying or harassment of any other form. Hill School is committed to creating a safe, healthy learning environment for all students that encourages respect, dignity, and equality among students. Thus, bullying or harassment of students, teachers, and staff will not be tolerated at school or school-sponsored or school-related activities such as field trips or special events where the student is under the control of the school.

Austin I.S.D. encourages parent and student support in its efforts to address and prevent bullying or harassment in the public schools. Students and/or parents are encouraged to discuss their questions or concerns about this area with a teacher, counselor, or principal.

Hill follows the No Place for Hate guidelines.

*Hill Elementary School is sensitive to the needs of food allergic individuals.*

Please confer with your homeroom teacher regarding any dietary restrictions before sending food items to school. Also, parents may not provide food to any children other than their own.

No animals, except those used in the instructional program or those used by persons as seeing-eye dogs or handicapped accessibility dogs, shall be allowed in District facilities.

***Any dog on an AISD campus or in a District facility must be on a leash.***

#### **IMPORTANT NUMBERS**

Hill School	512-414-2369	AISD Main Switchboard	512-414-1700
Hill School Fax Number	512-841-8105	North Bus Terminal	512-414-6520

### **HILL ELEMENTARY SCHOOL**

**8601 Tallwood**

**Austin, Texas 78759**

District website: [www.austinisd.org](http://www.austinisd.org)

PTA/Campus Website: [www.hillelementary.com](http://www.hillelementary.com)

[www.facebook.com/hillelementary](https://www.facebook.com/hillelementary)

[www.twitter.com/hillelementary](https://www.twitter.com/hillelementary)