



STUDENT/FAMILY HANDBOOK 2019-2020

4283 South 6000 West

WVC, UT 84128

385.646.4870

Hillside Hawks SOAR- We are safe, orderly, accountable and respectful.

Hillside's Mission

Hillside Elementary prepares young people to succeed in a diverse world by teaching respect, teamwork and skills for life-long learning.

Hillside's Rules, Policies, and Procedures

Academics

Our goal at Hillside is to have all students reach their academic potential. There are several things that you can do at home to help:

Portal Account: Take a few minutes to make a Gradebook Portal account for your students. There is a link on the school web site. Teachers update grades at least once a week. You may also reach teachers via email from our school web site. There is a computer in the office available for your use. We can help you set up an account.

Homework: Read the disclosure papers from your students' teachers and understand their homework and other policies. Students should, at a minimum, read every day. For younger students, it may be a good idea to check backpacks daily for notes and homework.

Communicate: Let us know of concerns about your students' progress. We have resources including on-line tools and before and after school programs that can help.

Read: Read as a family, go to the library frequently, and involve students in real-world tasks that require reading and writing such as making grocery lists and sorting mail.

Be Positive about Education: Students who receive positive messages about why school is important are more likely to succeed academically and socially.

Come to School: Unless they are ill, send your students on time and every day. There is a strong correlation between attendance and success. If your student is ill, let the office know with a phone call or note, and have your student complete missing work as soon as they are well enough.

SEPS:

There are two Student Parent Educator conferences each year. You will receive a note explaining how to sign up on-line. Please attend so you can meet your students' teachers and find out more about their progress at school.

Technology: Hillside has received a generous grant from the State of Utah that allows us to provide a lap-top computer for each student's use at school. In addition to teacher-based instruction, students will be able to use a variety of programs including S T Math and Lexia Learning. You will receive information about how to access the programs at home from

your student's classroom teacher at the beginning of the school year.

Accidents and Illness

Students involved in minor accidents such as skinned knees and scrapes will be cared for by the school staff. If there is any question regarding the seriousness of an injury or the student needs to go home, we will call. If we cannot reach a parent or guardian, we will contact the individuals designated on the registration card as emergency contacts. If none of the designated individuals can be reached, the principal or the principal's designee will decide what to do. It is important that we have up-to-date phone numbers. Emergency personnel will be contacted if the injury or illness appears serious. The District policy on head injuries was included in your first day packet, and is available in the office.

Alcohol/Drugs and Tobacco

Granite School District policy recognizes that the possession, use, or distribution of illegal drugs, alcohol, tobacco and other prohibited substance constitute a hazard to students and is disruptive to education. Students may not use or possess prohibited drugs, alcohol, tobacco, cigarette lighters, vaping devices, or other drug or tobacco related paraphernalia on school property. E-cigarettes and vaping devices are also prohibited by this policy. Administrative Memorandum 95 sets out the policy and consequences for violations in greater detail and is available at graniteschools.org.

Bicycles, Scooters, Skateboards, and Roller Blades

Bicycles, skateboards and scooters must be wheeled or carried on school grounds during school hours and locked in the bicycle corral while school is in session. Hillside is not responsible for lost or stolen items. Roller blades and Heelys should not be brought to school.

Birthdays

Students often like to bring birthday treats to members of their class. If you would like to provide treats for your child's class, please contact the teacher and make arrangements. Birthday treats should be delivered to the office and will be served in the cafeteria. Utah Department of Health regulations prohibit distributing food items that are not commercially prepared and packaged.

We understand how important birthdays are to children, but birthday parties/activities, balloons and decorations from home are not appropriate at school.

Breakfast, Lunch, and Milk

Students will be given the opportunity to pay for lunch at the start of the school day and after school. There is a lunch money lock-box in the office. Your student will be issued a receipt. Teachers may not accept lunch money. It's easy to pay on-line at <https://paypams.com>. There is a computer available for parents to use in the office and we are happy to help. Federal and district rules do not allow food to be provided on credit. Please purchase more than one week of lunches at a time if

you can.

Free and reduced price school lunches are available to qualifying families. The fastest and easiest way to apply is on-line at www.applyforlunch.com. Until your child brings home a notification letter that says your application has been approved, please send a home lunch or pay full price. If you had free or reduced price lunch at Hillside or any Granite District school last year, you will continue in the same status for approximately the first 10 days of the new school year. Make sure to reapply at the beginning of each year.

Breakfast is served in our classrooms every day after the 9:05 bell, and is available to all Hillside families at no cost and requires no paperwork. Students in the afterschool program will be provided with a hot dinner, also without cost or paperwork.

Building Hours

Morning:

Students have adult supervision before school from 8:30 - 9:00 am. There is no adult supervision available before 8:30 am unless your student is participating in a before school program. Please do not send or drop off students before 8:30 am unless they are part of the before school group.

If the weather is good, students may stay outside and play on the back playground. During inclement weather, students must stay in the gym; there is supervision beginning at 8:30 am when gym doors open.

End of School:

When the bell rings for school to be dismissed (3:45 Mondays through Thursdays, 1:40 on Fridays and early dismissal days) students should exit the building as directed by their teachers. Students meeting siblings should arrange for an outside place to connect. Junior high students picking up elementary students must meet them off campus, on the 6000 West sidewalk or at the church, unless other arrangements are made with the office. Signs and safety patrol instructions will guide students off school grounds safely at the end of the day. We will work with students to make sure they know the expectations for after school safety. Hillside's parking lot has been improved. No student should have to walk in front of a vehicle to leave school grounds. There are crossing guard controlled cross walks on 6000 West to the North and South of Hillside. We have a video on the school website (under the Parents tab) explaining parking lot safety rules, take a few minutes and review it as a family. In addition to communicating important information, it's funny.

Please have students go straight home after school unless they are participating in an afterschool program. The teachers on duty return to the building at 4:00.

Bullying, Discrimination, Harassment

Hillside and Granite School District strive to provide safe, supportive, and welcoming schools for all students. District policies prohibit conduct that is unsafe, disruptive, or disrespectful toward others.

School Safety

Our policies do not allow for unsafe conduct. For example, District policies prohibit threats or acts of violence; real or look-alike weapons; explosive or flammable materials; gang activity; criminal behavior; destruction or damage to property; willful disobedience or defiance; and possession of illegal drugs, alcohol, or other prohibited substances.

Bullying, Cyberbullying, Harassment, Hazing, and Other Similar Conduct

Bullying, cyberbullying, harassment, hazing, and other similar offensive conduct is also prohibited. Generally, this type of conduct includes an intent to cause distress or harm; involves a relationship with an imbalance of power; and includes repeated acts (or one serious act) of violence, intimidation, humiliation, or social isolation. Offending conduct can be physical, verbal, or written and may come in the form of social pressure, criticism, disrespectful behavior, or excluding others from an activity intentionally. Conduct may be intended as retaliation toward another person, which is also prohibited. Offending conduct may be obvious or subtle and it can include enlisting another person to commit the prohibited actions. Offending conduct can also be considered discrimination if the conduct is based on a person's race, gender, or some other protected classification.

Reporting and Correcting Offending Conduct

If you are treated in the ways described above, or you see another person being treated that way, please report the conduct as soon as possible. There are many ways to make a report:

- you can talk to your principal, teacher, or another employee at the school;
- you can deliver it in writing to the office;
- you can call or text the District Safety Hotline - Phone: (801) 481-7199, Text: (801) 664-2929;
- you can use the SafeUT application on your phone or your parent's phone;
- you or your parents can report to the District by calling the School Accountability Department: (385) 646-4510;
- you or your parents can report to the District by calling the Educational Equity Department: (385) 646-4205;

- you or your parents can report to the Office for Civil Rights, Region VIII, U.S. Department of Education, Federal Building, Suite 310, 1244 Speer Boulevard, Denver, Colorado 80204.

Administrators will investigate all reports, make corrections, and work to prevent further misconduct. School officials shall notify parents of incidents involving bullying, cyberbullying, hazing, retaliation, harassment, discrimination, or other similar conduct. Based on the severity of the conduct, students may receive discipline including parent/guardian conferences, suspension/expulsion, referral to law enforcement, placement outside the school, and/or other discipline that is appropriate. This policy covers conduct occurring at school and conduct outside of school if it affects the school environment. False reports or allegations are prohibited and may also result in discipline.

For more information about these subjects, please contact the District Compliance Office by calling (385) 646-4009.

Cell Phones and Other Devices

Electronic devices may be useful for student instruction, but the same devices have the potential to disrupt the orderly operations of a school. Consequently, schools have the authority to maintain acceptable use policies regarding electronic devices on school premises, during classes, and at all school-sponsored activities.

Using electronic devices to bully, harass, humiliate, or intimidate either students, employees, or patrons, will not be tolerated. Prohibited uses include, but are not limited to, the following: illegal activities, threats of any kind, discriminatory, abusive, or disparaging communication; any form of pornography or indecent content; solicitations or other inappropriate communications regarding sex or sexuality; and grooming.

We understand that cell phones are often necessary for after school communication. However, there is no need for students to have access to cell phones or other electronic communication devices at school during the school day or afterschool programs. In the event of an emergency, the office phone is available with adults to help supervise. Please teach your students your phone number.

If it is necessary for your child to bring a cell phone to school, the following rules apply: ^{5/30/2017}

- The phone must be turned off during the school day - 9:00 - 3:45/1:40 on early out days, including during before and after school programs.
- The phone must be kept out of sight in a backpack or pocket (or left at the school office for pick up after school).
- In the event a phone is visible (even if it is not being used), teachers will confiscate the phone and bring it to the office.
- Students may not make cell phone calls during the school day.

Students may not watch or take pictures/video on their cell phones during the school day, including during before afterschool programs, or on school

grounds immediately before and after school.

Students may be disciplined for violating cell phone rules. Confiscated phones may only be picked up at the office by an adult. Hillside and Granite School District are not responsible for phones that are lost or stolen.

Communication

Hillside publishes a monthly newsletter, the Hawk Talk, in English and Spanish and communicates frequently through auto-calling/texting software, the school website, and marquee. Please make sure you have a current phone number on-file or your family may miss important information.

Computer Use

Students at Hillside Elementary have access to computers. While using a computer, students are expected to spend their time productively. Internet access is available under teacher supervision. Before a student may use the Internet, an Acceptable Use Policy form must be on file for the student. Occasionally inappropriate sites are opened by accident. If this happens, students must immediately report the situation to the teacher and leave the website. Violations of this policy may result in the suspension of your child's Internet use and other serious consequences. Please read over the Acceptable Use Policy with your child. Students are required to handle computers appropriately. Parents will be required to pay for damage to computers caused by misuse.

Dress Code

There is a positive connection between proper dress, good grooming, and appropriate student conduct, desirable work habits, and safety. Students are expected to be neat, clean, and dressed appropriately for learning and play.

- Clothing must be adequate for the weather.
- Students are not permitted to wear spaghetti-strap tops, strapless, halter, backless tops, or other clothing that will make it difficult to participate in recess and PE. Sleeveless shirts and blouses are acceptable. Leggings and tights are not a substitute for pants.
- Clothing with inappropriate messages and graphics may not be worn to school. That includes clothing displaying inappropriate pictures, liquor or smoking advertisements, sexually suggestive messages, drug related messages, and messages involving criminal activity or violence. Clothing that is disrespectful or offensive toward any race, culture, religion or gender is not appropriate for school.
- Students need to wear shoes in which they can run. Flip-flops and flip-flop-style sandals do not protect kids' feet, make it hard to play, and are not appropriate at

school. Students must wear shoes at school.

- Gang related clothing may not be worn, e.g., baggy/sagging pants, bandanas, hanging belts, or gang insignias.
- Clothing that allows under garments to be exposed is not appropriate at school.
- Hats may not be worn in the building except in connection with school-sponsored activities.

Students who come to school inappropriately dressed will be sent to the office. Students will NOT BE SENT home to change.

Emergency Plan

In the event a major crisis or disaster occurs during school hours, every effort will be made to keep students safe physically and emotionally. Please read through this plan carefully and discuss it as a family. We practice for emergencies by holding a drill- fire, earthquake, or lockdown/shelter- once a month.

The best way you as a parent or guardian can assist us in a smooth evacuation and/or release of students is to provide the office with a current Emergency Release Form, and update it when necessary. The Emergency Release Form is in the first day packet. Please think carefully about who you list and let them know in advance that they will need to show ID to take students home. It is a good idea to make a family reunification plan and share it with your students and their emergency contacts. Retirees and friends who are frequently home during school hours make excellent emergency contacts.

Lock-Down:

We will lock-down when a dangerous or unsafe situation occurs and might pose a danger to students, staff, and visitors in the building. When Hillside is locked down, no one except emergency personnel may enter until the principal and/or police determine the area is again safe.

Shelter in Place:

Sometimes when circumstances do not warrant a lock-down, it is necessary to limit outside activities. During a shelter in place, activities continue inside the building but students do not go outside and the front door is monitored by a custodian or administrator.

Fire, Gas-Leaks, etc.:

In the event of a fire, the fire alarm will sound and everyone in the building will exit the building calmly through the closest door available. Students will reassemble by classes on the back lawn. Teachers will account for all students and maintain class control until it is determined which procedure will be used next. If the building is evacuated because

of a fire, gas leak, etc. a determination will be made as to how long students must stay out of the building. If the anticipated duration is short, we will wait on the back lawn. If the weather is poor, or the wait is likely to be long, we will initiate our Evacuation Plan, which calls for students to shelter at the church just North of Hillside at 6000 West, or at Hunter High. We will bring our emergency contact list with us and check students out to listed emergency contacts.

Students will be grouped by classes and the classroom teacher will be able to release students to their emergency contacts. Persons to whom students are to be released will be required to show identification and sign the student out.

Food Policy

No home-prepared food or beverages may be brought to school for consumption by anyone other than your child. If you are bringing food or beverages for a class party or other activity, it must be commercially prepared and packaged. Also, please do not send snacks, gum, candy etc. for your child to eat during recess or learning time except as part of a snack program supervised by the teacher. Gum may not be chewed at school, except under teacher supervision as part of a classroom reward, or during testing.

Health

Health Accommodations:

Please let us know about any significant changes that occur in a student's health. It is important that you notify your child's teacher and the office about health problems that might require accommodation. Written instructions regarding actions to be taken for known health problems should be sent to the teacher and office each year. Let us know if your child has any food or environmental allergies that we should be aware of. If your child needs special attention due to a health issue, we can work with you and our school nurse to create a formal Health Care Plan to accommodate your child's needs. Please let the office know.

Please keep children home when they show symptoms of serious illness. Daily outdoor recesses are valuable in promoting academic success and student well-being. Playground activities during recesses are part of the school day and your child is expected to participate. Students should wear clothing that is appropriate for playing outside. A reasonable request for your child to stay indoors following an illness will be honored. Please send a written note to your child's teacher each day that he/she is to stay in, explaining the reason why this is necessary. If it is to be for an extended period of time, instructions written by the doctor should be included and the note should be delivered to the office.

Immunization Records:

At the time students enroll in public school in Utah for the first time, Utah law requires that proper immunization verification be submitted. Parents of kindergarten students

need to make certain that their child's medical report is completed and returned to the school prior to the child attending school.

Immunizations must be updated as required. Contact the front office for a current list of required immunizations.

Students with health conditions that preclude the administration of immunizations should obtain a signed Medical Exemption form from the student's physician and turn it in at the office.

Medicine at School:

Students may not have or use medication, either over-the-counter or prescription, at school, except as authorized by Granite School District policy or state law. If a student needs to carry an asthma inhaler, epipen or insulin pen at school, written authorization on a district-approved form signed by the student's health care provider and parent must be on-file. See the office for forms and details.

Sometimes it is necessary for a student to take medicine during the school day. The medicine must be labeled with the student's name and dosage instruction by the pharmacy (pharmacies will label over-the-counter medicine) and a signed, district-approved authorization form must be on file. The medicine will be administered by trained office staff. See the office for additional information and forms. Carrying drugs at school can lead to big problems. Please make sure you understand the rules. The office staff is happy to help.

Medical Insurance:

The Granite Board of Education has accepted a medical-accident insurance plan to be made available to school patrons at a nominal cost. If you do not have family insurance, you may want to consider one of the plans offered. Information regarding this insurance is available from the office.

Leaving School Early

Hillside will not release a student during the school day unless a previously authorized adult signs the child out at the office. List any neighbors and/or relatives who are authorized to sign your students out of school on their registration card. If the adult is not listed on the card, the student will not be released. Adults checking out a child from the Hillside office **must show picture identification, sign the log and wait for the student to come to the office.**

Money and Other Valuables

Students are discouraged from bringing money to school except when absolutely necessary. You may want to place money for lunch in an envelope, listing the child's name and teacher's name on the outside. Students may pay lunch money before and

after school. Anytime students bring money to school (for the Santa Shop, book fair etc.) please put it in a labeled envelope. Students may leave the envelope with the office. The office will keep the money in the safe and issue a receipt. Hillside is not responsible for the loss of or damage to personal belongings. A lost and found box is located by the office. Lost and Found items not retrieved in a timely manner will be disposed of.

Parent Support

Bringing Items from Home:

Please make sure the only items brought to school are of an educational nature. Items for Show and Tell may be brought in a backpack and only on Show and Tell day. Toys and non-school items cause problems in the classroom and are very tempting for other students to take. See Toys, below.

Pick Up and Drop Off:

Students and parents must follow safe practices at all times. Please encourage your child to leave promptly at the end of the day unless they are enrolled in Hillside's afterschool programs. Cars dropping off and picking up students must stay in the right lane next to the curb, and follow signs and instructions from the Safety Patrol and teachers on duty. It is extremely dangerous to drop students off anywhere other than the drop off lane.

When leaving the parking area, make a right turn to allow for a smooth flow of traffic. Cars waiting to make an illegal left turn cause traffic jams and make an unsafe situation for our students.

Be patient and respectful of students and other drivers. Everyone has important things to do and waiting in a line at school is not fun for anyone. Please keep our school grounds safe. Park only in designated areas, and wait until you have parked to use your cell phone.

If you are dropping off or picking up students, you may use the parking lot of the church to the north of the school and have students walk to or from there. This can speed up the process considerably.

Parties

Students will participate in holiday parties as determined by their teachers.

In addition to the holiday parties, teachers may have class parties as reward activities under the teacher's guidance. Students may not arrange "surprise" parties for teachers or friends during school time.

All food items brought for class parties must be commercially prepared and packaged.

Pets and Other Animals

In general, family pets are not allowed at school. However, some teachers may allow pets to visit for show and tell. In that event, parents must consult with the teacher before bringing any animal to school. All visiting animals must be vaccinated and properly caged or leashed. Parents are to bring the animal only for show and tell time, then immediately after the sharing experience is over, take the animal home. Pets may not be left at school. If your child has any allergy to animals, please inform the teacher so we may avoid any reactions to pets brought for show and tell. For the safety of students and pets, please do not bring your pets to school when you pick up students.

Picking Up Siblings

Junior high and high school aged siblings picking up elementary students after school must meet at the flagpole in front of the office or off campus. Junior high and high school siblings may not go to the playgrounds, bike corral, or anywhere else on Hillside's campus at the end of the school day, and must be respectful. Older siblings violating this policy may lose the privilege of picking students up on campus.

PTA

We encourage all parents, both fathers and mothers, and grandparents to join the PTA. The PTA does great things for Hillside. Many community members feel they cannot be a member of PTA because they work during the day. Please do not let that stop you. Many of our PTA members work during the day, yet still play an active part in helping our students. Information about joining the PTA is available in the office.

School Safety Policy

Weapons/Violence/Threats:

Granite School District has a strict safety policy that is designed to keep school a safe place where learning comes first. Safety is everyone's responsibility. If you know of a weapon at school, report it to a teacher, an administrator, or to the weapons hotline at 801.481.7199. Below are some main points of the school safety policy.

District policy prohibits:

- Any threat or act of violence.
- Possession of any type of weapon (real, look-alike or pretend) regardless of intent.
- Any form of organized gang activity.
- Any type of criminal behavior.

- Destruction or defacement of school property or property owned by others.
- Conduct at locations away from the school that threatens or does harm to the school or persons associated with the school.

Consequences:

For those students who choose unsafe behavior, consequences may include, but not be limited to:

- Mandatory parent/guardian conference at school and/or district offices.
- Suspension from school.
- Referral to law enforcement.
- Placement in alternative education programs.
- Severe consequences may be imposed for any incident involving weapons.
- Other consequences and action steps appropriate for the specific circumstance.

If students are aware of any dangerous situation involving bullying, weapons, or unsafe behavior, they are encouraged to contact to tell their teachers, the principal, and to use the District Safety Hotline:

Phone: 801.481.7199 Text: 801.664.2929

Contacts with the hotline can be held in confidence. Additional resources and information can be found on the District's website at www.graniteschools.org. Concerns should also be brought to the attention of Hillside's principal and staff.

School Supplies

Hillside provides books and necessary school supplies for its students. Please consult with your children's teachers before sending additional binders, markers, etc. Our storage space is limited and sometimes extra items lead to friction between students. Children are held responsible for the condition of all textbooks, library books, and other school materials checked out to them. A charge may be assessed if books or other school-owned items are lost or damaged beyond normal wear. Students who have not returned (or paid for) library books or other school materials may be prohibited from participating in special activities.

Toys, Games, and Other Non-Educational Items

Toys, cards, iPods, games, spinners, and similar items should not be brought to school.

Teachers will confiscate items that violate school policy. Parents may pick up confiscated items at the office. Granite School District and Hillside Elementary are not responsible for lost or stolen items.

Student Behavior

Hillside is a PBIS (positive behavior interventions and support) school. Our focus is on teaching students positive behaviors.

Expectations:

Hillside Elementary frames its rules around the acronym SOAR (Safe, Orderly, Accountable, and Respectful). Obeying the rules will create a safe, productive learning environment. Posters in each area of the building describe behavior expectations for that area. Expectations are taught in whole school assemblies and in classrooms. Teachers and grade levels may have additional expectations for their students.

It is part of normal growth and development for students to sometimes break rules or fail to meet expectations. Those occasions provide opportunities for students to learn important lessons.

When students make bad choices, appropriate consequences will be imposed. The consequences will be determined by the type and severity of the behavior and prior offenses. Consequences for minor infractions may include a time out in the classroom, or in the classroom of another teacher, and loss of privileges. More severe infractions may result in the student receiving a discipline note. A discipline note must be signed and returned to the child's classroom teacher or office. Repeated offenses or very severe problems will be referred to the principal. Safe School violations will not be tolerated and will be dealt with immediately under district policy. Severe or repeated rules violations may lead to suspension or other serious consequences. Parents are our partners in helping students to follow the rules. We will communicate with you about your student's behavior choices so we can work together to help your student make productive choices.

We ask for your support in helping students make appropriate choices.

Rewards:

At Hillside we celebrate good behavior. We have several programs to reward kids for making good choices, and working hard.

- SOAR tickets. Teachers and staff members will hand out a limited number of SOAR tickets to students following the rules or who are caught doing a good deed. Students put their tickets in the see-through boxes by the office. Winning tickets are drawn at random and prizes and privileges awarded.

- Hawk Dollars. Teachers can reward great whole group behavior with Hawk dollars. Hawk dollars can be used to buy whole group rewards.
- Class incentives. Many teachers have additional classroom incentives.
- Calls or notes home. Students will be allowed to call home or teachers may send a note home expressing congratulations for student success.
- Students of the Month. Each teacher selects one student each month. The students' pictures are displayed on a bulletin board and they receive a certificate and a call home from the principal explaining why they were chosen.
- Cafeteria Rewards. Grade levels earn points for good behavior during lunch. About once a month, the winning grade level receives a treat or privilege.
- Awards Ceremonies. Hillside holds award ceremonies at the end of each academic quarter to acknowledge students for academic achievements, improvements, and citizenship. Invitations are sent home with students receiving the awards.

Vacations During School

If possible, family vacations should be planned for time when school is not in session. School attendance is vital to learning. Students are not able to make up missing learning time through worksheets or extra homework. Teachers will not necessarily provide materials for students vacationing during the school year. If a student who is not ill is absent from school for ten or more consecutive days, he or she may be unenrolled and will have to reregister upon returning to school.

All Hillside policies are subject to change without prior notice.