

September, 2015

Dear Hilltop Families:

Here is the updated 2015-16 Parent and Student Handbook. I think you will find this as a useful reference in providing the necessary information, guidelines, and lists throughout the year. Please keep it somewhere handy to refer to throughout the school year.

Please do not hesitate to share concerns or suggestions. Working together we can make this a fantastic year and educational experience for your child.

Janie O'Brien
Principal, Hilltop Elementary School
425-431-7605
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We cannot always build the future for our youth, but we can build our youth for the future.
Franklin D. Roosevelt

Hilltop Elementary
20425 Damson Road
Lynnwood, WA 98036
Office: 425-431-7604
Attendance: 425-431-7600

1st Bell 8:30 am
Tardy Bell 8:40 am
End of School 3:10 pm
Early Release 11:40 pm

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ATTENDANCE

ABSENCES, TARDINESS: Our State Law reads that illness and injury are the only excusable absences. Parents are asked to call the school attendance line (425-431-7600) by 9:00 am on the day of your child's absence to record your excuse for that day. This year, our goal is to increase student attendance at Hilltop. There is a direct correlation between student success and attendance. Our goal is 100% attendance for all students unless they are ill. Parents are required to send a written excuse to school if the child is tardy. GOOD, PROMPT attendance is strongly encouraged; however, if a child has a temperature above normal or if you have reason to believe he/she is becoming ill, it will be best for your child and his/her classmates to keep him/her home. If your child is absent longer than 3 days due to illness a note from the doctor must be given to the office.

ATTENDANCE CHECK: If the office does not receive a call the day of the absence, it will be considered an unexcused absence. Parents who have not called will be called from the school's daily absentee list to be sure your child or children are safe. ***Please be sure the school office has been provided with accurate home and work telephone numbers.***

1. **According to district policy #8130R**, absences and tardies are excused for personal illness or injury (may require doctor's confirmation), doctor or dental appointments, participation in religious holidays or other absences deemed appropriate by the principal. School related absences/tardies are also excused.
2. **Consistent with WAC 180-40-010**, all students will attend and be punctual at regularly scheduled classes unless officially excused. The "Becca Bill" also requires the District to:
 - a. After two unexcused absences, the school must make contact with the parent/guardian.
 - b. Schedule a conference with parents after the fifth unexcused absence/truancy.
 - c. File a petition with the county court after the 7th unexcused absence in a month or 10th unexcused absence in a year. (May file earlier)
 - d. Report to the court additional absences, which occur after the first referral.

The law does not require 6 and 7 year old children to be enrolled in school, but, if they are enrolled, the child's parent must ensure that the child attends the school, and that child has a duty to attend the school for the full time the school is in session. The school office, assisted by the District Attendance Officer if necessary, will investigate chronic absences or tardiness. Please accept the parental responsibility by calling 425-431-7600 immediately when he/she is absent or tardy.

EXCUSED ABSENCES: In accordance with state law, absences for illness, medical appointment, death in the family and religious celebration will be considered excused. An emergency (death, illness, funeral, birth in immediate family) is considered excused.

UNEXCUSED ABSENCES: Family business trips, vacations, visitation with relatives, birthday celebrations, community-sponsored athletic tournaments/championships, artistic performances, church camp and club events are considered unexcused **without prior approval and arrangements**. See page 22 for the ***Request for Prearranged Absence form***.

ARRIVAL TIME AT SCHOOL: School hours for Hilltop students are 8:40 a.m. to 3:10 p.m. *Children who walk to school are not to arrive until 8:25 a.m. unless they are having breakfast, which begins at 8:10 a.m.* There is LIMITED grounds supervision and NO playground supervision available. Classroom doors open at 8:30 a.m. The tardy bell rings at 8:40 am.

EARLY DISMISSALS: Please attempt to schedule dental/doctor appointments other than during school hours or having the pupils excused early for other reasons. In the event it is necessary, please make your request in *writing* to the teacher. The child will be released to you from the classroom through the office.

PLEASE CHECK IN WITH THE OFFICE. DO NOT GO TO YOUR CHILD'S ROOM. Your child will be called from the office when you arrive. Your child will not be sent to the office prior to your arrival.

TRANSPORTATION

BUS POLICY: The District operates a bus for children living in areas of considerable distance (over one radius mile) or areas of marginal walking safety. Students must ride the bus *consistently!* They may not walk or ride bikes on good days, and on rainy days expect to ride the bus.

Notes in writing from a legal guardian are required for a student to go home on a different bus or getting off at a different bus stop. ***No student will be allowed to go home with another student without prior arrangements and a written note from a legal guardian.*** Bus students are to get off at their assigned stops only. Bus passes are required. No student that is a bus rider will be permitted to ride with another parent in a private vehicle without prior written consent from a legal guardian. ***If a student is a scheduled bus rider and the student will not be going on the bus because a parent will be providing transportation, a note must accompany that student to school on the day of the occurrence or the student will be put in the bus line/on the bus!***

- No bus transportation is provided for Cub Scouts, Campfire, Brownies, etc.
- Any changes in stops must be communicated to the school office immediately by the parent/guardian in order to get approval by the District Transportation Department. Courtesy, respect and following of all the bus rules are expected at all times. As needed, bus drivers will issue discipline slips, which may result in a bus suspension.

CROSSINGS: Patrol crossings are Damson Road (in front of school) and Logan Road & Damson Road at 203rd Pl SW. As this area grows, our children face increasing traffic dangers. Both parents and teachers must work constantly to help children become safety conscious...crossing streets, walking to and from school, being approached by strangers and riding bicycles.

****Please be kind to our Patrol students and staff who are working hard to keep Hilltop's pickup and drop off of your student/s running smoothly.***

BICYCLE RIDING: For reasons of safety, only 3rd - 6th graders may ride bicycles to school. They must abide by the following rules:

1. Wear helmets—if a child comes to school without a helmet, we will keep the bike until a helmet is produced.
2. Walk bicycles on the school grounds at all times.
3. Ride on the right-hand side of the road.
4. Use the crosswalks when crossing the street at school.
5. Ride single file and use extreme care when approaching children walking to and from school.
6. Park and lock bicycles in the assigned area. The school cannot assume liability for stolen or damaged bikes.
7. Not ride or walk bicycles past buses that are loading or unloading.
8. Walk bikes on walkways and yield right-of-way to pedestrians.
9. We do not allow scooters or skateboards at Hilltop.

EMERGENCY CONTACT INFORMATION

CHANGES IN ADDRESS, TELEPHONE NUMBERS, EMERGENCY NUMBERS: Permanent records follow your child through his/her school years so please help us keep them up to date. If you have a change of address or phone number please remember to give the office changes. You can also update and change personal information, on Skyward Student access.

WE MUST HAVE EMERGENCY NUMBERS! Severely sick children or an injured child are a heavy responsibility. Please help by giving us reliable and accurate emergency numbers. Two – Three or four contacts other than parents are very helpful.

PROOF OF ADDRESS will be required for all students registered at Hilltop and must be provided upon request.

DIRECTORY/MEDIA RELEASE INFORMATION: Directory information consists of a student's name, photograph, address, telephone number, date and place of birth, dates of attendance, participation in officially recognized activities and sports, weight and height of members of athletic teams, diplomas and awards received and the most recent previous school attended.

Directory information may be released without consent for providing educational, scholarship, vocational/occupational and /or military information, or to the news media and law enforcement. This information shall not be released for commercial reasons. You have a right to withhold any or all of this information. *If you do not wish to have such information about your child released, or your child's picture published for media purposes, please let us know in writing.* You may choose to have all information withheld or you may choose to designate a specific agency from which you choose to withhold information.

STUDENT HEALTH

HEALTH/IMMUNIZATIONS FORMS: All required immunizations must be current or your child will be excluded from school until it is in place. Boys and girls who plan to take part in school games/sports need to have a current physical examination. Please let us know about any pre-existing illness or life threatening condition your child may have that might affect his/her school life. *If your child has a life threatening illness/allergy we must have an emergency medical plan in place at school.*

Please check your children daily for signs of skin or eye infections, symptoms of contagious diseases, and particularly signs of over-tiredness. Some children have a tendency to become nervous under the routine of a school program. Biting fingernails, continued eye blinking or other nervous indications should be reported to the teacher, school nurse, or family doctor.

MEDICATION AT SCHOOL: Medication will be administered from the office providing the following directions have been met:

1. Before medication can be given at school, the office must receive written doctor's instructions and parent's permission for the medication to be given.
2. The medication must be in a container with original label from doctor or pharmacist and listing student's name, the name and dosage of medication.

Please let us know about all medications being given at home, as these could affect a medical emergency during the school day.

ACCIDENTS: If a child is injured at school, an adult competent in first aid will give her/ him emergency first aid treatment. In the case of a serious injury the parents will be called immediately. If they cannot be reached, the emergency contact listed on the enrollment form will be called. If no one is available to come for the child, we will use our best judgment as to whether to call the Fire Department Aid Unit or to keep the child in the nurse's office.

INSURANCE: *Student Accident Insurance can be purchased.* Complete the enrollment forms sent home with your child the first day of the school and send them to the school office for processing. (This plan is not a comprehensive health plan although the insurer does offer one if you are interested.)

STUDENT RIGHTS/SPECIAL EDUCATION CHILD IDENTIFICATION: Special Education services are provided to all students aged birth to 21 who qualify. For students currently enrolled in the district contact the Hilltop school psychologist, Chelsea Day. For students not currently enrolled, call the Psychology Office at 425-431-7208. See additional information Pg. 16.

LUNCHES: The Foodservice Department of Edmonds School District is a centralized food system. The lunch at our school is served and eaten in the gym area. Two servers work in each elementary kitchen. Menus are sent home at the beginning of each month.

- The lunchroom is operated on cash/advance payment basis. Students are given a 7-digit pin number, which keeps track of their individual lunch accounts.

Cash, cashier's check, or personal checks are all acceptable forms of payment. **Checks must be made payable to the Edmonds School District.** Money on account is carried over from school year to school year. Amounts owed at the end of the prior year carry over to the current year.

- Please note that there are no IOU'S, if a student does not have enough money for breakfast or lunch, a safety net meal will be provided.
- Prices are published on the District menus.

PESTICIDE USE: The Edmonds School District uses Integrated Pest Management (IPM) modeled after Environmental Protection Agency recommended guidelines for the control of structural and landscape pests. IPM coordinates the use of non-chemical methods to prevent pest infestation along with all available pest control methods when an outbreak does occur. These methods include physical (pruning), cultural (using disease resistant plants), and biological means (using Lacewings and Lady Bugs) as well as the judicious use of chemicals. Unauthorized staff is not permitted to apply pesticide products at any school site or facility.

NOTICE FOR PESTICIDE USE: A notice will be posted in the main office 48-hours prior to the application of any biologic or chemical pesticide. It will provide the reason for application and the name of the product to be used. For individual notification, please contact your school's main office. No notices will be sent when students do not occupy the school for at least two consecutive days after application. These procedures do not apply to emergency applications to control pests that pose an immediate health threat (e.g. stinging insects). If application is postponed due to weather, the notification process will be repeated. For more information, please contact the Maintenance Director (425) 431-7244.

NOTIFICATION OF THREATS OF VIOLENCE OR HARM: By Washington state law and by Edmonds School District Policy, the issuing of a threat against individuals or against district property will be taken seriously. Individual-directed threats of violence or harm are communications that create fear of physical harm to a specific individual or individuals, communicated directly or indirectly by any means.

Building-directed threats of violence or harm are direct or indirect communications by any means of the intent to cause damage to a school building or school property or to harm students, employees, volunteers, patrons or visitors. Staff, students, volunteers, and others involved in school activities have the responsibility to report any threats of violence or harm to designated school officials. Persons found to have made threats of violence or harm will be subjected to relevant district discipline policies and may be referred to appropriate community agencies, including but not limited to, law enforcement and mental health services.

District Wellness Policy and Procedures

Food Sold in Schools: Midnight to 30 minutes after dismissal

New USDA legislation changes what can be **sold** to students on school grounds, from midnight to 30 minutes after the close of the school day. This includes vending machines, school stores, á la carte lines and **all** fundraisers. There are no exceptions to this federal mandate. Any school found out of compliance jeopardizes the \$3 million in Federal funds provided to our District's school meals program.

This applies to all schools in all districts across the country. In Edmonds School District, we have shared this policy with administrators, held a [Superintendent's Roundtable](#) and a special meeting for parent group leaders in May. We will continue to provide support and training as we all adjust to this required change.

Food as Incentives/Rewards

The Edmonds School District strongly discourages the use of food as an incentive or reward. Staff members and parent group leaders compelled to use food must select items that meet the *USDA "Smart Snacks in School."*

Physical Activity/Physical Education

The difference between physical activity and physical education is critical to understanding why both contribute to the development of healthy and active children. Physical education is a K-12 planned and sequential program of curricula and instruction that helps students develop the knowledge, attitudes, motor skills, self-management skills and confidence needed to adopt and maintain physically active and healthy lifestyles. Physical activity is the application of what is learned in physical education class.

Classroom Parties

Birthday parties in classrooms may be celebrated with non-food treats and favors for students. No food is allowed as part of a birthday celebration. Appropriate alternatives to food that may be shared on special occasions can be within the procedures.

Food may be served at three classroom celebrations (such as seasonal, cultural or curriculum related) per classroom per year. The theme and time of year of the party is up to the discretion of the classroom teacher. If food is served it must meet the "[Food Safety Guidelines For Room Parties](#)" published by the Snohomish Health District. Due to the prevalence of students with severe food allergies, foods with nuts or tree nuts are strongly discouraged.

Please direct questions to Barb Lloyd, Wellness Committee Chair (425-431-7073 or lloyd@edmonds.wednet.edu) or any members of [the Edmonds School District Wellness Committee](#).

STUDENT RECORDS

REPORT CARDS: All students will receive report cards twice a year.

STUDENTS PERMANENT RECORDS: The school maintains a record on each student which is sent to the middle school at the completion of elementary school. Records contain a summary of each year's grades, testing, and attendance data. Also, summaries of parent conferences and teacher anecdotal materials

are kept. Parents are welcome to review this material with the teacher or principal. Please send a note 72 hours before you need this request completed.

STUDENT PLACEMENT:

- Parent input is valued; Families will receive notification in the spring as to the process.
- Placement is tentative until after the 4th day adjustments are made.

TRANSFERRING SCHOOLS: Please notify the office by written note or email one week in advance of transferring to a new school. You will be provided a copy of your child's immunization record and information for the receiving school.

EDMONDS SCHOOL DISTRICT NO. 15

Notice to STUDENTS and PARENTS

**Regarding
EQUAL EDUCATIONAL OPPORTUNITY AND SEXUAL HARASSMENT**

The Edmonds School District is committed to maintaining a working and learning environment free of discrimination and harassment. District educational programs, activities, curriculum and services are monitored to insure that 1) they guarantee the rights of all students to partake fully in the educational process, and 2) they do not reinforce stereotypes, or permit or encourage discriminatory behavior.

If any student, parent or community member experiences or witnesses discrimination or harassment, they are encouraged to report it immediately to any school administrator with whom they feel comfortable. **Reports of such incidents may also be reported to the district Equity Officer, Debby Carter, 425 431-7012.**

All such complaints will be promptly investigated and, where appropriate, immediate corrective action will be taken. To the highest degree possible, allowing for a fair investigation, all such complaints will be treated in a confidential manner.

SEXUAL HARASSMENT

The District prohibits retaliation against any employee, volunteer, parent, or student because he or she has made a report of alleged sexual harassment, or against any employee, volunteer, parent, or student who has testified, assisted or participated in the investigation of a report. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or adverse pressure. Retaliation is itself a violation of law and will lead to disciplinary action against the offender.

Persons who knowingly report false allegations of sexual harassment or corroborate false allegations of sexual harassment will be subject to appropriate discipline or other sanctions.

Any District staff member (regardless of area of responsibility) who knows or has reason to believe that sexual harassment is or may be occurring must take immediate steps to see that the matter is addressed or reported. Such action must be taken whether or not the student(s), volunteer, or parent has reported the incident.

Sexual harassment is legally defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature in which:

1. submission to such conduct or communication is made either an explicit or implicit term or condition of success in school;

2. submission to or rejection of such conduct or communication is used as a basis for educational decisions affecting that person; or
3. such conduct or communication has the purpose or effect of substantially or unreasonably interfering with the individual's school performance, or of creating an intimidating hostile, or offensive educational environment.

An "intimidating, hostile or offensive educational environment" means an environment in which:

1. unwelcome racially or sexually-oriented jokes, innuendoes, obscenities, pictures/posters or any action with sexual connotation makes a student feel uncomfortable; or
2. any aggressive, harassing behavior in the school that affects learning, whether or not sexual in connotation, is directed toward an individual based on his/her sex or sexual orientation.

Sexual harassment includes, but is not limited to, the following behaviors:

1. Insulting or degrading sexual remarks, written material, or conduct directed to a student or staff member;
2. Threats, demands, or suggestions that a person's status is contingent upon his/her tolerance or acquiescence to advances;
3. Cornering or blocking of normal movements;
4. Displaying sexually suggestive pictures or objects in an educational/work environment;
5. Unwelcome sexual advances or requests for sexual favors, leering or staring, sexual flirtation or propositions, sexual slurs, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions, verbal comments about an individual's body, overly personal conversation of a sexual nature, sexual jokes, stories, drawings, pictures or gestures, spreading of sexual rumors, touching of an individual's body or clothes in a sexual way.

STUDENT CONDUCT

STUDENT ALCOHOL AND DRUG USE POLICY: The Edmonds School District recognizes that the use/abuse and possession of alcohol, controlled, illegal, addictive, or harmful substance(s), including anabolic steroids, is a societal problem and may represent an impairment to the normal development, well-being, and academic performance of students. To ensure the safety, health, and well-being of all students, the district is committed to the support, and necessary corrective actions. While the primary obligation to seek assistance rests with the student and his/her parent(s)/guardian(s), school staff shall work with the home and community to develop and implement a comprehensive prevention and intervention program.

- The policy is as follows: *Any student* who is under the influence of or possesses, sells, offers for sale, or distributes alcohol or controlled substances or drug paraphernalia will be considered under the disciplinary category of exceptional misconduct, which warrants an immediate short-term suspension or expulsion.

HARASSMENT, INTIMIDATION, OR BULLYING –Policy 8207: The district is committed to establishing a safe and civil educational environment for all students that is free from harassment, intimidation, or bullying (HIB). It is a violation of District policy for a member of the school community to harass, intimidate, or bully a student on District property, at school-sponsored events, or when such actions create a substantial disruption of the educational process. Students will not be harassed because of their race, color, religion, ancestry, national origin, gender, sexual orientation (including gender expression or identity), mental or physical disability, or other distinguishing characteristics.

- This policy is a component of the district’s responsibility to create and maintain a safe, civil, respectful, and inclusive learning community.
- This policy shall be implemented in conjunction with training of students, staff, and volunteers.

Definitions:

Harassment, intimidation, or bullying is an intentional electronic, written, verbal, or physical act that:

- Physically harms a student or damages the student’s property;
- Has the effect of substantially interfering with a student’s education;
- 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.
- “Intentional acts” refers to the individual’s choice to engage in the act rather than the ultimate impact of the action(s).
- “Other distinguishing characteristics” can include, but are not limited to: physical appearance, clothing or other apparel, socioeconomic status, and weight.
- “School community” includes all students, school employees, school board members, contractors, volunteers, families, patrons, and other visitors

To determine whether conduct is “substantially interfering with a student’s education,” the district will consider a targeted student’s grades, attendance, demeanor, interaction with peers, participation in activities, and other indicators.

Conduct that may rise to the level of harassment, intimidation, and bullying may include, but is not limited to: slurs, rumors, jokes, innuendos, demeaning comments, drawings, cartoons, pranks, ostracism, physical attacks or threats, gestures, or acts relating to an individual or group.

Behaviors/Expressions:

- This policy is not intended to prohibit expression of religious, philosophical, or political views, provided that the expression does not substantially disrupt the educational environment.
- Behaviors that do not rise to the level of harassment, intimidation, or bullying may still be prohibited by other District policies or building, classroom or program rules.
- If you witness behaviors that are of concern to you, please report that information to a school staff member.

Volunteer Responsibilities:

- Any person in the school community (other than a staff member) who observes or receives notice that a student has or may have been the target of unresolved, severe, or persistent harassment, intimidation, or bullying, must notify school staff.
- The incidents may be reported verbally or in writing to any staff member.

Prevention:

Staff will receive annual training on the district’s policy and procedure, including staff roles and responsibilities, how to monitor common areas, and how to use the reporting form.

- Staff includes, but is not limited to, educators, administrators, counselors, school nurses, food service workers, custodians, bus drivers, athletic coaches, advisors to extracurricular activities, classified staff, substitute teachers, volunteers, or Para educators.
- The district will provide students with strategies aimed at preventing harassment, intimidation and bullying. In its efforts to train students, the district will seek partnerships with families, law enforcement, and other community agencies.

Incident Form:

To make a report in writing, a school community member may use the district’s Harassment, Bullying or Intimidation (HIB) Form.

- The form can be found on the district’s website: www.edmonds.wednet.edu or from each school’s website.

Immunity/Retaliation:

No school employee, student, or volunteer may engage in reprisal or retaliation against a targeted student, complainant, witness, or other person who brings forward information about an alleged act of harassment, intimidation or bullying.

- Retaliation is prohibited. It is a violation of Policy 8207 to threaten or harm someone for reporting harassment, intimidation, and bullying.

Relationship to Other Laws/Policies:

There are other laws and procedures to address related issues such as sexual harassment or discrimination. For information about these, please contact your school principal.

DRESS CODE: Hilltop asks that beauty and hair care products be kept at home. When students bring these items to school, it distracts from the learning process. In addition, the following is an up-to-date dress code. We hope that parents and students will review this together.

- Clothing that portrays gangs, drugs, alcohol, tobacco, violence, sex or inappropriate language shall not be worn.
- Skirts and shorts must be fingertip length or longer.
- Midriff (torsos) should be covered at all times.
- Make-up, hair care products, perfume and cologne are not allowed at school
- Shirts and blouses must reach the waistband when arms are raised.
- Clothing that is inappropriately revealing shall not be worn to school. (Transparent clothing, spaghetti straps and low-cut shirts).
- Chains should not hang from pants.
- Pants should be worn at the waist. Loose pants must be worn with a belt at the waist
- No underwear should be showing including sports bras and boxer shorts.
- No pajamas are to be worn to school. (Designated spirit days are an exception)

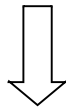
- Other new trends/fads creating a distraction from learning
- No hats except outside at recess

RECESS: ALL students will be required to go outside during recess periods unless there is a driving rain or hard rain/wind combination. It is important that parents provide clothing and instructions to their child for the outdoor periods. If it is absolutely mandatory that a child stay in, a note from the parent is required. **Please pack extra clothes in your child's backpack during the rainy season.** The office needs a collection of 'extra' clothing, especially pants in varying sizes for children in case they get wet or muddy during recess. If you have extra items to contribute, please send them to the office, we appreciate your help.

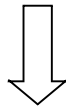
Hilltop Discipline Flow Chart

Discipline is a chance for teaching!

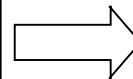
Redirection from teacher



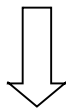
Remove student to quiet area in classroom



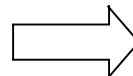
Student is escorted to a Buddy Room



Teachers use their professional judgment as to when they will call parents about concerns



Student is asked to go to the Window Room with a note



Students who are participating in more serious issues such as fighting or bullying will work with Ms. O'Brien and Mrs. Sheehan

RULES FOR PLAYGROUNDS: We cannot list all the specific problems that arise when kids play together in large groups of 200 or more. We will explain to students when their behavior is not proper and we will expect them to remember even if it is not on this written list.

The para-educators will use discretion and their personal judgment in a situation, which is vital, often determining whether a student is conducting himself/herself properly or not.

1. Students are to listen to and obey all adults who work for the school.
2. Rough play/horse play: No wrestling, no tackle football, no fighting, no pushing or shoving while in line or in other areas on the playground.
3. Throwing objects: No rocks, sticks, pinecones, snowballs, ice, etc., can be thrown.
4. Dangerous use of playground equipment:
Students must go in one direction on the rings and parallel bars.
Students must sit on the slide and go down feet first.
Students are not to climb on backstops, trees, or the fence.
Students on turning bars must keep both hands on bars at all times.
5. Playground boundaries: Students are not to leave the playground area without permission of the playground assistants.
6. Proper language: Students are not to swear or make obscene gestures.
7. Courtesy: Students are expected to respect other students and to try to develop acceptable attitudes and behaviors.

Specific game rules and expectations are covered in PE and are reinforced by the playground paraprofessionals.

PHONE USE: Since the school is limited in its phone availability to parents and teachers, it is necessary to limit pupil use of the phone to **EMERGENCY CASES ONLY**.

- **Permission to call home about visiting a friend after school will not be granted.** The parents prior to the school day should make arrangements for Girl Scouts, Campfire Girls, sports, etc. **A written note from a parent/legal guardian** needs to be turned into the office the morning of the event your child is going home with a friend, riding a different bus, getting off at a different bus stop, walking, or not taking the bus because of parent pick up.

- **If a note has not been provide, the child will be sent home by their normal routine.**

PERSONAL BELONGINGS: CELL PHONES; ELECTRONIC DEVICES; TOYS:

The School District, which includes Hilltop Elementary, is *NOT* financially responsible for anything brought from home, e.g. any electronic device, books, collector cards, games, etc. *Cell phones are permitted at school only by parent request. They must be kept in student backpacks and will remain turned off while on school grounds.*

ELECTRONICS ARE NOT ALLOWED AT HILLTOP. If they are brought to school, they will be confiscated by the teacher and must then be picked up by a parent. If your child has an item taken away during school hours, you may recover it by stopping by the office.

PLEASE LABEL ALL PERSONAL BELONGINGS: Including lunch boxes and items of removable clothing, etc. We donate unclaimed clothing that has not been labeled to the “Clothes for Kids” organization.

LOST AND FOUND: Located in bins by primary and intermediate play grounds. Any article that is marked with a child’s name will be returned to him/her. Unidentified items are kept for 2 weeks and then donated to Clothes for Kids. Jackets and lunch pails are probably the most critical items to label. Articles left on the bus should be reclaimed from the bus driver. **Transportation: 425-431-7230.**

PARTIES: Classroom parties are held at the discretion of the teacher. Please check in with your child's individual teacher if you plan on bringing treats for his/her birthday. Remember to ask about any allergies. **Do not send personal party invitations to be handed out at school unless the whole class is being invited.** Treats should be aligned with the district health/fitness policies. We discourage sweet treats to be given at school. Pencils, stickers and other similar items are encouraged.

PLANNING A SCHOOL VISIT

VISITING SCHOOL: All adults are to check in at the school office to identify themselves and sign in when entering school grounds. This is necessary for the protection of all our children. We ask that you wear a visitor badge during your visit. When you are bringing items forgotten by your child (e.g., lunches, books, money, etc.), **please bring them to the school office.** We will call at an appropriate time and make sure your child receives the item. This will reduce classroom interruption and we will know the identity of all adults who are on the school grounds.

We wish to extend a cordial invitation to parents to visit school at any time they desire. However, a classroom visit which is planned in advance with the teacher or principal will be much more successful and satisfactory than a chance visit, which may find the child engaged in an activity outside the room. Since the schedule of the Principal is not a set one, it is always advisable to telephone for an appointment.

VOLUNTEERS/PARENT CONNECTION: Parent involvement in school is known to be the key to a child's success as a student. Hilltop's goal is to have each family volunteer 2 hours per family per month in school activities. ***Before volunteering in the classroom or chaperoning on any field trips the Edmonds School District requires you to complete the State Background Check.** You may obtain this packet from the main office or the Hilltop website. Complete the form and send it back to the office with your student.

EMPLOYMENT POLICY: Edmonds School District No. 15 is an affirmative action employer and encourages inquiries and applications from qualified minorities and women for all positions. It is the policy of Edmonds School District not to discriminate in employment on the basis of race, creed, color, national origin, sex, marital status, age, or handicap, as required by state and federal laws. Any inquiries regarding compliance with this policy may be addressed to the Affirmative Action Office, Educational Services Center, 20420 - 68th Ave. W., Lynnwood, WA 98036-7400, phone 425-431-7099, or to the Office for Civil Rights, Department of Health, Education, and Welfare, 425-442-1922.

Your Hilltop PTSA welcomes you to the 2014-2015 school year!

About PTSA

PTSA is an organization that advocates for the well-being and education of every child in our school and our community. We speak on behalf of children and youth, support parental involvement in the education process, encourage community in our school, and promote opportunities for positive outcomes for our children. At the state and national levels, PTSA advocates for children and schools with government bodies and other organizations.

Annual Events & Activities

Hilltop PTSA sponsors various events and activities throughout the year. Some of these are social events that are intended to promote community, others to support teachers and parents, and others to raise funds to that go directly to supporting academics. Our signature events & activities include:

- School Grounds Clean-Up (August)
- Carnival Night (October)
- Multicultural Potluck (November)
- Swim Night & Canned Food Drive (November)
- Skate Night (January)
- Sock Hop (February)
- Open House/ Pizza Night (March)
- Read-a-Thon (April)
- Spirit Wear
- Teacher Appreciation Week (May)
- Moms & Muffins (May)
- Movie Night (May)
- Dads & Donuts (June)

Getting Involved

Studies conducted on the relationship between student performance and parent involvement in education shows that when parents are involved in education, student academic performance improves. Involvement in PTSA allows parents to become more familiar with the school, to know teachers and staff, and to meet other parents and students. *You* can get involved in *your* PTSA in two important ways:

Join!

When you join PTSA, your membership dues (\$10 per person, or \$18 per family) provide direct support to the school, to teachers, and to students. You also become a member of the Washington State PTSA and receive benefits that include an online monthly parent involvement magazine. And when you attend monthly PTSA meetings, you have opportunities to share your views and show your children that their school and their education is important. To join, contact Jaymee Michele at HilltopElemPTSA@gmail.com.

Volunteer!

The school and the PTSA thrive when parents support activities and events with their time and energy. Organizing activities, participating on committees - even working a shift at an event - every little bit makes a difference! To find out how you can help, contact Michelle Howell at mmhowell@hotmail.com.

We look forward to seeing you at Hilltop!
Sincerely,
Your 2013-2014 PTSA Board of Directors

Gwen Doyle, President
Michelle Howell, Vice-President
Tammy Wallis, Treasurer
Melissa Hawkins, Secretary
Lanei Brown, Membership Chair
Kristina Parkhurst, Teacher Co-Representative
Samantha Kempf, Teacher Co-Representative
Mat Grover, Teacher Co-Representative
Bob Olson, Member at Large
Jayme Mitchell, Member at Large

Even if you don't have a great deal of time to offer, involvement in PTA allows you to get to know their teachers better and become more familiar with the school and what goes on there. It also allows you to get to know the parents of your children's classmates. Even if you don't have a great deal of time to devote to PTA activities, by becoming a member and attending meetings you are showing your children that you believe their school and their education is important.

PTSA

· **PTA is** a strong advocate for the well-being and education of every child.

The WSPTA accomplishes this mission by:

- Speaking on behalf of children and youth in the schools, in the community, and before governmental bodies and other organizations that make decisions affecting children;
- Supporting parents* in developing skills to raise, protect and advocate for their children;
- Encouraging parent*, teacher, student and community involvement;
- Promoting opportunities for positive outcomes for children; and
- Being a financially stable, well-managed organization that promotes diversity, provides quality service, models best practices and values its members and employees.

HILLTOP STAFF

Main Office 425-431-7604
Attendance Line **425-431-7600**
Principal: Janie O'Brien 425-431-7605
Office Manager Charla Reid 425-431-2675
Office Assistant Sandy Merten 425-431-2676

Primary

Jennifer Martin	DK
Dixie Willwerth	DK
Shana Dumo	K
Kristina Parkhurst	K
Kimberly Swartz	½ day K – AM & PM
Sarah Hudson	1
Carly Jansen	1
Perry Johnson	1
Lindsay Olson	1
Samantha Kempf/Cammie Teller	2
Debbie O'Brien/Shellena Nicol	2
Jennifer Blackstone	2
Joanie Jansen	3
Amanda Bean	3
Jennifer Davidson	3

Intermediate

Matt Grover	4
Susan Rao	4
Katherine Dumont	4
Karen Black	5
Mark Randall	5
Lucelle Barrett-Bieclker	5/6 Split
Tim Dennis	6
Sarah Allsop-Fine	6

Learning Support

Alexandra LaVielle
Ony Huffman

Library

Thom Garrard

Music

Linda Shatto

Band

Frank Blosser

Orchestra

Colleen Fretz

Phys. Ed.

Jon Pugh

Paraprofessional 3 and Discipline Intervention – Bonnie Sheehan

Educational Assistants: Sabrina Casperson, Martha McCorkhill, Mona McDonald, Debbie Musch, Deanna Sheely-Torrescano, Beverly Gable, Lois Hanks-Vandermeer, Debbie Larsen, Jennifer Malloy, Leslie Malloy, Lisa Rongholt, Cherly Sadler

Custodians

Liz Ford

Cooks

Rikki Cross

SLP

Ruth Eng

Nurse

Jeanne Johnson

Psychologist

Chelsea Day and Denise Mullins (W)

EDMONDS SCHOOL DISTRICT 15, STUDENT SERVICES DIVISION
LYNNWOOD, WA 98036-7400

SECTION 504 PARENT/STUDENT RIGHTS IN IDENTIFICATION,
EVALUATION AND PLACEMENT

The following is a description of the rights granted by federal law to students **with disabilities**. The intent of the law is to keep you fully informed concerning decisions about your child and to inform you of your rights if you disagree with any of these decisions.

You have the right to:

- Have your child receive a free and appropriate public education. This includes the right to be educated with non-disabled students to the maximum extent appropriate. It also includes the right to have the school district make reasonable accommodations to allow your child an equal opportunity to participate in school and school-related activities.
- Have your child take part in and receive benefits from public education programs without discrimination because of a disabling condition.
- Have the school district advise you of your rights under federal law.
- Receive notice with respect to identification, evaluation, or placement of your child. Parent consent must be obtained before conducting an initial evaluation.
- Have your child educated in facilities and receive services comparable to those provided to non-disabled students.
- Have evaluation, educational, and placement decisions made based upon a variety of information sources and by persons who know the student, the evaluation data, and placement options.
- Have transportation provided to and from a program not operated by the district if the district places the student in the program.
- Have your child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the district.
- Examine all relevant records relating to decisions regarding your child's identification, evaluation, educational program, and placement.
- Obtain copies of educational records at a reasonable cost unless the fee would effectively deny you access to the records.
- Receive a response from the school district to reasonable requests for explanations and interpretations of your child's records.
- Request amendment of your child's educational records if there is reasonable cause to believe that they are inaccurate, misleading, or otherwise in violation of the privacy rights of your child. If the school district refuses this request for amendment, it shall notify you within a reasonable time and advise you of the right to a hearing.
- Request an impartial hearing related to decisions or actions regarding your child's identification, evaluation, or placement. You and your child may take part in the hearing and be represented by an attorney. See District Procedure 8205-R1.FOR FURTHER

INFORMATION REGARDING SECTION 504,
PLEASE CONTACT YOUR BUILDING PRINCIPAL OR
JEAN MIRABAL, SECTION 504 COMPLIANCE OFFICER, AT 425-431-7186

Dear Parent/Guardian,

Please review the following information about prearranged absences as the number of absences has increased for things like skiing, Disneyland, Mexico, Hawaii, etc. Our goal is to have all students in attendance unless they are ill. If you have any questions about the policy, please contact Janie O'Brien, Principal, 425-431-7605.

PREARRANGED ABSENCES:

The building principal must approve all prearranged absences. All requests must be in writing and given to the classroom teacher at least 14 school days prior to the prearranged absence.

Parents are encouraged to follow state law and schedule all possible family vacations during the Edmonds School District’s regularly scheduled vacation time, without extending the vacation days. In the rare case that vacation has to be scheduled during regularly scheduled school days, parents may request a prearranged absence, in writing, prior to the prearranged absence. If the student has all work turned in and is meeting the district standard on the skills taught at his/her grade level, the requested days may be approved.

For your planning purposes, here are the 2014-15 “no school” dates:

- October** 23
- October early release week - October 26 - 30**
- November** 11, 25, 26, 27
- December** 21 ,22, 23, 24, 25, 28, 29, 30, 31
- January** 1, 18, 29
- February** 15, 16
- March**
- April** 4, 5, 6, 7, 8, 9
- May** 13, 30
- June** 22nd is the last day of school providing there are NO snow days

HOMEWORK:

Please make arrangements with the classroom teacher in regards to missed work. The absence may be changed to unexcused if this does not occur.

HILLTOP ELEMENTARY
PRE-ARRANGED ABSENCE FORM

Please complete this form and return it to your student's teacher 14 days prior to the date of the requested absence.

The Pre-arranged Absence Form is to be used when a student will be absent for multiple days for a major family event, such as out of state graduation or wedding. Please make every attempt to plan vacations and appointments not to conflict with school days.

Student Name: _____ Grade: _____ Teacher: _____

I am requesting permission for a leave of absence for my child from school because:

My child will be absent from: _____ to _____

and will return to school on: _____

Parent/Guardian Signature: _____ Date: _____

Student Agreement: I will turn in my missed assignments on the day that I return, otherwise my absence(s) becomes unexcused. My teacher will give my homework assignments to me before I leave.

Student Signature: _____ Date: _____

I am aware of the planned absence and will provide any possible work in advance.

Teacher Signature: _____ Date: _____

Attendance Record:

E: _____ UNEX: _____

Exc. Tardy _____ Unex Tardy _____

Attendance Secretary Signature: _____

Principals Decision: Excused Unexcused

Principal Signature: _____ Date: _____