



PARENT & STUDENT HANDBOOK: ELEMENTARY PROGRAMS

You are the light of the world. A city set on a hill cannot be hidden nor do people light a lamp and put it under a basket, but on a stand, and it gives light to all in the house. In the same way, let your light shine before others, so that they may see your good works and give glory to your Father who is in heaven. Matthew 5:14-16 (ESV)

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Hillside Academy does not discriminate on the basis of race, color, national or ethnic origin in administration of our educational policies, admissions policies, scholarship programs, and other school administered programs.

1/10/2014

WELCOME TO HILLSIDE ACADEMY

Welcome to Hillside Academy, where learning begins in preschool and continues on through elementary and middle school. Our elementary and middle school program's goal is to offer a private, Christian based school, where every student's learning program is individualized, helping them develop their God given abilities and instill a life-long love of learning. Each student will be encouraged to progress at their own pace through our self-pacing programs, as well as, our accelerated learning programs providing them with a strong sense of self-confidence. We strive to be able to offer a strong academic curriculum that meets the needs of our students and families in the Snoqualmie Valley and surrounding communities.

KEYS TO SUCCESS

By definition, success is the attainment of one's goals, the favorable termination of attempts or endeavors. While individual goals may vary, as educators, we want to see students learn and develop the skills they need to go out into the world and make a difference, to work hard and achieve prosperity in their endeavors. While this is not a new focus for education, the landscape of the global society is changing what skills it takes to be successful in America. It is no longer enough to have rote knowledge or a specific set of skills. To be truly successful in the new economy of America, you need to be a creator of new ideas.

America has shifted most of its manufacturing to other countries, where people are content to work at factory style jobs for a lower wage, and machines or robotics are on the verge of replacing even more of the jobs that are repetitive in nature. So where does that leave our students? American public education, in its drive to assess student, teacher, and school, success has created a broken system that focuses on teaching and testing students on rote knowledge. The result of using standardized tests to determine whether or not schools and teachers receive funding, has focused our education system on an antiquated set of skills.

At Hillside Academy, we understand that to develop a student who will be an innovator of new ideas and products, you must teach to the whole child. Our mission is to inspire passionate, confident, and creative students in an individualized, hands-on learning environment that integrates Christian values while striving for academic excellence. In order to succeed in our mission, we focus on developing students in five distinct, but overlapping areas: Knowledge, Creativity, Problem Solving, Social Skills, and Faith/Character. At every level, we have identified key learning objectives for these five areas, and we have built our instruction and activities to strive for success in obtaining these goals. Research has shown that early childhood, preschool, education is the largest factor in overall school success. That is why we have developed a fun, play based preschool program with targeted learning objects that will give students the start they need. Our elementary program builds on that foundation the skills that students need to have in Reading, Math, and Writing so that by Middle School, they can create and present their work to parents and experts in the field.

STATEMENT OF FAITH

We believe that man was created by God and in God's image, and that every child is a gift from God. We believe that God created each of us with a purpose, to live in community with Him. By choice, man broke that relationship with God by sin. Our children are born into a fallen world. By nature and by choice we have all sinned, and have been separated from God. We believe that we have an enemy that seeks to keep us separate from God, by distracting us from truth. We believe that God sent His son, Jesus Christ, to redeem us from our sin, to bring us back into relationship with God through faith, and to teach us how to love like God loves. We believe that the Bible is the Word of God and is a relevant and essential part of understanding truth today.

GOALS OF CHRISTIAN EDUCATION

As educators, we have been given a special position in Children's lives to teach them truth. As we teach children about truths in academic subjects, we believe that we are also called to teach truths about who they were designed to be as the image bearers of God, and to help them recognize the lie of our fallen world that would make them question God's heart for them.

Our goal is to help students decipher the messages of our world, and to help each student recognize their God given abilities, which they can develop for the betterment of our community and our world.

We focus our Christian education on modeling and teaching about who God is, who we are called to be through the fruit of the Spirit, and how we can use our God given abilities to show God's love to others in our community and in our World.

MISSION STATEMENT

Our mission is to inspire passionate, confident, and creative students in an individualized, hands-on learning environment that integrates Christian values while striving for academic excellence.

NON-DISCRIMINATORY STATEMENT

Hillside Academy admits students of any race, color, national and ethnic origin, to all rights, privileges, programs, and activities generally accorded or made available to students at the school. Hillside Academy has a policy to make reasonable accommodations to physical or mental limitations of any otherwise qualified disabled child. We do not discriminate on the basis of race, color, national or ethnic origin in administration of our educational policies, admissions policies, scholarship programs, and other school-administered programs.

OBLIGATION TO REPORT

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

STUDENT RETENTION

It is our goal at Hillside Academy to provide a healthy and safe environment for all students to learn and grow. Behavior that is disruptive to others and their ability to learn will not be tolerated. Students who continue to be disruptive will be removed from the classroom and asked to meet with the School Director. A meeting may be scheduled with the student and parents to discuss this behavior and means to correct it. Hillside Academy has the right to terminate enrollment of any student for cause at the discretion of the school's administration. Refer to our discipline policy for additional information.

HOURS OF OPERATION

Preschool with childcare hours of operation are Monday through Friday 7:00 A.M.—6:00 P.M. Elementary and Middle School hours are from 9:00 A.M. to 3:40 P.M. Monday through Friday. Office hours are 9:00 A.M. to 4:00 P.M. Monday through Friday. Any office related questions should be addressed during office hours or schedule an appointment.

Hillside Academy will be closed on the following holidays:

- New Years Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day and the day after
- The week between Christmas and New Year's Day

SCHOOL DAY

Our school day begins at 9:00 A.M. and ends at 3:40 P.M.

Students who arrive after 9:05 A.M. will receive a "late slip" from the front desk receptionist that they must give to their teacher. Middle school students will need to check in at the front office to receive their "late slip". Teachers will record the number of tardies for the student and their account will be charged \$5 per tardy after five, per semester.

Students are expected to leave campus immediately after the school day ends or at the conclusion of their participation in school-sponsored or school-supervised activities. The student's account will be responsible to pay for extended care at the hourly rate of \$11/hour, for any time that the student remains in the school after the class day ends, with the minimum charge of one (1) hour applying to anything over a 10 minute grace period.

Students enrolled in our after school activities should report to the after-care coordinator upon conclusion of their school day to begin their after-care activities.

Parents of after-care students will need to sign out their student(s) at time of pick up.

STUDENT DROP OFF AND PICK UP AREA

A designated area will be available for a drive up drop off and pick up area for the elementary and middle school students. This will ONLY be available at drop off and pick up times. This area will not be available for parking 15 minutes before the start of school and 15 minutes after school. Signage will be posted in this area. Staff will be on site to assist students getting out of the car and into the school building

SCHOOL CLOSURES DUE TO WEATHER

Hillside Academy follows the Riverview School District school closures due to inclement weather. If school is delayed (late start) due to weather, morning pre-school classes will be cancelled. Elementary and middle school classes will begin at the time noted by the Riverview School District. If school is closed early or cancelled for the day any after school activities (including extended day care) will be cancelled.

A Hillside Academy notice of school closures or delays will be sent by email to all families through our school newsletter system.

SCHOOL COMMUNICATION

Hillside Academy communicates to our parents via a community newsletter, teacher emails, and school wide communication. Parent and school resources are available at our website at www.hillsideacademyduvall.com. Our goal is to enable you to find the information that you need when it is convenient for you.

If you are new to Hillside Academy or have not been receiving a monthly Hillside Academy newsletter, go to our website and register to receive it. Our community newsletter program is a spam free service that requires you to initiate the sign-up and activate the confirmation in order to receive it. Be sure to sign-up for our monthly school newsletter by entering your email address at the bottom of the welcome page of our website. If you've signed up in the past, but are not receiving a monthly newsletter please contact info@hillsideacademyduvall.com so we can check the distribution list for your email address.

TEACHEREASE

Hillside Academy uses Teacherease, a product of Common Goal, as a database for our student records. Teachers and staff will use Teacherease to take attendance, input homework assignments, create report cards, and access student contact information. Hillside Academy does not sell any personal information to any third parties and will only use the information in Teacherease to access student records and communicate to our parents. To access teacherease visit www.teacherease.com, click on login, enter your email address and password. This will give you access to teacher and school related information. If you have forgotten your password, please contact our School Registrar.

EMERGENCY SURVIVAL SUPPLIES

Each year Hillside Academy purchases supplies for our Emergency Preparedness Survival Kits in the event that there would be a natural emergency or a campus lockdown. The Emergency supplies include items such as LED flashlights, lanterns, survival blankets, batteries, water jugs, dust masks, first aid kits, safety gloves, etc. in the event that there would be a natural emergency or a campus lockdown.

COMFORT KITS

In case of an emergency, such as an earthquake, flooding, campus lockdown, etc. we ask that you provide a comfort kit for each student. **Each student is required to bring a comfort kit to the Back to School Bash or the first day of school.**

The comfort kit should be in a gallon size zip lock bag labeled with your child's name and filled with the following supplies: one bottle of water, non-perishable **NUT FREE** snacks that your child likes such as granola bars, fruit snacks, jerky, or trail mix and a comforting note from parents, picture of family, and so on. Include a 3x5 card with the following information: name of student & parents, address, home and cell phone numbers, emergency phone numbers, and any medical alert (allergies, regular medication, and so on). If the comfort kits are not used, they will be returned at the end of the school year.

SNACKS & LUNCHES

Students in middle school are welcome to bring a snack, however, there will not be a specified snack time.

Our new location will not have a cafeteria and therefore we are unable to offer a hot lunch option for our elementary and middle school students. Students should bring a sack lunch to school on a daily basis. **Guidelines will be established in the classroom for students with nut products for their snacks/lunches.**

We will offer hot pizza on Thursday's that students will be able to purchase. Students will receive 2 slices of pizza, fruit and vegetable for \$4. Your account will be billed the following month for any pizza Thursday's that your student(s) purchased. Students will have their lunch in their classroom.

SCHOOL ASSEMBLIES

On a regular basis we gather as a school community to participate in a variety of entertaining and informative assemblies. During our school assemblies students will enter the room quietly, show appropriate listening behavior by sitting up and looking at the speakers and show appropriate appreciation by clapping. Upon conclusion of the assembly, students will exit quietly, watching for directions from their teacher.

ABSENTEE INFORMATION

If your child will be absent from school, notify your teacher prior to 9:10 a.m.. Attendance phone calls will be made if we have not heard from you.

Students who will be absent due to medical or dental appointments should email their classroom teacher in advance to notify them of the time you will be picking them up or dropping them off.

If you know in advance that your child will be absent from school complete and submit to your classroom teacher a Request for Excused Absence Form (located on the website under resources). State school law requires a verification of all absences. It is the responsibility of the student(s) and parent(s) to work with the classroom teacher for any missed work in class and make-up work that needs to be completed while the student was absent. A student will be allowed one make-up day for homework for each day of excused absence. Please refer to Attendance Policy, page 8.

EARLY PARENT PICK-UP PROCESS

If you need to pick up your student prior to the end of the school day, please send the student to school with a personal note of the time that he/she will need to be excused. The front office staff will notify the classroom teacher when you have arrived to excuse the student to the front office.

ILLNESS POLICY

Students will not be allowed to come to school with any of the following symptoms:

- Diarrhea (three or more watery stools or one bloody stool within 24 hours)
- Vomiting within 24 hours
- Open or oozing sores, unless covered with cloths or bandages
- For suspected communicable skin infection, such as pinkeye (the child may return 24 hours after starting antibiotic treatment)
- Lice or nits (students should not return to school until they are nit free)
- Fever of 100 degrees Fahrenheit or higher or also have one or more of the following conditions: earache, headache, sore throat, rash, or fatigue that prevents participation in regular activities

If a student becomes ill during the school day, the student may be sent to the front office, where they may remain until either the parent/guardian is contacted or they return to class.

Hillside Academy reserves the right to contact a parent or guardian if there are ANY questions or concerns regarding a child's health while in our care. Hillside Academy reserves the right to refuse service to anyone if there is a question or concern regarding the health and well-being of a child to ensure a healthy environment for all of the children in our care.

ATTENDANCE POLICY

At Hillside Academy students are expected to attend class each school day. Teachers/school staff will keep an accurate record of absences and tardiness, including documentation of students' excused absences. If your student will be absent please complete and submit an [Absentee Form](#) (available on-line) to your classroom teacher.

The following are valid excuses for absences and tardiness. Assignments and/or activities not completed because of an excused absence or tardiness may be made up in the manner provided by the teacher. A student will be allowed one makeup day for each day of excused absence. In participation-type classes, such as music, art, creative movements and physical education, the student may not be able to achieve the objectives as a result of absence from the class.

Excused absences:

- An illness, health condition, or medical appointment, including but not limited to, medical, counseling, dental or optometry.
- A family emergency, including but not limited to a death or illness in the family.
- A religious or cultural purpose including observance of a religious or cultural holiday, or participation in religious or cultural instruction.

Note: The School Director has the authority to determine if an absence meets the criteria for an excused absence.

Unexcused absences fall into three categories:

- Submitting a signed excuse which does not constitute an excused absence as previously defined.
- Failing to submit any type of excuse statement signed by the parent or via telephone communication prior to the start of the school day. This type of absence is also defined as truancy.
- The school determines or has sufficient reason to believe that a phone-in or written excuse does not meet the excused absence policy or criteria.

All absences must be verified by the parent and/or guardian. Parents are requested to contact their teacher on the day that their student is absent from school. All absences not reported to the teacher will be considered unexcused and will result in a phone contact. Parents of students that are not in class by 9:15 A.M. will receive a phone call from the front office staff asking for their reason for the absence. After 48 hours, absences are considered unexcused.

Attendance concern letters will be mailed home following the fifth, tenth and eleventh absence. Our attendance office can provide parents with an individual student attendance profile upon request. After the student's fifth unexcused absence in a month, the school will enter into an agreement with the student and parents/guardians that establishes school attendance requirements, refer the student to a community truancy board or file a petition and affidavit with the juvenile court alleging a truancy violation.

MEDICATION POLICY

Medication is given only with prior written consent of the student's parent/legal guardian. Medication is stored in a lock box at the school office. If medication is needed during school hours, students will need the following:

- Completed Hillside Academy Medication Authorization Form with parent/guardian signature (under school resources)
- Doctor's signature
- Name of the prescription medication or over-the-counter medications
- Medication must be in the original bottle/package
- Time the medication is to be dispensed
- Amount of medication to be dispensed

If student needs to take the medication during the school day he/she will be sent to the school office to receive their medication.

If the student takes medication that would be required while on a field trip or science camp, the student will remind his/her parent/guardian and his/her teacher to get the medication from the school office.

The staff will record the distribution of medication on the Medication Distribution Log sheet each time the medication is distributed.

FUNDRAISING

Hillside Academy strives to keep our tuition at a reasonable cost. Tuition does not cover all of our operating expenses. Hillside Academy is a non-profit institution. We conduct several different fundraising opportunities throughout the school such as Walk-a-thon, Scholastic Book Fair, Apple Sales, Auction, Scrip and so on. Because we are a 501-3c non-profit several companies will match any monetary donation that is given. Your assistance in procuring of donations, volunteering of services, purchasing of items that your family can use or would buy anyway or giving money as a tax deductible donation is greatly appreciated. Our goal would be to raise support in the amount of approximately 5% per student's yearly tuition. For additional information please contact our Business Services Manager, Jamie Stefani.

TUITION RESPONSIBILITIES

Your annual tuition is based on a 10 month schedule. You can pay the full amount all at once or you can pay your tuition in 10 equal payments beginning September through June.

At time of registration you completed a Parent Responsibility Form indicating how you would like to pay for your tuition. Each month you will be invoiced by email (around the fifteenth of the month) for the next month's payment for tuition and fees. In the email will be your invoice and a "**Pay Now**" button that enables you to pay your bill online by using a checking or savings account. This method of payment is free and you do not need to create an account. Simply enter your payment information and pay. If you would like to pay by credit/debit card complete a **Debit/Credit Card Authorization Form** (available online). A three percent credit card processing fee will be assessed to all credit/debit card charges. Hillside Academy still accepts personal checks.

PAYMENT TERMS & CONDITIONS

We depend on tuition to pay our overhead and teachers. Help us pay our bills by having your tuition turned in on time.

- Parents must sign and return our **Enrollment & Financial Contract** before their child(ren) can attend. A re-enrollment fee will be collected along with a signed tuition contract each returning year.
- Full annual tuition may be paid by July 1st for the upcoming school year and receive a 5% discount if paid by check.
- Your tuition account must be current for a student to start school.
- If tuition is past due, students may be asked not to return to school until the account is brought current.
- Tuition is due on the first of the month. If the first falls on a weekend or holiday then tuition is due the last business day before the first.
- If your tuition is not received by the fifth of the month, a \$35 late fee will be charged to your account.
- If tuition is continually late we may ask to put your account on an automatic payment plan.
- A \$35 fee will be charged for any NSF checks.
- Any alternate tuition payment plan must be submitted in writing and approved by the Business Services Manager.
- Your account will be charged \$5 per tardy after five, per semester (see school day section, page 3)
- Students who remain at school more than 10 minutes after school has ended will be placed into our Before and After Care program and will be charged our hourly rate thereafter (\$11/hour).
- Refer to your **Enrollment and Financial Contract** for additional fee schedules that apply that are in addition to tuition.
- Withdrawal conditions apply. Refer to your **Enrollment & Financial Contract** for conditions for withdrawal.

ASSESSMENTS

At Hillside Academy we use assessments as a guide in helping to determine where our students are academically. We use the MAP (Measures of Academic Progress®) testing program in the middle of the school year to help our teachers with goal setting for each student. New students are tested as part of our candidacy program and the test results will help give our teachers a baseline of information. We are not required to conduct assessment testing nor do we teach to the test. The information that we gather is used to help determine which students need additional assistance, goal setting and where there may be gaps in our curriculum.

MAP Screening

“Understanding each student's academic level gives teachers the power to help them excel. MAP computerized adaptive assessments are the tools that make it possible—providing educators with the detailed information that they need to build curriculum and meet their students' needs, one child at a time.” (www.nwea.org)

ACADEMIC SERVICES

Academic excellence is the goal at Hillside Academy and for some students that will require additional one-on-one tutoring. Hillside Academy offers academic services, such as tutoring, for students who are needing additional academic assistance.

Students who are assessed at a grade level below will be required to participate in our Academic Services at \$35 an hour (\$50 an hour for non-Hillside students) with a minimum of two hours of one on one tutoring time per week. For additional information regarding our Academic Services, please contact our Academic Services Coordinator, Judy Robbie, at judy@hillsideacademyduvall.com.

STUDENT PRIVILEGES

Students at Hillside Academy are exposed to numerous opportunities and privileges such as recess activities, classroom celebrations, school assemblies, class/school field trips, before/after school activities, enrichment activities, science camp, art/music/dance program, school musical performances, accelerated learning programs, and technology in the classroom. We are excited to be able to offer these privileges and special programs to our outstanding students at Hillside Academy.

FIELD TRIPS

Elementary students will participate in field trips throughout the year that relate to what they are learning in the classroom. This serves as a hands on opportunity to learn what they have been studying. These field trips may be walking field trips or require the use of vehicle transportation, school vehicle and/or parent vehicles. Your students' teacher will provide information about upcoming field trips along with permission forms and payment information. Make sure to note on your permission slip if you are interested in driving and/or chaperoning a field trip. Submit all completed permission slips and field trip payments to your classroom teacher.

SCIENCE & LEADERSHIP CAMPS

At Hillside Academy elementary students attend overnight science camp in second and third grade and day camp in Kindergarten and first grade. Our fourth and fifth grade students will stay a few extra days at a Christian leadership camp. Camp focuses on the science and/or leadership curriculum related to their grade. Students who are unable to attend camp will need to find care for those days while their class is at camp. Notify your homeroom teacher if your student will not be attending science camp. Outside classroom homework may be given to supplement the curriculum missed during the science and/or leadership camp. Additional camp information will be provided by your classroom teacher.

CREATIVE MOVEMENTS & PHYSICAL EDUCATION

Our elementary school students will participate in Creative Movements and Physical Education classes at the Duvall Performing Arts Studio at 15715 Main Street. Students will either be bused or walk/run (taking 1st Street down to Virginia, crossing at the stop light and down Main Street) to the studio. On occasion the P.E. teacher may elect to have P.E. outside at McCormick Park or Cherry Valley Elementary fields.

AMERICAN STUDENT BODY, ASB

Each classroom nominates and votes on classroom representatives. The student body nominates and votes on the student council officers through a voting process in the Fall. Those students nominated for a student council officer position may campaign and will give a speech at a school assembly in the fall. Campaign guidelines will be given by the ASB teacher advisor. Students elected will meet on a monthly basis with the teacher advisor to determine upcoming student events and may assist in student body events.

HILLSIDE ACADEMY SCHOOL RULES

- Be respectful of others and school property
- Treat others as you would like to be treated
- Take responsibility for your learning
- Show resourcefulness and readiness to learn
- Behave in a safe and healthful manner

STUDENT RIGHTS & RESPONSIBILITIES

Students at Hillside Academy have the right to:

- Receive a strong academic and Christian education
- Attend a safe school where they can feel free to be themselves
- Physical safety and protection of personal property
- Not be discriminated against
- Privacy of personal information
- Fair and just treatment by school staff and teachers

Students at Hillside Academy are responsible for:

- attending school on a regular basis and being on time
- completing all academic work as assigned by their teacher
- bringing appropriate materials to class
- obeying school/classroom rules
- respecting the rights of others
- their own actions
- using appropriate language and behavior
- respecting school property
- complying with the request of school employees
- dressing appropriately for school

DRESS CODE

Appropriate attire is needed to preserve the learning environment and assure the safety and well-being of our students at Hillside Academy. In dealing with dress-related issues, parents may be contacted to assist in resolving the problem. Alternative clothing items may also be provided for the day.

- Bare midribs, net shirts and clothing bearing inappropriate logos (drugs, alcohol, tobacco, or pictures/statements that could be deemed inappropriate to our Christian values) will not be permitted at school.
- Hats may be worn at recess and to and from school but are not allowed to be worn in class.
- Safety refers specifically to appropriate shoes. Tennis shoes should be worn on physical fitness and creative movement days.
- Heelies are not allowed at school. For the first offense, wheels will need to be removed. For the second offense, wheels will remain at the school office until parents pick them up.
- Shoes and/or socks must be worn at all times.

Note: Hillside Academy reserves the right to modify this dress code as needed.

RECESS ATTIRE

Students should dress appropriately for bad weather and should wear rain gear and winter gear during rainy/cold weather months. Students will play outside at all recesses regardless of the weather. Currently, we do not have a covered outdoor play area.

RECESS BEHAVIOR

On the playground students will avoid rough play (play fighting, wrestling, pushing, kicking, and so on), speak kindly to others, take turns on the playground equipment, immediately stop all play and leave the playground at the end of recess, line up quickly and quietly to return to class at the end of recess and respond immediately, with respect and courtesy, to instructions from adults who are in charge. Students should dress appropriately for outdoor recess, bring rain gear (jackets, boots), winter gear, and so on and be ready to play outdoors daily.

HALLWAY & OUTSIDE STAIRWELL BEHAVIOR

When in the hallways or outside stairwell, students will walk in a single-file line facing forward, stay in their space, stay to the right and walk through the hallways and/or stairwells quietly. Students using the outside stairwells need to go from one level to the other in a timely manner and need to check in with their designated teacher upon arrival.

BATHROOM BEHAVIOR

While in the bathroom students will use appropriate voice levels, respect the privacy of others, use healthy hygiene habits, have a bathroom pass and help keep the bathrooms clean and safe.

SKATEBOARDS, IN-LINE SKATES

Students may ride their skateboards, long boards, in-line skates, and so on to and from school, however, they must store them in their lockers. Students are not allowed to use these items on campus grounds other than for traveling to and from school.

INTERNET ETIQUETTE

Student computers and computer network are the property of Hillside Academy and are made available for student's use. The network and its files, including student files and emails, will be subject to inspection and/or deletion at any time that the school feels it necessary to be inspected or deleted.

Upper elementary school students have each been given a Hillside Academy email address which should be used solely for school use. Students using this email for any other purposes may lose their email account.

HARASSMENT, INTIMIDATING & BULLYING

At Hillside Academy we pride ourselves in personally knowing our students and what is going on in their lives. We have a zero tolerance for Harassment, Intimidating or Bullying behavior.

Harassment, intimidating or bullying means any intentionally written message or image, including those that are electronically transmitted, a verbal or physical act, including but not limited to one shown to be motivated by any characteristic such as race, color, religion, ancestry, national origin, gender, sexual orientation, or mental or physical disability, or other distinguishing characteristic, when an act:

- Physically harms a student or damages a student's property or
- Has the effect of substantially interfering with a student's education or
- Is so severe, persistent or pervasive that it creates an intimidating or threatening educational environment or
- Has the effect of substantially disrupting the orderly operation of the school

If your student has experienced any of these bring this to your classroom teacher immediately and the School Director will be informed of the situation.

If a student is being harassed he/she should:

1. Say "no" or "stop" in a loud, clear voice.
2. Tell an adult.

If it happens again go to the school office to file a harassment form report.

WEAPONS

State Law (RCW 28A.600.420) prohibits the possession of firearms and weapons at school. Possession of firearms on school property will result in a one-year mandatory expulsion, subject to appeal, with notification to parents and law enforcement.

DISCIPLINE

At Hillside Academy the philosophy on discipline is one of guidance and direction. It is not a policy of punishment or physical force. We use the Behavior Modification: "Trade A Card" Program (see next page) in our classrooms to assist in encouraging appropriate behavior. This program enables students to manage and control their behavior while in the classroom. The stoplight is a visual reminder of the behavior choices that they make, and enables the student to control changing their behavior when necessary, and the power to continue their on-track behavior while being visually reminded of their success.

In the event that there is an on-going behavioral problem with a student, a meeting may be arranged between the parent and the school director to discuss the matter and work out a positive action to remedy the situation. If, when the student visits the school again, the behavior is still occurring the school director will assist in making appropriate arrangements that would best benefit the ¹⁵ child, the class and Hillside Academy.

“TRADE A CARD” PROGRAM



A **GREEN LIGHT** at the end of the day indicates that they have made choices during the day that are appropriate and that have allowed them to work to their highest level of success. Not all children stay on green all day long, but the goal is to end the day on green and if they do, they will be positively rewarded. **Example:** *Staying on task, working hard, helping others, not keeping others from learning, and being respectful to classmates and adults.*



A **YELLOW LIGHT** at the end of the day indicates that your child made some choices that made it difficult for themselves or others to learn. This color is a warning, just like it is on the stoplight. It indicates a need to slow down and show some caution as they proceed with the remainder of their day. **Example:** *The child makes a bad choice regarding their behavior and has a difficult time changing their behavior back to a more appropriate level.*



A **RED LIGHT** at the end of the day indicates that your child has had ongoing challenges throughout the day with making good choices and that some sort of a consequence needs to occur to remedy the situation. A red light means **STOP** and that their behavior has become disruptive to themselves and others and that they have not made any effort to change or control their behavior throughout the day.

Example: *Disruptive behavior with an unwillingness to change, or the accumulation of a number of incidents where their behavior has become an issue for themselves, other students or adults in the classroom.*

Green cards are the status quo in the system. When children have a visual reminder and know that they will be positively rewarded for their hard work and efforts in controlling their behavior, they do so. Once in a while a child will remain on yellow and not be able to turn their color back to green by the end of the day. Losing out on the reward that their peers are receiving is definitely enough of an incentive to improve the following day. Red cards in this program are rare, and when they occur, you will receive a note detailing the choices your child made that caused them to end the day with a red card, as well as their plan to improve their behavior the next day.

The goal of the Trade-A-Card plan is to empower student's in the decisions they make regarding their behavior and to reward those student's who try hard to make good choices or who work to change their behavior. It also allows for weekly communication with parents and establishes clear expectations and guidelines to help foster a community of respect and responsibility.

REGISTRATION 2014-2015 SCHOOL YEAR

Registration information for the 2014-2015 school year will be sent home in your student's backpack in January.

Currently enrolled students will be able to register for their preschool through middle school classes starting on January 15th. Registration deadline for currently enrolled students is January 29th.

You will receive an email with your on-line application and registration materials starting on January 15th. If you do not receive this email, please email julie@hillsideacademyduvall.com so one can be sent to you.

Registration for new families will open on February 10th.

STAFF CONTACT INFORMATION

As Hillside Academy grows, so does our staff. Below is a listing of who to contact when you have a question.

School Office	Absentee Information	info@hillsideacademyduvall.com
Julie Dietrich	Registration	julie@hillsideacademyduvall.com
Judy Robbie	Academic Services	judy@hillsideacademyduvall.com
Jamie Stefani	Before/After Care	info@hillsideacademyduvall.com
Jamie Stefani	Business Services	jamie@hillsideacademyduvall.com
Kim Gilreath	School Director	kim@hillsideacademyduvall.com

Elementary Parents and Students:

I have read, understand and agree to the guidelines set forth in the **HILLSIDE ACADEMY STUDENT & PARENT HANDBOOK**

Student Signature

Student Signature

Student Signature

Parent Signature

Please print this out and return to the school office at Hillside Academy.