

HILLANDER SCHOOL

1600 West Wadley

Midland, Texas 79705

432-684-8681

THE PARENT/STUDENT HANDBOOK

2019-20

FORWARD

The primary school years are important years for your child, and they will have many learning experiences. It is our goal at Hillander School to make these early years challenging, happy, rewarding and fulfilling.

We are always striving to increase the understanding and cooperation between home and school. This booklet is designed to answer any questions that you might have concerning the policies and procedures of Hillander School.

Please keep this booklet for reference during the school year. If it becomes necessary to change any of the policies, we will send a letter home making you aware of the change.

Mrs. Buffy Meador
Principal

The Policy of Hillander School is not to discriminate on the basis of race, color, national origin, religion or physical handicaps.

MISSION STATEMENT

Hillander builds a strong primary school foundation that will yield future benefits as each child progresses through junior high, high school and college. At Hillander School, each student will learn how to “learn”, how to achieve at his or her highest level and how to manage time through structured homework assignments and class projects. The school supports each child’s natural creativity and curiosity through art and science classes. Regular school musical productions, reciting poetry and verbal book reports all instill self confidence. Every teacher at Hillander views each child as an individual and strives to encourage and develop each into unique successful individuals. We have the best and most experienced teachers in Midland, Texas. The proof of the quality of a Hillander education is seen in the accomplishments of former students as they progress through high school and on into college and life.

GOALS OF HILLANDER SCHOOL

Hillander’s goal for each student is to give the child confidence in learning. The teachers continually work to develop the students’ self esteem and teach good study habits. The school strives to instill a love for reading and to make the learning experience exciting. Hillander School encourages and promotes the desire for excellence in academics both in the minds and habits of their students.

The Carden Method, developed by Mae Carden, has long been recognized as an outstanding academic curriculum for students. This system is unique in that all subject matter is progressive and sequential from grade level to grade level. The Carden method is specifically designed to help children develop their innate powers of analytical and organized thinking. Hillander School presents reading techniques in such a way that the child understands what he or she is learning and why.

The goals for pre-school and first grade children allow them to review and phonetically master the sounds of letters and letter combinations learned in Preschool and early Kindergarten. This phonetic method becomes second nature. Kindergarten students have no difficulty mastering and excelling in reading and spelling. Children will spend time learning socialization skills within a safe environment of small classes. Basic skill activities include cutting, pasting, clay modeling and painting. The children participate in a unique music class where they experience musical rhythm activities, games and singing. Hillander provides safe, modern and stimulating outdoor play equipment.

Second through sixth grade continues to expose the child to difficult and complex phonetic rules while incorporating the parts of speech such as nouns, pronouns, verbs, adverbs and adjectives. Students are introduced to classical literature as well as Carden “controlled” books. Grammar is emphasized and applied in the areas of reading, language, composition, essays and oral expressions. In sixth grade, when Hillander students take the Standardized Achievement Test, a high percentage of each class will achieve high school level performance for language mechanics, language expression, reading comprehension, vocabulary and spelling. Classes at this age are limited to 20 students allowing teachers to give individual attention.

The math curriculum at Hillander School constantly introduces new concepts while incorporating a review of those previously taught. The program is designed to build each student’s confidence and to promote a positive attitude towards math. Pre-algebra is introduced in sixth grade to provide the necessary background required for honors level pre-algebra in seventh grade.

The Hillander School is a non-profit, coeducational school enrolling students from age three through sixth grade. The primary purpose of this organization is to educate students to their fullest

potential.

GENERAL INFORMATION

Hillander School was started in September, 1961 by Mrs. Marilyn Taubman for her two children and 23 pupils. The school is a non-profit, non-denominational school that begins with the three year old pre-school and continues through the sixth grade.

The Language-Arts curriculum at Hillander School is based on the Carden Method. Our primary goal is to teach the students to think. We approach reading by:

1. Word analysis based on the sounds of the English letters in their varied combinations.
2. Rhythmic grouping of words within sentences.
3. Selection of the key word of each sentence.
4. Summarization of sentence, paragraph and chapter.

It includes the application of functional grammar and vocabulary development.

The results that we hope to achieve are:

1. Independent reading.
2. A high degree of comprehension.
3. The ability to analyze the material read.
4. The ability to organize the material read.
5. Self-reliance from the beginning.

The purpose of the Carden Method is the development of each child at his own rate of learning to his full capacity. Each lesson is a life situation including all social adjustment patterns with the emphasis of the learning situation on the subject being taught.

Our aims for each child are to:

1. Give the child security in learning.
2. Teach the child to think.
3. Develop self-reliance.
4. Present the reading techniques in such a way that the child understands what he is learning and the purpose of the learning.
5. Develop good study habits.
6. Develop a love of reading.
7. Make the learning experience pleasurable.

Hillander School is departmentalized in physical education, music, art, science, library and Spanish. Our foreign language begins in kindergarten and continues through the Sixth Grade.

Science is introduced in the First/Second Grade and in Third Grade students beginning going to an elective teacher for class. Computer Literacy is introduced in the Fourth Grade by an elective teacher for class.

We feel that Hillander School offers the children a well-rounded program. The classes are limited to 20 students and the classrooms are self-contained in grades one through three. Grade four is semi-compartmentalized. Grades five and six are compartmentalized.

We are proud of what the children are able to accomplish, and we urge you to visit with your child's teacher about the school and your child's progress.

ADMISSION AND REGISTRATION POLICY

The policy of Hillander is not to discriminate on the basis of race, color, national origin, religion or physical handicaps.

Students who attend Hillander for the entire year will be eligible for pre-registration for the following year. After pre-registration is closed, any remaining vacancies will be filled with students that have brothers or sisters enrolled at Hillander and who are on the current waiting list. Any remaining vacancies will be filled from the waiting list forms.

Registration forms are mailed to current students in January. After February 1, vacant positions will be filled from the waiting list.

Hillander School reserves the right to deny enrollment or terminate enrollment without cause.

PLEASE BE AWARE THAT EVERY AUGUST THE WAITING LIST IS NOT ROLLED OVER. IF YOUR CHILD IS ON A WAITING LIST AND DOES NOT GET INTO A CLASS, PLEASE CONTACT THE OFFICE AND SIGN UP AGAIN FOR THE FOLLOWING YEAR IN PERSON.

New students will not be admitted in grades first through sixth after the second week of school unless they have been enrolled in a school that teaches the Carden curriculum or a school of equal standing.

New students in grades pre-school through sixth must supply the school with current school records, immunization record, achievement test scores and a birth certificate. New students and their parents in grades kindergarten through sixth must also interview with the Principal. If the student is accepted into Hillander, a registration form is completed and a registration fee paid. New students in grades first through sixth must complete tutoring in the Carden method.

ADMISSION REQUIREMENTS FOR PRE-SCHOOL

1. The child must be at least 3 years old on or before September 1 of the school year for the 3 Year Old Pre-School program or 4 years old on or before September 1 of the school for the 4 Year Old Pre-School program.
2. The child must be potty trained. The child must be out of pull-ups.

Registration for Pre-School

1. Registration forms completed and registration fee paid.
2. Furnish to Hillander along with the registration forms:
 - A. Immunization record.
 - B. Birth Certificate.

ADMISSION REQUIREMENTS FOR KINDERGARTEN

1. The child must be at least 5 years old on or before September 1 of the school year.
2. The child must be potty trained. The child must be out of pull-ups.

Registration for Kindergarten

Children who have attended Four Year Old Pre-School for the entire year will be guaranteed a position in Kindergarten. New registration forms are processed in the order they are received in the office. Siblings of current students will have first priority.

Any vacant positions will then be filled from the waiting list. New students will be accepted in Kindergarten after school begins if they can successfully complete the work.

ADMISSION REQUIREMENTS FOR FIRST GRADE

1. The child must be at least 6 years old on or before September 1 of the school year.
2. The child must have attended and successfully completed Kindergarten.

First Grade Placement Policy

All children in the Kindergarten program that attended Three Year Old Pre-School and Four Year Old Pre-School for the entire year at Hillander are given priority for registration in First Grade. Children who have attended Four Year Old Pre-School for the entire year at Hillander and have siblings currently enrolled will be given second priority for registration in First Grade. Third priority will be given to children who have attended Four Year Old Pre-School for the entire year at Hillander but have no siblings. After this registration is complete, any remaining vacancies will be offered to the remaining Kindergarten children that have attended Hillander for the entire year and have other siblings currently enrolled in Hillander. If there are any remaining vacancies after this process is complete, then the remaining children in Kindergarten are offered the vacancies from the Waiting List. **Each August a new waiting list begins.** If a student did not make it into a class at Hillander the previous year, the parents **MUST** fill out a new waiting list application the first Monday of August on on-line.

REGISTRATION AND TUITION FEE SCHEDULE

Registration Fees:

Pre-School (2 day)	\$150.00
Pre-School (5day)	\$150.00
Kindergarten	\$225.00
Grades 1-6	\$225.00

Tuition per Year

ON Website see FEE SCHEDULE under ADMISSIONS

The non-refundable registration fee is used to purchase books and materials to be used by your child. This fee is due each year along with the registration form. When both of these items have been

received by the school office, a position is held for your child for the coming school year. **A student is enrolled in Hillander School when the Enrollment Agreement and Tuition Payment Contract is completed, submitted and paid in full or enrolled in the installment plan. Payment of tuition in the monthly installment plan requires enrollment in the FACTS program for auto-debit from a verified checking or savings account.** Tuition rates and fees are set annually by the Board of Trustees. This enrollment agreement and tuition payment contract becomes irrevocable on the date indicated within the contract. If for any reason, you desire to terminate this Agreement prior to the date stated within the contract, written notice of termination must be received by the Principal in the School office at 1600 W. Wadley Avenue prior to 3:00 P.M. on the date stated within the contract. Hillander School enters into contracts with teachers and incurs other annual obligations based on its reliance that you will fulfill the obligations stated in this Contract. For that reason, please understand that once this Agreement becomes irrevocable, your obligation to pay the tuition and fees for the full academic year is unconditional and no portion of such tuition so paid or outstanding will be refunded or cancelled notwithstanding the subsequent absence, withdrawal or dismissal from the School of your student.

TUITION REFUND PLAN: In view of this obligation for tuition and fees for the full academic year, be aware that the option to purchase tuition refund insurance through the Tuition Refund Plan is available to protect the yearly financial obligation under the terms of this Agreement according to the terms of the policy. This program insures tuition and fees (prepaid and due) in the event of separation according to the terms of the policy. Please read and understand the terms and conditions of coverage concerning this Plan. **NOTE: PARTICIPATION IS REQUIRED UNLESS THE FULL ANNUAL CHARGES ARE PAID BY THE DATE DUE, IN WHICH CASE THE PLAN IS ELECTIVE.** Students must attend class for 14 consecutive days for the policy to apply. DEWAR insurance policy covers 60% of the student's tuition.

PARENT REQUEST POLICY

The Board of Directors of Hillander School is proud of its teachers and the academic excellence that the Carden Method provides for the students. However, as we have seen in the past all parent request can not be met. In fairness to all students and teachers, parent/guardian requests for specific teachers or classmates will NOT be considered.

APPOINTMENTS

Dentist, doctor, etc. should be scheduled before or after school when possible. If a student must have an appointment during school hours, please send a note to the teacher.

ATTENDANCE POLICY

Excused absences include:

1. Absences due to illness.
2. Absences due to medical or dental appointments.

3. Absences due to extenuating circumstances. Extenuating circumstances will be evaluated by the Principal or an Attendance Committee which will be made up of members of the Board of Trustees.

The student will be allowed to make-up all work during the time they were absent. The student will be given a reasonable amount of time to complete this work.

Absences due to suspension will be regarded as unexcused and therefore the student will receive a zero for all daily work and any tests. The teacher may require that the work be done even though the student will not receive a grade.

ABSENCE POLICY

PLEASE CALL THE SCHOOL IF YOUR CHILD IS ABSENT FOR ANY REASON.

Regular school holidays should provide ample time for vacations. Keeping a child from school creates added burdens for the teachers and child and often develops in the child a feeling that school is unimportant. A student is responsible for all class work and homework that is assigned during the time they are absent. The student will be given a reasonable amount of time to complete the missed work.

All make-up work should be requested early in the morning. This allows the teacher ample time to get the work ready for your student.

In order to receive credit for the school year and to be promoted or placed in the next grade, students in grades kindergarten through sixth must be in attendance at least 90 percent of the school year. **All absences due to extended vacations prior to the end of the school year will be considered unexcused and a grade of zero will be recorded for all grades taken. Failure to comply with the absence policy may subject the student to denial of admission for the following year.**

VACATION POLICY

The school does not approve of vacation for students that occur during scheduled school days. Vacations should be scheduled only during school vacations. Vacations during school days will be regarded as unexcused absences. Make-up work from the unexcused absences is the responsibility of the student and his/her parents. The student and his/her parent are responsible for learning any missed work. The teacher will only grade tests and/or any other daily grades he/she decides to collect. Any student who exceeds more than five days of unexcused absences will receive a zero on all work missed after the five day maximum allowance. **All absences due to extended vacations prior to the end of the school year will be considered unexcused and a grade of zero will be recorded for all grades taken. Failure to comply with the absence policy may subject the student to denial of admission for the following year.**

We are, however, mindful that special family occasions present themselves and that these events merit discussion between parents and the Principal. For the student's sake, we recommend that you notify the Principal and teachers early of your plans and inform the student that you are seeking special consideration - a privilege.

In order to receive credit for the school year and to be promoted or placed in the next grade, students in grades kindergarten through sixth must be in attendance at least 90 percent of the school year. Credit may be regained if there are extenuating circumstances for the absences and any make-up work assigned is completed satisfactorily.

Parent Conduct

Parents and guardians are expected to demonstrate courtesy and proper conduct when visiting the school campus and while conferencing with faculty members. Disruptive behavior and harassment will not be permitted.

Harassment, in general terms, is conduct so severe and persistent that it creates an intimidating, threatening, hostile, or offensive working environment which interferes with the faculty member's teaching performance. Examples of harassment may include, but are not limited to, offensive or derogatory language, threatening or intimidating conduct, name-calling, slurs or initiating rumors. Students of such parents may be dismissed from Hillander School at any time during the school year without reimbursement.

ILLNESS AND IMMUNIZATIONS

Please be considerate of others by keeping your child home from school when signs of illness appear. A copy of your child's immunization record is required to be on file in the school office. All immunization records must be on file by the fifth day of school. This is a must for your child to remain in school. These records are checked each school year and need to be current at all times.

MEDICAL POLICY

The Hillander School requires that your student be fever free (without medication) for twenty – four hours before returning to class.

Medication

If your child must have medication of any type given during school hours, including over-the-counter drugs, you have the following choices:

1. You may come to school and give the medication to your child at the appointed time.
2. Or, you may obtain a copy of a medication permission slip from the office. Complete the form by listing the medication(s) dosage needed and number of times per day the medication is to be administered and return the completed form to the school office. The staff is not permitted to give injections.

Medication is not to be administered by the student or in the student's possession.

Hillander School office staff will not administer any medication to students unless they have received a medication permission form properly completed and signed by the parent/guardian, and the medication has been received in the original container and appropriately labeled. Hillander School does not provide medication for student use; Tylenol, Advil, Aspirin, Motrin, etc. In fairness to those giving the medication and to protect the safety of your child, there will be no exceptions to this policy.

INJURY POLICY

Hillander School does not employ a professional medical staff. Staff members will administer minor injury care. The parent will be notified based upon the staff's assessment of the severity of the injury. Hillander School cannot provide onsite professional medical attention. The parent agrees that their Student may participate in P.E. or recess and or normal routine school daily activities that could subject their Student to possible injury.

TARDINESS

We discourage tardiness. Classes begin promptly and children that arrive late are at a disadvantage. It is very disruptive to the entire class when a student enters late. Please help your child learn the importance of being on time. If your child is going to be more than a few minutes late, please call the school office and they will notify the teacher.

SCHOOL HOURS

CLASS	STARTING TIME	DISMISSAL TIME
Preschool	9:00 a.m.	2:00 p.m.
Pre-school (5-day)	9:00 a.m.	2:00 p.m.
Kindergarten full day	9:00 a.m.	2:00 p.m.
Grades 1 and 2	8:45 a.m.	2:30 p.m.
Grades 3	8:15 a.m.	2:30 p.m.
Grades 4-6	8:15 a.m.	3:30 p.m.

Children must be picked up promptly at dismissal time. Teachers are required to only stay 15 minutes after school is dismissed. We realize emergencies arise at times, but please notify the office so teachers will be aware of the reason a child has not been picked up on time. We must enforce this rule, as it has been abused in the past.

DELAYED OPENING AND BAD WEATHER DAYS

In the event that **MISD** delays school opening, Hillander will also delay school opening. PLEASE NOTE THAT IF A DELAYED OPENING SHOULD OCCUR, ALL CLASSES IN GRADES KINDERGARTEN THROUGH SIXTH WILL BEGIN AT 10:00 a.m. AND DISMISS AT THE REGULARLY SCHEDULED TIME. When early morning weather conditions make it necessary to close or delay the opening of school, the Principal will notify the news media as early as possible on the morning in question.

If MISD cancels school due to weather conditions, Hillander will also be closed.

TELEPHONE CALLS

Students may not use the office phone. In cases of illness or emergency the office staff or teacher will contact you. All arrangements for transportation, visits to friend's houses, etc. need to be handled before children arrive at school.

STUDENT CELL PHONES

We discourage students bringing cell phones and or smart watches to school due to loss or possible theft and distraction from learning. If they must bring a cell phone or wear a smart watch, we require that it be turned off and kept on the homeroom teacher's desk. If the phone/watch rings or is distracting, the teacher will collect it and the student and parent may pick it up after school from the Principal's office.

TRAFFIC

All parents should enter the drive by using the East entrance. NEVER BLOCK THIS ENTRANCE! If your child is in a car pool, please send the list to the teacher. On the first day of school, please bring your child to the room. After the first day of school, there will be a teacher at the pre-school porch to assist pre-school children from the cars and into the school. If it is absolutely necessary for you to leave your car, pull out of the driveway into a parking space on the west side of the building.

For the children that are being dismissed at 2:00, 2:30 and 3:30 p.m., parents arriving first should pull forward to the sign so that several vehicles can be loaded at once. This will greatly facilitate getting your child to you more quickly. **DO NOT MAKE A DOUBLE LINE.** If it is absolutely necessary for you to leave your car, pull out of the driveway into a parking space on the west side on the building. **DO NOT PARK IN THE SPACES IN THE FRONT OF THE SCHOOL** as these are hard to safely back out of during pick-up times. You are in danger of backing into a car in the pick-up line or hitting a child.

When coming on Wadley Ave. to pick up students, please get in line on "I" Street and pull up to the beginning of the yellow curb zone but not in the yellow curbed zone. Do not park in the area where the curb is painted yellow and set through green lights. Waiting in the yellow curb zone is considered "parking" by the police and you may be ticketed. A right turn on red is acceptable.

2:00 p.m. pick up Kindergarten parents picking up at this time may pull in front of a preschool parent's car if and **ONLY** if sufficient room is available for the kindergarten parent to pull the entire car in line. **Do not cut in front of parents who have been waiting on "I" Street.**

2:30 pm. and 3:30 pm pick up If you turn in off Wadley Ave. you must park your car on the west side of the building, walk up to the porch and pick up your children during this pick up time. **Otherwise, you must get in the car line on "I" St. and wait your turn.**

Please note that you are not to park in front of the school and leave your car unattended or wait for your child's class to begin during the arrival or dismissal time. You may park in one of the parking places provided on the west side of the school. You will be asked to move your vehicle if you park in front of the entrance to the school.

Also, please do not block the side alley by parking along the brick wall, as it makes it difficult for others to get in and out of the side parking spaces in the back of the school.

DO NOT CUT IN LINE. DO NOT USE YOUR CELL PHONE DURING PICK-UP!
PLEASE DO NOT TURN IN FROM WADLEY AND CUT IN LINE IN FRONT OF CARS WHO ARE ALREADY IN LINE ON I STREET.

SCHOOL CALENDAR

We will try to coincide with the Midland Independent School District calendar for major holidays (Thanksgiving, Christmas and Spring Break). Snow days that are observed by MISD will also be observed by Hillander.

SEE website for current calendar

FOLDERS AND REPORT CARDS

Folders are sent home every Wednesday in grades 1st through 6th. Please review the folders carefully and sign, as this tells you how your child is progressing in school. Report cards are sent home at the end of the nine week grading period for grades Kindergarten through 6th.

PROMOTION OF STUDENTS

Grade 1 receives grade values of A - superior, B - above average, C - average and F - failing. Students in 1st grade must maintain an overall average of C or above in reading and math to be promoted to the next grade. Grades 2nd through 6th are given number grades. Any grade below 70 is considered failing. **Students in grades 2nd through 6th must maintain an overall average of 75 or above to be promoted to the next grade.**

PARENT CONFERENCES

We request that you do not visit your child's teacher without an appointment. **Please avoid conferencing with a teacher during their lunch period. Remember they only have twenty minutes to eat just like the students.** Time is very precious during the school day and should be devoted to the needs of the children. However, if you have a problem or question, we encourage you to contact the school office for a conference appointment with the Principal and the teacher. Please keep in touch with the school when problems arise.

PROGRESS REPORTS

Progress reports are sent home to the children in the third, fourth, fifth and sixth grades only. These are sent home between the fourth and fifth week of the grading period. They should be signed and returned to the teacher the following day. Teachers may choose to send progress reports home every week if necessary.

ATHLETICS

The fifth and sixth grade students may participate in Private Elementary School athletic organizations if invited. Sixth grade boys and girls may participate in basketball. Sixth grade also has the first option for signing up for basketball and any remaining openings will be filled by the fifth grade students if needed. A schedule of games and practices will be published when received from the host school. Sixth grade girls may also participate in volleyball if the league chooses to play.

These activities are extracurricular and are voluntary on the part of the student. Hillander will

not be responsible for injuries associated with these activities.

NUTRITION AND LUNCH PROGRAM

All children bring their lunch to school each day. We suggest that you include nutritious snacks in your child's lunch box. Milk can be ordered any time during the school year by filling out a milk request form. The parents need to request either chocolate or white milk. The choice of milk can only be changed by notifying the school secretary. **Parents are not permitted to bring hot lunches to their student/students. Birthday lunches are still permitted.**

MUSIC AND CHOIR

Hillander has a choir program that is for the fourth, fifth and sixth grade students. They meet at 7:45 am. one morning each week. Hillander has two music programs a year; one presented in December by the choir/preschool/kindergarten and another presented near the end of school by all the children enrolled in grades pre-school through six.

PHISICAL EDUCATION

Daily physical activity, learning to play as a team, proper social skills, sportsmanship and character are an extremely important part of each student's education at Hillander. Therefore, participation in PE class is a requirement and a grade will be recorded on each report card.

FIELD DAY

Students in grades one through six participate in a field day program which is usually scheduled for the month of May. Field day is considered a regular school day, and the student will be counted absent if not present.

ACHIEVEMENT TESTS AND CONFERENCES

Achievement tests are given to all children enrolled in grades one through six. The students in the sixth grade are given achievement tests that are suggested by MISD and/or given by MISD. This allows the Hillander sixth grade student the same placement opportunities that are available for the MISD sixth grade students.

The Principal will schedule appointments for the parents to review the results of their child's achievement test. These will be done before the end of school if possible.

ROOM MOTHERS

Each class will have one or two room mother volunteers. The room mothers are responsible for planning holiday parties for Christmas, Valentine's Day and the end of school. They also act as callers to arrange for transportation for field trips, rehearsals, for assistance at school functions and any other area that the teacher may request assistance. Parents assisting with classroom parties are not allowed to bring younger or older siblings to class parties. Please remember the classrooms are small and your

attention needs to be focused on assisting the teacher. Please do not bring helium filled balloons as party favors because it is difficult to load students without popping balloons. No red drinks are allowed. We also ask that clowns and quartets not be invited to classroom parties.

FIELD TRIPS

In grades 2 through 5, field trips will be limited to two field trips per year. We recommend that grade one remain on campus and that the guest speakers come to the school. Sixth grade field trips will be limited to 5 trips per year. This does not include visiting their future junior high school. No field trip will exceed more than half a day and students must be back on campus by 3:30 p.m. for regular dismissal time. All field trips should be appropriate for that particular grade level. There will be no out-of-town field trips during the school week.

Drivers for field trips must submit their driving record from the DPS and a copy of their Declaration of Automobile Policy Insurance at least one week prior to a field trip. All students must wear seatbelts while riding in your vehicle. Students may not be double buckled while riding in your car because it is against the law. Students less than forty pounds should not be seated in the front seat. Second grade students under the age of 8 must use a booster seat. Please do not bring younger or older siblings on field trips. Your attention should be on assisting the teacher and supervising the students.

TRANSPORTATION

Parents must provide transportation for their children. A class list will be available in the school office to assist you in arranging for car pools. Please send a note to the teacher to inform her if your child is to ride with someone other than the designated car pool.

DRUG AWARENESS PREVENTION AND POLICY

The Board noted that as an elementary level private school, the magnitude of any drug-related problem which might arise at The Hillander School should be minimal. The Principal will review any drug awareness/education program or materials as deemed, from time to time, be recommended by the administrative or teaching staff of Hillander School, community agencies or other interested individuals and groups.

Any reported instance of the use of illegal drugs on the Hillander School premises shall result in an immediate investigation by a committee of Board Trustees. This committee will investigate the circumstances of such reported use, and any person determined to have used illegal drugs or to have in any manner contributed to such use by another on The Hillander School premises shall be subject to disciplinary action. The consequences may include permanent dismissal in the case of proven use or abetting of use by any employee of Hillander School and permanent suspension in the case of any student proven to have used illegal drugs on The Hillander School premises. See the following policy for clarification.

DRUGS/ALCOHOL/SUBSTANCE ABUSE

Students in all grades shall not possess, use, transmit or be under the influence of any of the

following substances on school premises during any school day or at a school-related activity:

1. Any controlled substance or dangerous drug regardless of amount.
2. Alcohol or alcoholic beverage.
3. Abusable glue or any other chemical substance for inhalation.

Violations will result in punishment which may include suspension or expulsion of the student to be determined by the Principal.

TOBACCO

Students in all grades shall not possess or use tobacco products on school premises or at school related functions. Violations will result in punishment which may include suspension or expulsion of the student to be determined by the Principal.

GUNS/KNIVES/BOMBS/FIREARMS (weapons)

Students will not enter the school premises in possession of any article considered a weapon by this section. Weapons include, but not limited to:

1. Firearms of any kind.
2. Knives of any size.
3. Chemical devices.
4. Bombs of any kind.
5. Homemade items that might cause injury

Violations will result in punishment which may include suspension or expulsion of the student to be determined by the Principal.

THREATENING REMARKS/ASSAULTS

Students are prohibited from threatening/assaulting anyone on school property or at any school related activity. An assault is defined as:

1. Intentionally, knowingly or recklessly causing bodily injury to another person.
2. Threatening another with imminent bodily injury. Violations will result in punishment which may include suspension or expulsion of the student to be determined by the Principal.

LOST AND FOUND

Articles found on campus are turned into the school office or Lost and Found box located in the lunch room. Students may check for lost articles in the school office or Lost and Found box and are urged to check frequently for their lost items.

EMERGENCY DRILLS

Throughout the year, we will have emergency drills to prepare the students for orderly evacuation of the building in case of an emergency. They are to treat a drill seriously and follow directions exactly.

1. **FIRE DRILL:** Continuous ringing of bells or siren -Line up and leave the room or building
2 Bells/whistle - Return to the building
1 Bell/whistle - Stop and listen for instructions

Students should refer to the map which is posted in their room for the evacuation route. Obey a strict "no talking" rule while exiting from the room and the building. Walk at all times, remain in line and stay with the teacher.

2. **LOCKDOWN:** Instructions by Principal or Incident Commander. Close and Lock all doors and windows. All students and faculty are to be out of hallways and in classrooms to avoid a dangerous situation in the nearby vicinity.
3. **SHELTER IN PLACE:** Instructions by Principal or Incident Commander. Close and Lock all doors and windows. All windows are to be blocked or covered. All students and faculty are to be out of hallways and in classrooms to avoid a dangerous situation on campus. Teachers may move students to the safest place available.
4. **SEVERE WEATHER DRILL:** Instructions by Principal or Incident Commander. Faculty will move students to designated classrooms and hallways.

TEXTBOOKS

Any book issued to a student by a teacher is considered a textbook and is the responsibility of the student. Upon being issued a book, the student is to write his/her name in the proper place. The student is to keep the book covered at all times. The student will be required to pay a fine for any book that is lost, stolen or damaged while in their custody.

DRESS CODE

Appropriate clothing should be worn during the school year. Tee shirts with suggestive writing or pictures will not be allowed. No spaghetti strap shirts, low tank tops, racer back shirts, muscle shirts, halter tops or bare midriffs will be permitted. Shorts (girl/boy), dresses and skirts must be fingertip length. Girls must wear shorts under dresses. No extremely short shorts will be allowed. Students who are inappropriately dressed will be asked to return home and change clothes. Students are to be clean, well-groomed and conservatively dressed on campus and at school functions. Tattoos and body stickers are not acceptable. Unusual hair style/color and attire that are out of place will result in the student being sent home.

For health and safety purposes, **flip flops** will not be allowed. Students will be required to call home for tennis shoes.

DISCIPLINE

Our goal is to teach courtesy, cooperation, honesty, thoughtfulness and consideration through the continual use of good manners in our everyday school life. We expect the student to learn respect for himself/herself, as well as, respect for fellow students' rights, feelings and property.

These are specific rules to assist parents and children with clarification. Parent cooperation is expected in enforcing the rules.

1. Students may not leave the school grounds during school hours without notifying the teacher and/or office.
2. Rudeness, inappropriate language, swearing and malicious mischief are not permitted.
3. Drugs of any kind, liquor and cigarettes are not allowed on the school premises. Possession of any of these will be grounds for dismissal.
4. No running is allowed except during the physical education class.
5. Students should not ride their bicycles or skate on their roller blades on the school parking lot and driveway at the end of school since it is difficult to see school children darting out from between cars.
6. Personal toys should not be brought to school from home. Exception would be for SHOW and TELL in the lower grades. Balls brought for P.E. must be approved by the P.E. teacher. Neither the teacher nor school is responsible for the loss or damage that occurs to the ball.
7. Students must pick up their litter.
8. Students must keep their hands, feet and other objects to themselves. Do not push, shove or hit a fellow student.
9. Students will not fight.
10. Students will not write on or damage the school's or another person's property.
11. The only items to be thrown are balls and frisbees. These should only be thrown in the gym or outdoors under proper supervision.
12. There is no gum chewing at anytime. Gum is not allowed on the school premises unless special permission is given.
13. Cheating or copying of another student's work will be considered a serious offense.
14. Students who have cell phones in their possession must have them turned off during school hours. Cell phones that make any type of noise or become a disruption during school hours will be collected. Parents will be asked to collect the cell phone from the office.

Classroom Disciplinary Policies:

Each teacher has her classroom rules and consequences posted in her room.

School wide Disciplinary Consequences:

1. Verbal reprimand.
2. Loss of privilege
3. After school Accountability Sessions. Accountability Sessions are held from 3:30 p.m. until 4:30 p.m. for grades 5&6. Parents will be notified in writing or by a verbal phone call.
4. Parent conferences.
5. **SEVERE CONSEQUENCE CLAUSE:** Student will be suspended from school.

During suspension the student will receive a zero on all missed work.

6. Other consequences other than the above listed will be posted in the teacher's room.

NO CORPORAL PUNISHMENT WILL BE USED.

PARENTS WILL BE CALLED IF A CHILD BECOMES A DISCIPLINE PROBLEM AND NO SOLUTION HAS BEEN FOUND BY THE TEACHER. IF THE CHILD IS A CONSTANT DISCIPLINE PROBLEM, HE/SHE MAY NOT REMAIN IN HILLANDER SCHOOL. It is the feeling of the Board of Trustees that every child is entitled to an education free of disruption and the threat of any bodily harm from other students.

If a student has been suspended from school for any reason, the parents must submit a written request for readmission for the following school year. The request must indicate the corrective action taken to remedy the reason for expulsion. Admission for the following year may be denied by the Principal if satisfactory correction of the problem has not been made during the remainder of the school year. The written request must be on file by May 1st and will remain in the student's permanent file. If suspension occurs after May 1st, the parents will have fourteen days to submit a written request for readmission. The decision to allow the student to enroll for the following year is subject to review by the Board of Trustees.

Current Students

All students must have a current shot record and birth certificate on file.

ACCOUNTABILITY

Accountability is scheduled after school Tuesday -Thursday. When a student receives five accountability marks from their core teacher and/or elective teachers or combination thereof, the student will be placed in ACCOUNTABILITY. Marks from elective teachers are attached to the homeroom teacher's count. Each core teacher records his/her own marks. **NO CORPORAL PUNISHMENT WILL BE USED.**

