



# NEW PARENT HANDBOOK

## HILL ELEMENTARY

8601 Tallwood Drive  
Austin, Texas 78759  
512-414-2369  
[www.hillelementary.com](http://www.hillelementary.com)  
[www.austinisd.org](http://www.austinisd.org)

Kinder Orientation: TBA

Open House/Meet The Teacher: TBA

First Day of School: TBA

School Hours: 7:35am-2:57pm (Tardy bell at 7:45am)

# WELCOME TO HILL ELEMENTARY!

Hill is a wonderful place to learn and we are eager to meet you and your student. It is our mission to inspire and empower students to rise to the challenges of the 21<sup>st</sup> century.

## Hill Elementary is a Tribes School



**Tribes Learning Community**  
A New Way of Learning and Being Together

"Tribes" is a process used to develop a positive environment that promotes human growth and learning. The Tribes process not only establishes a caring environment, but also provides structure for a positive interaction and continuity among student groups. At Hill, the goal of Tribes is to assure the healthy and whole development of every child so that each has the knowledge, skills and resiliency to be successful in a rapidly changing world.

For more information visit [www.tribes.com](http://www.tribes.com)

## Hill Agreements

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

# GET INVOLVED. STAY CONNECTED.

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

- Find news, information, forms, calendar dates, contact info, lunch schedules & menus, ways to volunteer, and much more!

Dillo Details eNewsletter

- Go to the website and click on the Subscribe link at the bottom of the main page.
- Check your email each Sunday evening for all the news and happenings at Hill.
- During the summer, information about ordering school supplies (early summer deadline), school T-shirt pre-orders (summer deadline), Open House registration, etc. is sent as needed.

Social Networks

- Facebook – “Hill Elementary School PTA” for regular updates.
- Twitter – “@hillelementary” for urgent news.

# UPCOMING ACTIVITIES FOR NEW PARENTS & STUDENTS

*Please arrive 15 minutes early to sign in for these events. You will need your Driver's License if this is your first time to sign-in at Hill. Enter through the main entrance on Tallwood and use the buzzer. Once inside, the office is on the left.*

## **New Parent Tours**

New parent tours give the parents of incoming children the opportunity to see the school in action. Tours are geared toward adults; please make other arrangements for your children.

Tours occur several times during the spring semester. Check [www.hillelementary.com](http://www.hillelementary.com) for dates and times.

## **Story Time in the Library for Incoming Kindergartners**

Introduce your incoming kinder student to Hill with a fun story time in the Hill library. To sign up for Story Time, email [newparentcoordinator@hillelementary.com](mailto:newparentcoordinator@hillelementary.com). Since there are limited spots, we kindly ask no siblings.

Tours occur several times during the spring semester. Check [www.hillelementary.com](http://www.hillelementary.com) for dates and times.

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## **Playdates on the Playground for Incoming Kindergartners**

- At these playdates, incoming kinder students and their parents get the opportunity to meet other students and parents. Spring semester; check [www.hillelementary.com](http://www.hillelementary.com) for details.
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## **Playdate on the Playground for All New Students (K-5)**

- Typically held the week before school starts this event for all new incoming students is a great way to meet others who are new to Hill.

## **Kindergarten Orientation & Registration**

- Time and date TBA; check [www.hillelementary.com](http://www.hillelementary.com) for details.

Please send an email to [newparentcoordinator@hillelementary.com](mailto:newparentcoordinator@hillelementary.com) with any questions or to receive more information and reminders about these events.

# KINDER REGISTRATION & ORIENTATION

Date and Time TBA

Hill Cafeteria

Elementary schools throughout Austin ISD will be participating in Kinder Orientation. This is an opportunity for you to finalize your Kindergartner's registration for the upcoming school year while your student enjoys a very special visit to Hill Kindergarten classrooms.

**Prior to Orientation, Register online at <https://austinisd.org>.** Click on the Parents/Guardians tab, then the "New To AISD? Start Here" button. Once you have created your Parent Cloud Account, click on the Registration tile to begin. If you do not have access to the Internet, there is a computer in the school office that may be used for registrations.

## **You need to bring the following documents to Orientation:**

- Confirmation of online registration
- Original state-certified birth certificate, plus 1 copy
- Current immunization records, plus 2 copies
- Original Social Security Number card, plus 1 copy
- Proof of address, such as a City of Austin utility bill or lease agreement, plus 1 copy
- Parent's driver's license, plus 1 copy

Kinder Orientation is also a great way to learn what the Hill PTA does, ask questions, and find out about volunteer opportunities at Hill. You can also contact the Hill PTA president at [president@hillelementary.com](mailto:president@hillelementary.com) with any PTA questions.

**If you are registering a student in grades first through fifth, or you are unable to attend Kinder Orientation,** you should register online and complete your registration by bringing the required documents to the school office anytime between the hours of 8:00 a.m. and 2:00 p.m. after April 4.

Please contact the office at 512-414-2369 if you have any questions.

# IS YOUR CHILD READY FOR KINDERGARTEN?

## **Caring for Personal Needs:**

- blows nose, covers sneeze
- uses the toilet independently
- washes own hands
- snaps, buttons, zips and belt pants
- take off/put on coat
- please buy velcro shoes until child is able to tie on own
- recognizes possessions such as backpack, lunchbox, etc.
- sits at table and eats unassisted (can open milk cartons and containers)
- uses table manners and silverware
- can communicate personal needs

## **Social Skills:**

- listens to adults and follows directions/instructions
- cooperates with other children
- plays appropriately with other children
- can sit for short periods of time (15 min.)
- can follow rules (see Hill Agreements)
- can follow 2-step directions

## **Academics:**

- can sit and listen to a story
- holds a book and turns pages independently
- knows some songs/rhymes
- knows first and last name
- can write first name (Hill uses the Handwriting Without Tears curriculum) [www.hwtears.com](http://www.hwtears.com)
- knows names of family members
- can tell/retell familiar stories
- will answer a question when asked by an adult
- has had a variety of experiences such as library, park, grocery store, etc.
- can use crayons, pencils, glue, scissors appropriately
- expresses ideas with drawings
- is willing to try to complete a task

## **Health:**

- has had recent health check-up/all required immunizations (see immunization forms)
- receives regular dental check-ups
- eats at regular times each day
- gets 10 or more hours of sleep each night
- practices running, jumping, climbing, swinging, throwing a ball, etc.

# HELPFUL TIPS

**First Day of School:** Besides taking a deep breath and giving your kids a big hug, you are welcome to walk your child to their classroom on the first day of school. Please arrive by 7:45 a.m. (tardy bell) at the latest. Classrooms will be open by 7:30 a.m. A “Tears & Cheers” Coffee will be held in the library, so be sure to stop by after Drop-Off. On the second and subsequent days of school, your child should go directly to the cafeteria for Assembly that begins promptly at 7:35 a.m. Each school day starts with Assembly which includes announcements, celebrations, and information for the students.

**Hello and Good-bye!** Separations can be harder for Mom and Dad than the kids! Assembly is a wonderful transition time. Please say goodbye before your child enters the cafeteria for Assembly. Do not follow your child into the cafeteria, or to their classroom, as their instructional day has already begun at this time. Parents are asked to exit the building promptly after saying goodbye to their children. For older students, parents should say good-bye in front of the school to help keep the hallways clear for our littler ones.

**Schedule:** By the end of this summer, please adjust your child to an early morning schedule. Their school schedule will include being to school by 7:35 a.m. (breakfast before then) and having an early lunch around 10:30 a.m. Class is over at 2:57 p.m. Having similar schedules this summer will help. It would be a great idea to take your child to a cafeteria, such as Luby’s, to practice making food choices in a cafeteria line. You can also play on the Hill playground to make that familiar to your child. It is a city park during non-school hours, so you may play there as park visitors.

For Kindergartners, another summer practice should be having your child go to the bathroom by himself or herself. Also, children should wear clothing to school that they can fasten themselves (buttons/zippers/Velcro shoes/etc).

**Backpacks:** Buy a standard school backpack, not a “small” one. Put your child’s name on the inside to help identify it from similar packs at school. Your child needs to be able to zip it up with papers and a jacket or sweater inside. School papers are up to 14” long. Have your child make a habit of zipping up the pack before they put it on or carry it. Please check your child’s backpack daily.

# HELPFUL TIPS CONTINUED

**School Supplies:** Skip the running around to different stores for school supplies. Order your child's supplies on the PTA website, [www.hillelementary.com](http://www.hillelementary.com). This is offered as a convenience for parents and is not a fundraiser. If purchased online, your child's supplies will be ready for pickup at Open House to take to their classroom that day.

If you plan on purchasing your school supplies elsewhere, please remember to buy your child a pair of headphones to be used in the computer lab and classroom. **Please do not purchase "ear buds" as these are hard for children to handle.** Headphones can also be purchased from the PTA at Open House and throughout the year. Please place all supplies in a bag with your child's name on the outside of the bag. Please do not label individual supplies. The school supply list is available on the website and in the school office.

**Open House/Meet The Teacher:** Open House is the Friday before the first day. You can pick up your school supply order in the gym, visit the classroom, and meet your child's teacher. This is also a good time to stop by the cafeteria to join the PTA, order directories and yearbooks, donate to the school fundraisers, and pick up pre-ordered T-shirts. School T-shirts are traditionally worn on Fridays.

**Back to School Nights:** Back to school nights will be a couple weeks after the start of the school year, with one night for grades K-2, and another night for grades 3-5. Teachers will share detailed information about schedules, routines, curriculum, classroom expectations, attendance, means of communications, etc. There will be a large amount of new information given. If you have questions and/or concerns regarding your individual child, please email your child's teacher rather than using the group time. You will need to schedule a babysitter, as these are "Parents Only" events.

**Directories:** Approximately six weeks into the school year, the PTA delivers the student directories. They can be pre-ordered from the PTA at a cost of approximately \$5 each and they include access from your mobile device through a secure app. The school directory is an extremely helpful tool when organizing playdates and birthday parties. The PTA encourages everyone to be listed in the directory with as much or as little information that they wish published. Teachers are happy to provide a class list with first names of students, but teachers are not allowed to share personal contact information including phone numbers and email addresses. Please note that the directory is not an official school document, so you may include your child's nickname instead of their legal name.

# HELPFUL TIPS CONTINUED

**Meals:** Breakfast and Lunch are available each school day. Breakfast is served from 7:15 a.m.- 7:35 a.m. and currently costs \$1.50. Children eat lunch with their class (see the website for the schedule). Students may bring a lunch or buy a cafeteria meal, currently \$2.70. For meal payment, the cafeteria accepts only cash (no checks), or you may fund your child's lunch account online at [www.MySchoolBucks.com](http://www.MySchoolBucks.com). There is currently a \$1.95 transaction fee every time you fund your child's account, whether it's \$20 or \$200. Your child will be given a lunch number to memorize and enter when purchasing food in the cafeteria. If you send cash to school, you may send money for up to one month's meals in a single "deposit". If you would like to apply for Free or Reduced-Price Meals, please visit [www.austinisd.org](http://www.austinisd.org) or pick up a form in the school office.

It is helpful to send your child with a box/sack lunch the first week of school to help them adjust to school and cafeteria routines before having to go through a lunch line, make food choices, remember lunch numbers, etc. Lunches brought from home should be in food containers that are easy to open and labeled with your child's name. *Please refrain from sending peanut products in school lunches.* There are several students at Hill with life-threatening peanut allergies.

**Parents Coming to Lunch:** Your child will love having you visit at lunchtime (consider giving your child some time to learn the cafeteria ropes before coming). Sign in at the office before going to meet your child in the cafeteria. You may bring outside food, or purchase an adult school lunch. Basic adult meals are currently \$3.25. A la Carte side dishes and beverages are also sold. Parents need to bring cash as My School Bucks cannot be used for adults. You and your child can sit at the designated "Guest Table" or at one of the picnic tables outside. Siblings are welcome, but any other students must have their own parent/guardian to join you.

**Sending Cash to School for Payments:** When sending money to school for lunch, field trips, grade-level fees, etc., send it in a sealed envelope labeled with the purpose of the money, amount, your child's name and the teacher's name. Have your child turn all envelopes over to the teacher and the teacher will get the money to its destination.

# HELPFUL TIPS CONTINUED

**Medications:** If your child is sick and needs to take medication during the school day, please bring the medication, in its original container, along with a note to the nurse's office. You will also need to complete a Medicine Authorization form found in the office. Teachers are not allowed to dispense medication to children. Children are not allowed to keep any medications (prescription or over-the-counter) in their backpacks or desks.

**After School Childcare:** Hill offers a monthly-based tuition after-school child care program. The program is for Kinder-5th grade, 2:57 p.m. to 5:45 p.m. Monday through Friday and on staff-only workdays. Contact Jaye Bunde at [jaye.burkebunde@austinisd.org](mailto:jaye.burkebunde@austinisd.org) or 512-414-4265 for more information. Applications are located in the office and are accepted after Kinder Orientation. In addition, the school office has a list of local childcare agencies that pick up at Hill.

**Weekly Folders:** Each student has an orange folder that is sent home on Wednesdays with information for the parents to read. The teachers, principal, and PTA send home information via newsletters and flyers. Schoolwork is also sent home so you can appreciate your child's accomplishments. Empty folders should be returned to the teacher on Thursdays.

**Dillo Details eNewsletter:** Every Sunday evening, and during the summer when needed, the PTA sends out the Dillo Details eNewsletter. It contains the weekly happenings at Hill, messages from our principal, information on upcoming events, information on community events, information from AISD, and more. We encourage ALL parents to subscribe. You can do so by going to [www.hillelementary.com](http://www.hillelementary.com) and clicking on the subscribe link at the bottom of the home page.

# DROP-OFF & PICK-UP PROCEDURES

## Bus

- At <http://www.austinisd.org/transportation/stop-finder> you will find bus stop location and time info, as well as, instructions to get the **WheresTheBus** app, which tracks the bus location in real-time. Small children are seated at the front of the bus so the driver can readily assist them. Children are not counted "tardy" if the bus is the cause of a late arrival. Buses can run behind the first few days of school as they learn their new routes.
- Staff members guide the bus riders to the cafeteria for Assembly in the mornings, and also back to the bus in the afternoons.
- AISD's transportation department can be contacted at 512-414-6520.

## Walking School Bus

- Start the day at 7:15 a.m. with fun and games with Mr. T and Coach Schafer at Hillcrest Church (corner of Steck & Greenslope). At 7:30 a.m. everyone forms "The Walking School Bus" and walks to Hill in time for Assembly. Your student can get their wiggles out before a full day of learning, and you can avoid sitting in car line!

## Car Line

- Parents use the front circle drive for dropping off and picking up students.
- **Morning Drop-Off:** The earlier you arrive, the shorter the line and wait time! Arrive via Westbound Cima Serena (headed toward Mesa) and turn right on Tallwood. When entering the Circle Drive, please stay to the right and pull forward as far as possible. Students should exit cars quickly. Our Hill Safety Patrol and staff will help them unload. Exit the Circle Drive and turn right. Please note that U-turns are not permitted on any perimeter streets and Left Turns are not permitted:
  - from Cima Serena onto Tallwood
  - from Tallwood onto the Circle Drive
  - From the Circle Drive onto Tallwood
- **Afternoon Pick-Up:** Traffic flow is the same as in the morning. All students will wait to be picked up at the **Parent Pick-Up Point**, which is at the far end of the circular drive. Do not get out of your car, a Safety Patrol will bring your student.

## Parking

- There is no parking from the steps on Cima Serena to the entrance of the Circle Drive from 7:00 a.m. to 4:00 p.m. This area is for queuing Parent vehicles. Signage and/or red curbs indicate additional no parking areas around the neighborhood. Please respect our neighbors and leave their driveways and mailboxes accessible at all times.

## Walkers & Bike Riders

- Please help us keep students, parents, and staff safe by observing the following safety procedures:
- Drop-Off and Pick-Up students in the front of the school. Robbie Drive in back can be used for parking, but not Drop-Off or Pick-Up. The driveway between the portables in the back is ONLY for buses and staff use.
- Only cross streets at marked cross walks and always use the sidewalks.
- Use the main crosswalk to safely walk across the Circle Drive.
- Bikes must be walked through cross walks, on the sidewalks, and on campus.
- Follow the directions of staff, crossing guards, and Hill Safety Patrol members.

Remember, our staff and Safety Patrol are working to keep the Hill Community safe.

If you have questions or concerns, please contact Beth Newton, Principal, at 512-414-4270.



# CONTACTS

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

Hill Elementary School Office: 512-414-2369

Hill Elementary Fax Number: 512-841-8105

AISD Main Switchboard: 512-414-1700

Transportation: 512-414-6520

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|---------------------------------------|--------------|--|
| ■ Principal - Beth Newton             | 512-414-4270 | <a href="mailto:beth.newton@austinisd.org">beth.newton@austinisd.org</a>             |
| ■ Assistant Principal - Ronda Jones   | 512-414-4268 | <a href="mailto:ronda.jones@austinisd.org">ronda.jones@austinisd.org</a>             |
| ■ Assistant Principal - Jack Drummond | 512-414-6316 | <a href="mailto:jack.drummond@austinisd.org">jack.drummond@austinisd.org</a>         |
| ■ Counselor K,2,4 - Sheila Wessels    | 512-414-4275 | <a href="mailto:sheila.wessels@austinisd.org">sheila.wessels@austinisd.org</a>       |
| ■ Counselor 1,3,5 - Stephanie Winfrey | 512-414-4272 | <a href="mailto:stephanie.winfrey@austinisd.org">stephanie.winfrey@austinisd.org</a> |
| ■ Registrar - Teresa Carroll          | 512-414-4267 | <a href="mailto:teresa.carroll@austinisd.org">teresa.carroll@austinisd.org</a>       |
| ■ Office Secretary - Kellie Allen     | 512-414-4264 | <a href="mailto:kellie.allen@austinisd.org">kellie.allen@austinisd.org</a>           |
| ■ Child Care Secretary - Jaye Bunde   | 512-414-4265 | <a href="mailto:jaye.burkebunde@austinisd.org">jaye.burkebunde@austinisd.org</a>     |
| ■ Nurse - Laury Rogers, RN            | 512-414-4269 | <a href="mailto:laury.rogers@austinisd.org">laury.rogers@austinisd.org</a>           |
| ■ Librarian - Celeste Pustka          | 512-841-8036 | <a href="mailto:celeste.pustka@austinisd.org">celeste.pustka@austinisd.org</a>       |
| ■ Cafeteria Manager - Sarah Augustine | 512-841-8100 | <a href="mailto:hillcafe@austinisd.org">hillcafe@austinisd.org</a>                   |
| ■ Attendance - Teresa Carroll         | 512-414-4267 | <a href="mailto:hill@austinisd.org">hill@austinisd.org</a>                           |
| ■ Hill PTA President                  |              | <a href="mailto:president@hillelementary.com">president@hillelementary.com</a>       |